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## Admission Statute

### Academic Policy

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#### 1 Purpose

It is important that students entering Victoria University of Wellington ('the University') are adequately prepared for university study. This statute sets out the requirements for admission of students to the University in accordance with the [Education Act 1989](#) and the standards agreed by all New Zealand universities through Universities New Zealand.

#### 2 Organisational Scope

This is a University-wide statute.

#### 3 Definitions

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

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

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

*Note 1: New Zealand permanent residents and citizens of Australia who study extramurally while living outside of New Zealand will be treated as international students for the purposes of charging fees. This is a requirement of the Ministry of Education.*

*Note 2: Citizens of France and Germany enrolled after 5 June 2009 in a Masters level programme will not qualify for domestic status with regard to fees. Those who first enrolled before 5 June 2010 will remain at domestic status until they graduate from their Masters programme or until the second anniversary of their enrolment in a Masters programme (whichever comes first).*

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

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

#### 4 Statute Content and Guidelines

##### 4.1 Admission

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

#### 4.1.1 Admission Eligibility

- (a) Admission requires satisfying one of the following categories of eligibility:
- (i) Be qualified for entry to a university on the basis of a New Zealand University Entrance qualification, as follows:
    - (a) From 2004: National Certificate of Educational Achievement (NCEA) Level 3 with:
      - (i) a minimum of 42 credits at Level 3 or higher, made up of a minimum of 14 credits in each of two approved subjects, with a further 14 credits at Level 3 or higher taken from no more than two additional domains or approved subjects, and;
      - (ii) literacy and numeracy standards required for entrance to university. Literacy requirements are a minimum of eight credits at Level 2 or higher in English or Te Reo Māori; four credits must be in reading and four credits must be in writing. Numeracy requirements are a minimum of 14 credits at Level 1 or higher in Mathematics or Pangarau;
    - (b) From 1993 to 2003: Higher School Certificate and C grade or higher in each of three New Zealand University Entrance, Bursaries and Scholarships (NZUEBS) subjects; or an A or B Bursary;
    - (c) From 1986 to 1992: a D grade or higher in each of four NZUEBS subjects;
    - (d) Before 1986: the University Entrance qualification (by accreditation or examination).
  - (ii) Have been granted Discretionary Entrance (section 4.1.2);
  - (iii) Have been granted admission by Qualification Assessment at Entrance Level or above (Admission Ad Eundem Statum) (section 4.1.3);
  - (iv) Have been granted Special Admission (section 4.1.4);
  - (v) Have been granted Personal Interest Admission (section 4.1.5); or
  - (vi) Have been granted admission at another New Zealand university, subject to the criteria specified in the Victoria University [Academic Progress Statute](#).

*Note 1: Enrolment in a Certificate of Proficiency allows a student to do one or more courses without enrolling in a degree or other recognised programme of study (refer to the Certificate of Proficiency Statute, Victoria University of Wellington Calendar, Section C: Inter-Faculty Qualifications).*

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

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

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

- (b) In addition to qualifying under the various sections of this statute, the person must also meet the particular programme entry requirements set out:
- (i) in the published admission criteria for undergraduate qualifications;

- (ii) in regulations for the relevant graduate and postgraduate qualification.
- (c) The University may apply additional criteria for admission/guaranteed entry to undergraduate degree programmes.

*Note: For details, refer to the Guide to Enrolment on the Victoria University website.*

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

#### 4.1.2 Discretionary Entrance for Domestic Students

- (a) A person under the age of 20 years who does not meet the University Entrance standard may apply for Discretionary Entrance if they:
  - (i) are classified as a domestic student; and
  - (ii) have fulfilled the Universities New Zealand requirements for Discretionary Entrance (or its equivalent).
- (b) Admission will be at the discretion of the University, with the proviso that a person who has undertaken Year 13 study beyond 1 June at a New Zealand secondary school may not normally be admitted under Discretionary Entrance provisions.
- (c) Approval of an application for Discretionary Entrance is based on:
  - (i) the applicant's submission;
  - (ii) the proposed programme of study;
  - (iii) the applicant's past academic achievements; and
  - (iv) a statement from a school principal (or delegate), or university liaison officer as to the applicant's preparedness for university study.
- (d) A domestic student studying at a New Zealand secondary school, who is attempting to qualify for entrance to university, may apply for Discretionary Entrance in the same year for the purpose of enrolling in courses offered in the third (summer) trimester. Any student admitted under this provision who does not, in the following January, meet the University Entrance standard and gain a place in a programme of study at Victoria University will be required to withdraw from the University. Students required to withdraw may complete their summer trimester courses before doing so, but any courses passed will not be credited to a qualification until a University Entrance qualification and admission to the University is gained.
- (e) A person whose application is approved may enrol only in the programme for which Discretionary Entrance has been awarded, unless the Assistant Vice-Chancellor (Academic) approves of enrolment in a different programme.
- (f) A person whose application is declined may appeal to the New Zealand Qualifications Authority, whose decision in the matter is final.

