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2016 Calendar

The Calendar is the official document of record of the University of Waikato.

Important Dates
University Overview and Charter
Staff and Honours
Delegation of Powers Statute
Vice-Chancellor's Special Powers
Admission, Enrolment and Fees
Research, Assessment and Graduation
Qualification Regulations
Schedule of Papers
General Regulations and Procedures
General Services
Research Institutes, Centres, Groups and Units
Academic, Consultancy and Service Units

Important Notice

The information contained in the Calendar is correct at the time of publication. Certain information, and in particular that relating to fees, admission regulations and papers, is subject to a continuous process of review. The University

therefore reserves the right to change its policies, procedures, statutes, regulations, papers and any other content of the Calendar at any time. Any alterations and amendments to the Calendar will be reflected in the web version, which is the authoritative version.

Unless specifically stated otherwise, all policies, procedures, statutes and regulations printed in the Calendar are effective from 1 January 2016 and supersede those in any prior Calendar. Matters concerning enrolment and examinations apply to the academic year for which the student is formally enrolled for the relevant paper(s).

While in most cases there are no specific time limits for completing qualifications, over the years the degree structures and papers may change in response to developments in their areas. Occasionally core papers or requirements are changed or discontinued.

Candidates will have their overall programmes of study confirmed as meeting the requirements for the award of a qualification on the basis of the relevant regulations in the Calendar in their final year of study. However, if the regulations have changed since the candidate first enrolled for the qualification, the relevant Dean or Head, or equivalent, may decide in individual cases, under the *Personal Programmes of Study Regulations* and the *Delegation of Powers Statute*, to vary or waive particular requirements. Students who are uncertain about whether papers passed under previous regulations will meet current requirements should consult the relevant Dean or Head, or equivalent.

Detailed transitional regulations will be printed in the Calendar from time to time if substantial changes are made to the structure of a particular qualification.

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Important Dates

Principal Dates
Teaching and Assessment Periods

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Calendar

Search

Menu

- Home
- About
- Study at Waikato
- Student Experience
- Research & Expertise
- News & Events
- Get in Touch

Section Contents

University Overview and Charter

The University of Waikato
The University of Waikato at Tauranga
The Faculties and Schools of Studies
The University of Waikato Charter
The University's Commitment to the Treaty of Waitangi

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[an error occurred while processing this directive]

Calendar

Search

Menu

Home

About

Study at Waikato

Student Experience

Research & Expertise

News & Events

Get in Touch

Section Contents

Staff and Honours

The Council
The Academic Board
Former Chancellors of the University of Waikato
Former Vice-Chancellors of the University of Waikato
Honorary Doctors of the University of Waikato
Recipients of the University of Waikato Medal
Emeritus Professors
Honorary Fellows of the University of Waikato
Staff of the University

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The University of Waikato Delegation of Powers Statute

1. **Title**
   This is the University of Waikato Delegation of Powers Statute 2014.
2. **Date of effect**
   (1) This Statute is effective from 1 January 2014.
   (2) This Statute supersedes the University of Waikato Delegation of Powers Statute 2012.
3. **Definitions**
   In this statute:
   Academic Board means the University of Waikato Academic Board established by the Council under section 182 of the Education Act 1989
   Council means the Council of the University of Waikato established under section 165 of the Education Act 1989
   staff means staff employed by the University of Waikato.
4. **Purpose**
   (1) The purpose of this Statute is to set out the powers of delegation that exist in the University of Waikato under the Education Act 1989, as set out in various policies, codes, regulations, committee constitutions and terms of reference, employment agreements and separate agreements made between the relevant parties.
   (2) The powers of the Council and the Vice-Chancellor to delegate under this Statute are subject to the provisions of the Education Act 1989
5. **Delegations by the Council**
   (1) The Council may from time to time delegate any of its functions or powers to the Vice-Chancellor or to a

committee.

(2) The Academic Board is established by the Council under section 182 of the Education Act 1989 to exercise powers delegated to it by the Council.

(3) A delegation by the Council does not affect or prevent the performance of any function or the exercise of any power by the Council or affect the responsibility of the Council for the actions of the Vice-Chancellor or any committee under the delegation.

6. **Delegations by the Vice-Chancellor**

(1) The Vice-Chancellor may from time to time delegate any of his or her functions or powers to the Academic Board.

(2) The Vice-Chancellor may also from time to time delegate any of his or her functions or powers to staff, either
- (a) as set out in the relevant employment agreements
- (b) in separate agreements made with staff from time to time
- (c) through the establishment of advisory committees to the Vice-Chancellor
- (d) through the determination of codes, policies and regulations.

(3) Where the function or power was originally delegated to the Vice-Chancellor by the Council, a delegation by the Vice-Chancellor under section 6(1) or (2) above is subject to the prior approval of the Council.

(4) A delegation by the Vice-Chancellor does not affect or prevent the performance of any function or exercise of any power by the Vice-Chancellor, or affect the responsibility of the Vice-Chancellor for the actions of any staff member or committee under the delegation.

7. **Delegations by the Academic Board and other committees**

Where the Council or the Vice-Chancellor has delegated any functions or powers to the Academic Board or another committee, the Academic Board or other committee may, subject to the prior approval of the Council or the Vice-Chancellor, as the case may be, delegate those functions or powers to
- (a) a sub-committee, or
- (b) a staff member.

8. **Details of Delegations**

(1) Delegations by the Council to the Vice-Chancellor are as set out in the Council's *Governance and Management Guidelines*.

(2) Delegations of functions and powers by the Council and the Vice-Chancellor to committees of the University, and by those committees to staff, are as set out in the constitutions and terms of reference of those committees and published in the *University of Waikato Committee Directory*.

(3) Delegations by the Council, the Academic Board and other committees and by the Vice-Chancellor through the determination of codes and policies are as set out in the provisions of those codes and policies and published in the *University of Waikato Policy Framework*.

(4) Delegations by the Vice-Chancellor to staff through the determination of regulations are as set out in the provisions of those regulations and published in the *University of Waikato Calendar*.

9. **Power to alter or revoke**

The particular delegations made under this Statute may be altered or revoked at any time by the party that made that delegation at its sole discretion.

10. **Reporting Requirements**

(1) The reporting requirements relating to the relevant delegated functions and powers are as set out in the particular policies, codes, regulations, committee terms of reference and staff agreements, and must be followed.

(2) If no such reporting requirements exist, the staff member or committee to whom a function or power has been delegated must report as instructed by the party that delegated it.

11. **Monitoring**

(1) Responsibility for monitoring the performance of functions and exercise of powers by the Vice-Chancellor under delegation by the Council rests with the Council.

(2) Responsibility for monitoring the performance of functions and exercise of powers by staff under delegation by the Vice-Chancellor rests with the Vice-Chancellor.

(3) The Vice-Chancellor is responsible for ensuring that
- (a) the University's committee framework provides for systematic reporting by committees against their delegated functions and powers as required in their terms of reference, and by staff to whom delegations have been made by those committees

(b) a programme of systematic monitoring of policy and regulatory compliance is in place in accordance with delegations of powers set down in the University's policy and regulatory frameworks.

