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# Academic Statutes and Regulations

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# Admission Regulations

## Application for Admission

All new students intending to study at the University of Auckland for the first time, and students intending to change their programme, must submit an Application for Admission. To be admitted applicants must meet (a) the admission requirements as detailed below and (b) any specific programme entry requirements. Applicants whose admission to a programme is approved will receive an offer of a place and on acceptance of this offer may proceed to enrol online in courses.

## Prerequisites and Conditions

- 1 Subject to the Council's statutory powers to decline admission and enrolment (whether for insufficiency of accommodation or of teachers or for other cause) and to Regulation 2, a person is eligible to be admitted to the University and to be admitted as a student if that person:
  - a has satisfied the requirements for entrance to a university in New Zealand
  - or
  - b is granted Special Admission
  - or
  - c is granted Discretionary Entrance
  - or
  - d is granted admission *ad eundem statum*, based upon study at a secondary school or another tertiary institution:
    - (i) at entrance level
    - or
    - (ii) with credit
    - or
    - (iii) with graduate status.
- 2 Unless the Pro Vice-Chancellor Education or the Discretionary Entrance Academic Adviser approves otherwise, a person who has not reached the age of 16 years by 31 December in the year preceding that in which admission is sought will not be eligible to be admitted to this University.
- 3 A person seeking to be admitted to the University must:
  - a comply with these regulations
  - and
  - b sign and date the declaration on the Application for Admission form which includes the words: 'I will comply at all times with the University's statutes, regulations, rules and policies'
  - or
  - c complete and submit the Application for Admission online, which includes a declaration with the words: 'I will comply at all times with the University's statutes, regulations, rules and policies' and accept that completing and submitting the Application for Admission online constitutes signing and dating the declaration as defined under the Contract and Commercial Law Act 2017.

## Requirements for Entrance to a University in New Zealand

- 4 a **National Certificate of Educational Achievement**

From 2005 to 2014: a minimum of 42 credits at Level 3 or higher on the National Qualifications Framework, including a minimum of 14 credits at Level 3 or higher in each of two subjects from an approved subject list, with a further 14 credits at Level 3 or higher taken from no more than two additional domains on the National Qualifications Framework or approved subjects; plus, a minimum of 14 credits at Level 1 or higher in Mathematics or Pangarau; plus, a minimum of 8 credits at Level 2 or higher in English or te reo Māori; 4 credits must be in Reading and 4 credits must be in Writing.

From 2015: NCEA Level 3; plus, three subjects at Level 3, made up of 14 credits each, in three approved subjects; plus Literacy, 10 credits at Level 2 or above\*, made up of 5 credits in reading, 5 credits in writing; plus Numeracy, 10 credits at Level 1 or above\*, made up of Achievement standards – specified achievement standards available through a range of subjects, or Unit standards – package of three numeracy unit standards (26623, 26626, 26627 – all three required).

For 2020 only to recognise the disruption caused by COVID-19: NCEA level 3; plus three subjects at Level 3, made up of 12 credits each in three approved subjects; plus Literacy, 10 credits at Level 2 or above\*, made up of 5 credits in reading, 5 credits in writing; plus Numeracy, 10 credits at Level 1 or above\*, made up of Achievement standards – specified achievement standards available through a range of subjects, or Unit standards – package of three numeracy unit standards (26623, 26626, 26627 – all three required).

\*Note: For the lists of Level 1, Level 2 and 3 standards that contribute to University Entrance requirements, please visit the NZQA website [www.nzqa.govt.nz/ncea](http://www.nzqa.govt.nz/ncea).

**b Bursaries examination**

Up to and including 1986: an aggregate total of 160 marks in four subjects.

From 1987 to 1992: four individual subjects with D grades or higher. (Practical Art up to 1988 counts as two subjects for this purpose.)

From 1993 to 2003: three individual subjects with C grades or higher plus Higher School Certificate, or an 'A' or 'B' Bursary.

**c UE gained before 1986.****d Up to and including 1992: a combination of credits, in a minimum of four subjects, gained from UE before 1986 and/or Bursaries Examinations since. A credit required a mark of at least 40 percent in 1986 or a D grade or higher from 1987 on. (Practical Art up to 1988 counts as two subjects for this purpose.)**

From 1993 to 2003: a combination of credits in three individual subjects in the Bursaries Examination plus Higher School Certificate.

**e Up to and including 2003: 13 credits in three different subjects at Level 3 or above on the National Qualifications Framework and Higher School Certificate.**

*Note: Credits in approved subjects from the National Qualifications Framework, and grades C or better in NZUEBS or equivalent, may be combined to make up the equivalent of three C passes.*

**Special Admission**

- 5 a A person who does not hold a university entrance qualification but who is a New Zealand citizen or permanent resident and has attained the age of 20 years on or before the first day of the semester in which a proposed programme is offered is eligible to be granted Special Admission.
- b A person seeking Special Admission to the University has to apply for it in accordance with the Admission Regulations and submit evidence of age and educational qualifications.
- c Senate may waive the age requirement where an applicant is in its opinion otherwise fit to be admitted and, in particular, has satisfied any qualification for admission specified in the regulations for that programme of study.
- d A person seeking to be admitted to the University of Auckland who wishes to be granted credit for any prior learning must apply under Regulation 7 (Admission at Entrance Level or with Credit).
- e Special Admission applicants who have previously failed a foundation programme, or not reached an adequate standard in a preparatory programme, will not be re-admitted to the University unless their last enrolment is two or more years previous and they have subsequently undertaken work, study or life experience that demonstrates readiness for academic study. Special Admission applicants refused admission should be advised of other study options.

**Discretionary Entrance**

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

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

- b New Zealand or Australian citizens or New Zealand permanent residents who have undertaken Year 13 study beyond 1 June at a New Zealand secondary school may normally not be admitted under the Discretionary Entrance provisions before July in the following year.
- c In special circumstances the Chair of Universities New Zealand–Te Pōkai Tara's Sub-Committee on University Entrance may permit persons who do not fulfill Regulation 6a(ii) or Regulation 6a(iii) above to apply for Discretionary Entrance.
- d A person studying at a New Zealand secondary school, who is attempting to qualify for entrance to the University, may apply for Discretionary Entrance in the same year for the purpose of enrolling in courses offered in Summer School. Any person admitted under this regulation 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 School programme before doing so, but any courses passed will not be credited to a qualification until a University Entrance qualification is gained.

- e A person seeking Discretionary Entrance to the University must apply by completing the requirements prescribed on the Discretionary Entrance form.
- f The decision on Admission to the University under the category of Discretionary Entrance, and any required admission conditions, will be made by the Discretionary Entrance Academic Adviser on the basis of the completed application required under 6e, any feedback provided from programme staff and the outcome of an interview (if required by the Pro Vice-Chancellor Education or Discretionary Entrance Adviser).

### **Admission *ad eundem statum* (Admission at Entrance Level or with Credit)**

#### **7 a From a New Zealand university**

A student from another university in New Zealand, including a student who had enrolled at the University of Auckland previously, who wishes to reapply to the University of Auckland must submit an Application for Admission online and may apply for credit under the provisions of the Credit Regulations.

#### **b From another tertiary institution in New Zealand or overseas**

A person who wishes to be admitted to the University and who has gained appropriate qualifications validated by the New Zealand Qualifications Authority or from an overseas institution may be granted admission by this University:

- (i) at entrance level
- (ii) with credit towards a certificate, diploma or a Bachelors degree for work which in the opinion of Senate is substantially equivalent and is in accordance with the credit regulations
- (iii) with graduate status.

#### **c From a New Zealand secondary school**

New Zealand citizens, permanent residents or international students who have gained from a New Zealand secondary school an entrance qualification approved by Universities New Zealand–Te Pūkai Tara for the purpose of admission *ad eundem statum*, may be granted admission *ad eundem statum* to this University.

#### **d From an overseas secondary school**

New Zealand citizens, permanent residents or international students who have gained an appropriate overseas qualification may apply to have that qualification recognised as being equivalent to a university entrance qualification set out in Regulations 4a–e above. A New Zealand citizen who has completed a year of academic study overseas, which is deemed to be at the equivalent of Year 13 in New Zealand, whether or not a formal academic qualification has been obtained, may apply for Discretionary Entrance, if appropriate, or may apply for *ad eundem statum* entrance under this Regulation.

- e A person seeking admission under this regulation has to apply by completing the requirements on the Application for Admission online.
- 8 a Credits may be specified or unspecified and the grant of admission may include permission to advance in specified subjects or courses.
- b Prerequisite courses or programmes may be prescribed as a condition of the approval to proceed to a higher degree or other qualification.

### **Students Enrolled at Another Educational Institution**

- 9 a When they enrol, students are required to declare if they are intending to enrol concurrently during the year in question at any other educational institution.
- b A student at a New Zealand secondary school who satisfies the admission requirements and who has the specific written approval of the institution's principal may, with the approval of the Pro Vice-Chancellor Education or the Discretionary Entrance Academic Adviser, enrol in up to 15 points per semester under the Young Scholars programme.

### **English Language Competence**

- 10 a Applicants for admission to the University of Auckland must provide evidence acceptable to the University of their competence in both written and spoken English.
- b For admission purposes, the University will be satisfied of an applicant's competence in English:
  - (i) if English is the applicant's first language
  - or
  - (ii) if the applicant has a New Zealand university entrance qualification
  - or
  - (iii) if the applicant has an overseas university entrance qualification from a country where the main language is English and the main language of instruction and assessment for that qualification was English
  - or

- (iv) if the applicant performs to a satisfactory standard, as set down by the University Senate from time to time, in an approved English Language test
  - or
  - (v) if the applicant provides other evidence acceptable to the University of competence in both written and spoken English.
- c If the academic performance of a student during their first year of study indicates a discrepancy with the evidence of English language competence provided at the time of admission, then the Pro Vice-Chancellor Education, on the recommendation of the relevant Associate Dean Academic, may require the student to undertake an approved English Language test. The cost of this English Language test will be met by the University. If the student fails to take the test within a three-month period, or the result of the new test is such that the student would have been declined admission to the University on initial application, the Pro Vice-Chancellor Education may discontinue the student's enrolment or permit the student to continue their enrolment under specific conditions determined by the Pro Vice-Chancellor Education.
- d Where the Pro Vice-Chancellor Education permits a student to continue their enrolment under specific conditions under regulation 10(c), the Pro Vice-Chancellor Education may discontinue the student's enrolment if they determine the student has breached those conditions.
- e A student whose enrolment has been discontinued under regulation 10(c) or 10(d) will be eligible for a full refund of tuition fees for the course(s) deleted, unless the evidence of their English language competence provided to the University at the time of admission was falsified or obtained dishonestly.
- f The English Language Competency requirements outlined in the Admission Regulations do not apply to applicants who are New Zealand citizens or permanent residents and aged 20 years or older, unless the applicant is applying to a limited entry programme for which English Language Competency is a selection criterion prescribed by Council under section 4(b) of the Limitation of Entry Statute 1999.

### Early Programme Entry

- 11 a An applicant may, with the approval of the Programme Director, be admitted to a postgraduate programme at this University with one course, of no more than 30 points, left to complete in their qualifying undergraduate degree providing they have:
- (i) met all other requirements for the completion of the degree
  - and
  - (ii) passed at least 45 points above Stage II
  - and
  - (iii) passed any required prerequisite courses for the postgraduate programme to which they are applying
  - and
  - (iv) met the required Grade Point Average and any other entry requirements for the postgraduate programme to which they are applying.
- b The requirements for the qualifying undergraduate degree must be met during the student's first semester of initial enrolment in the postgraduate programme. If the requirements for the undergraduate degree are not met within the first semester, further enrolment in the postgraduate programme will not be permitted until the requirements have been met.
- 12 a An applicant may be admitted to a postgraduate programme at this University based on their Grade Point Average calculated on grades from all courses excluding the final semester (or equivalent) of their qualifying programme providing that they are currently enrolled in all the required courses to complete the qualifying programme.
- b The qualifying programme must be completed before they commence their first semester of study in the postgraduate programme, unless they are approved admission under Regulation 11. If the qualifying programme is not completed by the time the postgraduate programme commences, and the applicant is not admitted under Regulation 11, then enrolment in the postgraduate programme will not be permitted until the requirements have been met.
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## Credit Regulations

### Credits

- 1 a A student may, with the approval of Senate or its representative and on payment of the prescribed fees under the Fees Statute, be granted credit towards a programme approved by the Dean of Faculty concerned under the provisions of these regulations.
- b A student may not be granted further credit for work already credited under this regulation.

### Credit from Another Tertiary Institution: Transfer Credit

- 2 a A student who applies for admission to the University of Auckland and has undertaken an appropriate programme or micro-credential at an approved tertiary institution may be granted appropriate credit towards a degree or other qualification of the University of Auckland on the basis of work successfully completed in the previous programme or micro-credential.
- b To be awarded an undergraduate degree of the University of Auckland a student must complete at least the equivalent of a full time year of study as an enrolled student at the University of Auckland and pass a minimum of 120 points towards that degree.
- c Credit granted under 2a above may be specified or unspecified and the grant of admission may restrict advancement in specified subjects or programmes.
- d
  - (i) Credit granted under 2a above for an undergraduate qualification will normally be granted only for courses or micro-credentials at Stage I and Stage II. Only in exceptional circumstances will the grant of credit be considered at Stage III for courses or micro-credentials taken at Stage III at another tertiary institution.
  - (ii) Credit for completed micro-credentials will only be approved if the micro-credential was originally awarded with credit. Credit is not available for non-credit-bearing micro-credentials. Credit for micro-credentials will be approved at the level at which the micro-credential was approved, or the level for which it is assessed as being the equivalent of, for non-New Zealand micro-credentials.
  - (iii) Where Parts are specified for a Bachelors degree, credit may be awarded within a Part according to suitability of course or micro-credential content and/or professional requirements and irrespective of the Stage or level of the course or micro-credential passed. Credit towards an undergraduate qualification will not normally be granted for postgraduate level courses or micro-credentials.
  - (iv) Credit may be refused for undergraduate courses or micro-credentials passed more than five years previously.
- e Unless prohibited by the regulations of a prescribed degree, credit may be granted under 2a above towards a Bachelors Honours Postgraduate degree, taught Masters degree or the taught component of a research Masters degree with a total points value of more than 120 points, or Postgraduate Diploma provided that:
  - (i) No more than 30 points may be granted as transfer credit.
  - (ii) The enrolment in the postgraduate qualification at the University of Auckland is no later than three semesters from the initial enrolment in the courses or micro-credentials for which credit is to be given.
  - (iii) The application for transfer credit is made at the time the student is admitted to the postgraduate qualification.
  - (iv) The completed courses or micro-credentials are at postgraduate level in the disciplinary area of the qualification for which transfer credit has been sought.
  - (v) Transfer credit will not be given for independent research courses such as a dissertation, research essay, research project, research portfolio, thesis, or similar, or the major creative component of a postgraduate programme.
  - (vi) Transfer credit will not be given for courses in completed qualifications. Micro-credentials are not considered to be completed qualifications.
  - (vii) Grades for transfer credit courses or micro-credentials will not be included in the calculation of an overall grade for Honours (or Distinction/Merit).
- f Where prior approval for external tertiary study, exchange or study abroad enrolment has been granted:
  - (i) The grant of more than 30 points of credit for courses or micro-credentials taken at another tertiary institution will be considered for a Bachelors Honours degree, taught Masters degree, the taught component of a research Masters degree with a total points value of more than 120 points, or a Postgraduate Diploma.
  - (ii) The grant of credit for courses or micro-credentials taken at another tertiary institution will be considered for a research Masters degree.
- g The grant of 60 points of credit from a completed postgraduate certificate towards a Postgraduate Diploma may be approved where the admission regulations for the diploma programme allow for it.

- h Credit will not be available for any course or micro-credential passed at another tertiary institution with a conceded or restricted pass.
- i Where cross-credit or transfer credit has been awarded at another tertiary institution, this credit may not also be credited to a programme at the University of Auckland.

