
Admission and Enrolment Statute

Academic Policy

1 Purpose

This Statute outlines the eligibility criteria for admission as a student to the Victoria University of Wellington (‘the University’), in accordance with the Education Act 1989 and the Immigration Act 1987, and the process for enrolling in programmes and courses offered by the University.

2 Organisational Scope

This is a University-wide statute.

3 Definitions

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

Admission:	Entry to the University as a student, based on eligibility and acceptance into a programme.
Enrolment:	A process of applying for, and being accepted into, particular programmes and courses.
Enrolled:	A status acquired by a student when defined enrolment conditions are met, as specified in s4.13.
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. <i>Note 1: Students with dual citizenship (New Zealand and other) will be classified as Domestic Students as defined by the Education Act 1989.</i> <i>Note 2: New Zealand permanent residents and citizens of Australia who study extramurally while living outside New Zealand will be treated as international students for the purposes of charging fees. This is a requirement of the Ministry of Education.</i>
International Student:	A person studying in New Zealand on a student visa from Immigration New Zealand.
Offer of Place:	A document issued by the University to a prospective International Student, which offers a student a place in a programme, in accordance with the requirements of Immigration New Zealand. An Offer of Place is required for a visa application.

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) in which the University is offering them a place. The offer may be subject to certain conditions.

4 Statute Content and Guidelines

4.1 Eligibility for Admission as a Domestic Student

- (a) To be admitted to the University as a Domestic Student, a person must be eligible under one of the following categories:
- (i) University Entrance (formerly ‘matriculation’);
 - (ii) Discretionary Entrance;
 - (iii) Admission by Qualification Assessment at Entrance Level (also known as Admission *ad eundem statum*);
 - (iv) Special Admission;
 - (v) Personal Interest Admission; or
 - (vi) Admission granted to another New Zealand university, subject to the criteria specified in the Academic Progress Statute.
- (b) 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 Convenor of the Academic Committee.

4.2 University Entrance for Domestic Students

To be eligible for admission under the ‘University Entrance’ category, a student must satisfy the requirements specified by the New Zealand Qualifications Authority.

- (a) To be eligible for admission based on NCEA from 2014, a student must have:
- (i) attained NCEA Level 3; and
 - (ii) achieved 14 credits at NCEA Level 3 in each of three subjects from the list of approved subjects; and
 - (iii) achieved University Entrance Literacy requirements: 10 credits at Level 2 or higher, made up of 5 credits in reading and 5 credits in writing from specific standards; and
 - (iv) achieved University Entrance Numeracy requirements: 10 credits at Level 1 or higher from specific achievement standards, or three specific numeracy unit standards.
- Note: Further information may be found at www.nzqa.govt.nz*
- (b) To be eligible for admission based on NCEA from 2004 to 2013, a student must have:
- (i) achieved a minimum of 42 credits at NCEA 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) achieved University Entrance Literacy requirements: 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 in writing; and
- (iii) achieved University Entrance Numeracy requirements: a minimum of 14 credits at Level 1 or higher, in Mathematics or Pangarau.
- (c) To be eligible for admission based on New Zealand school qualifications from 1993 to 2003, a student must have attained Higher School Certificate and a C grade or higher in each of three New Zealand University Entrance, Bursaries and Scholarships (NZUEBS) subjects; or an A or B Bursary.
- (d) To be eligible for admission based on New Zealand school qualifications from 1986 to 1992, a student must have attained a D grade or higher in each of four NZUEBS subjects;
- (e) To be eligible for admission based on New Zealand school qualifications before 1986, a student must have attained the University Entrance qualification (by accreditation or examination).

4.3 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.
Note: Universities New Zealand requirements for Discretionary Entrance are available at https://www.universitiesnz.ac.nz/sites/default/files/uni-nz/documents/DiscrEntrRegs_UniNZ_10Au.pdf.
- (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 may apply for Discretionary Entrance in the same year for the purpose of enrolling in courses offered in Trimester Three. 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 Trimester Three courses before doing so, but any courses passed will not be credited to a qualification until the student gains a University Entrance qualification.
- (e) 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 Undergraduate Study](#) on Victoria University's website or by contacting Student Recruitment, Admission and Orientation.

4.4 Admission by Qualification Assessment at Entrance Level or above (Admission Ad Eundem Statum) for Domestic Students

- (a) Domestic students who have completed any of the following may apply to have their study recognised as the basis of admission to this University:
 - (i) A recognised international university entrance qualification, including Cambridge International Examinations (CIE) and International Baccalaureate (IB);
 - (ii) A completed relevant qualification at Level 4 or above from a New Zealand tertiary institution other than a university;
 - (iii) A Victoria University of Wellington Certificate of University Preparation, Tohu Māoritanga/Diploma in Māoritanga or other approved preparation or Foundation Studies programme;
 - (iv) Courses or qualifications at Level 5 or above from a New Zealand university or tertiary institution;
 - (v) Degree-level courses or qualifications from a recognised overseas university or tertiary institution.