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Vice-Chancellor's Special Powers

1. The Vice-Chancellor may give such direction, or make such provision as he or she thinks fit for the relief of undue hardship where it is shown to his or her satisfaction
   (a) that an alteration or amendment to statutes or regulations involving a change in a course of study or in examination requirements has caused a student hardship, or
   (b) that official advice has been given and acted upon, and it is later found that a student's programme of study is not in accordance with the governing regulations and hardship would be caused if the student were to be compelled to comply with the full requirements of the regulations.
2. The Vice-Chancellor may, in consultation with the relevant Dean or Head or equivalent, give such direction or make such provision as he or she thinks fit where it is shown to his or her satisfaction that an unusual and particular case has arisen concerning a student's enrolment, in consideration of which no relevant provisions or regulations currently apply.
3. The Vice-Chancellor will report to the Academic Board any decisions made under these special powers.
4. A student may appeal to Council against a decision by the Vice-Chancellor under these special powers.
5. The Council decides appeals and makes any provisions that it considers appropriate.

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Admission, Enrolment and Fees

Admission Statute
Criteria for Admission to Particular Qualifications
English Language Requirements for Admission
Limitations Statute
Enrolment
Change of Enrolment Regulations
Regulations Governing Payment of Fees and Charges
Table of Fees and Charges
International Students
Intermediate Programmes for Other Universities

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Calendar

Search

Menu

Home

About

Study at Waikato

Student Experience

Research & Expertise

News & Events

Get in Touch

Section Contents

Research, Assessment and Graduation

Student Research Regulations
Ethical Conduct in Human Research and Related Activities Regulations
Dissertations and Theses
Assessment Regulations
Policy on the Use of Māori for Assessment
Graduation

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Qualification Regulations

These regulations apply to candidates beginning their studies in 2016. Candidates who first enrolled in a qualification prior to 2016 are eligible to complete that qualification either under the regulations which applied at the time of first enrolment or the regulations which apply at the time of re-enrolment. Candidates who are resuming their studies for a qualification after an extended absence are advised to consult the Dean of the Faculty or School of Studies concerned at the time of re-enrolment regarding the requirements for completion. However, where there have been significant changes in the structure of a qualification or content of the major or specified programme during the candidate's absence, the Dean may prescribe a specific programme of study which will be deemed to satisfy the requirements for completion of the qualification.

The Degrees, Diplomas and Certificates Statute
Personal Programmes of Study Regulations
Bachelors Degree Regulations
Bachelors Degree with Honours Regulations
Masters Degree Regulations
Higher Degree Regulations
Certificate Regulations
Diploma Regulations
Specialisations
Undergraduate Diploma and Certificate Fields
Enrolment for Individual Paper Credit (IPC)

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Schedule of Papers

Prescriptions for Papers
Keys
Papers by Subject (Catalogue of Papers)
The University of Waikato at Tauranga
Summer School Papers
Off Campus Papers
Articulation Agreements and STAR papers
Pathways Programmes
Work Placements

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General Regulations and Procedures

Student Discipline Regulations
Student Complaints Procedures
Scholarships Office
Computer Systems Regulations
Library Regulations
Parking and Traffic Regulations
Miscellaneous Regulations

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[an error occurred while processing this directive]

Calendar

Search

Menu

- Home
- About
- Study at Waikato
- Student Experience
- Research & Expertise
- News & Events
- Get in Touch

Section Contents

General Services

The University Library
Information and Technology Services
Student Services
Waikato Pathways College
The Research & Enterprise Office
WaikatoLink
U Leisure
Waikato Students' Union
Golden Key International Honour Society
The University of Waikato Foundation
Alumni

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Research Institutes, Centres, Units and Groups

Research Institutes

The Environmental Research Institute (ERI)
The Institute for Business Research (IBR)
The Institute of Professional Learning: Te Whai Toi Tāngata (IPL)
The National Institute of Demographic and Economic Analysis (NIDEA)
Te Mata Punenga o Te Kotahi : Te Kotahi Research Institute (IWI)
Wilf Malcolm Institute of Educational Research (WMIER)

Research Centres

Centre for Biodiversity and Ecology Research (CBER)
Centre for Environmental, Resources and Energy Law: Te Pūtahi o te Ture Taiāo (CEREL)
Centre for Global Studies in Education (CGSE)
Early Years Research Centre
International Centre for Terrestrial Antarctic Research (ICTAR)
The Māori and Indigenous Governance Centre
Centre for Māori and Pacific Development Research (CMPDR)
Mediarena Centre for Research
The National Centre of Literacy and Numeracy for Adults
Relational Learning Centre

Centre for Open Software Innovation (COSI)
Technology, Environmental, Mathematics and Science Education Research Centre (TEMS Education Research Centre)
Waikato Centre for Advanced Materials (WaiCAM)

Research Units and Groups

Audience Research Unit (ARU)
Canadian-New Zealand Studies Unit (CNZSU)
Coastal Marine Group (CMG)
Cyber Security Research Group (CROW)
Historical Research Unit (HRU)
Learning, Behaviour and Welfare Research Unit (LBWRU)
Māori and Psychology Research Unit (MPRU)
Solar Energy Research Group (SERG)
Text and Translation Research Unit (TTRU)
Thermophile and Microbial Biochemistry and Biotechnology Unit (TRU)
Traffic and Road Safety Research Group (TARS)
Waikato Agritech Group
Waikato Applied Statistics Unit
Waikato Engineering Education Research Unit
Waikato Gender Research Network (WGRN)
Waikato Research on Doctoral Education Unit (RoDE)
Waikato Stable Isotope Unit (WSIU)
WAND Network Research Group (WAND)

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Academic, Consultancy and Service Units

Analytical Chemistry Services
Waikato DNA Sequencing Facility
Waikato Mass Spectrometry Facility
Waikato Radiocarbon Dating Laboratory
Waikato Stable Isotope Unit

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Personal Programmes of Study Regulations

These regulations apply to candidates beginning their studies in 2024. Candidates who first enrolled in a qualification prior to 2024 are eligible to complete that qualification either under the regulations which applied at the time of first enrolment or the regulations which apply at the time of re-enrolment. Candidates who are resuming their studies for a qualification after an extended absence are advised to consult the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies concerned at the time of re-enrolment regarding the requirements for completion. However, where there have been significant changes in the structure of a qualification or content of the major or specified programme during the candidate's absence, the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies may prescribe a specific programme of study which will be deemed to satisfy the requirements for completion of the qualification.

1. **Title**
   These are the Personal Programmes of Study Regulations 2012.

2. **Date of effect**
   These regulations are effective from 1 January 2013.

3. **Delegation of powers**
   The powers and authority of the Academic Board referred to in these regulations have been delegated in certain matters under the *Delegation of Powers Statute 2014.*

4. **Definitions**
   In these regulations

paper means a segment of work in a particular subject and is identified by means of a unique code number. Papers are delivered through lectures, tutorials, practicals, and such other coursework as may be required by the department concerned

programme of study means the selection of papers taken by a candidate in any one academic year for a particular qualification

restricted papers are either in effect the same papers e.g. one of which was taught in the past with a different paper code, or they share a significant amount of common content. Candidates may therefore receive credit for only one of the papers listed. Restricted papers may not necessarily be used to satisfy prerequisite or corequisite requirements

a **prerequisite** must be passed before a candidate may enrol in the paper for which the prerequisite is specified. (A paper for which a Restricted Pass (RP) has been awarded will not be accepted as meeting the prerequisite requirements for any other paper unless the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies in which the other paper is offered approves otherwise)

a **corequisite** must be taken either prior to or concurrently with the paper for which the corequisite is specified

internal assessment means all or some of the following: essays, assignments and reports of various kinds, practical work, work in tutorials and/or seminars and tests

a **field** means a general area of academic study that includes a number of related subjects

a **subject** is a grouping of papers with a common academic theme, defined in terms of the listings under individual subject headings in the University of Waikato Catalogue of Papers. A department may offer more than one subject

a **major** means a principal area of study a candidate has chosen for a bachelors degree and is selected from those listed in the relevant degree regulations. A candidate is required to take a defined and substantial number of papers in the major at a range of levels up to and including 300 or 400 level

a **minor** means an additional subject to the major and is a requirement of some bachelors degrees

a **supporting subject** means an additional subject to the major, usually of at least 60 points in a single minor subject

a **specialisation** means a recognised pathway within a qualification or major which provides an area of focus within the qualification or major

points is the term used to express the student workload of a paper or programme. A normal full-time academic year comprises 120 points or 1.0 EFTS (Equivalent Full-time Student)

5. **Application**

These regulations apply to undergraduate certificates, undergraduate diplomas, bachelors degrees, bachelors with honours degrees, graduate certificates, graduate diplomas, postgraduate certificates, postgraduate diplomas, masters degrees and individual paper credits.