### Approved Study at Another Institution

- 3 a A student who is enrolled at the University of Auckland and who concurrently enrolls and completes courses or micro-credentials at another tertiary institution, which they wish to credit to their University of Auckland qualification, must:
  - (i) Seek from the Dean of the relevant faculty, or nominee, prior approval of the proposed concurrent enrolment and confirmation that the courses or micro-credentials will satisfy the regulations and requirements for the qualification for which the student is enrolled at this University and that appropriate credit may be granted.
  - (ii) Apply for credit in accordance with these regulations when the official results are known.
- b Any credit granted towards a University of Auckland qualification from study at a Summer School will be added to the current year of study at this University.
- c Where prior approval has not been sought, credit will not normally be granted.
- 4 Where study at another institution is part of approved external study, study abroad or exchange arrangement, credit for an undergraduate qualification may be approved for Stage III or postgraduate level courses if the successfully completed study is deemed appropriate for such credit by the Dean of the relevant faculty or nominee.

### Cross-credits and Internal Credit

- 5 a In this Regulation 'cross-credit' means a course which is common to two University of Auckland undergraduate qualifications, which may be Bachelors degrees, undergraduate diplomas and undergraduate certificates, and is credited to both. 'Internal credit' means credit awarded to a programme for one or more courses passed for another University of Auckland qualification, which cannot be designated as a cross-credit.
- b A student taking two programmes may only be awarded as cross-credits and/or internal credit the maximum allowed for one, but not both, of the programmes.
- c A course which is designated a cross-credit may not be credited to more than two qualifications.
- 6 a When calculating cross-credits between a second and third qualification, points from previously granted cross-credits may not be used. The maximum number of cross-credit points that may be granted is based on one third of the points not previously designated for cross-credits.
- b A Stage III course that fulfils the Stage III requirements of one qualification may not normally be designated as a cross-credit to meet the Stage III requirement of another qualification unless permitted by the regulations of a prescribed undergraduate degree.
- c A student may not designate as a cross-credit any course passed with a conceded pass or a restricted pass. If that course is compulsory, another course may be substituted for it as Senate or its representative may approve.
- d Designation of courses as cross-credits, as permitted by these regulations, is subject to the approval of the Dean of the relevant faculty or their nominee.

### Micro-credentials Completed at the University of Auckland

- 7 a If a micro-credential is completed at the University of Auckland and credit is approved into a University of Auckland qualification the credit will be designated as Internal Credit.
- b A micro-credential may only be credited to one qualification.

### Limits

- 8 Subject to any other provisions of these regulations and except where different arrangements are specified in individual Programme Regulations:
  - a The total value of transfer credit, cross-credits and internal credit will normally be limited to one third of the total value of the degree, diploma or certificate to which it is being credited.
  - b Cross-credits are not available for Masters degrees, Bachelors Honours Postgraduate degrees, doctorates, postgraduate certificates and postgraduate diplomas.

### Limits on Cross-credits for Conjoint Degrees

- 9 a A conjoint degree programme is considered to be two degrees for the purpose of calculating cross-credits.

- b (i) A maximum of 80 points may be cross-credited from a completed conjoint degree component to another qualification.
- (ii) A maximum of 80 points may be cross-credited from a completed qualification to a conjoint degree component.
- (iii) The apportionment of the points for each component of a conjoint degree is subject to the approval of the appropriate Deans or their representatives.

### Reassigned Courses

- 10 a A student may apply, by submitting an Application to Reassign Courses form, to reassign courses passed for, and assigned to, one qualification to another qualification for which the courses are available.
- b A student may not reassign courses passed for one qualification to another once the qualification for which the courses were passed has been awarded, unless the former qualification has been surrendered or rescinded.
- c A student may not reassign to another qualification any course passed with a conceded pass or a restricted pass. If that course is compulsory, another course may be substituted for it as Senate or its representative may approve.
- d A student may apply to reassign a course or courses passed for a Certificate of Proficiency to a taught Masters degree, or the taught component of a research Masters degree with a total points value of more than 120 points, a Bachelors Honours Postgraduate degree, a postgraduate diploma or a postgraduate certificate provided that:
  - (i) no more than 30 points are reassigned
  - (ii) the enrolment in the postgraduate qualification is no later than three semesters from the initial enrolment in the course(s) reassigned from a Certificate of Proficiency
  - (iii) the course is available in the schedule of the qualification to which it is reassigned.
- e Courses which are reassigned cease to be credited to the former qualification.

### Review and Appeal Procedure

- 11 a Decisions under these Regulations may be reviewed only if:
    - (i) there was a failure of the University's process and/or
    - (ii) the basis of the decision was manifestly at odds with the evidence.
  - b Requests for review of Transfer Credit and Approved Study at Another Institution decisions should be made to the Admissions Office. Requests for review of Cross-credits, Internal Credit and Reassigned Courses decisions should be made to the Records Office.
  - c If the request for review is unable to be resolved by the Applications or Records Offices, it will be referred to the faculty concerned or, in the case of postgraduate qualifications, the Pro-Vice Chancellor (Education) for reconsideration.
  - d If a student remains dissatisfied following reconsideration by the faculty or Pro-Vice Chancellor (Education), a written appeal for a review of the credit decision may be submitted to the Director, Student and Scholarly Services.
  - e The Credit Review Board will consider all appeals relating to credit decisions on behalf of Senate.
  - f Students who are submitting an appeal have the right to be heard in person.
  - g The decision of the Credit Review Board must be recorded and the appellant informed of the decision in writing.
  - h The decision of the Credit Review Board is final.
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## Enrolment and Programme Regulations

*The 'Department' is the Department or School or other academic unit in which the student is enrolled, and the 'Head of Department' is the head of that academic unit.*

### Application of Regulations to Doctoral Degrees

- 1 The Enrolment and Programme Regulations apply to doctoral degrees only as stated at Regulations 1a-b.
  - a Doctoral degrees are subject to:
    - Regulation 4b(ii) within the Academic Calendar provisions
    - Regulation 7 within the Definitions of Full-time and Part-time Study
    - Regulation 10a within the General Programme Provisions
    - Regulations 14-18 pertaining to Rescindment and Surrender of Qualifications
    - Regulations 21a-b, 21d-e, 22a-b and 22d-e within the Enrolment provisions
    - Regulation 23 pertaining to Members of the Security Intelligence Service
    - Regulation 77 pertaining to Deputy Vice-Chancellor Education's Special Powers.
  - b Doctoral degrees governed by the 2011 or 2016 Statutes for the Degree of Doctor of Philosophy or by the General Regulations - Named Doctorates are subject to Regulations 1a and 19a of these Enrolment and Programme Regulations.

### Application of Regulations to Micro-credentials

- 2 The Enrolment and Programme Regulations apply to micro-credentials with the exception of the regulations pertaining to:
  - Restrictions - Regulation 13
  - Discontinuation - Regulation 19
  - Academic English Language Requirement - Regulation 25
  - Meeting the Academic English Language Requirement - Regulations 26-32
  - Failure to meet the Academic English Language Requirement - Regulations 33-37
  - Readmission - Regulations 40-45
  - Academic Standing - Regulations 59-74.
- 3 References to programmes and courses in these regulations, excluding the sections noted in Regulation 2, should be interpreted to include micro-credentials.

### Academic Calendar

- 4
  - a The academic year will begin on the first day of January of the calendar year and will end on the last day of December of that same calendar year.
  - b There will be:
    - (i) a Summer School, a Late Year Term, two semesters, four quarters and an Academic Year Term in each year
    - (ii) a doctoral year term corresponding to each block of 12 months from the initial date of doctoral programme enrolment for a doctoral student.
  - c The Summer School will normally begin on the second working day after the New Year break and will end with examinations normally held over three days commencing the second or third Monday in February. If the second working day is a Friday, the Summer School will begin on the following Monday.
  - d The first semester will normally begin on the ninth or tenth Monday of the calendar year and end on the 26th Monday of the calendar year, the final three weeks and one day of which will normally be a study and examination period.
  - e The second semester will normally begin on the 29th or 30th Monday of the calendar year and end on the 46th Monday of the calendar year, the final three weeks and one day again normally being a study and examination period.
  - f Each semester will include a break of at least one week after about six weeks of teaching.
  - g Quarters normally comprise a ten week period of teaching and examinations, followed by a break of one or two weeks.
  - h The Academic Year Term will begin on the first day of January and will end on the last day of December of that same calendar year. Within the Academic Year Term, individual sessions that commence on a date within the Academic Year Term will be used to denote specific shorter periods of study.

### Definitions of Full-time and Part-time Study

- 5 Full-time study is defined as a student workload of:

- a not fewer than 100 points over two semesters in one year  
or
  - b not fewer than 50 points in one semester  
or
  - c not fewer than 25 points in Summer School  
or
  - d not fewer than 25 points in one quarter  
or
  - e not fewer than 50 points in Late Year Term  
or
  - f not fewer than 100 points in the Academic Year Term.
- 6 Part-time study is defined as a student workload of:
- a fewer than 100 points over two semesters in one year  
or
  - b fewer than 50 points in one semester  
or
  - c fewer than 25 points in Summer School  
or
  - d fewer than 25 points in one quarter  
or
  - e fewer than 50 points in Late Year Term  
or
  - f fewer than 100 points in the Academic Year Term.
- 7
- a Full-time/part-time status for doctoral students is determined separately for each month of enrolment.
  - b A full-time doctoral student is enrolled in 10 points each month.
  - c A part-time doctoral student is enrolled in 5 points each month.

### Points

- 8
- a (i) Students in a Bachelors degree, diploma or certificate are subject to the provisions of the Academic Standing regulations.
  - (ii) A student may enrol in:
    - (a) up to 80 points in each of Semesters One and Two
    - (b) up to 30 points in a Summer School
    - (c) up to 45 points in each of Quarters One, Two, Three and Four
    - (d) up to 60 points in Late Year Term
    - (e) up to 60 points in total if a student is enrolled in both Summer School and the Late Year Term
    - (f) up to 190 points in the Academic Year Term, or in the Academic Year Term in conjunction with other semesters, quarters or terms.
  - (iii) The Pro Vice-Chancellor Education, acting on the recommendation of the relevant Programme Director, may approve a student to exceed the points limits noted above, in exceptional circumstances.

#### Notes:

- 1 *A recommended full-time programme in Semesters One and Two would normally comprise a total of 120 points.*
  - 2 *A recommended full-time programme in Quarters One, Two, Three and Four would normally comprise a total of 120 points.*
- b
- (i) For a Masters degree where another programme is included in the enrolment, a limit on points may be determined by the Dean of Faculty or delegated representative in any particular case provided that the Masters programme will always comprise more than half of the total points for which the student has enrolled.
  - (ii) Students who are eligible to claim student allowances and/or an additional student loan entitlement and wish to enrol during the summer vacation period in order to work on their thesis, dissertation or research project are required to be enrolled in an appropriate course as advised by their faculty.

### Exchange/Study Abroad

- 9 For study at another institution as part of an approved undergraduate exchange or study abroad arrangement:
- a a student is required to enrol in at least 45 points in a semester for up to two semesters of their degree
  - b a student may enrol in a maximum of 75 points in a semester for up to two semesters of their degree
  - c the maximum amount of credit that may be awarded under these regulations is the maximum limit specified in Regulation 8 of the Credit Regulations.

### General Programme Provisions

- 10 a Subject to the Admission Regulations and to the express provisions of any other statute or regulation, every student for a certificate, diploma or degree programme must:
- (i) be admitted to the University
  - and
  - (ii) follow the prescribed programme in the order prescribed or indicated in accordance with the regulations governing that programme
  - and
  - (iii) comply with the provisions of the Examination Regulations.
- b Each student must ensure that, before confirming their enrolment, their proposed programme and enrolment complies with the regulations of the qualification to which they have been admitted or they have been approved a variation under the Programme Variations Regulations.
- c A faculty may determine whether a programme will be offered part-time or full-time for new students in any particular academic year. This information will be made available on the University's website.
- d Where electives are prescribed for a programme, the faculty may at its discretion determine which of them shall be available in any term provided that sufficient electives are available to enable students to complete their programme.
- e A student who has enrolled for the second semester in a course or courses that have a first semester prerequisite or corequisite and who fails the prerequisite/corequisite course(s) may not proceed with the second semester enrolment unless a concession is granted by the relevant Programme Director.
- f Where in the opinion of an Academic Head an insufficient number of students has enrolled in a course taught in the Department or School or where there are insufficient staff to teach it, that Academic Head may, with the relevant faculty approval, cancel that course not later than one week after the beginning of the term in which it would have been taught. A course may not be cancelled if the ability of students to complete or progress in their programme is impacted and appropriate alternative courses cannot be made available. In lieu of cancellation an Academic Head may propose changes to course delivery to accommodate students. A student is not to be charged a fee for any alteration to enrolment required because of the cancellation of a course.
- g If a student wishes to enrol in a course that is not explicitly listed in the Structure and Content or Schedule of their programme, they may do so, provided that:
- (i) the Structure and Content or Schedule of their programme includes a provision for them to enrol in other courses, or they have approval from their Programme Director to include the course
  - and
  - (ii) approval is given by the relevant Course Director
  - and
  - (iii) any prerequisite, corequisite or other conditions are met or the Course Director has, in approving the enrolment, waived those requirements
  - or
  - (iv) it is completed as a Certificate of Proficiency.
- h In respect of individual courses, 'to complete' means to attend all required classes, submit any required assessment, sit any required examinations, and be awarded a pass grade.

### Programme Variations

- 11 A Programme Director may approve a variation to the courses a student must complete as part of their programme of study. The following rules apply:
- a There must be a compelling academic reason for the variation, or evidence of exceptional circumstances and/or hardship to the student.
  - b The variation must be recorded on the student's academic record.
  - c Variations must not reduce the total points required to complete a qualification.
  - d The extent of variation must not jeopardise the integrity of the qualification. The variation must not exceed one quarter of the total points value of the qualification, or remove a core requirement e.g. a research project, requirement for level 9 courses or the regulations applying to the award of honours.
  - e Variations will be considered on a case-by-case basis and will not set a precedent.

Beyond this, variations may only be approved in accordance with the Deputy Vice-Chancellor Education's Special Powers.

**Transition Provisions**

- 12 The University reserves the right to make changes to its qualifications, including the addition, restructuring or suspension or deletion of qualifications, regulations and/or courses. Reasonable provision will be made to enable enrolled students to complete any qualification which is discontinued or has its structure substantially altered, but such provision will not extend beyond the permitted time for completion of postgraduate qualifications or an approved timeframe for undergraduate qualifications.

**Restrictions**

- 13 a A student may not normally enrol in the same semester or quarter or Summer School or Late Year Term for more than two different programmes.
- b (i) A student may not enrol in the same semester or quarter or Summer School or Late Year Term for courses the content of which is substantially similar.
- (ii) A student may not enrol for any course the content of which is the same as, or substantially similar to, any course for which credit has been received, provided that in exceptional circumstances Senate or its representative may permit such enrolment for a Certificate of Proficiency.
- (iii) Work submitted for credit towards the result in any course may not be resubmitted in respect of any other course.
- c A student who has twice enrolled in, but has failed to be credited with a pass in, a course is not entitled to enrol again in that course other than in exceptional circumstances approved by Senate or its representative.
- d A student may not be admitted to a programme for a qualification at the same level, in the same discipline, as a qualification that has already been awarded or conferred or for which the requirements have been completed, unless specific provision is made in the regulations for the relevant programme or special approval is given by Senate or its representative.
- e Unless special approval is given by Senate or its representative, a student may not be admitted to a programme for a postgraduate qualification
- (i) for which the student has previously failed to meet the general requirements by being unable to complete within the total allowable enrolment limit
- or
- (ii) the content of which is the same as, or substantially similar to, any qualification for which the student has previously failed to meet the general requirements.
- f Students or members of the public may only attend classes associated with an enrolled course (including lectures, tutorials, seminars, and laboratories) if they are formally enrolled in the course as part of a programme of study or are attending as part of the University Lecture Course Programme organised by Public Programmes or a Short Course under the Short Courses Policy or are a postgraduate research student and have permission from the course director to audit the course.