Note 1: The Certificate of University Preparation programme was discontinued in 2012.

Note 2: 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 3: Applications based on previous tertiary study will be subject to the criteria specified in the University's Academic Progress Statute.

4.5 Special Admission for Domestic Students over 20 Years of Age

- (a) A person 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) 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.
- (c) Applications for Special Admission are considered by the Admission Manager in consultation with the relevant faculty, under delegated authority of the Academic Board.
- (d) A person whose application for Special Admission is declined may appeal to the Convenor of the Academic Committee.
- (e) In exceptional circumstances, the Convenor 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.

4.6 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 Convenor of the Academic Committee to enrol part-time and be assessed in no more than 45 points per trimester (Trimesters One or Two) or 30 points (Trimester Three).
- (b) A person who passes a course in which they have enrolled under (a) above and who subsequently becomes eligible to enrol under sections 4.2 to 4.5 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.

4.7 Eligibility for Admission as an International Student

- (a) To be admitted to the University as an International Student, a person must be eligible under one of the following categories:
 - (i) Eligibility on the basis of a New Zealand University Entrance qualification as set out in s4.2;
 - (ii) A qualification awarded by an overseas secondary school or tertiary institution which this University considers to be equivalent to a recognised university entrance qualification;
 - (iii) Successful completion of a Foundation Studies programme at Victoria University of Wellington or equivalent programme at another New Zealand university, or recognised matriculation programme from another country;
 - (iv) Successful completion of a relevant Level 4 qualification from a New Zealand tertiary institution other than a university; or
- (b) Successful completion of degree-level courses or qualifications from another New Zealand or recognised overseas university. Decisions about International Students' eligibility for admission are the responsibility of the Director, Victoria International.

4.8 English language requirements for International Students

- (a) In addition to the eligibility requirements in s4.7, International Students who have gained their educational qualifications through a medium of instruction other than English must provide evidence of their proficiency in English.
- (b) To be admitted to a Foundation Studies programme an International Student must meet the following minimum standard:
 - (i) IELTS (Academic): An overall band of 5.5 with no sub-score below 5.0;
 - (ii) TOEFL: A score of 525; or 195 on the computer-based test; or 70 on the internet-based test;
 - (iii) Pearson Test of English: A score of 50 (with a 'Communicative' score of not less than 43);

- (iv) a minimum of two ratings of 4 and two ratings of 3 in the Victoria University English Proficiency Programme test; or
 - (v) an equivalent standard as determined by the Convenor of the Academic Committee.
- (c) To be admitted to an undergraduate programme (other than a teacher education programme) an International Student must meet the following minimum standard:
- (i) IELTS (Academic): An overall band score of 6.0 with no sub-score below 5.5;
 - (ii) TOEFL: A score of 550; or 213 on the computer-based test, or 80 on the internet-based test;
 - (iii) Pearson Test of English: A score of 50 (with a 'Communicative' score of not less than 42);
 - (iv) A minimum of three ratings of 4 and one rating of 3 in the Victoria University English Proficiency Programme; or
 - (v) an equivalent standard as determined by the Convenor of the Academic Committee.
- (d) To be admitted to a programme leading to a New Zealand teaching qualification, an International Student must meet the following minimum standard:
- (i) IELTS (Academic): An overall band score of 7.0 with no sub-score below 7.0.
- (e) To be admitted to a graduate programme (other than a teacher education qualification) or a postgraduate programme an International Student must meet the following minimum standard:
- (i) IELTS (Academic): An overall band score of 6.5 with no sub-score below 6.0;
 - (ii) TOEFL: A score of 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;
 - (iii) Pearson Test of English: A score of 58 (with a 'Communicative' score of not less than 50);
 - (iv) A minimum of two ratings of 5 and two ratings of 4 in the Victoria University English Proficiency Programme test; or
 - (v) an equivalent standard as determined by the Convenor of the Academic Committee.
- (f) Entry to certain programmes may require a higher standard of English than those indicated in s4.8(a)–(d).

4.9 Acceptance into programmes and courses

- (a) In addition to satisfying the applicable eligibility requirements for admission to the University, as specified in s4.2 to 4.8, the person wishing to enrol must also meet any specified programme or course entry requirements, set out in:
- (i) the published criteria for undergraduate qualifications;
 - (ii) the published criteria for acceptance into courses; or
 - (iii) the relevant graduate and postgraduate qualification statutes.

Note: refer to s4.17 for specified programme entry requirements for teaching qualifications.