6. **Admission and re-entry**

(1) In order to be eligible to be enrolled at the University of Waikato, candidates must meet the requirements of Section 255 of the Education and Training Act 2020.

(2) The criteria for admission to the University of Waikato in a given year are determined by the Council and are set out in the *Admission Statute 2016.*

(3) The criteria for admission to a particular qualification in a given year are determined by the Academic Board and are set out in the *Criteria for Admission to Particular Qualifications* and the qualification regulations.

(4) To ensure that a candidate is adequately prepared for a graduate qualification, the Academic Board will require relevant papers in the relevant subject or subjects of the qualifying bachelors degree to have been passed at grades which it deems appropriate.

(5) Candidates are usually required to have majored in their bachelors degree in the main subject to be presented for a graduate degree. This requirement may be waived in cases where no more than one or two papers in a given subject are proposed to be incorporated into the candidate's graduate degree.

(6) In exceptional circumstances, based on academic merit, candidates who have no more than 30 points left to complete the requirements of a qualifying degree may be permitted to enrol in a graduate degree, provided that they have completed all of the requirements of the major or main subject of the qualifying degree. The graduate degree will not be deemed to have been completed until the qualifying degree has also been completed.

(7) The Academic Board may approve limitations on enrolment for programmes or papers due to insufficiency of staffing or resources. Limitations and the criteria for selection are published in the *Limitations Statute*.

(8) A candidate who has been awarded a particular qualification in one major or subject may only be re-admitted to the same qualification in another major or subject.

(9) The criteria for re-entry for returning students are determined by the Academic Board and are set out in Part 3 of the Criteria for Admission to Particular Qualifications.

(10) In addition, the Academic Board may decline to re-enrol a candidate whose progress during the preceding year or years has not been to the satisfaction of the Academic Board.

7. **Enrolment in a programme of study**

(1) The Academic Board may prescribe qualifying or additional papers which must be passed by a candidate either prior to, or concurrently with, the minimum requirements for a qualification. Qualifying or additional papers may be required if the candidate is considered by the Academic Board to be inadequately prepared in a core subject area.

(2) Enrolment in a programme of study or paper is subject to the approval of the Academic Board. Such approval will be determined on the basis of the candidate's academic background as well as staffing and resources.

(3) The personal programme of study of every candidate is subject to the approval of the Academic Board.

(4) The papers for qualifications and their prescriptions are defined in the University of Waikato Catalogue of Papers. Before enrolling for a paper, candidates must meet any

requirements specified in the relevant prescription unless approved otherwise by the Academic Board.

(5) Particular regulations governing qualifications may be varied or waived by approval of the Academic Board.

8. **Maximum student workload**

(1) The normal maximum full-time student workload for an academic year (excluding C trimester) is 120 points.

(2) For the purposes of calculating workload, a paper that runs for the duration of two full trimesters has a workload equivalent to half of its points value during each of the trimesters in which it is taught.

(3) The normal maximum full-time student workload for C trimester is 45 points.

(4) Approval of the Academic Board is required for a candidate to enrol in a programme of study which has a workload equivalent to more than the normal maximum full-time workload.

9. **Completion of a qualification**

(1) The minimum requirements for the completion of a qualification are defined in the relevant regulations.

(2) With the approval of the Academic Board, a candidate may be permitted to complete the requirements of a qualification in less than the minimum period of enrolment prescribed in the relevant regulations. Approval will depend on the candidate's academic record and on the availability of suitable teaching and supervision arrangements.

10. **Eligibility for Honours or Distinction**

In order to qualify for Honours or Distinction in a particular qualification, a candidate may be required to complete the requirements within a prescribed time period of first enrolling for the qualification.

11. **Dissertations and theses**

(1) The *Dissertations and Theses Regulations 2020* governing the presentation of dissertations and theses apply in these regulations and any dissertation or thesis required for a graduate qualification must be presented in accordance with these regulations.

(2) Enrolment in a dissertation or thesis, or a qualification which requires the completion of a dissertation or thesis, is subject to the availability of a suitable supervisor for the dissertation or thesis.

(3) For dissertations and theses, one or more supervisors will be appointed by the Academic Board. If the chief supervisor is also an examiner of the dissertation or thesis, at least one other examiner (who is not also a supervisor) will be appointed.

(4) A dissertation or thesis must embody the results obtained by the candidate in an investigation relating to some branch of the subject or subjects being presented, or, with the approval of

the Academic Board, shall take some other form proposed by the candidate's supervisors and approved by the relevant Head of School or Dean concerned. The chief supervisor or sole supervisor will be required to certify that the dissertation or thesis embodies the candidate's own work carried out under the supervisor's direct supervision.

(5) Dissertations and theses are assessed in terms of the points value they represent.

12. **Date for submission of dissertations, theses and research reports**

(1) The deadline for the submission of any dissertation or research report will be 4.00pm on the last working day of the paper occurrence which completes the candidate's enrolment in the total points required for the dissertation or research report.

(2) The deadline for the submission of any thesis will be 11.59pm on the last day of the paper occurrence which completes the candidate's enrolment in the total points required for the thesis.

(3) Candidates who expect that they will not submit their dissertation, thesis or research report by the due date may apply to the relevant Head of School or Dean or delegated authority for an extension of time without the requirement for re-enrolment, provided that the application for an extension is lodged prior to the deadline for submission.

(4) Extensions will not normally be awarded for periods of more than 21 days beyond the relevant due date.

(5) Candidates who do not submit their dissertation, thesis or research report by the due date, and who have not applied for and been awarded an extension, will be required to re-enrol for a minimum period to be determined by the relevant Head of School or Dean or delegated authority and will be liable for a further payment of tuition and any other fees and charges for the period of re-enrolment.

13. **Resubmission of dissertations and theses**

(1) A dissertation or thesis for a graduate qualification that receives a narrow fail may be returned to the candidate with the offer of an opportunity to revise and re-submit. The decision to offer such an opportunity is at the discretion of the relevant Head of School or Dean and is based on a number of factors, including the likelihood that the revision will be successful, and the availability of suitable supervisors and examiners.

(2) An offer by a Head of School or Dean under subsection 13(1) of these regulations will be in writing, and any conditions attached to the offer will be explicit. The period allowed for the revision will be no more than the equivalent of one trimester and the deadline for submission will be prescribed. If the offer to revise and submit is accepted, the candidate will be eligible to receive a maximum grade of C and, in the case of a masters degree, will not be eligible for the award of Honours.