**Rescindment and Surrender of Qualifications, Micro-credentials and Digital Badges**

- 14 The University Council may rescind any qualification, micro-credential or digital badge conferred or issued in error.
- 15 A qualification, micro-credential or digital badge may be surrendered on application to Student and Scholarly Services, and records of the qualification, micro-credential or digital badge being awarded will be amended, including digital records. If the surrendered qualification is a degree or diploma then the graduate will be removed from the graduate database.
- 16 a The decision makers named in these regulations may delegate their decision-making power under these regulations to another nominated role. This delegation must be in writing.
- b Where decision-making authority is delegated:
- (i) The delegated authority can be exercised in the same way and to the same effect as if the original listed decision maker performed or exercised it.
- (ii) The decision maker that made the original delegation remains responsible for the performance or exercise of the authority.
- 17 Rescindment or surrender of a qualification, micro-credential or digital badge is regarded as final. Re-conferment of the rescinded or surrendered qualification, micro-credential or digital badge would only be approved in exceptional circumstances.
- 18 Any subsequent reassignment of courses from a rescinded or surrendered qualification towards another University of Auckland qualification must comply with the Credit Regulations of the *University Calendar*.

**Discontinuation**

- 19 a A student who has not enrolled in a course for a programme for a period of three years shall have their admission to the programme discontinued and must apply for and have readmission approved to that programme before any further enrolment in that programme is permitted.
- b (i) A student who has enrolled in a foundation or undergraduate degree programme in their first semester of study at the University of Auckland who fails to actively engage in their course(s) or programme in the first four weeks of enrolment, to the extent that they are deemed by the relevant Programme Director to be unlikely to successfully complete their courses, may have their admission to the programme discontinued and their enrolment deleted. The decision will be made by the relevant Associate Dean Academic based on a recommendation from the Programme Director.
- (ii) A student discontinued in these circumstances will be eligible for a full refund of tuition fees for the course(s) deleted.
- c A student who has twice enrolled in but has failed to be credited with a pass in a course which is required for completion of, or continued enrolment in, a programme may have their enrolment for that programme discontinued by the relevant Associate Dean Academic or a faculty Programme Adviser using criteria determined by the relevant Associate Dean Academic.
- d 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 the relevant Associate Dean Academic or a faculty Programme Adviser using criteria determined by the relevant Associate Dean Academic.
- e A student who has received 'Did not sit' (DNS) or 'Did not complete' (DNC) grades on all their courses in a semester may have all future course enrolments deleted and their programme discontinued by the relevant Associate Dean Academic or a faculty Programme Adviser using criteria determined by the relevant Associate Dean Academic.
- f A student whose enrolment has been discontinued because of failure to meet specified conditions, or as a result of receiving 'Did not sit' (DNS) or 'Did not complete' (DNC) grades in a prior semester, or whose programme has been discontinued under Regulation 19c, may apply for reconsideration of their discontinuation where they consider that medical or other exceptional circumstances should be taken into account. An application for reconsideration of discontinuation must be made to the relevant Associate Dean Academic of the faculty in writing.

**Readmission following discontinuation**

- g (i) If a student who has been discontinued subsequently wishes to recommence the programme they were discontinued from they must apply for readmission to the programme. The relevant Associate Dean Academic or a faculty Programme Adviser using criteria determined by the relevant Associate Dean Academic may approve admission, decline admission, or permit a student to be readmitted under specific conditions.
- (ii) A student whose enrolment in a programme has been discontinued under Regulations 19c, 19d or 19e may not be re-admitted to that programme within two years of the date of discontinuation.
- (iii) A student who has been re-admitted to a programme after discontinuation may have specified conditions imposed which must be met in order to be able to continue enrolment in that programme. Where such conditions are not met their enrolment for that programme may be discontinued by the relevant Associate Dean Academic or a faculty Programme Adviser using criteria determined by the relevant Associate Dean Academic.

**Enrolment**

- 20 a Following acceptance in a programme of their choice, students can enrol in courses online. For late enrolment see the Late Enrolment provisions in this section.
- b Students whose dissertations or theses for a diploma or degree are incomplete are required to be enrolled until the dissertation or thesis is presented.
- 21 a A double-semester course is a full-year course, run over two consecutive semesters and assessed at the end of the second semester of enrolment. The same grade is applied across both components of the course.
- b To complete, students must enrol consecutively in both the A and B component of the course. Deadlines for additions and deletions for double-semester enrolments are noted under Changes to Current Enrolment.
- c Enrolments must normally be made in consecutive semesters unless a suspension of time is approved for a postgraduate research course under General Regulations.

- d The A and B enrolments in a double-semester course are two components of the same course. Any action applied to one component is applied to both.
  - e Enrolment in the A component of a double-semester course is considered a request for enrolment in the B component for the following semester and withdrawal from or deletion of one component will be applied to the remaining component.
- 22 a A double-quarter course is a half-year course, run over two consecutive quarters and assessed at the end of the second quarter of enrolment. The same grade is applied across both components of the course.
- b To complete, students must enrol consecutively in both the A and B component of the course. Deadlines for additions and deletions for double-quarter enrolments are noted under Changes to Current Enrolment.
  - c Enrolments must normally be made in consecutive quarters unless a suspension of time is approved for a postgraduate research course under General Regulations.
  - d The A and B enrolments in a double-quarter course are two components of the same course. Any action applied to one component is applied to both.
  - e Enrolment in the A component of a double-quarter course is considered a request for enrolment in the B component for the following quarter and withdrawal from or deletion of one component will be applied to the remaining component.

### **Members of the Security Intelligence Service**

- 23 a No member of the Security Intelligence Service enrolled as a student at the University shall carry out any inquiries into security matters within the University premises.
- b The proposed attendance of a member of the Security Intelligence Service at the University shall be discussed between the Security Intelligence Service and the Registrar before their enrolment.
- c After those discussions have been held, Senate shall determine each year what special conditions (if any) as to attendance at Classes shall apply to students who are members of the Security Intelligence Service in order to maintain discipline among the students of the University by preventing any possible disturbance to the carrying out of normal teaching activities.
- d In this Section 23 'Member of the Security Intelligence Service' means an officer or employee engaged in the Security Intelligence Service established under the New Zealand Security Intelligence Service Act 1969.

### **Academic Integrity**

- 24 a All students admitted to a University of Auckland programme are required to complete the online Academic Integrity course.
- b Completion of the Academic Integrity course is a one-time only requirement. A student who has completed the Academic Integrity course under the regulations for a programme is not required to repeat the course when admitted to any subsequent programme.
- c For undergraduate students, completion of the Academic Integrity course is a condition of fulfilling the requirements for General Education.
- d Students who, for any reason, are fully or partially exempted from the requirements for General Education must complete the online Academic Integrity course unless they have previously done so.
- e All postgraduate students who have not already completed the Academic Integrity course are required to do so as a condition for completing their programme of study, and before any degree, diploma or certificate is conferred or awarded.

### **Academic English Language Requirement**

- 25 All domestic students, and all international students applying on the basis of a New Zealand secondary school qualification or results at another New Zealand tertiary institution, who are admitted to a University of Auckland bachelors degree qualification, with the exception of the Bachelor of Education(Teaching) Huarahi Māori specialisation, are required to meet the Academic English Language Requirement. Students admitted to the Bachelor of Education(Teaching) Huarahi Māori specialisation are required to meet the Academic Māori Language Requirement below.

*Note: For the purpose of these regulations this includes the Bachelor of Advanced Science (Honours), the Bachelor of Engineering (Honours), the Bachelor of Medical Imaging (Honours) and the Bachelor of Urban Planning (Honours).*

### Meeting the Academic English Language Requirement

26 To meet the Academic English Language Requirement through an entry qualification on admission to a bachelors degree a student must have:

a If applying based on NCEA results

either

(i) gained the University Entrance Literacy Standard and through their NCEA results achieved a minimum of 17 credits in English at Level 2 and/or 3

*Note: English for Academic Purposes standards US 22749, US 22750 and US 22751 will contribute to meeting the Academic English Language Requirement*

or

(ii) gained the University Entrance Literacy standard solely through Te Reo Māori and/or Te Reo Rangatira credits

or

b if applying based on University of Cambridge International Examinations (CIE, taken in New Zealand) results, gained the University Entrance Literacy Standard and achieved a minimum of a D grade in an English course at AS or A Level

or

c if applying based on International Baccalaureate (taken in New Zealand) results, gained the University Entrance Literacy Standard and be in receipt of 26 points

or

d if a graduate,

(i) completed a bachelors degree, or a higher qualification from a New Zealand university

or

(ii) completed a bachelors degree, or a higher qualification, from a recognised tertiary education provider in New Zealand

or

(iii) completed a qualification from an overseas tertiary institution that is the equivalent of a bachelors degree, or higher, in New Zealand, as approved by Senate or its representative

or

e completed a University of Auckland Foundation programme.

27 A student who has been admitted to a bachelors degree having passed at least 60 points of study at a tertiary institution, but who has not met the requirements in Regulation 25, will meet the Academic English Language Requirement if they achieve a result of good or satisfactory in DELNA screening (or an average score of 7 across all bands, and a minimum score of 7 in writing, in DELNA diagnosis if required). This result must be achieved within 12 months (three consecutive semesters) of the student's first enrolment.

28 A student who has been granted Special Admission will meet the Academic English Language Requirement if they achieve a result of good or satisfactory in DELNA screening (or an average score of 7 across all bands, and a minimum score of 7 in writing, in DELNA diagnosis if required). This result must be achieved within 12 months (three consecutive semesters) of the student's first enrolment.

29 Where the regulations allow a student to meet the Academic English Language Requirement through DELNA screening and/or diagnosis under Regulation 27 or 28, only the student's first attempt within the nominated 12 month period will be accepted as the definitive result for the purposes of meeting the Academic English Language Requirement.

30 Where the Academic English Language Requirement is not met by an entry qualification, as outlined in Regulation 25, or through an acceptable result in DELNA screening and/or diagnosis, as outlined in Regulations 25, 26 and 27, the requirement must be met by the student passing an academic English language course, approved by Senate or its representative, within 12 months (three consecutive semesters) of the student's first enrolment. A list of approved courses can be found on the University's website.

31 Summer School is defined as a semester for the purposes of the Academic English Language Requirement.

32 If a student enrolls in an academic English language course prior to completing DELNA screening and/or diagnosis, but subsequently meets the Academic English Language Requirement through DELNA, the deadlines for making changes to their current enrolment as specified in Regulation 49 of the Enrolment and Programme Regulations, Changes to Current Enrolment, of the *University Calendar*, will still apply.

### Failure to meet the Academic English Language Requirement

33 A student who fails to meet the Academic English Language Requirement by the end of the 12 months may have their programme discontinued.

34 A student who has had their programme discontinued because of failure to meet the Academic English Language

Requirement may apply for reconsideration of the decision where they consider that disabilities, impairments, medical or other exceptional circumstances should be taken into account. An application for reconsideration of the discontinuation must:

- a be made on the Reconsideration of the Academic English Language Requirement form
- and
- b include evidence of disabilities, impairments, medical or other exceptional circumstances
- and
- c reach the Pro Vice-Chancellor Education within 14 days of the decision to discontinue being made.

35 Where such reconsideration is given the Pro Vice-Chancellor Education may:

- a confirm the discontinuation
- or
- b cancel the discontinuation
- or
- c cancel the discontinuation but apply conditions to any further enrolment.

36 A student who has had their programme discontinued because of failure to meet the Academic English Language Requirement will be excluded from enrolment in all programmes at the University of Auckland for at least one year.

37 Any student who has had their programme discontinued under the Academic English Language Requirement regulations and who has had their application for reconsideration declined may, within 14 days of being advised of the decision, appeal to the Deputy Vice-Chancellor Education against the decision of the Pro Vice-Chancellor Education.

### **Academic Māori Language Requirement**

38 All students applying on the basis of a New Zealand qualification or results at another New Zealand tertiary institution who are admitted to the University of Auckland Bachelor of Education(Teaching) Huarahi Māori specialisation are required to meet the Academic Māori Language Requirement.

### **Meeting the Academic Māori Language Requirement**

39 To meet the Academic Māori Language Requirement through an entry qualification on admission to Bachelor of Education(Teaching) Huarahi Māori specialisation a student must have:

- a if applying based on NCEA results, gained the University Entrance Te Reo Matatini Standard and through their NCEA results achieved a minimum of 20 credits in Te Reo Matatini and/or Te Reo Rangatira at Level 2 and/or 3
- or
- b if applying based on the National Māori Language Proficiency Examinations, gained Whakamātauria Tō Reo Māori at Level 3
- or
- c passed TFCMAORI 10F or a similar Foundation level programme
- or
- d an acquired proficiency through wānanga reo, kura reo, Te Ātaarangi, kōhanga reo, marae (e.g. through working as kaikōrero and kaikaranga on marae), or employment that requires Māori language fluency (e.g. as a translator or kaiārahi reo in a school).

### **Readmission**

40 A student whose programme has been discontinued for failure to meet the Academic English Language Requirement will be entitled to apply for admission to a programme after one year of exclusion.

Applications must:

- a be made on the Reconsideration of the Academic English Language Requirement form
- and
- b state the programme for which the student intends to apply, should the application for readmission be successful
- and
- c state the reasons why the student believes they should be readmitted and include evidence, where applicable
- and
- d reach the Director, Student and Scholarly Services two months prior to the listed closing date for application to the programme.

Where such application is made, the Director, Student and Scholarly Services may:

- a permit the student to be readmitted
- or



- b permit the student to be readmitted under specific conditions
- or
- c decline readmission.

- 41 A student declined readmission under these provisions may apply for reconsideration of their application for readmission. Where such reconsideration is given, the Pro Vice-Chancellor Education may:
- a confirm the decision to decline readmission
  - or
  - b permit the student to be readmitted
  - or
  - c permit the student to be readmitted under specific conditions.
- 42 Applications for reconsideration of a decision to decline readmission must reach the Pro Vice-Chancellor Education within 14 days of the decision to decline readmission being made.
- 43 A student readmitted under conditions specified by the Director of Student and Scholarly Services or the Pro Vice-Chancellor Education, but who fails to satisfy those conditions, will be automatically excluded from enrolment in all programmes at the University of Auckland.
- 44 A student excluded under Regulation 43 is not entitled to apply for admission to a programme for at least one year following the date of their exclusion.
- 45 Any student declined readmission at this University under the Academic English Language Requirement regulations and who has had their application for reconsideration declined may, within 14 days of being advised of the decision, appeal to the Deputy Vice-Chancellor Education against the decision of the Pro Vice-Chancellor Education.

### Additions

- 46 A student wishing to add a course to their current enrolment may do so on Student Services Online before the deadline for additions to be made for the term of enrolment, where the approved limit has not been reached, and all other enrolment requirements have been met.

### Deletions

- 47 a A student wishing to delete a course may do so on Student Services Online before the deadline for deletions to be made for the term of enrolment, or as an exception, by written notification received by the University before the relevant deadline.
- b The course will be deleted from the student's academic record without penalty.

### Late Enrolment

- 48 a Subject to the availability of courses and/or availability of places in a course, a late enrolment may be accepted:
- (i) after the day prescribed and before the deadline for additions and deletions
  - (ii) after the deadline for additions and deletions with faculty approval through the approved University process.
- b The choice of courses for students who enrol after the closing date for enrolment may be limited.

