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## Enrolment Statute

### Academic Policy

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#### 1 Purpose

The purpose of this statute is to outline the procedures for enrolling students in courses and programmes offered by Victoria University of Wellington ('the University').

#### 2 Organisational Scope

This is a University-wide statute.

#### 3 Definitions

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

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

**Offer of Study:** A notification sent to a student in response to an Enrolment Application to inform the student of the qualification(s) and course(s) the University is offering them. The offer may be dependent on the applicant meeting certain admission or other conditions. The student must accept this notification by the due date in order to be officially registered in courses.

#### 4 Statute Content and Guidelines

##### 4.1 Enrolment Applications

- (a) Before attending any course, a student must be registered for that course.
- (b) Students wishing to commence at the University must submit a completed Enrolment Application by the due dates listed in the Victoria University [Guide to Enrolment](#) on the Victoria University [website](#).

*Note 1: Students wishing to start their study in the second and third trimester are advised to apply by the closing dates for the first trimester.*

*Note 2: Candidates for Master's degrees by thesis only are able to enrol at any time throughout the year.*

*Note 3: Candidates for the Degree of Doctor on Philosophy (PhD) must apply for admission to the Faculty of Graduate Research. There are three application rounds per year: 1 March, 1 July and 1 November.*

##### 4.2 Late Submission of Enrolment Application

- (a) Late applications may be considered but admission into the University or programme and course of study is not assured.
- (b) Unless an exemption has been given by the Enrolment Manager, no applications will be accepted from students after the beginning of the trimester that they are applying for.

*Note 1: Non-receipt of enrolment material through the mail will not be accepted as justification for failure to apply by the due date.*

*Note 2: Enrolment applications received from applicants after the due date will be charged a late enrolment fee as specified in Appendix D of the [Fees Statute](#).*

### 4.3 Enrolment Application Requirements

- (a) All applicants must complete and submit an Enrolment Application.
- (b) Some qualifications and courses require *additional* application forms. Applicants wishing to enter such qualifications or courses must submit an *additional* information form by the relevant due dates as well as completing the relevant general enrolment application.

*Note 1: Applicants are encouraged to make an enrolment application online through the [Victoria University](#) website.*

*Note 2: Information about qualifications and courses requiring an additional information form can be found in the Victoria University [Guide to Enrolment](#) and through the [Victoria University](#) website.*

*Note 3: If necessary hardcopy enrolment and additional information forms can be obtained from Student Recruitment, Admission and Orientation.*

*Note 4: All first year and transferring international students are required to submit the standard ['International Application Form for Admission'](#) when applying for any qualification; this is in addition to any qualification-specific forms that may be required.*

#### 4.3.1 Teacher Education Qualifications

- (a) Students wishing to enter a teacher education qualification leading to provisional registration as a teacher by the New Zealand Teachers Council must complete the Faculty of Education's assessment process, including assessment against the good character and fitness to teach requirements of the New Zealand Teachers Council. Students who fail to meet the assessment requirements will be denied entry to the teacher education qualification and excluded from any University course that includes contact with children, schools or early childhood centres.
- (b) Students enrolled in teacher education qualifications who subsequently fail to meet the good character and fitness to teach requirements of the New Zealand Teachers Council may be disenrolled from that qualification by the Pro Vice-Chancellor (Education) and excluded from any University course that includes contact with children, schools or early childhood centres. The student may appeal the decision of the Pro Vice-Chancellor to the Disciplinary Appeals Committee.

### 4.4 Documentation

Students should refer to the current [Guide to Enrolment](#) on the Victoria University [website](#) for full details of documentation requirements but in general must supply the following documentation with their Enrolment Application.

- (a) Students whose most recent enrolment was at another New Zealand university must supply:
  - (i) evidence of name, date of birth, and immigration status (e.g. passport or birth certificate); and
  - (ii) official transcripts of previous academic records from any New Zealand university ever enrolled at (excluding academic records from Victoria University).
- (b) Students who have never been to a New Zealand university must supply:
  - (i) evidence of name, date of birth and immigration status (e.g. passport or birth certificate);
  - (ii) approval letters relating to admission if applicable;
  - (iii) Year 12 and Year 13 school results if applicable; and
  - (iv) official transcripts of other tertiary study results if applicable.

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

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

#### **4.5 Offer of Study**

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

*Note: When accepting the Offer of Study applicants agree to be bound by the statutes, policies and regulations of the University.*

- (b) Failure to return the Offer of Study or to supply the additional documentation requested within the stated timeframe may result in the cancellation of the application.

#### **4.6 Enrolment Completion Period**

- (a) Students will be advised through their Offer of Study if they need to finalise their application during the Enrolment Completion Period. Students asked to attend must do so during the period set to ensure their place.

- (b) All first time international students are required to complete an [International Enrolment Application](#) and enrol in person during the International Enrolment Period specified by Victoria International

#### **4.7 Payment of Fees**

The required fees must be paid by the appropriate date as specified in the [Fees Statute](#) unless alternative arrangements have been approved.

#### **4.8 Enrolment for Interest Only**

Enrolment in a course for interest only may be considered under the Access Victoria programme, where there are places available. Students enrolling on this basis may not attend practical classes, tutorials, workshops, laboratories or studios, submit coursework or sit examinations. No grade or credit will be given to graduates enrolled in courses under this provision.

*Note: Enquiries should be made to the [Centre for Lifelong Learning](#)*

#### **4.9 Enrolment of a Member of the Security Intelligence Service**

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

#### **4.10 Refusal or Cancellation of Enrolment**

- (a) In accordance with the [Education Act 1989](#), the University may cancel or refuse to permit the enrolment of a person as a student at the University on the grounds that the person is not of good character; the person has been guilty of misconduct or a breach of discipline; or is currently excluded or suspended from another New Zealand university.

- (b) If a student no longer meets the requirements of the [Immigration Act 1987](#) in that they no longer hold a valid or current visa, then the University may cancel their enrolment and withdraw their entitlement:

- (i) to be issued with an ID card or have an ID card endorsed;
- (ii) to attend lectures, laboratories, tutorials, or use the University Library and Student Computing Services.

### **5 Legislative Compliance**

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

[Education Act 1989](#)

[Immigration Act 1987](#)

## 6 References

[Guide to Enrolment](#)

[Fees Statute](#)

[International Application Form for Admission](#)

[Personal Course of Study Statute](#)

[Student Conduct Statute](#)

Previous Version: <http://www.victoria.ac.nz/documents/policy/academic/archive/archived-enrolment-statute-20101018.pdf>

## 7 Appendices

None

## 8 Approval Agency

University Council

## 9 Approval Dates

This statute was originally approved on: 1965 (approx.)

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

## 10 Statute Sponsor

Assistant Vice Chancellor (Academic)

## 11 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