(3) A candidate's acceptance of an offer to revise and re-submit and associated conditions must be in writing. The candidate must then re-enrol for the equivalent of one trimester and pay fees accordingly. For administrative and fees purposes, the candidate will enrol for the particular enrolment period in which the deadline for re-submission falls.

(4) A 'provisional fail' is recorded against the first dissertation or thesis enrolment for the period of revision. The ‘provisional fail’ grade is replaced by a final grade (either a fail grade or a C grade, depending on the outcome), after the revision and re-examination processes are concluded.

(5) The opportunity to revise and re-submit a particular dissertation or thesis may be offered to a candidate only once.

14. **Credit - transfer credit and cross credit**

(1) **Transfer credit** means credit towards a University of Waikato qualification for papers passed at another tertiary institution.

(2) **Cross credit** means credit towards a University of Waikato qualification for papers passed towards another University of Waikato qualification.

(3) A candidate who has passed papers at an appropriate level at the University of Waikato or another tertiary institution may apply for credit in respect of those papers towards a University of Waikato qualification.

(4) Applications for credit must be submitted on the online qualification application, together with the prescribed fee.

(5) Applications for credit from another institution must be accompanied by a verified copy of an academic record. If the original document is not in English, the academic record must be accompanied by an official English translation of the record. The University reserves the right to request an original copy of an academic record.

(6) The policy on the level and amount of credit which may be awarded from a completed qualification is determined by the Academic Board and is set out below:

(a) Credit from a completed qualification is normally only available towards a bachelors degree.

(b) Credit is not normally awarded from a completed graduate or postgraduate qualification.

(c) Credit from a completed qualification will normally be limited to no more than one third of the completed qualification.

(d) Credit towards a University of Waikato bachelors degree from a completed qualification will normally be limited to no more than one third of the University of Waikato degree. For the purposes of this regulation, one third of a bachelors degree is considered to be 120 points at 100 and 200 levels, including a maximum of 60 points at 200 level. Where appropriate, the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies may, at their discretion, permit 20 further points at 100 or 200 level to be credited towards a four-year bachelors degree where the Pro Vice-Chancellor of the relevant Division or the Dean of Faculty of Māori and Indigenous Studies deems a paper to be relevant to the candidate’s programme of study.

(e) Credit will not normally be awarded for 300 or 400 level papers required for a major in an undergraduate degree.

(f) No paper may count towards more than two qualifications.

(7) The decision to award credit in individual cases will be made by the Pro Vice-Chancellor of the relevant Division or the Dean of Faculty of Māori and Indigenous Studies.

(8) In making decisions on credit, the Pro Vice-Chancellor of the relevant Division or the Dean of Faculty of Māori and Indigenous Studies will consider the relevance and level of the papers completed, the regulations of the University of Waikato qualification concerned, and the credit guidelines maintained by the Student Services.

(9) Regardless of the total number of papers which an applicant has passed at other institutions, the total credit awarded will not be more than half of the total requirement of the University of Waikato qualification concerned, unless this is approved under subsections 14(10) or 14(11) of these regulations.

(10) In individual cases, the Pro Vice-Chancellor of the relevant Division or the Dean of Faculty of Māori and Indigenous Studies or delegated authority may vary subsection 14(9) of these regulations and award credit for up to two thirds of the University of Waikato qualification concerned.

(11) In individual cases, the Education Committee, under delegated authority of the Academic Board, may award credit for more than two thirds of a University of Waikato qualification, or for more than half of an undergraduate degree that includes 300 and/or 400 level papers for a major.

(12) Applicants wishing to appeal a Pro Vice-Chancellor's or the Dean of the Faculty of Māori and Indigenous Studies decision on credit may apply to the Deputy Vice-Chancellor Academic.

(13) The consideration of an appeal will involve the Pro Vice-Chancellor or the Dean of the Faculty of Māori and Indigenous Studies concerned being requested to reconsider the decision. Further appeals against the outcome of a reconsideration will be referred to the Education Committee for consideration on behalf of the Academic Board.

15. **Completion of a University of Waikato qualification at another New Zealand university**
A candidate who, based on the assessment of the Pro Vice-Chancellor of the relevant Division or the Dean of Faculty of Māori and Indigenous Studies, has completed the major part of a qualification at the University of Waikato and then moved to another district may, in some cases, complete the University of Waikato qualification by taking the remaining papers at another university in New Zealand. Prior approval of the specific papers, in writing, must be obtained from the Deputy Vice-Chancellor Academic of this University and the prescribed charge paid. The candidate must advise the Registrar of the other university of the purpose of the enrolment and the papers concerned must be taken on a Certificate of Proficiency (COP) basis at that university. The candidate’s academic record will not be transferred.

16. **Completion of a qualification of another New Zealand university at the University of Waikato**

A candidate who has completed the major part of a qualification at another New Zealand university may, in some cases, be permitted by that university to complete the qualification by passing specified papers at the University of Waikato. Any such approval must be given in writing by the 'home' university and the candidate will take the papers concerned on an Individual Paper Credit (IPC) basis at the University of Waikato. The candidate's academic record will not be transferred.

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The University of Waikato Delegation of Powers Statute

1. **Title**
   This is the University of Waikato Delegation of Powers Statute 2014.

2. **Date of effect**
   (1) This Statute is effective from 1 January 2014.
   (2) This Statute supersedes the University of Waikato Delegation of Powers Statute 2012.

3. **Definitions**
   In this statute:

   Academic Board means the University of Waikato Academic Board established by the Council under schedule 11, clause 18 of the Education and Training Act 2020
   Council means the Council of the University of Waikato established under section 271 of the Education and Training Act 2020
   staff means staff employed by the University of Waikato.

4. **Purpose**
   (1) The purpose of this Statute is to set out the powers of delegation that exist in the University of Waikato under the Education and Training Act 2020, as set out in various policies, codes, regulations, committee constitutions and terms of reference, employment agreements and separate agreements made between the relevant parties.
   (2) The powers of the Council and the Vice-Chancellor to delegate under this Statute are subject to the provisions of the Education and Training Act 2020

5. **Delegations by the Council**

(1) The Council may from time to time delegate any of its functions or powers to the Vice-Chancellor or to a committee.

(2) The Academic Board is established by the Council under schedule 11, clause 18 of the Education and Training Act 2020 to exercise powers delegated to it by the Council.

(3) A delegation by the Council does not affect or prevent the performance of any function or the exercise of any power by the Council or affect the responsibility of the Council for the actions of the Vice-Chancellor or any committee under the delegation.

6. **Delegations by the Vice-Chancellor**

(1) The Vice-Chancellor may from time to time delegate any of their functions or powers to the Academic Board.

(2) The Vice-Chancellor may also from time to time delegate any of their functions or powers to staff, either

(a) as set out in the relevant employment agreements

(b) in separate agreements made with staff from time to time

(c) through the establishment of advisory committees to the Vice-Chancellor

(d) through the determination of codes, policies and regulations.

(3) Where the function or power was originally delegated to the Vice-Chancellor by the Council, a delegation by the Vice-Chancellor under section 6(1) or (2) above is subject to the prior approval of the Council.

(4) A delegation by the Vice-Chancellor does not affect or prevent the performance of any function or exercise of any power by the Vice-Chancellor, or affect the responsibility of the Vice-Chancellor for the actions of any staff member or committee under the delegation.