### Changes to Current Enrolment

#### Deadlines for Additions and Deletions

- 49 The rules that determine the deadlines for making additions and deletions under Regulations 46 and 47 are set out below. The days refer to calendar days not working days. Where the deadline falls on a weekend, it will be extended to include the next working day. The actual dates will be available on the University website.

| Course duration  | Deadline for additions | Deadline for deletions |
|--|------------------------|------------------------|
| Course duration of one week or less                      | End of Day 1           | End of Day 1           |
| Course duration of 2–9 weeks<br>• Includes Summer School | End of Day 7           | End of Day 7           |

|   |  |   |
|---|--|---|
| Course duration of 10–17 weeks <ul style="list-style-type: none"> <li>Includes standard-date Semester One/Semester Two courses</li> <li>Includes standard-date Quarter courses</li> <li>Includes University of Auckland Online courses offered in sessions</li> </ul> | End of second Friday following course start date   | End of second Friday following course start date  |
| Course duration of 18–27 weeks <ul style="list-style-type: none"> <li>Includes CertFoundSt courses (Accelerated pathway)</li> </ul>   | End of second Friday following course start date   | End of third Friday following course start date   |
| Course duration of 28–38 weeks <ul style="list-style-type: none"> <li>Includes CertFoundSt (Fast Track pathway)</li> </ul>  | End of second Friday following course start date   | End of fourth Monday following course start date  |
| Courses with A/B components   | End of second Friday following course start date   | End of Day 31   |
| Course duration of 39 weeks or more <ul style="list-style-type: none"> <li>Includes CertFoundSt courses (Standard length pathway)</li> </ul>  | End of second Friday following course start date   | End of Day 31   |
| Late Year Term  | End of Day 10  | End of Day 10   |
| Non-standard start and end dates  | Up until 10% of the course time has elapsed from course start date (for course duration up to 119 days), otherwise the second Friday following course start date | Up until 10% of the course time has elapsed from course start date (for course duration up to 266 days)<br>End of Day 31 (for course duration of 267 days and over) |

**Notes:**

- (i) *Course dates need to be set so that they incorporate all the hours of learning required for a course.*
- (ii) *Deadlines for course additions and deletions are calculated from the course commencement date as shown in Student Services Online except in relation to Regulation 53.*
- (iii) *All courses must be scheduled to start on a Monday, except for those starting on the first day of the Late Year Term and Summer School, or where an exception has been approved by Student and Scholarly Services. The notional start date may be a different date to when teaching actually starts.*

50 It is not sufficient for a student to notify a deletion solely to the department or faculty. The deletion request must be completed through Student Services Online, or as an exception, by written notification received by the University by the deadline.

51 Where special circumstances apply, a student may apply for an exemption from additional fees from the Director of Student and Scholarly Services (or delegated authority).

52 Deadline dates as specified in the table above are calculated from the start date of the course and class a student is enrolled in as specified in Student Services Online. The start date of a course and class may be prior to the period of teaching for the course or class.

53 Where a thesis or research portfolio enrolment commences on 1 December, the deadline for deleting the enrolment, and the accompanying Semester One and Two enrolment, or for making changes to the points value of the enrolment in Semester One, is the fourth Friday of the course.

54 Where a student is on an approved outbound exchange programme the deadline to change enrolment will be based on the commencement date of the course at the host University and not the placeholder course in Student Services Online. The Director of Student and Scholarly Services may approve a change to the deadlines for these students to reflect individual circumstances.

### Late Deletion

- 55 a Late applications to delete a course or courses will be considered by the Assessment Services Manager only in exceptional circumstances (such as illness, injury or events beyond the control of the student).
- b Applications must be made through the approved University process by the last day of lectures of the semester, quarter, Summer School or Late Year Term for the course. A late application may be accepted in exceptional circumstances at the discretion of the Assessment Services Manager, except where the course has been completed and a grade reported.
- c Applications must be supported by independent evidence from a qualified professional (e.g. a medical practitioner, counsellor or other relevant authority). What is deemed acceptable evidence will be determined by the Assessment Services Manager.
- d Following the decision on an application for late deletion of a course, the student may apply for reconsideration of that decision to the Director, Student and Scholarly Services whose decision shall be final. Applications must:
- (i) be received in writing, no later than 14 days after the student is notified of the decision
  - and
  - (ii) be accompanied by further evidence in support of the application.
- e Where a student has been permitted by the Assessment Services Manager or Director, Student and Scholarly Services to delete a course after the prescribed date under this regulation, any refund or credit of tuition fees will be granted in accordance with the Tuition Fees Refund or Credit Guidelines given in Regulation 58.

### Late Substitutions

- 56 a An academic head or nominee may approve the substitution of or direct the substitution of one course for another in a relevant subject, with the same duration, points value and taught in the same academic term.
- b In exceptional circumstances the relevant Associate Dean Postgraduate Research may approve the substitution of a smaller research component for a larger one if, during enrolment, it becomes clear that it cannot be completed as originally intended and that a smaller research component should be completed instead. This applies to research components of 30 points or more and the difference in points value between the substituted courses must be no more than 60 points.
- c In exceptional circumstances the relevant Associate Dean Postgraduate Research may approve the substitution of a larger research component for a smaller research component if, during enrolment, it becomes clear that there is potential for a project of greater scale/size to be completed and the student is capable of completing it in the time available. This applies to research components of 30 points or more and the difference in points value between the substituted courses must be no more than 60 points.
- d Courses may be substituted up until three weeks before the end of lectures for the term in which the course is taught. In exceptional circumstances a later substitution may be approved by the relevant Associate Dean Academic. A substitution will not be approved outside of the academic year in which the courses were taught or once a grade has been entered for the course proposed to be substituted.
- e The substituted course will be removed from the student's academic record without penalty.
- f A course substitution may result in an adjustment to the student's tuition fees. If there is a variation between charges payable in respect of the original and the substituted course, the student will either be required to pay the difference in those charges if the tuition fee for the substituted course is higher or receive a partial credit if the tuition fee for the substituted course is lower.
- g Where a student is directed by an Academic Head or nominee to take a more or less advanced course in a later term in the same academic year, the student will be permitted, if necessary, to delete the original course without penalty. The deletion will be processed by the University on behalf of the student.

### Withdrawals

- 57 a A student may formally withdraw from a course after the period specified for deletion through the approved University process within the deadlines specified below.

#### Deadlines for Withdrawals

- b The last dates for withdrawals are set out below:

| For enrolment in                    | Deadline for withdrawals        |
|-------------------------------------|---------------------------------|
| Course duration of one week or less | Two days before course end date |

|  |  |
|--|--|
| Course duration of 2–9 weeks<br>• Includes Summer School   | One week before the end of lectures                            |
| Course duration of 10–12 weeks<br>• Includes standard-date Quarter courses<br>• Includes University of Auckland Online courses offered in sessions | Second Friday before the end of lectures                       |
| Course duration of 13–17 weeks<br>• Includes standard-date Semester One/Semester Two courses   | Third Friday before the end of lectures                        |
| Course duration of 18–27 weeks<br>• Includes CertFoundSt courses (Accelerated pathway)   | Third Friday before the end of lectures                        |
| Course duration of 28–38 weeks<br>• Includes CertFoundSt (Fast Track pathway)  | Third Friday before the end of lectures                        |
| Quarter courses with A/B components  | Second Friday before the end of lectures in the second quarter |
| Semester courses with A/B components   | Third Friday before the end of lectures in the second semester |
| Course duration of 39 weeks or more<br>• Includes CertFoundSt courses (Standard length pathway)  | Third Friday before the end of lectures                        |
| Late Year Term   | Third Friday before the end of the term                        |

- c The course will remain on the academic record and show as a withdrawal.
- d There will be no refund or credit of any fees or charges for the withdrawn course. All fees will remain owing.
- e If a student who ceases to attend lectures fails to withdraw from the course/s through the approved University process, the course(s) will be recorded as 'Did not sit' (DNS) and will count as a failure for all purposes.
- f Applications to withdraw submitted after the dates in Regulation 57b and before the end of the term of enrolment will be considered by the Director, Student and Scholarly Services (or delegated authority) only in exceptional circumstances (such as illness, injury or events beyond the control of the student) and upon submission of the appropriate evidence.
- g Students receiving USA Government Federal Student Aid Title IV funds for payment of their study at the University of Auckland are subject to special withdrawal procedures. For further information students should contact the USA Financial Aid Coordinator.
- h Where a student is on an approved outbound exchange programme the deadline to withdraw will be based on the commencement date of the course at the host University and not the placeholder course in Student Services Online. In exceptional circumstances the Director of Student and Scholarly Services may approve a change to the deadlines for these students.

### Refund or Credit of Fees

- 58 a Where a student applies, before the dates specified in Regulation 49, to delete all courses in which they are enrolled, a full refund or credit of all tuition fees and the Student Services Fee will be made.

*Note: A student who has deleted all courses is no longer deemed to be enrolled.*

- b Where a student applies, before the dates specified in Regulation 49, to delete one or more but not all courses in which they are enrolled, a refund or credit of the fees for the course(s) deleted will be made.
- c Where a student has been permitted by the Assessment Services Manager or Director of Student and Scholarly Services, under Regulation 55, to delete a course after the prescribed date because of illness,

injury or exceptional circumstances beyond the student's control, a refund or credit of tuition fees will be granted in accordance with the Tuition Fees Refund or Credit Guidelines below.

- d In exceptional circumstances where a student has been granted a late deletion under regulation 55 and the application falls outside the standard refund deadlines below, a tuition fee refund or partial refund may be considered on compassionate grounds at the discretion of the Assessment Services Manager or Director of Student and Scholarly Services.
- e All course deletions, under Regulations 58a, 58b and 58c above, whereby the fees have been paid and therefore application for a refund may be made, will incur a refund processing fee which shall be deducted from the refund of the fees.

*Notes: Tuition Fees Refund or Credit Guidelines:*

- 1 *For single-semester courses which are deleted:*
  - (i) *before the commencement of the mid-semester break for that semester: 50 percent*
  - (ii) *thereafter no refund or credit will be granted.*
- 2 *For double-semester courses which are deleted:*
  - (i) *before the commencement of the mid-semester break for the First Semester: 75 percent*
  - (ii) *before the end of the First Semester: 50 percent*
  - (iii) *before the commencement of the mid-semester break for the Second Semester: 25 percent*
  - (iv) *thereafter no refund or credit will be granted.*
- 3 *For Summer School courses which are deleted:*
  - (i) *before the end of the second week from the start of Summer School: 50 percent*
  - (ii) *thereafter no refund or credit will be granted.*
- 4 *For quarter courses which are deleted:*
  - (i) *before the end of the fifth week of the quarter: 50 percent*
  - (ii) *thereafter no refund or credit will be granted.*
- 5 *For double-quarter courses which are deleted:*
  - (i) *before the end of the first quarter: 50 percent*
  - (ii) *thereafter no refund or credit will be granted.*
- 6 *For Late Year Term courses which are deleted:*
  - (i) *before the end of the fifth week of the Late Year Term: 50 percent*
  - (ii) *thereafter no refund or credit will be granted.*
- 7 *For Certificate in Foundation Studies (CTFOUND) courses which are deleted:*
  - (i) *before the end of 50% of the course: 50 percent*
  - (ii) *thereafter no refund or credit will be granted.*
- 8 *For courses with non-standard dates:*
  - (i) *before the end of 50% of the course: 50 percent*
  - (ii) *thereafter no refund or credit will be granted.*
- 9 *For courses that start on dates other than the official start date of a semester, quarter, Summer School or term, the deadline as stated in Guidelines 1-8 above will be calculated from the start date of the course as specified in Student Services Online. The start date of the course may be prior to the period of teaching for the course.*
- f Students receiving USA Government Federal Student Aid Title IV funds for payment of their study at the University of Auckland are subject to special refund procedures. For further information students should contact the USA Financial Aid Coordinator.
- g The University may delay processing a refund or credit until after the last dates for additions and deletions under Regulation 49 have expired.
- h Where a student has applied for a student visa, and provided all required supporting documentation in support of their application in the specified timeframe, and Immigration New Zealand has declined to grant a student visa, then the University will process a full refund of any funds received, without deduction of a refund or administration fee. This does not apply to fees or costs associated with course enrolment where students are outside of New Zealand or for any other study for which a visa is not required.

**Academic Standing**

59 The Academic Standing regulations apply to all students enrolled in undergraduate degree programmes at the University of Auckland, including for the purposes of these regulations the Bachelor of Advanced Science (Honours), the Bachelor of Engineering (Honours), the Bachelor of Laws (Honours), the Bachelor of Medical Imaging (Honours), the Bachelor of Pharmacy (Honours), the Bachelor of Social Work (Honours) and the Bachelor of Urban Planning (Honours) and any conjoint programmes, as well as to students or applicants intending to transfer into one of these programmes from any other New Zealand university, and applicants applying for admission to one of these programmes having previously studied at another tertiary institution.

60 There are five Academic Standing statuses: Good, At Academic Risk, At Academic Risk Improving, Academic Restriction, and Enrolment Terminated.

**61 Availability of Results and Deferral of Assessment**

- a Assessment of a student's Academic Standing will be undertaken when results for at least 50 percent of points enrolled in a term are available and where the results for the remaining points would not affect the overall outcome. Where results for 50 percent of points or more are not available assessment of a student's Academic Standing may be deferred until sufficient results are available and an assessment can be made.
- b A student whose Academic Standing has not been able to be assessed for one or more terms may have their academic standing status amended by more than one status at the discretion of the Pro Vice-Chancellor Education.

**Requirements for Academic Standing**

62 A student is required to pass at least 50 percent of points enrolled in any one term of study to meet the minimum requirement for Academic Standing. If they do not meet this requirement their academic standing status will change.

**Good Academic Standing**

63 A student will have an academic standing status of Good if they pass at least 50 percent of points enrolled in their first term of study.

- a A student will maintain an academic standing status of Good if they pass at least 50 percent of points enrolled in each subsequent term of study.
- b A student with an academic standing status of At Academic Risk or At Academic Risk Improving who passes at least 50 percent of points enrolled in any one term will, in the next term of study, have their academic standing status amended to Good.

**At Academic Risk Academic Standing**

64 A student with an academic standing status of Good who does not pass at least 50 percent of points enrolled in any one term will, in the next term of study, have their academic standing status amended to At Academic Risk.

- a A student with an academic standing status of At Academic Risk may be required to participate in academic support programmes or other activities as deemed appropriate by the relevant Associate Dean Academic or nominee.
- b A student with an academic standing status of At Academic Risk may be required by the relevant Associate Dean Academic or nominee to limit their enrolment to no more than 60 points in that semester (or 15 points in Summer School).
- c A student with an academic standing status of At Academic Risk who passes at least 50 percent of points enrolled in any one term will, in the next term of study, have their academic standing status amended to Good.

**Academic Restriction Academic Standing**

65 A student with an academic standing status of At Academic Risk who does not pass at least 50 percent of points enrolled in any one term will, in the next term of study, have their academic standing status amended to Academic Restriction.

- a A student with an academic standing status of Academic Restriction will be required to:
  - (i) limit their enrolment to no more than 45 points in that semester
  - or
  - (ii) limit their enrolment to no more than 15 points in Summer School.
- b The Associate Dean Academic or nominee may vary the enrolment restriction if appropriate.
- c A student with an academic standing status of Academic Restriction will be required to participate in academic support programmes or other activities as deemed appropriate by the relevant Associate Dean

Academic or nominee.

- d A student with an academic standing status of Academic Restriction who passes at least 50 percent of points enrolled in any one term will, in the next term of study, have their academic standing status amended to At Academic Risk Improving.
- e A student whose enrolment is restricted under these provisions may apply to the relevant Associate Dean Academic or nominee for reconsideration of the restriction where they consider that disabilities, impairments, medical or other exceptional circumstances should be considered. The Associate Dean Academic or nominee may:
  - (i) confirm the status of Academic Restriction
  - or
  - (ii) confirm the status of Academic Restriction but vary the enrolment restriction
  - or
  - (iii) amend the student's status to At Academic Risk.
- f Applications to the Associate Dean Academic or nominee must:
  - (i) be made through the approved University process
  - and
  - (ii) if special consideration is sought for medical or other exceptional reasons, include evidence
  - and
  - (iii) be received within 14 days of the academic standing decision being notified to the student.
- g The decision of the Associate Dean Academic or nominee will be final.

#### **At Academic Risk Improving Academic Standing**

- 66 A student with an academic standing status of Academic Restriction who passes at least 50 percent of points enrolled in any one term, will in the next term of study, have their academic standing status amended to At Academic Risk Improving.
- a A student with an academic status of At Academic Risk Improving may be required to participate in academic support programmes or other activities as deemed appropriate by the relevant Associate Dean Academic or nominee.
- b A student with an academic standing status of At Academic Risk Improving may be required by the relevant Associate Dean Academic or nominee to limit their enrolment to no more than 60 points in that term (or 15 points in Summer School).
- c A student with an academic standing status of At Academic Risk Improving who passes at least 50 percent of points enrolled in any one term will, in the next term of study, have their academic standing status amended to Good.