- (b) The University may apply additional criteria for managing entry into undergraduate degree programmes.
- Note: Details can be found in the Guide to Undergraduate Study on the University's website or by contacting Student Recruitment, Admission and Orientation.*
- (c) The Vice-Chancellor, if satisfied that it is necessary to do so because of insufficiency of staff, accommodation, or equipment, may determine the maximum number of students who may be enrolled in a particular programme at Victoria in a particular year.
- (d) Where—
- (i) the maximum number of students who may be enrolled at Victoria in a particular programme in a particular year is determined by the Vice-Chancellor under s4.9(c); and
 - (ii) the number of eligible students who apply for enrolment in that programme in that year exceeds the maximum number so determined,
— the Vice-Chancellor may, in the selection of students to be enrolled, give preference to eligible persons (as defined in the Education Act 1989) who are included in a class of persons that is under-represented among the students undertaking the programme.
- (e) Before attending any course, a student must be registered for that course.

4.10 Application Process for Domestic Students

- (a) The processes to be followed for admission and enrolment by Domestic Students are specified by the Director, Student Academic Services.
- (b) A person applying to study at the University for the first time as a Domestic Student must submit a single admission and enrolment application, except as noted in s4.12. In subsequent years after admission, only an enrolment application need be submitted.
- (c) To complete the enrolment process:
- (i) the student must submit the appropriate, completed Enrolment Application, including all required documentation and any applicable supplementary application forms, as determined by the Manager, Enrolment Services;
 - (ii) the programme proposed in the Enrolment Application must be approved by the relevant Faculty;
 - (iii) the student must comply with any conditions specified in their Offer of Study and accept the Offer within the specified timeframe, in order to be officially registered in courses. The student must enrol in person if required to do so.
 - (iv) the required fees must be paid, as specified in the Fees Statute for the proposed year of enrolment, by the relevant deadline (unless alternative arrangements have been made in advance with Student Finance); and
 - (v) the student must agree to be bound by the statutes, policies and procedures of the University.

Note: Further details about the application process for Domestic Students may be found on the University website at www.victoria.ac.nz/study/apply-enrol.

4.11 Application Process for International Students

- (a) The processes to be followed for admission and enrolment by International Students are specified by the Director, Victoria International, in accordance with the Code of Practice for the Pastoral Care of International Students.
- (b) A person applying to study at the University for the first time as an International Student must (except as noted in s4.12) submit an admission application, as determined by the Director, Victoria International. In subsequent years after admission, only an enrolment application need be submitted.
- (c) The decision on whether to issue an Offer of Place to a prospective International Student is made by the Director, Victoria International, subject to the prior approval of the relevant Faculty.
- (d) Where the application results in an Offer of Place, the prospective International Student shall comply with all conditions in the Offer, including any deadlines specified.
- (e) The student shall pay the required fees, as specified in the Fees Statute for the proposed year of enrolment, by the relevant deadline.
- (f) The student shall apply to a New Zealand consular representative for the appropriate visa.
- (g) In order to be fully enrolled, the student must attend International Enrolment Week and present a valid passport and appropriate visa.
- (h) The student must agree to be bound by the statutes, policies and procedures of the University.

Note: Further details about the application process for International Students may be found on the Victoria International website at www.victoria.ac.nz/international.

4.12 Application and Enrolment Process for all Doctoral Students

- (a) Admission and enrolment processes for all doctoral students, whether Domestic or International Students, are covered by the Doctoral Policy and the relevant qualification statute.

4.13 Enrolment Status

- (a) A student becomes enrolled for a defined period when specified enrolment conditions are met. These will generally consist of:
 - (i) agreeing to the terms and conditions;
 - (ii) paying required fees and levies (or making and adhering to payment arrangements) by the deadlines; and
 - (iii) accepting an Offer of Study or Offer of Place, which may include additional conditions.
- (b) Enrolment may cease prior to the end of the defined period of enrolment when:
 - (i) the student withdraws from all courses (including thesis); or
 - (ii) the University terminates the student's enrolment in all courses (including theses).

Note 1: The following statutes and policies apply to termination of enrolment and thesis candidature: Academic Progress Statute, Student Conduct Statute, Fees Statute, Doctoral Policy and Master's Thesis Policy.

Note 2: Doctoral students should be continuously enrolled until the completed thesis is lodged in the University Library, unless they withdraw from the qualification, or have their enrolment terminated by the University, or fail the qualification.

Note 3: Students enrol for a programme or qualification and, during the period of enrolment, a student may be registered for one or more courses or, in the case of research students, registered for supervision. Refer also to s4.9(d).