7. **Delegations by the Academic Board and other committees**

Where the Council or the Vice-Chancellor has delegated any functions or powers to the Academic Board or another committee, the Academic Board or other committee may, subject to the prior approval of the Council or the Vice-Chancellor, as the case may be, delegate those functions or powers to

(a) a sub-committee, or

(b) a staff member.

8. **Details of Delegations**

(1) Delegations by the Council to the Vice-Chancellor are as set out in the Council's *Governance and Management Guidelines*.

(2) Delegations of functions and powers by the Council and the Vice-Chancellor to committees of the University, and by those committees to staff, are as set out in the constitutions and terms

of reference of those committees and published in the University of Waikato Committee Directory on the *Committees* page.

(3) Delegations by the Council, the Academic Board and other committees and by the Vice-Chancellor through the determination of codes and policies are as set out in the provisions of those codes and policies and published in the *University of Waikato Official Information*.

(4) Delegations by the Vice-Chancellor to staff through the determination of regulations are as set out in the provisions of those regulations and published in the *University of Waikato Calendar*.

9. **Power to alter or revoke**

The particular delegations made under this Statute may be altered or revoked at any time by the party that made that delegation at its sole discretion.

10. **Reporting Requirements**

(1) The reporting requirements relating to the relevant delegated functions and powers are as set out in the particular policies, codes, regulations, committee terms of reference and staff agreements, and must be followed.

(2) If no such reporting requirements exist, the staff member or committee to whom a function or power has been delegated must report as instructed by the party that delegated it.

11. **Monitoring**

(1) Responsibility for monitoring the performance of functions and exercise of powers by the Vice-Chancellor under delegation by the Council rests with the Council.

(2) Responsibility for monitoring the performance of functions and exercise of powers by staff under delegation by the Vice-Chancellor rests with the Vice-Chancellor.

(3) The Senior Deputy Vice-Chancellor is responsible for ensuring that

(a) the University's committee framework provides for systematic reporting by committees against their delegated functions and powers as required in their terms of reference, and by staff to whom delegations have been made by those committees

(b) a programme of systematic monitoring of policy and regulatory compliance is in place in accordance with delegations of powers set down in the University's policy and regulatory frameworks.

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Principal Dates

On this page:

December 2015 | January 2016 | February | March | April | May | June | July | August | September | October | November | December

December 2015		
Monday	7	Deadline for enrolment applications by all students enrolling in Summer School 1 papers
Monday	14	Deadline for completion of enrolment for papers that commence during Summer School 1 (5 January 2016 to 19 February 2016)
January 2016		
Monday	5	University reopens Summer School 1 begins
Tuesday	26	Faculty Board, Faculty of Arts and Social Sciences Faculty Board, Faculty of Law Faculty Board, Faculty of Science and Engineering
Wednesday	27	Faculty Board, Faculty of Education

		Faculty Board, School of Māori and Pacific Development
Thursday	28	Faculty Board, Faculty of Computing and Mathematical Sciences Faculty Board, Waikato Management School
February 2016		
Monday	1	*Auckland Anniversary Day*
Saturday	6	*Waitangi Day*
Monday	8	*Waitangi Day Holiday*
Tuesday	9	Curriculum Committee
Wednesday	10	Council
Monday	15	Deadline for enrolment applications for papers that commence during A semester (29 February 2016 to 1 July 2016) Summer School 1 examinations and 2016 B semester Special Examinations begin
Tuesday	17	Research Committee
Friday	19	Summer School 1 examinations and 2016 B semester Special Examinations end
Wednesday	24	Education Committee Finance Committee
Friday	26	Deadline for completion of enrolment for papers that commence during A semester (29 February 2016 to 1 July 2016)
Monday	29	A Semester Begins
March 2016		
Tuesday	1	Academic Board
Friday	4	Confirmed Summer School 1 results available to students
Tuesday	8	Faculty Board, Faculty of Arts and Social Sciences Faculty Board, Faculty of Law Faculty Board, Faculty of Science and Engineering
Wednesday	9	Faculty Board, Faculty of Education Faculty Board, School of Māori and Pacific Development
Thursday	10	Faculty Board, Faculty of Computing and Mathematical Sciences Faculty Board, Waikato Management School
Wednesday	16	Council
Tuesday	22	Curriculum Committee
Wednesday	23	Finance Committee
Friday	25	*Good Friday*

Monday	28	*Easter Monday*
Tuesday	29	*University Holiday*
April 2016		
Tuesday	5	Research Committee
Friday	8	Education Committee
Monday	18	Academic Board Teaching Recess begins
Tuesday	19	Graduation (Claudelands Arena) begins
Thursday	21	Graduation (Claudelands Arena) ends
Monday	25	*Anzac Day*
Wednesday	27	Finance Committee Graduation (Marae)
Friday	29	Graduation (Tauranga) Teaching Recess ends
May 2016		
Monday	2	Summer School 1 Special Examinations begin
Tuesday	3	Faculty Board, Faculty of Arts and Social Sciences Faculty Boad, Faculty of Law Faculty Board, Faculty of Science and Engineering
Wednesday	4	Faculty Board, Faculty of Education Faculty Board, School of Māori and Pacific Development
Thursday	5	Faculty Board, Faculty of Computing and Mathematical Sciences Faculty Board, Waikato Management School
Friday	6	Summer School 1 Special Examinations end
Tuesday	10	Curriculum Committee
Wednesday	18	Council
Friday	20	Deadline for all applications for A semester Out-of-Time/Other Location and Special Arrangement Examinations
Tuesday	24	Research Committee
Wednesday	25	Education Committee
Friday	27	Open Day
June 2016		

Wednesday	1	Finance Committee
Monday	6	*Queen's Birthday*
Tuesday	7	Academic Board
Friday	10	A Semester ends
Monday	13	Study week begins
Friday	17	Study week ends
Monday	20	A semester examinations begin
Tuesday	20	Curriculum Committee
Wednesday	22	Finance Committee
July 2016		
Saturday	2	A semester examinations end
Monday	4	Teaching recess begins
Tuesday	5	Faculty Board, Faculty of Arts and Social Sciences Faculty Board, Faculty of Law Faculty Board, Faculty of Science and Engineering
Wednesday	6	Faculty Board, Faculty of Education Faculty Board, School of Māori and Pacific Development
Thursday	7	Faculty Board, Faculty of Computing and Mathematical Sciences Faculty Board, Waikato Management School
Monday	11	Special Consideration Committee Deadline for all enrolment applications for papers that commence during B semester (18 July 2016 to 14 October 2016)
Wednesday	13	Council
Friday	15	Teaching recess ends Deadline for completion of enrolment for papers that commence during B semester (18 July 2016 to 14 November 2016)
Monday	18	B Semester begins
Tuesday	19	Boards of Examiners Curriculum Committee
Wednesday	20	Boards of Examiners Council
Monday	25	Confirmed A semester results available to students
Wednesday	27	Finance Committee Research Committee