#### **Enrolment Terminated**

- 67 A student with an academic standing status of Academic Restriction who does not pass at least 50 percent of points enrolled in any one term will, in the next term of study, have their academic standing status amended to Enrolment Terminated.
- 68 A student with an academic standing status of Enrolment Terminated will have all their enrolments deleted and be excluded from all programmes at the University of Auckland for a period of one year.
- 69 A student whose enrolment is terminated under these provisions may apply to the Pro Vice-Chancellor Education for reconsideration of the termination where they consider that disabilities, impairments, medical or other exceptional circumstances should be considered.
  - a Applications to the Pro Vice-Chancellor Education must:
    - (i) be made through the approved University process
    - and
    - (ii) if special consideration is sought for medical or other exceptional reasons, include evidence
    - and
    - (iii) be received within 14 days of the academic standing decision being notified to the student.
  - b The Pro Vice-Chancellor Education may:
    - (i) confirm the termination
    - or
    - (ii) amend the student's status to Academic Restriction.
  - c The decision of the Pro Vice-Chancellor Education will be final.

- 70 A student with an academic standing status of Enrolment Terminated will be entitled to apply for readmission to their prior programme or admission to a new programme to commence after one year of exclusion. The relevant Associate Dean Academic or nominee may:
- a approve the application for admission or readmission
  - or
  - b approve the application for admission or readmission with specific conditions
  - or
  - c decline the application for admission or readmission.
- 71 Applications for admission or readmission must:
- a be made through the approved University process
  - and
  - b if special consideration is sought for medical or other exceptional reasons, include evidence
  - and
  - c state the programme for which the student intends to apply, should the application for admission or readmission be successful
  - and
  - d be received no later than four weeks before the first day of the term in which the student hopes to return. In exceptional circumstances the relevant Associate Dean Academic or nominee may approve an application received after this.
- 72 A student whose application for admission or readmission under these provisions is declined may apply to the Pro Vice-Chancellor Education for reconsideration of the decision. Any application for reconsideration must be received within 14 days of the student being notified of the original decision. The Pro Vice-Chancellor Education may:
- a approve the application for admission or readmission
  - or
  - b approve the application for admission or readmission with specific conditions
  - or
  - c decline the application for admission or readmission.
  - d The decision of the Pro Vice-Chancellor Education will be final.
- 73 A student who is permitted admission or readmission under conditions specified by the Associate Dean Academic or nominee or the Pro Vice-Chancellor Education, and who fails to satisfy those conditions, will have their enrolment terminated and be excluded from all programmes at the University of Auckland for a period of at least one year. Any current enrolments will be deleted. In exceptional circumstances the relevant Associate Dean Academic may override this and allow the student's enrolment to continue, with or without further conditions.
- 74 A student who has their enrolment terminated under Regulation 73 will be entitled to apply for readmission to their prior programme or admission to a new programme to commence after one year of exclusion. The Associate Dean Academic or nominee may:
- a approve the application for admission or readmission
  - or
  - b approve the application for admission or readmission with specific conditions
  - or
  - c decline the application for admission or readmission.
- 75 Applications for admission or readmission must:
- a be made through the approved University process
  - and
  - b if special consideration is sought for medical or other exceptional reasons, include evidence
  - and
  - c state the programme for which the student intends to apply, should the application for admission or readmission be successful
  - and
  - d be received no later than four weeks before the first day of the term in which the student hopes to return. In exceptional circumstances the Associate Dean Academic or nominee may approve an application received after this.
- 76 A student whose application for admission or readmission under these provisions is declined may apply to the Pro Vice-Chancellor Education for reconsideration of the decision. Any application for reconsideration must be received within 14 days of the student being notified of the original decision. The Pro Vice-Chancellor Education may:



- a approve the application for admission or readmission
- or*
- b approve the application for admission or readmission with specific conditions
- or*
- c decline the application for admission or readmission.
- d The decision of the Pro Vice-Chancellor Education will be final.

**Deputy Vice-Chancellor Education's Special Powers**

- 77 a The Deputy Vice-Chancellor Education may give such direction, or make such provision as they think fit, for the relief of exceptional hardship including but not restricted to:
- (i) enforcement of requirements for admission to the University or to a programme, alteration or amendment to statutes or regulations, change in programme or examination requirements
  - or*
  - (ii) occasions where official advice has been given in writing and acted upon, and it is later found that the courses the student has taken do not accord with the programme regulations and that hardship would be caused if the student were to be compelled to comply with the full requirements of the regulations.
- b A student may appeal against any decision of the Deputy Vice-Chancellor Education under this Regulation to the Vice-Chancellor by giving notice in writing to the Registrar within 14 days of being notified of the decision. The Vice-Chancellor shall have the power to make such provision as it may think fit. The decision of the Vice-Chancellor on any appeal under this Regulation shall be final.
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## Examination Regulations

*These regulations should be read in conjunction with the following examination information which contains more detail and specific instructions:*

**For staff:** The *Assessment of Courses Policy* and *Procedures* and the *Examination of Sub-doctoral Postgraduate Research Components of 30 Points and Above Procedures*.

**For students:** The *Examination instructions and regulations page* on the University website.

### Requirements

- 1 In order to be credited with a course, a student needs to have:
  - a enrolled in accordance with the Enrolment and Programme Regulations and any applicable doctoral regulations  
and
  - b completed to the satisfaction of the examiners such oral, practical, written or other tests or assignments as have been prescribed for completion during the course  
and
  - c completed to the satisfaction of the examiners and in accordance with these regulations any prescribed examination  
and
  - d made any payment due by that student to the University.

*Note: Students are to be informed by each Course Director of the specific requirements for courses and the extent to which coursework and test results will be taken into consideration in determining final results. In some cases candidates may not be permitted to sit the examination, as a result of unsatisfactory or incomplete coursework.*

### Language of Assessment

- 2 Except in courses where students are required to demonstrate their knowledge and understanding of languages other than English or Māori, or where a student has made provision to complete an assessment task in te reo Māori under the Assessing Te Reo Māori in Coursework and Examination Procedures, all assessment tasks must be completed in English.

### Work Other than Examinations

- 3
  - a It is the responsibility of each student to ascertain the nature of the requirements for each course from the Course Director concerned.
  - b Provided that students have met deadlines set for this work, examiners should normally have determined and returned interim or definitive grades for this work before sitting the examination, if one is prescribed.

### Direction of Examinations

- 4
  - a Candidates are subject to these regulations and to the relevant Examination Instructions.
  - b Examinations will comprise such written, oral and practical examinations as the examiners may determine. This may include examinations that are to be completed in a digital mode.
  - c Where degree regulations or prescriptions permit, examiners may release to the candidates the whole or part of the examination in advance of the sitting of the examination.

### Time, Place and Mode of Examinations

- 5
  - a Students must sit examinations at times, at places, and in modes which shall be determined by the University.
    - (i) 'Modes' refers to the way the examination is carried out and includes paper-based or digital (computer-based or online) delivery. Examinations in digital modes may be completed as invigilated or non-invigilated examinations.
    - (ii) Associate Deans Learning and Teaching may approve the on-campus invigilated delivery of clinical, practical or performance examinations, where these examinations meet criteria determined by the Deputy Vice-Chancellor Education.
    - (iii) The Director, Learning and Teaching may approve the use of invigilation in individual examinations (other than for those approved in (ii)), where these examinations meet criteria determined by the Deputy Vice-Chancellor Education.
  - b The times and places of examinations for each academic term are set out in the examinations timetable.
  - c A student may not be examined in any course or part of a course at any time, or at a place or mode other than that set down for them in the timetable, except when, with the approval of the Assessment

Services Manager, a different time or place or an online examination may be approved because of special circumstances, provided that there is the payment of the relevant extra fee prescribed in the Fees Statute.

### Special Examination Conditions

- 6 A student who is permanently or temporarily impaired in a manner which affects their ability to undertake examinations under the prescribed examination conditions may, upon production of the appropriate evidence, and subject to the approval of an approved delegated authority, be examined under conditions which take account of the particular impairment.

### Materials Permitted in the Examination

- 7 a In compliance with the relevant Examination Instructions, and unless directed by the examiner, a candidate must not bring to an examination location:
- (i) any written or printed matter or any blank paper
  - (ii) any electronic device and/or mobile technology, or watches of any kind.

*Note: Medically prescribed devices are permitted.*

- b Where specified material or calculators are permitted, examiners are responsible for ensuring that material or calculators brought into the examination room are checked prior to the start of the examination.
- c If a non-permitted electronic device, and/or item of mobile technology, and/or watch of any kind is identified in the possession of a student:
- (i) during an on-campus, invigilated examination – the device will be removed by room supervisors and a fine of \$100 will apply.
  - (ii) by invigilation during an online examination – a report on the student's possession and/or use of the device will be reviewed subsequent to the examination and may result in a warning as per Regulation 9b.

*Note: Where questions of academic integrity are raised any invigilation report may also inform academic misconduct proceedings.*

- d Audible alarms may not be active on any devices permitted in an on-campus examination location. Any device that emits an audible sound signal or alarm during an examination will be removed for the duration of the examination and a fine of \$150 will apply.
- e Candidates must show their student identity cards or complete any other identity check as required for verification purposes before their examination commences.
- f Students undertaking:
- (i) invigilated examinations on campus must display their student identity cards on their desk for the duration of the examination. Where a student does not present a valid student identity card they will be required to remain under examination supervision until they have been verified by Assessment Services. An administrative fee of \$25 will be charged.
  - (ii) digital or online examinations must undertake identity verification as instructed, which may include the presentation of their student identity card.

### Conduct

- 8 From the commencement of an examination until final results are received, a student must not communicate in any way with an examiner in regard to an examination, except through Assessment Services.
- 9 a Any complaint that a student has committed an academic offence in an examination must be dealt with under the provisions of the Student Academic Conduct Statute.
- b Any complaint that a student has committed an offence not specified in Regulation 7 relating to unauthorised equipment or materials, timekeeping or other minor matter in which questions of academic integrity are not at stake will receive a warning letter from the Assessment Services Manager. If a student receives two such warning letters they will be fined \$150.

### Non-payment of Examination Fines and Charges

- 10 a The Assessment Services Manager has the delegated authority to impose the examination fines and charges set out in these Regulations.
- b Where a student does not pay a fine or charge imposed under these Regulations then, until those fines or charges are paid in full and without prejudice to the right to recover the unpaid fines or charges at law, the Assessment Services Manager may authorise:
- (i) withholding the formal notification of the results of any examination of the student
  - (ii) declining to re-enrol the student
  - (iii) declining to release the student's academic record
  - (iv) withholding any degree or diploma certificate from that student

- (v) restricting that student's access to University services
- (vi) charging a late payment fee not exceeding \$50
- (vii) imposing additional charges to recover legal and collection costs where a third party is engaged to recover those fees and charges.

### Missed Examinations

- 11 A student who has missed an examination by reporting for it at the wrong time, place or mode cannot sit that examination at another time, place or mode.

### Aegrotat and Compassionate Consideration

- 12 a An application for Aegrotat or Compassionate Consideration may be made by students who have been prevented from being present at an examination or who consider that their preparation for or performance in an examination has been seriously impaired by temporary illness or injury or exceptional circumstances beyond their control, if the following conditions are satisfied:
- (i) They must be enrolled for the course.
  - (ii) The application form must be submitted online within one week (inclusive) of the date that the examination affected took place, or if more than one examination has been affected, then within one week (inclusive) of the last of those examinations. A late application may be accepted if exceptional circumstances beyond the student's control prevented them from submitting the application by the due date.
  - (iii) The statement of illness or injury or exceptional circumstances on the application form must be completed in accordance with Regulations 12b and 12c below.
- b In the case of illness or injury, the student must provide a statement outlining their illness or injury and how such circumstances have either prevented them from taking the examination or impacted their performance and/or preparation for the examination. The student must provide evidence in support of their application where, in the opinion of staff in Assessment Services, it can reasonably be obtained.
- c In the case of exceptional circumstances beyond the student's control, the statement of circumstances must be supported by suitable evidence where, in the opinion of staff in Assessment Services, it can reasonably be obtained.
- d The application will be reviewed by Assessment Services and Campus Care, with the assistance of University Health and Counselling services when required, to confirm the student was not responsible for the illness, injury or exceptional circumstances and such illness, injury or circumstances were likely to have impacted the student's preparation and/or performance in the examination, or likely to have prevented the student from sitting the examination. If necessary, further evidence may be required from the student to enable this confirmation, provided it can reasonably be obtained in the opinion of Assessment Services.
- e The student may be granted an aegrotat or compassionate grade by a Course Director if the above conditions are satisfied and the conditions in 12f are met.
- f To grant an aegrotat or compassionate grade, the Course Director must certify that:
- (i) the student's overall coursework and tests results in the course was at minimum at a C- standard
  - and
  - (ii) for a student who sat the examination, the mark attained in the examination was lower than expected taking into account the student's coursework and test results in that course
  - and
  - (iii) the student is in their opinion clearly worthy of a pass in the course or, where relevant, to be awarded a class of Honours, Merit or Distinction.
- g When considering the application, the Course Director may take into account the student's work in other courses, with particular weight given to other courses for the same degree where available.
- h The above is subject to the restrictions that:
- (i) No more than one third of the total points value credited to a degree or diploma may be awarded with an aegrotat or compassionate grade granted under this Regulation.
  - (ii) A student for a Masters degree, Bachelors Honours Postgraduate degree or a Postgraduate Diploma in which Honours, Merit or Distinction is available may:
    - (a) instead of applying for aegrotat or compassionate consideration, apply to re-enrol in all of the courses affected
    - or
    - (b) apply for aegrotat or compassionate consideration in courses worth up to the points limit specified above, and to re-enrol in any other affected courses in order to retain eligibility for Honours, Merit or Distinction.

- i A student who applied for aegrotat or compassionate consideration in any course may, in exceptional circumstances, be granted permission by the Course Director to take another examination, in the same form as the original or a different form including either written or oral, in that course.
- j The provisions of Regulation 12 apply to:
  - (i) Any final written examination presented for a course for a certificate, diploma or degree other than a doctoral degree.
  - (ii) Any final practical examination, other than a clinical or performance examination, presented for a course for a certificate, diploma or degree other than a doctoral degree.
- k The provisions of Regulation 12 apply (with necessary changes) to:
  - (i) The final submission in each year of work for the practical subjects for the Degree of Bachelor of Fine Arts, Bachelor of Fine Arts (Honours), Postgraduate Diploma in Fine Arts or the Degree of Master of Fine Arts.
  - (ii) The final submission in each semester of studio work for the Degree of Bachelor of Architectural Studies as if such final submission were an examination and as if the date upon which such final submission was due were the date of examination.

### Reconsideration

- 13 a Following the notification of a decision on an application for Aegrotat or Compassionate Consideration, the student may apply to Assessment Services for reconsideration of that decision.
- b An application for reconsideration must be made:
  - (i) in writing to Assessment Services no later than fourteen days after the student is notified of the decision on their application
  - and*
  - (ii) must be accompanied by further evidence in support of the application for aegrotat or compassionate consideration.
- c Where the application for reconsideration seeks reconsideration of the assessment of the effect of illness or injury or other exceptional circumstances beyond the student's control, or consideration of any additional evidence as to the circumstances and their effect, or both:
  - (i) If the review of evidence previously submitted did not confirm that the requirements of Regulation 12d were met, and there is no new evidence, then the evidence shall be referred to a medically qualified independent person or counselling adviser ('Referee') to determine that question. The Referee's decision will be final and conclusive.
  - (ii) If new evidence has been provided, then this evidence will be assessed in the same manner as in Regulation 12d, with the proviso that if the evidence is still deemed to be insufficient then it will be referred to a Referee to determine that question. The Referee's decision will be final and conclusive.
  - (iii) If as a result of reconsideration of the evidence in 13c(i) or (ii) the aegrotat or compassionate consideration application is considered to meet the requirements of 12d then the application for aegrotat or compassionate consideration will proceed in accordance with regulation 12e and following.
- d Where the application seeks reconsideration of the decision of the Course Director to approve or decline an aegrotat or compassionate consideration grade, or the outcome of that decision, given that the requirements of Regulation 12d have been met, then the application shall be referred to an 'Aegrotat Reviewer' for review. The Aegrotat Reviewer shall consider the decision of the Course Director taking into account the reasoning for this decision, and any other factors to be taken into account in terms of Regulation 13, and determine whether or not to grant the application. A decision of the Aegrotat Reviewer will be final and conclusive.
- e Where the student's overall coursework and test results do not meet the minimum C- standard specified in Regulation 12f(i), Assessment Services, upon application for reconsideration, will review whether the correct process has been followed. If no procedural irregularities are identified, the request for reconsideration will not proceed further. Such applications will not be forwarded to an Aegrotat Reviewer for further review.