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

#### 4.1.3 Admission by Qualification Assessment At Entrance Level or above (Admission Ad Eudem Statum) for Domestic Students

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

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

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

*Note 2: Applications based on previous tertiary study will be subject to the criteria specified in the Victoria University [Academic Progress Statute](#).*

#### 4.1.4 Special Admission for Domestic Students over 20 Years of Age

- (a) Any candidate applying as a domestic student who has not gained a recognised University Entrance qualification, but who will have reached the age of 20 by the first day of the trimester for which admission is sought, is eligible to be considered for Special Admission.
- (b) In exceptional circumstances, the Convener of the Academic Committee may waive the age requirement for a domestic student where, in his or her opinion, an applicant is otherwise adequately prepared for university study. In such cases the candidate may be restricted to enrolment in a specified programme of study.
- (c) Applications for Special Admission will be considered on a case by case basis having regard to:
  - (i) the applicant's work and life experience;
  - (ii) the applicant's previous academic study; and
  - (iii) evidence of the applicant's ability to proceed with the proposed programme of study.
- (d) A person who applies for Special Admission must do so as part of the enrolment application process.
- (e) Applications for Special Admission are considered by the Admission Manager in consultation with the relevant faculty, under delegated authority of the Academic Board.
- (f) A person whose application for Special Admission is declined may appeal to the Convener of the Academic Committee.

#### 4.1.5 Personal Interest Admission for Domestic Students

- (a) A domestic secondary school student under 20 years of age and otherwise ineligible to enrol who has a personal interest in a course or courses may apply to the Convener of the Academic Committee to enrol part-time and be assessed in no more than 45 points per trimester or 30 if the enrolment is for a summer trimester.
- (b) A person who passes a course in which they have enrolled under (a) above and who subsequently becomes eligible to enrol under sections 4.1.1 to 4.1.4 of this statute may have that course credited to a qualification of this university in accordance with the relevant statute.
- (c) Secondary school students may apply for enrolment under this clause if they:
  - (i) have the written support of their Principal; and
  - (ii) have shown a high level of academic achievement.

#### 4.2 International Students' Admission Eligibility

##### 4.2.1 Types of Admission

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

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

##### 4.2.2 Other Requirements

In addition to the above:

- (a) All international students seeking admission for the first time must apply to [Victoria International](#), Victoria University of Wellington. Students already studying in New Zealand at Year 13 level can be accepted conditional upon a satisfactory result as set out in section 4.1.1(a)(i).

*Note: For further details on the required levels of achievement, refer to [Victoria International](#) on the Victoria University [website](#).*

- (b) International students who have gained their educational qualifications through a medium of instruction other than English must provide evidence of their proficiency in English. For this purpose students normally take IELTS or TOEFL tests or a Victoria University English Proficiency Programme (EPP). The required minimum results are:

- (i) Admission to undergraduate programmes:

*IELTS: An overall band score of 6.0 with no sub-score below 5.5.*

*TOEFL:* TOEFL 550, or 213 on the computer-based test, or 80 on the internet-based test.

*EPP:* A minimum of three ratings of 4 and one rating of 3 in the Victoria University English Proficiency Programme.

(ii) Admission to all teacher education programmes:

*IELTS:* An overall band score of 7.0 with no sub-score below 7.0

(iii) Admission to graduate and postgraduate programmes:

*TOEFL:* TOEFL 575 with (preferably) a TWE of 5, or 237 on the computer-based test, or 90 on the internet-based test with a minimum of 20 in writing.

*IELTS:* An overall band score of 6.5 with no sub-score below 6.0.

*EPP:* A minimum of two ratings of 5 and two ratings of 4 in the Victoria University English Proficiency Programme test.

*Note:* Some programmes may set a higher standard than the minimum English language requirements specified above to ensure a student is capable of proceeding with the proposed course of study.

### 4.3 Documentation

(a) Any applicant for admission must supply:

- (i) a birth certificate or passport; a signed declaration, marriage certificate or deed poll is also required if the applicant is using a different name to that on their birth certificate or passport;
- (ii) proof of citizenship or permanent residency status if applying as a domestic student; and
- (iii) official transcripts of previous academic records, where necessary.

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

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

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

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

### 4.4 Effect of Statute

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

## 5 Legislative Compliance

The University is required to manage its policy documentation within a legislative framework. The legislation directing this statute is the:

[Education Act 1989](#)

## 6 References

[Academic Progress Statute](#)

[Enrolment Statute](#)

[Guide to Enrolment](#)

[Victoria University of Wellington Calendar; Section C](#)

[Personal Courses of Study Statute](#)

[Certificate of Proficiency Statute](#)

Victoria University website: <http://www.victoria.ac.nz/home/>

Previous Version: <http://www.victoria.ac.nz/documents/policy/academic/archive/archived-admission-statute-20101810.pdf>

Appendices

None

## 7 Approval Agency

University Council

## 8 Approval Dates

This statute was originally approved on:	1994
This version was approved on:	18 October 2010
This version takes effect from:	18 October 2010
This statute will be reviewed by:	1 December 2012

## 9 Statute Sponsor

Assistant Vice-Chancellor (Academic)

## 10 Contact Person

The following person may be approached on a routine basis in relation to this statute:

Academic Policy Adviser(s)

Academic Office

Ext: 5099