August 2016		
Friday	5	Education Committee
Tuesday	16	Academic Board
Monday	22	Teaching recess begins A semester Special Examinations begin
Wednesday	24	Council
Saturday	27	A semester Special Examinations end Teaching recess ends
Tuesday	30	Faculty Board, Faculty of Arts and Social Sciences Faculty Board, Faculty of Law Faculty Board, Faculty of Science and Engineering
Wednesday	31	Faculty Board, Faculty of Education Faculty Board, School of Māori and Pacific Development
September 2016		
Thursday	1	Faculty Board, Faculty of Computing and Mathematical Sciences Faculty Board, Waikato Management School
Tuesday	13	Curriculum Committee
Thursday	8	Kīngitanga Day
Wednesday	21	Finance Committee Research Committee
Friday	23	Deadline for all applications for B semester Out-of-Time/Other Location and Special Arrangement Examinations
Wednesday	28	Education Committee Finance Committee
October 2016		
Tuesday	4	Academic Board
Wednesday	12	Council
Friday	14	B and Y semesters end
Monday	17	Study week begins
Friday	21	Study week ends
Monday	24	*Labour Day*
Tuesday	25	Academic Board B semester and full year examinations begin Deadline for all enrolment applications for papers that commence during Summer School 2 (7 November 2016 to 16 December 2016)

November 2016		
Tuesday	1	Faculty Board, Faculty of Arts and Social Sciences Faculty Board, Faculty of Law Faculty Board, Faculty of Science and Engineering
Wednesday	2	Faculty Board, Faculty of Education Faculty Board, School of Māori and Pacific Development
Thursday	3	Faculty Board, Faculty of Computing and Mathematical Sciences Faculty Board, Waikato Management School
Friday	4	Deadline for completion of enrolment for papers that commence during Summer School 2 (7 November 2016 to 16 December 2016)
Saturday	5	B semester and full year examinations end
Monday	7	Summer School 2 begins
Monday	14	Special Consideration Committee
Tuesday	15	Curriculum Committee
Wednesday	16	Research Committee
Tuesday	22	Boards of Examiners
Wednesday	23	Boards of Examiners Education Committee Finance Committee
Tuesday	29	Confirmed 2016 results available to students
December 2016		
Tuesday	6	Academic Board
Wednesday	7	Council
Friday	16	Summer School 2 ends

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Teaching and Assessment Periods 2016

General Events	Week	Date			University Events
New Year's Day 1 January		**28**	**12**	**15**	
Summer School 1	1	04	01	16	University opens 5 January
	2	11	01	16	
	3	18	01	16	
Anniversary Day 26 January	4	25	01	16	
	5	1	02	16	
Waitangi Day 8 February	6	8	02	16	
	7	**15**	**2**	**16**	Examinations
	8	**22**	**2**	**16**	Examinations, Enrolment
A Semester	9	29	02	16	
	10	7	03	16	
	11	14	03	16	
Good Friday 25 March	12	21	03	16	
Easter Monday 28 March	13	28	03	16	University Holiday 29 March
	14	4	04	16	
	15	11	04	16	
	16	**18**	**04**	**16**	Teaching recess
ANZAC Day 25 April	17	**25**	**04**	**16**	Teaching recess
	18	2	05	16	

	19	9	05	16	
	20	16	05	16	
	21	23	05	16	
	22	30	05	16	
Queen's Birthday 6 June	23	6	06	16	
	24	**13**	**06**	**16**	Study week
	25	**20**	**06**	**16**	Examinations
	26	**27**	**06**	**16**	Examinations
	27	**4**	**07**	**16**	Teaching recess
B Semester	28	**11**	**07**	**16**	Teaching recess, Enrolment
	29	18	07	16	
	30	25	07	16	
	31	1	08	16	
	32	8	08	16	
	33	15	08	16	
	34	**22**	**08**	**16**	Teaching recess
	35	29	08	16	
Kīngitanga Day 8 September	36	5	09	16	
	37	12	09	16	
	38	19	09	16	
	39	26	09	16	
	40	03	10	16	
	41	10	10	16	
	42	**17**	**10**	**16**	Study week
Labour Day 24 October	43	**24**	**10**	**16**	Examinations
	44	**31**	**10**	**16**	Examinations
Summer School 2	45	7	11	16	
	46	14	11	16	
	47	21	11	16	
	48	28	11	16	
	49	5	12	16	
	50	12	12	16	
	51	**19**	**12**	**16**	
Christmas Day 25 December	52	**26**	**12**	**16**	

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The University of Waikato

Te Whare Wānanga o Waikato celebrated its first 50 years in 2014 and is now looking to the future, focussing on three major themes: excellence, distinctiveness and international connectedness. We pride ourselves on having an international outlook while remaining very much a university for the region.

In 2015 Professor Neil Quigley was appointed Vice-Chancellor, tasked with leading the University into its next phase of development. Part of that includes strengthening programmes to meet national and international skills shortages, such as engineering and ‘agri-all’; addressing global issues, such as water quality; and building up our teaching and research capability in health and high performance sport.

The University of Waikato is tertiary partner with the Avantidrome in Cambridge, which is becoming a centre for elite athletes. We have staff based at the venue working with some of New Zealand's top sports men and women.

In 2016, the University will be a major partner in a high performance centre in Tauranga and plans are underway for a purpose-built campus in down-town Tauranga — led by the University of Waikato. We are part of a tertiary partnership with polytechnics in the region and work closely so students can easily make the transition between institutions to complete qualifications. Tauranga is home to the University's Coastal Marine Research Field Station where staff and students do research to enhance water quality, increase kai moana stocks, and to improve environmental impacts of business on and by the ocean.

Research is a key component of the University's day-to-day business. Our students are taught in a research-intensive environment by experienced lecturers, often world-leaders in their research fields. We foster excellence in learning and scholarship, and as the creators of world-changing knowledge we encourage our students to be leaders and innovators. We produce critical-thinking, future-focused graduates who are globally competitive.

Our size, approximately 12,500 students and 1500 staff, allows us to focus on interdisciplinary programmes and solutions, provide professionally oriented study on and offshore, and ensures our students benefit through entrepreneurship and international placements resulting from our strong drive for internationalisation. Times Higher Education ranks the University of Waikato 68 out of 100 ‘most international’ universities in the world. This ranking reflects the truly global education that is received by students studying at Waikato. It also takes into account the ratio of international staff and students on campus and the proportion of research papers being generated with an international co-author.

Pastoral care is a high priority at Waikato. The development and well-being of every student as an individual, and as a 'whole person', is an important dimension of the University's uniqueness. We have a strong reputation for our excellent and innovative approach to student learning support and a track-record of effectiveness in supporting students in the transition into university study, particularly Māori, Pacific and first-generation tertiary students.

The University of Waikato stands out from other universities because it embraces its strong Māori identity and heritage as key features of its distinctiveness. The University sits on Tainui land and staff are committed to working in partnership to meet the needs of iwi, through teaching and research.

The Māori student and staff communities on campus are vibrant and welcoming, and there are many University programmes and activities that are dedicated to Māori student achievement and success.

And while the University of Waikato has renowned strength in the teaching and research of te reo Māori and tikanga Māori, its Māori expertise can also be found across the various disciplines including Māori psychology, education, law, social sciences and computer science.

In 2015 we strengthened our leadership structure as we plan for a fast-changing future. To that end we are reviewing our entire curriculum to ensure that our teaching continues to be timely and relevant to changes in student, employment and societal needs. Our financial base is sound and we have mapped out a clear and agreed framework for well-informed strategic investment decisions. After 51 years we are proud of our evolution into a truly New Zealand institution which, as our motto Ko Te Tangata (for the people) reflects, supports our country's nation-building policies and reflects our nation's identity.

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The University of Waikato, Tauranga

The University of Waikato in Tauranga shares Bay of Plenty Polytechnic's Windermere and Bongard Centre campuses. The two institutions work closely together to offer a comprehensive suite of jointly developed diploma and degree programmes. Some qualifications begin with completing a Polytechnic programme first, which is credited towards a degree, and other qualifications are offered in their entirety through the University in Tauranga.