### Tests

- 14 Where a percentage of the marks awarded for a course is allocated to a test, and a student is prevented by temporary illness or injury or exceptional circumstances beyond their control from sitting the test, or consider that their preparation for or performance in the test has been seriously impaired by any of those causes, then, if the conditions in Regulations 12c to 12f (with the necessary changes) are complied with, the student may on application and at the discretion of the Academic Head:
  - a be permitted to sit another written test
  - or*
  - b receive a mark for the test based on the average of marks awarded for other coursework
  - or*

- c take a viva voce examination
- or
- d have the percentage of marks allocated to the test reallocated to the examination.

### Results Determination

- 15 In determining a student's result the examiners:
- a may take into consideration the work done by the student during the course
  - b are to give due weight to reports on practical work done by the student wherever these are required
  - c are to include marks obtained by the student where a percentage of marks for on-course assessment has been allotted.

### Grades and Marks

#### 16 Pass Marks

A pass mark is 50 percent or over.

#### 17 Pass Grades

There are 11 pass grades:

|               |               |
|---------------|---------------|
| A+            | High first    |
| A             | Clear first   |
| A-            | Bare first    |
| B+            | High second   |
| B             | Clear second  |
| B-            | Bare second   |
| C+            | Sound pass    |
| C             | Pass          |
| C-            | Marginal pass |
| Pass          | Ungraded pass |
| Conceded pass |               |

#### 18 Fail Grades

There are four fail grades:

|      |               |
|------|---------------|
| D+   | Marginal Fail |
| D    | Clear Fail    |
| D-   | Poor Fail     |
| Fail | Ungraded Fail |

#### 19 Conceded Passes

- a Conceded passes apply only to courses taken towards:
  - (i) a Bachelors degree
  - or
  - (ii) an undergraduate diploma comprising not fewer than 240 points
  - or
  - (iii) Parts I, II or III of a four year Bachelors honours degree, or the respective Part in a conjoint degree.
- b Courses taken towards Bachelors honours postgraduate degrees are not eligible for conceded passes.
- c A student may, at the discretion of the relevant faculty, be considered for a conceded pass. No application by the student is required.
- d A conceded pass, if granted, may not be declined by the student.
- e A conceded pass will apply only to the programme for which it is awarded and may not be reassigned or credited to any other programme.
- f A student granted a conceded pass in a course who wishes to take that course again may do so only for Certificate of Proficiency.

- g A conceded pass will not be awarded for a course to meet the requirements of General Education.
- h A conceded pass will not be given for a course failed at another university.

**i For the degrees of:**

Bachelor of Arts – BA  
 Bachelor of Commerce – BCom  
 Bachelor of Communication – BC  
 Bachelor of Dance Studies – BDanceSt  
 Bachelor of Design – BDes  
 Bachelor of Early Childhood Studies – BECSt  
 Bachelor of Education (Teaching) – BEd(Tchg)  
 Bachelor of Fine Arts – BFA  
 Bachelor of Global Studies – BGlobalSt  
 Bachelor of Health Sciences – BHSc  
 Bachelor of Human Services – BHumServ  
 Bachelor of Music – BMus  
 Bachelor of Property – BProp  
 Bachelor of Science – BSc  
 Bachelor of Social Justice Studies – BSJS  
 Bachelor of Social Work – BSW  
 Bachelor of Sport, Health and Education – BSportHPE  
 Bachelor of Theology – BTheol

Conceded passes will be awarded by a meeting of the Examiners for the faculty concerned, provided that the Dean of the faculty has the power to award where such power is authorised by the Examiners, in accordance with the following provisions.

One course to a maximum value of 30 points may be conceded provided:

- (i) the concession will allow the student to complete the degree
- (ii) the course conceded is not a course counting towards the student's major or core requirements
- (iii) the student obtained a grade of D+ in the course
- (iv) the result was achieved in the last two semesters of enrolment, one of which may be a Summer School.

**j For the degrees of:**

Bachelor of Architectural Studies – BAS  
 Bachelor of Laws – LLB

Conceded passes will be awarded by a meeting of the Examiners for the faculty concerned in accordance with the following provisions:

- (i) one course to a maximum value of 20 points may be conceded
- (ii) the concession will allow the student to complete the degree
- (iii) for the LLB, the course is not one of the core law subjects prescribed by the New Zealand Council of Legal Education
- (iv) the student obtained a grade of D+ in the course
- (v) the result was achieved in the last two academic terms of enrolment, one of which may be Summer School.

**k For the degrees of:**

Bachelor of Engineering – BE  
 Bachelor of Engineering (Honours) – BE(Hons)  
 Bachelor of Fine Arts (Honours) – BFA(Hons)  
 Bachelor of Medical Imaging (Honours) – BMedImag(Hons)  
 Bachelor of Optometry – BOptom  
 Bachelor of Urban Planning (Honours) – BUrbPlan(Hons)

Conceded passes will be awarded by a meeting of the Examiners for the faculty concerned in accordance with the following provisions:

- (i) that by the award of a conceded pass the student will complete a Part
- and
- (ii) one course to a maximum of 20 points per Part and a maximum of 20 points in any one academic year may be conceded
- and
- (iii) that to be eligible for the award of a conceded pass in any course the student must have achieved a grade of D+ and an overall Grade Point Average of 2.5 or better in that year
- and
- (iv) that no more than two courses be conceded, to a maximum of 30 points, in any one degree.

**l For the degree of Bachelor of Advanced Science (Honours) – BAdvSci(Hons):**

Conceded passes will be awarded by a meeting of the Examiners for the faculty, provided that the Dean of the faculty has the power to award where such power is authorised by the Examiners, in accordance with the following provisions:

One course to a maximum value of 30 points may be conceded provided:

- (i) the concession will allow the student to complete the degree
- (ii) the course conceded is not a course counting towards the student's major or core requirements
- (iii) the course conceded is not at 700 level
- (iv) the student obtained a grade of D+ in the course
- (v) the result was achieved in the last two semesters of enrolment, one of which may be a Summer School.

**m For the degree of Bachelor of Education (Teaching English to Speakers of Other Languages) – BEd(TESOL):**

Conceded passes will be awarded by a meeting of the Committee of BEd(TESOL) Examiners in accordance with the following provisions:

- (i) that by award of a conceded pass the student will complete that Part
- and
- (ii) a maximum of 15 points in any one Part be conceded
- and
- (iii) that to be eligible for the award of a conceded pass the student must have achieved a grade of D+ in that course (or courses) and an overall Grade Point Average of 2.5 or better in that Part.

**n For the degree of Bachelor of Nursing – BNurs:**

Conceded passes will be awarded by a meeting of the Committee of BNurs Examiners in accordance with the following provisions:

- (i) that by award of a conceded pass the student will complete that course
- and
- (ii) a maximum of 30 points in the Part be conceded
- and
- (iii) that to be eligible for the award of a conceded pass the student must have achieved a grade of D+ in that course (or courses) and an overall Grade Point Average of 2.5 or better in the Part.

**o Conjoint Degrees**

For all conjoint degrees consideration for the award of conceded passes will be in accordance with the provisions for the particular degree as set out in (i), (j), (k) and (n) of this section.

**Extraordinary Circumstances**

20 In order to mitigate exceptional hardship for a student or group of students the Deputy Vice-Chancellor Education may, in extraordinary circumstances, on the recommendation of the Faculty Dean or Associate Dean Teaching and Learning, award a conceded pass for a course in circumstances other than those outlined in Regulation 19, allowing them to progress in or complete their qualification. This may include a situation in which a final grade is not available due to circumstances beyond the student's control. A conceded pass awarded in these circumstances will normally be restricted to up to two courses in an academic year with a maximum value of 30 points. If a conceded pass is awarded in the absence of a final grade, and a final grade subsequently becomes available, then this may replace the conceded pass grade on the student's record. A student may not apply for a conceded pass and may not decline a conceded pass if awarded.

21 In order to mitigate exceptional hardship for a student or group of students the Deputy Vice-Chancellor Education may, in extraordinary circumstances, on the recommendation of the Faculty Dean or Associate Dean Teaching and Learning, award a derived grade for a course where a final grade is not available due to circumstances beyond the student's control. The derived grade will be based on an assessment of the student's likely performance in the course, based on available coursework and any other available evidence. If a final grade subsequently becomes available, then this may replace the derived grade on the student's transcript. A student may not apply for a conceded pass and may not decline a conceded pass if awarded.

**Deferred Results**

**22 a Bachelor of Education (Teaching English to Speakers of Other Languages) – BEd(TESOL)**

Where a student has a fail grade of D+ in a course (or courses) and the Examiners deem that the failure(s) may be redeemable by satisfactory completion of additional work, then a pass in that Part may be awarded under the following provisions:

- (i) that the award of a grade for that course (or courses) be deferred until a prescribed course of additional study and/or examination be completed to the satisfaction of the Examiners
- and
- (ii) deferred results be limited to a maximum of 15 points in any Part
- and



- (iii) that to be eligible for a deferred result a student must achieve an overall Grade Point Average of 2.5 or better
  - and
  - (iv) that the reassessed grade in that course (or courses) be no greater than a grade of C+.
- b Bachelor of Medical Imaging (Honours) – BMedImag(Hons)**  
 Where a student has not achieved a pass in a particular component or components of a Part the Examiners may withhold the result pending the completion of specified additional work and/or examination to the satisfaction of the Examiners.  
 If in the opinion of the Examiners for BMedImag(Hons) a particular weakness in a component or components is such that it cannot be addressed by the setting of additional work and/or examination, the student will fail that course.
- c Bachelor of Medicine and Bachelor of Surgery**  
**MBChB Parts II, III, IV and V**  
 Where a student has not achieved a pass in a particular component or components of a course the Examiners may withhold the result pending the completion of specified additional work and/or examination to the satisfaction of the examiners.  
 If in the opinion of the Examiners for MBChB a particular weakness in a component or components is such that it cannot be addressed by the setting of additional work and/or examination, the student will fail that Part.  
**MBChB Part VI**  
 Where a student has not achieved a pass in a particular component or components of this Part, the Examiners may withhold the result and require a further period of assignment to a department. This will involve postponement of qualification.  
 If in the opinion of the Board of MBChB Examiners a particular weakness in a component or components is such that it cannot be, or has not been, addressed by this additional work, the student will fail the Part.
- d Bachelor of Nursing**  
**BNurs Part I**  
 Where a student has a fail grade of D or D+ in a course (or courses) and the Examiners deem that the failure(s) may be redeemable by satisfactory completion of additional work then a pass in that Part may be awarded under the following provisions:
  - (i) that the award of a grade for that course (or courses) be deferred until a prescribed course of additional study and/or examination be completed to the satisfaction of the Examiners
  - and
  - (ii) deferred results be limited to a maximum of 30 points in any Part
  - and
  - (iii) that to be eligible for a deferred result a student must achieve an overall Grade Point Average of 2.5 or better
  - and
  - (iv) that the reassessed grade in that course (or courses) be no greater than a grade of C+.**BNurs Parts II, III**  
 Where unsatisfactory performance occurs in the clinical practice component of courses in Part II and Part III of the programme, the result of the course will be deferred. In these circumstances, the student will be required to complete additional work to the satisfaction of the examiners.
- e Bachelor of Optometry – BOptom**  
 Where a student has not achieved a pass in a particular component or components of a course the Examiners may withhold the result pending the completion of specified additional work and/or examination to the satisfaction of the Examiners.  
 If in the opinion of the Examiners for BOptom a particular weakness in a component or components is such that it cannot be addressed by the setting of additional work and/or examination, the student will fail that course.
- f Bachelor of Pharmacy – BPharm**  
 Where a student has not achieved a pass in a particular component or components of a course the Examiners may withhold the result pending the completion of specified additional work and/or examination to the satisfaction of the Examiners.  
 If in the opinion of the Examiners for BPharm a particular weakness in a component or components is such that it cannot be addressed by the setting of additional work and/or examination, the student will fail that course.
- g Bachelor of Physical Education – BPE**  
 Where a student has been unable to complete the practical component of a course due to illness, injury or

circumstances beyond their control, the result of the course will be deferred. In these circumstances the student will be required to complete assessment of the practical component as soon as practicably possible at a time deemed appropriate by the Head of Programme.

**h Bachelor of Social Work – BSW**

Where performance criteria have not been met in the skills based components of Stage II, III, and IV courses in the programme, the result of the course or courses will be deferred. In these circumstances, the student will be required to complete additional work to the satisfaction of the examiners. The work will be re-examined as soon as possible or in the following semester.

**i Bachelor of Sport, Health and Physical Education – BSportHPE**

Where a student has been unable to complete the practical component of a course due to illness, injury or circumstances beyond their control, the result of the course will be deferred. In these circumstances the student will be required to complete assessment of the practical component as soon as practicably possible at a time deemed appropriate by the Programme Leader.

**j Doctor of Clinical Psychology – DCLinPsy**

Where conditions are imposed on candidature at the conclusion of enrolment in PSYCH 800 in accordance with Regulations 29(a) and 30 of the DCLinPsy regulations, submission of the PSYCH 800 result will be deferred for the period prescribed for satisfaction of the condition(s). Where the examiner(s) of the relevant component of PSYCH 800 determine(s) that a particular weakness is such that it cannot be addressed by the setting of additional work or revisions and/or examination, the result will not be deferred and the candidate will have failed to successfully complete PSYCH 800. Where the result for PSYCH 800 is deferred but the candidate fails to satisfy the relevant condition(s) by the required date, the candidate will have failed to successfully complete PSYCH 800.

**k Doctor of Education – EdD**

Where conditions are imposed on candidature in accordance with Regulations 30(a) and 31 of the EdD regulations, the submission of the relevant course result will be deferred for the period prescribed for satisfaction of the relevant condition(s). Where a candidate has not demonstrated, to the satisfaction of the examiner in at least one component of the assessment for the relevant course, the capacity for doctoral level work, the result will not be deferred and the candidate will have failed to successfully complete the coursework component of the programme. Where the result is deferred but the candidate fails to satisfy the relevant condition(s) by the required date, the candidate will have failed to successfully complete the coursework component of the programme.

**l Doctor of Health Sciences – DHSc**

Where conditions are imposed on candidature in accordance with Regulations 29(a) and 30 of the DHSc regulations, the submission of the relevant course result will be deferred for the period prescribed for satisfaction of the relevant condition(s). Where a candidate has not demonstrated, to the satisfaction of the examiner in at least one component of the assessment for the relevant course, the capacity for doctoral level work, the result will not be deferred and the candidate will have failed to successfully complete the coursework component of the programme. Where the relevant course result is deferred but the candidate fails to satisfy the relevant condition(s) by the required date, the candidate will have failed to successfully complete the coursework component of the programme.

**m Graduate Diploma in Teaching (Early Childhood Education), Graduate Diploma in Teaching (Primary), Graduate Diploma in Teaching (Secondary)**

Where a student, at the completion of their programme, receives a grade of D+ for one non-practicum course the result of this course will be deferred. In this circumstance, the student's overall progress will be reviewed by the Programme Director and if it is deemed to be of a satisfactory standard then the student may be given an opportunity to complete additional work within six weeks of notification.

**n Master of Nursing Science – MNSc**

Where a student has not achieved a pass in a particular component or components of a course the Examiners may withhold the result pending the completion of specified additional work and/or examination to the satisfaction of the Examiners. If in the opinion of the Examiners a particular weakness in a component or components is such that it cannot be addressed by the setting of additional work and/or examination, the student will fail that course.

**o Master of Social Work (Professional) – MSW(Prof)**

Where performance criteria have not been met in the skills based components of courses in Parts I and II of the programme, the result of the course will be deferred. In these circumstances, the student will be required to complete additional work to the satisfaction of the examiners. The work will be re-examined as soon as possible or in the following semester.

**p Postgraduate Certificate in Health Sciences in Mammography**

Where a student has not achieved a pass in a particular component or components of CLINIMAG 721 or CLINIMAG 722, the Examiners may withhold the result pending the completion of specified additional work and/or examination to the satisfaction of the Examiners. If in the opinion of the Examiners for the PGCertHSc in Mammography a particular weakness in a component or components is such that it cannot be addressed by the setting of additional work and/or examination, the student will fail that course.