4.14 Fraudulent documentation

- (a) The University reserves the right to refuse to admit or enrol any person, or to require withdrawal of a person from the University, where the applicant is unable to demonstrate the authenticity of the document to the satisfaction of the Convenor of the Academic Committee.
- (b) The decision to refuse admission or require withdrawal is made by the Convenor of the Academic Committee and may be appealed to the Provost.

4.15 Late Submission of Enrolment Application

- (a) Late applications may be considered but admission into the University and/or acceptance into a programme or course is not guaranteed.
- (b) No enrolment applications will be accepted from students after the beginning of the trimester that they are applying for (unless an exemption has been granted by the relevant Associate Dean or the Manager, Enrolment Services).

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 after the deadline will incur a late enrolment fee as specified in Appendix D of the Fees Statute.

4.16 Enrolment for Interest Only

- (a) From time to time the University may permit enrolment in a course for interest only. A person permitted to enrol on this basis may not attend practical classes, tutorials, workshops, laboratories or studios, submit coursework or sit examinations.
- (b) No grade or credit will be given to persons enrolled in courses under this provision.

Note 1: Enrolment for interest only was suspended in 2010, prior to which it was advertised under the brand 'Access Victoria', and was offered by the Centre for Lifelong Learning.

Note 2: Enrolment for interest only should not be confused with Personal Interest Admission – which is covered in s4.6.

4.17 Teaching Qualifications

- (a) A student wishing to enrol in a teaching 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. A student who fails to meet the assessment requirements will be denied entry by the relevant Associate Dean to the teacher education qualification and excluded from any

University course that includes contact with children, schools or early childhood centres.

- (b) A student may appeal the decision of the Associate Dean in s4.17(a) to the Dean of Education.
- (c) A student enrolled in a teaching qualification who subsequently fails to meet the good character and fitness to teach requirements of the New Zealand Teachers Council may be disenrolled from that qualification by the Dean of Education and excluded from any University course that includes contact with children, schools or early childhood centres.
- (d) The student may appeal the decision of the Dean in 4.17(c) to the Disciplinary Appeals Committee.

4.18 Other Programmes Involving External Placements and Internships

- (a) A student undertaking a placement or internship may be required to meet any ethical, competence or character requirements of the organisation providing the placement opportunity or of the relevant professional body.
- (b) Where a student fails to meet the requirements in s4.18(a) the Dean may deny the student entry to the relevant course, or, if the student is already enrolled in the course, assign the student a Fail grade or disenrol the student from that course.
- (c) Where a placement or internship is a compulsory requirement of a programme, and a student fails to meet the requirements in s4.18(a), the Dean may deny the student entry to the relevant qualification, or, if the student is already enrolled in the relevant qualification, disenrol the student from that qualification.
- (d) The student may appeal the decision of the Dean in s4.18(b) or (c) to the Disciplinary Appeals Committee.

4.19 Enrolment of a Member of the Security Intelligence Service

- (a) The proposed attendance of a member of the Government's Security Intelligence Service shall be discussed by that service with the Vice-Chancellor.
- (b) 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 in connection with any University activity.
- (c) Breach of the condition in s4.19(b) will be regarded as constituting misconduct within the meaning of the Student Conduct Statute.

4.20 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) The student may appeal the decision in s4.20(a) to the Provost.
- (c) 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; and

- (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 directing this policy is the:

[Education Act 1989](#), in particular:

s139AE(e), which describes the functions of the Teachers Council;

s194(1), which confers the power to Councils to make statutes on certain matters including with respect to enrolment (s194(1)(e));

s194(2), which provides for appeals against the imposition of penalties made under statutes; and

s.224(12), which refers to the powers of councils to refuse to permit a student to enrol or to cancel the enrolment of a student.

[Immigration Act 1987](#)

6 References

Code of Practice for the Pastoral Care of International Students, available on the website of the Ministry of Education

[Guide to Undergraduate Study](#)

[Guide to Postgraduate Study](#)

[Academic Progress Statute](#)

[Cancellation or Refusal of Enrolment Procedure](#)

[Doctoral Policy](#)

[Fees Statute](#)

[Student Conduct Statute](#)

7 Appendices

nil

8 Approval Agency

University Council

9 Approval Dates

This statute was originally approved on: 29 October 2012

This statute's predecessor documents were:

the Admission Statute: approved in 1994

the Enrolment Statute: approved in 1965 (approximately)

This version was approved on: 12 December 2018

This version takes effect from: 14 December 2018

10 Policy Sponsor

Provost

11 Contact Persons

The following persons may be approached in relation to this statute:

Senior Academic Policy Advisor
Academic Office
Ext: 5191

Manager, Enrolment Services
Student Academic Services
Ext: 5989

Admissions Manager
Student Academic Services
Ext: 6930

Marketing and Recruitment Manager
Victoria International
Ext: 5849