Students are able to complete the Bachelor of Business Analysis (Financial), Bachelor of Management Studies, Bachelor of Science (Biological Sciences), Bachelor of Science (Computer Science with a specialisation in Applied Computing), Bachelor of Social Sciences, Bachelor of Social Work, Bachelor of Teaching (Early Childhood) and Bachelor of Teaching (Primary) degrees, the Diploma in Law, the Graduate Diploma of Teaching (Secondary), Graduate Diploma in Accounting, Graduate Diploma in Finance, Graduate Diploma in Marketing, the Postgraduate Diploma in Management Studies, Master of Education, Master of Science (Biological Science), Master of Sport and Leisure Studies, and PhD (Biological Science, Psychology, and Education) in Tauranga.

The range of papers taught is not as comprehensive as on the Hamilton campus but is being increased each year. Papers are taught by Tauranga-based University of Waikato and Bay of Plenty Polytechnic academic staff, or by Hamilton-based academic staff that either commute to Tauranga or teach by video conference link from the Hamilton campus. Students are also able to enrol in web-based papers offered from the Hamilton campus. Some students complete their degrees entirely in Tauranga and some transfer or commute to Hamilton if they want to enrol in papers not available on the Tauranga campus.

Further information about programmes and papers offered in Tauranga is available on the website: http://www.waikato.ac.nz/study/tauranga.shtml

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The Faculties and School of Studies

The University comprises the Faculties of Arts and Social Sciences, Computing and Mathematical Sciences, Education, Law, Management, and Science and Engineering, and the School of Māori and Pacific Development.

The **Faculty of Arts and Social Sciences** encourages its students to be flexible, self-directed, and lifelong learners. It fosters excellence in learning and scholarship and encourages and provides opportunities for students to become critical thinkers, communicators, facilitators and innovators for change. It offers a wide range of qualifications from undergraduate certificates, diplomas and degrees through to masters and doctorate degrees. Academic and research excellence underpin teaching and learning in programmes designed to foster analytical and critical thinking, creativity, social responsibility, and advanced practical skills in a variety of specialist disciplines. Graduates are equipped with knowledge and expertise in their specialist area along with essential skills, including literacy, communication, reasoning and research. Graduates gain a theoretical and practical understanding of people and society, and a deep knowledge of culture and history in a global context.

Programmes incorporate explicit pathways into the workforce as well as to higher degrees. Students may choose from a wide range of subject areas within our general undergraduate and postgraduate qualifications. The Faculty also offers specialist four-year degrees in environmental planning and in social work, specialist undergraduate and postgraduate qualifications in music, media and creative technologies, applied linguistics, and applied psychology (in the fields of community psychology, behaviour analysis, organisational psychology, clinical psychology and clinical animal behaviour). Master of Philosophy and Doctor of Philosophy research degrees are offered across a range of Arts and Social Sciences subjects. A Doctor of Musical Arts (DMA) is also available.

Further information is available on the website: www.waikato.ac.nz/fass.

The **Faculty of Computing and Mathematical Sciences** provides a stimulating environment of quality teaching programmes and world-class research, producing graduates well-matched for the challenges of the contemporary and future workplace.

The Faculty of Computing and Mathematical Sciences offers qualifications in computer graphic design, computer science, mathematics, and statistics. At undergraduate level, the degrees available are the four-year Bachelor of Computing and Mathematical Sciences with or without honours, the three-year Bachelor of Science, and the three-year Bachelor of Computer Graphic Design. Students interested in software engineering can study towards a four-year Bachelor of Engineering with Honours degree in Software Engineering within the Faculty. These degrees prepare students for a range of the many professions that depend on subjects offered by the Faculty.

Advanced degrees offered within the Faculty include the Bachelor of Science with Honours, the Bachelor of Computer Graphic Design with Honours, the Master of Science, the Master of Science (Research), the Master of Computer Graphic Design, the Master of Cyber Security, the Master of Information Technology, the Master of Philosophy, and the Doctor of Philosophy. Certificate and diploma programmes at undergraduate, graduate and postgraduate level are also available.

Further information is available on the website: www.cms.waikato.ac.nz.

Te Kura Toi Tangata **Faculty of Education** provides degree programmes in teacher education, sport and leisure studies, disability and inclusion, counselling, human development and education studies. It distinguishes itself among other education schools through its tradition and reputation for innovation, leadership and research.

The Faculty was the first teachers' college of education in New Zealand to merge with a university, the first to offer a degree in sport and leisure studies, the first to offer a teacher education programme online, and the first to offer a masters degree in initial teacher education.

The Faculty has a strong commitment to research-informed practice with two institutes: the Wilf Malcolm Institute of Educational Research (WMIER) and the Institute of Professional Learning (IPL); and four research centres: the Early Years Research Centre (EYRC), the Centre for Educational Leadership Research (CELR), the Centre for Global Studies in Education (CGSE); and the Technology, Environmental, Mathematics, and Science Education Research Centre (TEMS).

Te Kura Toi Tangata Faculty of Education offers a portfolio of qualifications at undergraduate, graduate, and postgraduate levels. Three- and four-year degree programmes in teacher education, along with one-year graduate diploma programmes and one-year masters degrees in teacher education, prepare competent, knowledgeable and critically reflective beginning teachers. These programmes have Education Council New Zealand approval, enabling graduates to register as teachers in New Zealand. A range of specialist postgraduate certificates, diplomas and masters degrees provide qualified teachers with programmes that are practice-related and designed for professionals. The Sport and Leisure Studies programmes cover a broad range of topics such as outdoor adventure experiences, health-related fitness, movement studies and high performance sport. These programmes provide graduates with a framework that critically examines the political, cultural, social, and economic forces that influence people's behaviour in relation to sport and leisure. The Faculty also offers majors in Education Studies and Human Development involving critical inquiry into the theories and practices of lifelong education and the study of human development across the life span. Counsellor Education programmes take a distinctive orientation emphasising what are often called narrative approaches in counselling and therapy. The Master of Counselling is approved by the New Zealand Association of Counsellors.

Further information is available on the website: https://education.waikato.ac.nz.

The **Faculty of Law** provides an innovative, student-focused Bachelor of Laws (LLB) degree in a stimulating academic environment. The Faculty's founding goals of professionalism, biculturalism, and the study of law in context attract an exciting and diverse group of staff and students. The Faculty of Law remains at the forefront in integrating the teaching of law and technology into its LLB degree, and in providing sophisticated information technology for students. The Faculty of Law is also at the cutting edge in preparing students for real-life practice of law by its integration of practical skills in the degree.

The Law Honours degree is designed to provide academically able students with the opportunity to pursue advanced legal research. The Faculty offers two LLM programmes, MPhil, PhD, SJD and LLD degrees, and, in conjunction with

the Waikato Management School, the Graduate Diploma in Dispute Resolution. The Diploma in Law is also offered as a qualification for those who wish to gain legal knowledge to advance employment and career development.

Further information is available on the website: www.waikato.ac.nz/law.