**q Postgraduate Diploma in Health Psychology – PGDipHealthPsych**

Where a student has not achieved a pass in a particular component or components of HLTHPSYC 745, the Examiners may withhold the result pending the completion of specified additional work and/or examination to the satisfaction of the Examiners. If in the opinion of the Examiners for PGDipHealthPsych a particular weakness in a component or components is such that it cannot be addressed by the setting of additional work and/or examination, the student will fail that course.

**r Postgraduate Diploma in Health Sciences in Magnetic Resonance Imaging**

Where a student has not achieved a pass in a particular component or components of CLINIMAG 712, the Examiners may withhold the result pending the completion of specified additional work and/or examination to the satisfaction of the Examiners. If in the opinion of the Examiners for the PGDipHSc in Magnetic Resonance Imaging a particular weakness in a component or components is such that it cannot be addressed by the setting of additional work and/or examination, the student will fail that course.

**s Postgraduate Diploma in Health Sciences in Nuclear Medicine**

Where a student has not achieved a pass in a particular component or components of CLINIMAG 716, the Examiners may withhold the result pending the completion of specified additional work and/or examination to the satisfaction of the Examiners. If in the opinion of the Examiners for the PGDipHSc in Nuclear Medicine a particular weakness in a component or components is such that it cannot be addressed by the setting of additional work and/or examination, the student will fail that course.

**t Postgraduate Diploma in Health Sciences in Ultrasound**

Where a student has not achieved a pass in a particular component or components of CLINIMAG 715, the Examiners may withhold the result pending the completion of specified additional work and/or examination to the satisfaction of the Examiners. If in the opinion of the Examiners for the PGDipHSc in Ultrasound a particular weakness in a component or components is such that it cannot be addressed by the setting of additional work and/or examination, the student will fail that course.

## Recount of Marks

- 23 By making application not later than seven weeks after the last day of the examination period, any student sitting an examination other than oral or practical may have the marks awarded for their examination script recounted. A recount of marks covers a careful rechecking of the marks recorded by the examiner and ensures that no answer, or any part of an answer, submitted by a student has been overlooked. Recounts should always include a careful checking of the accuracy and inclusion of coursework marks.

*Note: For the prescribed fee for an Application for Recount of Marks see the Fees Schedule.*

## Availability of Scripts

- 24 By making application during the three months after the end of the examination period for the examination, a copy of a student's completed examination may be made available to them.

*Note: Completed examinations will normally be retained only for four months after the examination period and thereafter will be destroyed.*

## Theses, Dissertations, Research Portfolios and Research Projects

- 25 Where a thesis, dissertation, research portfolio or research project is required as part of an examination the following conditions apply.

**a Masters Theses**

Details of the pre- and post-examination submission requirements for Masters theses, dissertations, research portfolios or research projects are listed in the General Regulations – Masters Degrees.

**b Other Theses, Dissertations, Research Portfolios and Research Projects**

Pre-examination submission requirements for other theses, dissertations, research portfolios, or research projects will be defined by the faculty.

**c Doctoral Theses**

Details of the requirements for pre- and post- examination submission of doctoral theses, the examination of doctoral theses and appeals as to the examination of doctoral theses are contained in the relevant doctoral programme regulations.

**Embargoing of Theses**

- 26 a A thesis will normally be available for public consultation unless there are compelling reasons for restricting access to it.
- b Access to a thesis may be restricted, normally for a maximum of two years, if it contains confidential and sensitive material that would:
- (i) breach prior contractual arrangements with outside organisations
  - or
  - (ii) prevent or jeopardise an application for a patent, licence, or registration
  - or
  - (iii) provide good reason for refusing to disclose the contents of the thesis, consistent with the provisions of the Privacy Act (2020) or the Official Information Act (1982).
- c An application for an embargo is to be made by the author of the thesis and/or the supervisor, through the Academic Head to the Pro Vice-Chancellor Global and Graduate Research.
- d The embargo will apply to all copies of the thesis, whether hard copy or electronic.
- 27 The University Librarian or a delegated authority has a right to make and supply copies of theses in terms of Section 56 of the Copyright Act (1994) unless the author has imposed conditions restricting the reproduction of their work for a stipulated period.

**Failed Theses**

- 28 a Where a thesis or dissertation has failed the examination, that thesis or dissertation is not to be deposited in the University Library or digital repository.
- b Where a thesis has passed, but requirements for the degree have not been met, the thesis is not to be deposited in the University Library or digital repository.

**References to Aegrotat Reviewer**

- 29 Aegrotat Reviewers will be nominated by faculty Deans and approved by the Deputy Vice-Chancellor Education.
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## Fees Statute 2001

### 1 Title and Commencement

This statute may be cited as the Fees Statute 2001 and came into force on 1 January 2001.

### 2 Interpretation

In this statute unless the context otherwise requires:

‘**Act**’ means the Education and Training Act 2020.

‘**Council**’ means the Council of the University of Auckland.

‘**Deletions**’ means the deletion of a course from the student’s academic record as specified in the Enrolment and Programme Regulations.

‘**Domestic Student**’ has the meaning given in the Act.

‘**Due Date**’ is the date specified on the Fees Account and/or on the student’s account available through Student Services Online.

‘**Enrol**’ has a corresponding meaning.

‘**Enrolment**’ means enrolment in a programme or course at the University.

‘**Enrolment and Programme Regulations**’ are the Regulations governing enrolment and all associated activity such as, but not limited to, definitions of full-time and part-time study, restrictions to enrolment and changes to current enrolments after closing date.

‘**Fees Account**’ means an invoice or an invoice/statement, or online invoice/statement for the fees and charges payable by a Student as a condition of enrolment.

‘**International Student**’ has the meaning given in the Act.

‘**Staff Member**’ means a member of the staff of the University.

‘**Student**’ includes a Domestic Student and an International Student who is:

- a duly enrolled as a Student of the University
- or
- b applying to enrol as a Student of the University.

‘**Student Loan**’ has the same meaning as it has in section 2 of the Student Loan Scheme Act 2011.

‘**Student Services Fee**’ means the fee paid by an enrolled Student for Student Support Services provided by the University.

‘**University**’ means the University of Auckland constituted under the University of Auckland Act 1961.

‘**University Services**’ means those services provided by the University that can be accessed by a Student on request or application, such as enrolment, the provision of an official academic transcript or other services such as (but not limited to) accommodation, health care or library.

‘**Withdrawals**’ of courses may be approved as outlined in the Enrolment and Programme Regulations.

### 3 Tuition Fees

3.1 The Council may prescribe from time to time Tuition Fees payable by:

- a Domestic Students; in compliance with section 256 of the Act
- and
- b International Students or any categories of International Students; in compliance with section 526 of the Act.

3.2 Tuition Fees may be prescribed either by resolution of the Council or by a schedule to this statute.

3.3 The Tuition Fees prescribed by the Council at the date when this statute comes into force apply until other Tuition Fees are prescribed in place or in addition to them.

### 4 General Fees

4.1 The Council hereby prescribes the General Fees specified in the schedule.

4.2 The Council may from time to time by resolution vary the amount of, or delete, any General Fee specified in the schedule or prescribe any additional General Fee.

4.3 Any such variation, deletion, or addition shall apply from the date specified in the amending resolution.

### 5 Additional Fees/Charges

Faculties and Departments of the University may impose charges to recover costs in providing Students with non-compulsory services incidental to courses or programmes.

### 6 Payment of Fees and Charges

6.1 Tuition Fees, General Fees and any other charges imposed pursuant to section 5 that are included on the Student’s Fees Account must be paid by the Student.

6.2 All Students must pay the full amount on their Fees Account by the due date.

6.3 Charges imposed on a Student pursuant to section 5 that are not included in a Fees Account shall be paid by the Student on demand.

6.4 Any instalment of a Student Loan (within the meaning of the Student Loan Scheme Act 2011) that is available to a Student and received by the University in respect of their enrolment shall be applied toward payment of the Student Fees Account on the occasion of that enrolment.

## **7 Refunds or Credits**

7.1 The Council may by resolution prescribe from time to time in accordance with sections 256 and 526 of the Act:

- a the circumstances in which Domestic Students and International Students are or may be entitled to a refund or credit of all or any part of the Tuition Fees and General Fees paid or payable to the Council
- and
- b the quantum of those refunds.

7.2 The circumstances in which a refund or credit may be made and the quantum of that refund or credit that is applicable when this statute comes into force continue until a change is prescribed by resolution.

7.3 The Council will take all reasonable steps to ensure that both Domestic Students and International Students are informed of the circumstances in which they are or may be entitled to any refund or credit of all or any part of the fees that have been paid or are payable by them to the Council.

7.4 The refund or credit of all or any part of a Tuition Fee or a General Fee that was paid by Student Loan shall be applied in reduction of that loan.

7.5 In the case where a credit balance is insufficient to cover the total amount of the refund processing fee or administration fee, the fee will be adjusted to equal the amount of the credit balance.

7.6 In the event the University ceases to provide the courses in which the Student is enrolled then the University will delete the enrolments and process any refund or credit in accordance with the Enrolment and Programme Regulations and without deduction of or requirement to pay a refund fee.

## **8 Non-payment of Fees and Charges**

8.1 Where a Student does not pay:

- a the Fees Account rendered to that Student
  - or
  - b a charge for that Student imposed under section 5 on demand;
- then, until those fees and charges are paid in full and without prejudice to the right to recover the unpaid fees or charges at law, the Council may:
- (i) delete the enrolment of that Student from a course or courses
  - (ii) withhold the formal notification of the final grades of the Student
  - (iii) decline to re-enrol the Student
  - (iv) decline to release the Student's official academic transcript
  - (v) exclude that Student from the University
  - (vi) withhold any Degree or Diploma certificate from that Student
  - (vii) restrict that Student's access to University Services
  - (viii) charge a late payment fee
  - (ix) impose additional charges to recover legal and collection costs where a third party is engaged to recover those fees and charges.

### **8.2 Application for Reinstatement**

- a A Student upon whom a penalty is imposed under section 8.1b(i) may apply to have their enrolment reinstated upon payment of the outstanding amount owing and the course reinstatement fee as outlined in Schedule – Part A.
- b To be eligible to complete course requirements, a Student must apply for course reinstatement no later than two weeks before the beginning of the examination period within the semester which enrolment in the course(s) took place.

8.3 A Student upon whom a penalty is imposed under section 8.1 may by giving written notice to the Director, Student and Scholarly Services within eight days of the penalty having been imposed, apply to the Council or duly constituted Committee of the Council to review the imposition of that penalty. The notice must set out the reasons for the review. The decision of the Council or its Committee is final.

## **9 Non-attendance**

A Student who stops attending lectures or classes in a course or courses remains liable for the fees prescribed for that course or courses.



## Schedule – Part B – Domestic Students

The 2026 schedule of tuition, examination and research fees (inclusive of GST) for New Zealand citizens and Permanent Residents of Australia and New Zealand.

- A full-time course of study is 120 points. Enrolment in more than or less than a full-time year will be charged on a pro rata basis.
- In all cases the fee per point will be charged at the rate set for that subject irrespective of the qualification the course is taken for.
- General Education courses will be charged at the applicable rate for undergraduate courses in the faculty offering the course.
- Personal field trip costs are not included (eg, food and accommodation).

|   |  |   |                     |
|---|--|---|---------------------|
| <b>Arts and Education</b>   |  | Architecture (Professional) and Urban Planning (Professional),<br>Master of Urban Design, Master of Urban Planning, Master of<br>Urban Planning (Professional) and Urban Design |                     |
| <b>Arts</b>   |  | – Studio and Design courses   | \$107.12 per point  |
| Undergraduate Arts courses except Performance<br>and Science-based courses  |  | – All other courses   | \$96.21 per point   |
| Undergraduate Performance and Science-based courses   |  | Master of Urban Planning (Professional) and<br>Heritage Conservation  | \$107.12 per point  |
| Graduate Arts courses (excluding Performance<br>and Science-based courses):   |  | <b>Engineering</b>  |                     |
| – BA(Hons) Dissertation   |  | Undergraduate courses   | \$84.65 per point   |
| – Thesis and other research courses   |  | 700 level Light Metals courses for<br>PGCertLMRTech and MEngSt  | \$358.08 per point  |
| – All other courses   |  | Thesis and other research courses   | \$100.11 per point  |
| Graduate Performance and Science-based courses  |  | Master of Disaster Management   | \$182.03 per point  |
| – BA(Hons) Dissertation   |  | All other graduate courses  | \$107.12 per point  |
| – Thesis and other research courses   |  | <b>Law</b>  |                     |
| – All other courses   |  | Undergraduate courses   | \$68.39 per point   |
| <b>Education and Social Work</b>  |  | Thesis and other research courses   | \$89.16 per point   |
| Undergraduate Education courses   |  | All other courses   | \$104.82 per point  |
| BEEd(Tchg)(Hons) Research Portfolio and Dissertation  |  | <b>Medical and Health Sciences</b>  |                     |
| Thesis and other research courses   |  | All Undergraduate courses in Funding Category A   | \$63.47 per point   |
| Postgraduate Certificate in Academic Practice   |  | All Undergraduate courses in Funding Categories B and L   | \$73.21 per point   |
| All other Postgraduate Education courses  |  | All Undergraduate courses in Funding Categories C and N   | \$82.38 per point   |
| <b>Fine Arts, Music, Performing Arts</b>  |  | Bachelor of Medicine and Bachelor of Surgery  | \$162.76 per point  |
| Bachelor of Fine Arts   |  | Optometry – undergraduate courses   | \$92.62 per point   |
| Bachelor of Fine Arts (Honours)   |  | Optometry – postgraduate (Taught)   | \$90.08 per point   |
| Master of Fine Arts, Postgraduate Diploma in<br>Fine Arts (Research)  |  | Optometry – postgraduate (Research)   | \$90.08 per point   |
| Undergraduate Performance courses   |  | Bachelor of Nursing (Honours) Dissertation  | \$96.21 per point   |
| Other undergraduate courses   |  | Bachelor of Health Sciences (Honours) Dissertation  | \$96.21 per point   |
| Thesis and other research courses (for MMus)  |  | Thesis and other research courses   | \$88.49 per point   |
| All other postgraduate courses (excluding performance)  |  | Postgraduate Clinical Imaging courses   | \$96.21 per point   |
| All other postgraduate courses (performance)  |  | All other postgraduate courses  | \$96.21 per point   |
| <b>Business and Economics</b>   |  | Certificate in Health Sciences  | NIL                 |
| Undergraduate courses   |  | <b>Science</b>  |                     |
| BCom(Hons) Dissertation   |  | Undergraduate courses – Standard  | \$63.47 per point   |
| Thesis and other research courses   |  | Undergraduate courses – Premium   | \$73.21 per point   |
| All other courses   |  | Undergraduate courses – Laboratory  | \$75.40 per point   |
| <b>Graduate School of Management</b>  |  | Postgraduate courses – Standard   |                     |
| Postgraduate Diploma in Business  |  | – BSc(Hons) Dissertation  | \$83.01 per point   |
| Master of Business Administration   |  | – Thesis and other research courses   | \$83.01 per point   |
| Master of International Business, Master of Management,<br>Master of Marketing, Master of Professional<br>Accounting  |  | – All other postgraduate courses  | \$91.12 per point   |
| Master of Taxation Studies  |  | Postgraduate courses – Premium  |                     |
| <b>Engineering and Design</b>   |  | – BSc(Hons) Dissertation  | \$88.49 per point   |
| Architecture, Urban Planning, Urban Design  |  | – Thesis and other research courses   | \$88.49 per point   |
| Bachelor of Architectural Studies   |  | – All other postgraduate courses  | \$96.21 per point   |
| – Studio and Design courses   |  | <b>Doctorates</b>   |                     |
| – All other courses   |  | All Doctorates (120 points)   | \$8,847.60 per year |
| Bachelor of Urban Planning (Honours)  |  | <b>Other Courses and Programmes</b>   |                     |
| – Undergraduate Studio and Design courses   |  | Tertiary Foundation Certificate   | NIL                 |
| – All other undergraduate courses   |  | <b>Interfaculty</b>   |                     |
| – Postgraduate Studio and Design courses  |  | Per point fees for all other Interfaculty Programmes are charged<br>at the respective rate for the subject  |                     |
| – All other postgraduate courses  |  | <b>Other fees for all courses</b>   |                     |
| Master of Architecture, Master of Architecture (Professional),<br>Master of Architecture (Professional) and Heritage<br>Conservation, Postgraduate Diploma in Architecture: |  | Student Services  | \$9.44 per point    |
| – Thesis and other research courses   |  |   |                     |
| – All other courses   |  |   |                     |
| Master of Architecture (Professional) and Urban Design, Master of   |  |   |                     |



## Schedule – Part C – International Students

The 2026 schedule of tuition, examination and research fees (inclusive of GST) for International Students.

- A full-time course of study is 120 points. Enrolment in more than or less than a full-time year will be charged on a pro rata basis.
- In all cases the fee per point will be charged at the rate set for that subject irrespective of the qualification the course is taken for.
- General Education courses will be charged at the applicable rate for undergraduate courses in the faculty offering the course.

### Arts and Education

#### Arts

|   |                    |
|---|--------------------|
| Undergraduate courses (excluding Performance and Science-based courses)     | \$335.21 per point |
| Undergraduate courses (Performance and Science-based courses)               | \$393.51 per point |
| 600 and 700 level courses (excluding Performance and Science-based courses) | \$374.75 per point |
| 600 and 700 level courses (Performance and Science based courses)           | \$440.32 per point |

#### Dance Studies

|                           |                    |
|---------------------------|--------------------|
| Undergraduate courses     | \$393.51 per point |
| 600 and 700 level courses | \$462.37 per point |

#### Education and Social Work

|  |                    |
|--|--------------------|
| Undergraduate courses                                    | \$337.47 per point |
| 600 and 700 level courses                                | \$363.95 per point |
| Graduate Diploma in Teaching (Primary)                   | \$281.46 per point |
| Graduate Diploma in Teaching (Secondary)                 | \$281.46 per point |
| Graduate Diploma in Teaching (Early Childhood Education) | \$281.46 per point |
| Graduate Certificate in Professional Supervision         | \$363.95 per point |

#### Postgraduate Certificate in Academic Practice

|  |                    |
|--|--------------------|
|  | \$281.46 per point |
|--|--------------------|

#### Fine Arts

|                           |                    |
|---------------------------|--------------------|
| Undergraduate courses     | \$374.78 per point |
| 600 and 700 level courses | \$407.14 per point |

#### Music

|                           |                    |
|---------------------------|--------------------|
| Undergraduate courses     | \$393.51 per point |
| 600 and 700 level courses | \$393.51 per point |

### Business and Economics

|   |                    |
|---|--------------------|
| Undergraduate courses   | \$401.11 per point |
| 600 and 700 level courses   | \$397.29 per point |
| Master of International Business, Master of Management, Master of Professional Accounting | \$417.54 per point |

### Engineering and Design

#### Architecture

|   |                    |
|---|--------------------|
| Undergraduate courses – Non Studio and Design courses | \$417.54 per point |
|---|--------------------|

|   |                    |
|---|--------------------|
| Undergraduate courses – Studio and Design courses | \$417.54 per point |
|---|--------------------|

|                           |                    |
|---------------------------|--------------------|
| 600 and 700 level courses | \$462.37 per point |
|---------------------------|--------------------|

#### Design

|                       |                    |
|-----------------------|--------------------|
| Undergraduate courses | \$410.22 per point |
|-----------------------|--------------------|

#### Engineering

|                       |                    |
|-----------------------|--------------------|
| Undergraduate courses | \$483.41 per point |
|-----------------------|--------------------|

|                   |                    |
|-------------------|--------------------|
| 700 level courses | \$462.37 per point |
|-------------------|--------------------|

#### Postgraduate Certificate in Engineering in Light Metals

|  |                    |
|--|--------------------|
|  | \$462.37 per point |
|--|--------------------|

#### Postgraduate Certificate in Geothermal Energy Technology

|  |                    |
|--|--------------------|
|  | \$568.39 per point |
|--|--------------------|

#### Master of Disaster Management

|  |                    |
|--|--------------------|
|  | \$465.53 per point |
|--|--------------------|

#### Urban Design and Urban Planning

|                       |                    |
|-----------------------|--------------------|
| Undergraduate courses | \$393.51 per point |
|-----------------------|--------------------|

|                   |                    |
|-------------------|--------------------|
| 700 level courses | \$462.37 per point |
|-------------------|--------------------|

### Law

|                       |                    |
|-----------------------|--------------------|
| Undergraduate courses | \$393.48 per point |
|-----------------------|--------------------|

|                   |                    |
|-------------------|--------------------|
| 700 level courses | \$404.96 per point |
|-------------------|--------------------|

### Medical and Health Sciences

#### Undergraduate courses – Bachelor of Health Sciences

|  |                    |
|--|--------------------|
|  | \$356.82 per point |
|--|--------------------|

#### Undergraduate courses – Bachelor of Medicine and Bachelor of Surgery

|  |                    |
|--|--------------------|
|  | \$721.34 per point |
|--|--------------------|

#### Undergraduate courses – Bachelor of Nursing

|  |                    |
|--|--------------------|
|  | \$356.82 per point |
|--|--------------------|

#### Undergraduate courses – Bachelor of Optometry

|  |                    |
|--|--------------------|
|  | \$572.69 per point |
|--|--------------------|

#### Undergraduate courses – Bachelor of Pharmacy

|  |                    |
|--|--------------------|
|  | \$460.12 per point |
|--|--------------------|

|  |                    |
|--|--------------------|
| 700 level courses (excluding clinical imaging) | \$460.12 per point |
|--|--------------------|

|                                      |                    |
|--------------------------------------|--------------------|
| 700 level courses (clinical imaging) | \$460.12 per point |
|--------------------------------------|--------------------|

### Science

|                       |                    |
|-----------------------|--------------------|
| Undergraduate courses | \$393.51 per point |
|-----------------------|--------------------|

|                           |                    |
|---------------------------|--------------------|
| 600 and 700 level courses | \$462.37 per point |
|---------------------------|--------------------|

### Doctorates

|                                   |                     |
|-----------------------------------|---------------------|
| Doctor of Philosophy (120 points) | \$8,847.60 per year |
|-----------------------------------|---------------------|

|                                   |                      |
|-----------------------------------|----------------------|
| All other Doctorates (120 points) | \$55,408.50 per year |
|-----------------------------------|----------------------|

### Other Courses and Programmes

#### Certificate of Proficiency (Overseas) Programme Fee

|  |                   |
|--|-------------------|
|  | Varies per course |
|--|-------------------|

#### Foundation Certificate in English for Academic Purposes

|  |                    |
|--|--------------------|
| (Programme fee equivalent to 0.5 EFTS) | \$240.00 per point |
|--|--------------------|

### Interfaculty

Per point fees are charged at the respective rate for the subject

### Other fees for all courses

|                  |                  |
|------------------|------------------|
| Student Services | \$9.44 per point |
|------------------|------------------|

### International Health and Travel Insurance Fees

|  |       |
|--|-------|
| International Health and Travel Insurance Fees (full year) | \$899 |
|--|-------|

### Notes:

- 1 The fees listed in this schedule are per point and include the Course and Materials Fee. Enrolment in a standard full-time course load is 120 points per year. Fees will be adjusted on a pro-rata basis where the enrolment is more or less than a standard full-time load.
- 2 Fees for interfaculty programmes, programmes combining undergraduate and postgraduate courses, or courses selected from more than one listed programme, are calculated by deriving a fee for each course from the fees listed in the schedule above.
- 3 The Student Services Fee is payable by International Students at the same rates applying to domestic students.
- 4 From 1 January 2006, new international PhD students are accorded domestic status for the purposes of tuition fees. A new international PhD student is defined as a foreign student enrolled for the first time after 19 April 2005 in a Doctor of Philosophy programme at a New Zealand university.
- 5 BA(Hons), BCom(Hons), BMus(Hons), BNurs(Hons), BProp(Hons), BSc(Hons) and LLB(Hons) are charged as postgraduate programmes.

## International Students

*The following notes are intended to be a general guide for international students wishing to be admitted to the University of Auckland. Further information is available from the International Office or from the International students section of the University website at [auckland.ac.nz/international](http://auckland.ac.nz/international).*

### Admission

International students should apply for admission using the online Application for Admission. Intending applicants should note the following general points:

- 1 All international students enrolling in an undergraduate programme must hold, as a minimum requirement, an acceptable university entrance qualification.
- 2 All international students seeking admission to graduate or postgraduate programmes must hold, or expect to hold before the start of the programme, a recognised first degree in a relevant discipline.
- 3 Applicants whose first language is not English are required to provide satisfactory evidence of their proficiency in English. International applicants entering the University on the basis of NCEA or Cambridge Assessment International Education (Cambridge International, formerly known as University of Cambridge International Examinations (CIE)) taken in New Zealand, or International Baccalaureate (IB) taken in New Zealand, must meet the standard literacy requirements for admission. International applicants who have taken Cambridge International or IB outside of New Zealand must meet the standard admission requirements from these qualifications but may also meet the standard literacy requirement through an alternative approved English test as outlined in the minimum English Language proficiency requirements. International applicants entering the University on the basis of qualifications other than NCEA, Cambridge International or IB taken in New Zealand must meet a specified score in IELTS or an alternative approved English test, or must have completed and passed the Foundation Certificate in English for Academic Purposes (FCertEAP), the English Pathway for Undergraduate Studies (EPUS), the English Pathway for Postgraduate Studies (EPPS), or an approved alternative. The minimum score required in IELTS for admission to an undergraduate programme at the University is an overall score of 6.0 with no less than 5.5 on an individual band. The minimum score required in IELTS for admission to a postgraduate programme at the University is an overall score of 6.5 with no less than 6.0 on an individual band. Higher requirements may be imposed by faculties for entry to specified undergraduate and postgraduate programmes.

### Health and Travel Insurance

- 4 It is the responsibility of all international students to ensure that they have appropriate and current approved health insurance for their period of study in New Zealand, and for the length of their student visa. Health and travel insurance is a condition of enrolment, and as such, must be valid for the entire duration of study. A student's enrolment cannot continue in the event of their insurance cover being declined.

### Student Visa

- 5 International students may commence online offshore study while applying for a visa. The majority of international students must have a student visa before entering New Zealand. All students must have a student visa, or a Variation of Conditions, for the duration of their studies prior to entering New Zealand. For further information, visit Immigration New Zealand's website at [www.immigration.govt.nz](http://www.immigration.govt.nz).
  - a An international student is any student who is not a citizen or permanent resident of New Zealand (includes the Cook Islands, Tokelau and Niue) or Australia.
  - b Every international student must provide the following information to the University of Auckland:
    - (i) photocopy of title page of passport and of current visa if entering New Zealand
    - (ii) current address and contact phone number(s). Upon arrival in Auckland, students must provide their Auckland address and contact phone number(s)
    - (iii) full name and current address of an emergency contact/next of kin.
  - c Where a student does not provide the required contact details and/or evidence of a valid student visa either prior to commencement of study onshore or before the visa information held on file at the University expires, then, until that evidence is produced, the Council may:
    - (i) withdraw the enrolment of that student from a course or courses, with no refund or credit of fees and/or
    - (ii) decline to re-enrol the student
    - (iii) restrict or remove that student's access to University services, including but not limited to the Student Learning System.

**International Student Fees**

- 6 International fees (refer to Schedule – Part C – International Students) apply to students who:
- a are not citizens of New Zealand or Australia (refer to 5a above)
  - or
  - b do not hold residency status in New Zealand or Australia
  - or
  - c are being fully funded under the New Zealand Ministry of Foreign Affairs and Trade New Zealand Aid Programme
  - or
  - d are not participating in an official University of Auckland exchange programme.

**International Scholarships**

New Zealand Scholarships are available for international students from selected countries as identified by the Ministry of Foreign Affairs and Trade ([www.nzscholarships.govt.nz](http://www.nzscholarships.govt.nz)).

- 7 The University of Auckland also offers international scholarships including the University of Auckland International Student Excellence Scholarship, University of Auckland Doctoral Scholarships at PhD level for international students from all countries; and scholarships from various faculties at all levels. To find out more about scholarships visit [www.auckland.ac.nz/en/study/scholarships-and-awards.html](http://www.auckland.ac.nz/en/study/scholarships-and-awards.html).  
Phone: +64 9 373 7599 ext 87494

**Students Studying Outside New Zealand**

- 8 Students studying outside New Zealand can study without a student visa. However, on arrival in New Zealand a student must provide evidence of a valid student visa or a Variation of Conditions which permits study at the University of Auckland.

**Code of Practice**

- 9 The University of Auckland has agreed to observe and be bound by the *Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021* (the Code) published by the Ministry of Education in English and te reo Māori. Copies of the Code, and summaries in other languages, are available from the New Zealand Qualifications Authority (NZQA) website at [www2.nzqa.govt.nz/tertiary/the-code/](http://www2.nzqa.govt.nz/tertiary/the-code/).
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## Statutes and Regulations and their Application

The following guidelines outline how the regulations and statutes in the *Calendar* are typically applied. The University reserves the right to introduce new and/or change regulations or statutes and/or to change the content of courses should the circumstances require.

| Statute or Regulations  | Application  |
|---|--|
| <b>Academic Statutes and Regulations</b> <ul style="list-style-type: none"> <li>• Admission Regulations</li> <li>• Credit Regulations</li> <li>• Enrolment and Programme Regulations</li> <li>• Examination Regulations</li> <li>• Fees Statute</li> <li>• The Limitation of Entry Statute</li> <li>• Limitations Schedule</li> </ul> | Academic Statutes and/or Regulations apply each year to all students, unless exceptions are approved.  |
| <b>Academic Statutes and Regulations</b> <ul style="list-style-type: none"> <li>• General Regulations – Bachelors Honours Postgraduate Degrees</li> <li>• General Regulations – Masters Degrees</li> <li>• General Regulations – Postgraduate Certificates</li> <li>• General Regulations – Postgraduate Diplomas</li> </ul>          | General Regulations apply to students from the academic year in which the student commenced their qualification, unless exceptions are approved.   |
| General Regulations – Named Doctorates  | General Regulations – Named Doctorates apply to students who commenced named doctorate qualifications prior to 1 January 2022, unless exceptions are approved.   |
| Qualification regulations   | Qualification regulations apply to students from the academic year in which the student commenced their qualification, unless a change to a subsequent set of regulations for an individual student, or an exception, is approved. |
| PhD Statute   | A new PhD Statute will apply to students who commence their PhD following its introduction, or who transfer to it. Other students will remain under the Statute that was in place when they commenced their PhD.                   |
| Course prescriptions, prerequisites, corequisites and restrictions  | Course prescriptions, prerequisites, corequisites and restrictions apply to all students in the year of their enrolment in the relevant course.  |

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## The Limitation of Entry Statute 1991

*Pursuant to Section 255 of the Education and Training Act 2020 the Council of the University of Auckland hereby makes the following Statute:*

- 1 a This statute may be cited as The Limitation of Entry Statute 1991.  
b This Statute came into force on 1 January 1991.
- 2 Where the Council is satisfied that it is necessary to do so because:
  - a students cannot be allocated places in appropriate lecture rooms or laboratories at times when they can reasonably be expected to attend
  - or
  - b the number of teaching staff does not ensure all students expected to seek a place in a particular programme or course can be adequately taught;there shall be deemed to be an insufficiency of accommodation or of staff.
- 3 The maximum number of students that may be enrolled for any such programme or course shall be determined by the Council from time to time and be published in a schedule to this Statute.
- 4 In determining such maximum number of students the Council may:
  - a prescribe academic standards to be achieved as a prerequisite for enrolment for any such programme or course
  - and
  - b prescribe other criteria for selection of students to be permitted enrolment for any such programme or course.
- 5 The Limitation of Entry Statute 1985 is hereby repealed.

*Note: The Limitations Schedule is available on the Programme and course limitations selection criteria page of University Calendar website ([www.calendar.auckland.ac.nz](http://www.calendar.auckland.ac.nz)).*

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## Undergraduate Waipapa Taumata Rau Course Requirement Regulations

*The Waipapa Taumata Rau Course Requirement Regulations were rescinded by Council in December 2025.*

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