The **Faculty of Science and Engineering** offers a range of innovative programmes for the undergraduate degrees of Bachelor of Engineering with Honours, Bachelor of Science, and the Bachelor of Science (Technology). Graduate degrees offered include the Master of Engineering, Master of Science, Master of Science (Research), and Master of Science (Technology), all of which may be awarded with Honours, the Master of Philosophy, and the Doctor of Philosophy. There is also a range of graduate and postgraduate certificates and diplomas available. The Faculty provides strongly research-led education, and more than 240 students are enrolled in masters and doctorate degrees. The Faculty hosts several research centres and a research institute including the International Centre for Terrestrial Antarctic Research, the Centre for Biodiversity and Ecology Research, the Waikato Centre for Advanced Materials, the Technology, Environmental, Mathematics and Science Education Research Centre, The Energy Research Group and the Environmental Research Institute. The Faculty also hosts the Waikato Radio Carbon Dating Laboratory.

Further information is available on the website: http://sci.waikato.ac.nz.

Te Pua Wānanga ki te Ao, the **School of Māori and Pacific Development** offers programmes in Māori language and linguistics, culture, customs, creative and performing arts, media and communication, Treaty of Waitangi, Māori and Pacific development, and development studies. Papers offered in the School lead to the awarding of the Bachelor of Arts, Bachelor of Māori and Pacific Development or Bachelor of Media and Creative Technologies with a major in Māori and Pacific Development, Māori Media and Communication, Te Reo Māori, or Tikanga Māori. Te Tohu Paetahi is a Te Reo Māori specialisation taught through the medium of Māori with the first year devoted largely to the learning of te reo Māori. Two further specialisations, Te Reo Māori and Te Reo Māori Language are offered to students enrolled in qualifications offered by Waikato Management School. The School also offers the Bachelor of Arts with Honours, Master of Arts, Master of Māori and Pacific Development, Master of Media and Creative Technologies, and a number of graduate and postgraduate certificates and diplomas. The School is noted for its strengths in teaching in the areas of Māori language, tikanga Māori and development studies. There is a strong, and growing, research culture and students may pursue research at masters and doctoral levels (for which a number of scholarships are available) as well as benefiting from opportunities to contribute to the School's externally funded research and development contracts.

Further information is available on the website: www.waikato.ac.nz/smpd.

Waikato Management School is the business school of choice, respected nationally and internationally for its influential practice, practically focused teaching and learning, relevant research, and fostering of student networks with businesses. At the heart of its mission is transformation - its purpose is to transform minds, careers and organisations. Strong international connections mean that teaching and research always reflects global best business practice. Waikato Management School students go on to become leaders in the private and public sectors, graduating with essential business skills and knowledge. They have the ability to think critically and carefully and to act responsibly and ethically.

The School is a member of an elite group of business schools that have earned "Triple Crown" status - the leading international acknowledgment of excellence in business education. It is accredited by AACSB International (the US-based Association to Advance Collegiate Schools of Business), the world's longest established assessor of business education, EQUIS (European Quality Improvement System) and AMBA (The Association of MBAs). Only 1% of the world's business schools have met the strict standards of all three accreditation bodies and earned this distinction of excellence.

Waikato Management School offers general and specialist management undergraduate qualifications, as well as specialist masters programmes with either a professional or research focus on Management Studies, Electronic Commerce, Professional Accounting or Professional Management. It also offers general management masters degrees that develop comprehensive management and leadership skills: a Master of Business and Management for recent graduates and a Master of Business Administration for participants with management experience.

Further information is available on the website: www.management.ac.nz.

The **Waikato Pathways College** offers educational programmes to enhance access to all levels of university study.

The Certificate of Attainment in English Language and Certificate of Attainment in Academic English prepare international learners for tertiary study in English-speaking countries. A range of General English language courses is offered for people wanting to learn English for everyday life and social purposes. The pre-degree programmes, Certificate of Attainment in Foundation Studies and Certificate of University Preparation provide pathways for students into university study. The Certificate of University Preparation programme is a full-time one-semester programme for students who do not meet the entry requirements for study at a New Zealand university, or who need additional academic preparation. The Certificate of Attainment in Foundation Studies programme is a full-time two-semester programme for international students who are high school graduates but do not meet the entry requirements to study at a New Zealand university. Short-term language teacher training courses such as CELTA are available for students intending to work as language teachers in New Zealand or overseas. Short-term courses are also offered to universities and high school groups from around the world who wish to study English in tailor-made programmes. The College is an accredited and award winning IELTS testing centre, and short-term IELTS preparation courses may be available.

Further information is available on the website: https://education.waikato.ac.nz/pathways.

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The University's Commitment to the Treaty of Waitangi

The University's Māori identity and heritage are essential elements of our institution's distinctiveness. The University's Māori Plan and Investment Plan outline the specific programmes which underpin the University's commitment to Māori and the Treaty of Waitangi. The general areas of priority include:

- building on the University's reputation for making a unique and significant contribution to the educational success of Māori,
- enhancing the teaching and research capacity of Māori academic staff, with a focus on leadership and academic excellence,
- providing a distinctive University of Waikato experience for both staff and students which draws on kaupapa Māori and the heritage of our region,
- positioning the University as a leader in research relevant to the needs and aspirations of iwi and Māori communities.

As reflected in our Charter and Vision, the University has been committed to the Treaty of Waitangi from the outset. We are determined to build on this commitment and on our reputation as a leader in partnership with Māori - to further enhance the relevance and value of the University to Māori communities and to the nation as a whole.

Further information is available on the website: http://www.waikato.ac.nz/maori/

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The Council

The University of Waikato Council is constituted under Part XV of the Education Act 1989. Members are appointed under the relevant provisions of the Council constitution in accordance with the University of Waikato Council Appointments Statute.

Constitution and Membership

Four members appointed by the Minister responsible for Part 13A of the Education Act 1989
Mr Mervyn Dallas
Mr Ian Fitzgerald
Mr Simon Graafhuis
Mr Mike Pohio

The Vice-Chancellor of the University of Waikato
Professor Neil Quigley

One member appointed by the Council after consultation with Te Rōpū Manukura
Ms Ngāreta Timutimu (to 31.12.2019)

One member appointed by the Council after consultation with Te Arikinui
Mr Richard Jeffries (to 31.12.2018)

One staff member appointed by the Council on the nomination of the Academic Board
Dr Alison Campbell (to 9.12.2019)

One student member appointed by the Council following an election by the students
Mr Indula Jayasundara (2016)

Three members appointed directly by the Council, chosen by the Council
Rt Hon James Bolger ONZ (to 31.12.2018)
Mr Paul Adams (to 31.12.2017)
One further member to be appointed

Secretary to Council
Helen Pridmore

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The Academic Board

Ex Officio Members

1. The Vice-Chancellor, who is chairperson
2. The Deputy Vice-Chancellor
3. The Pro Vice-Chancellors
4. The Deans
5. The Director of the Pathways College
6. The University Librarian
7. The student member of Council
8. In years when he or she is a different person than the student member under 7. above, the President of the Waikato Students' Union

Elected Members

9. Four professors, elected by and from the academic staff of the University, for terms of three years from 1 January, such that the terms of the members provide for continuity
10. Two academic staff members elected by and from each of the Faculty Boards for terms of three years from 1 January, such that the terms of the members provide for continuity
11. One student elected by and from the student members of each Faculty Board for a term of one year from 1 January. The student may not be a member of the academic staff
12. One student elected by and from Māori student members of the Faculty Boards for a term of one year from 1 January. The student may not be a member of the academic staff

Appointed Members

13. One academic staff member appointed by the Dean of each Faculty for a term of three years from 1 January.

Unless otherwise a member of the Academic Board through one of the other provisions of the constitution, the appointee is normally the Faculty's representative on the Education Committee

Co-opted Members

14. Up to four members may be co-opted by the Academic Board on the advice of the Vice-Chancellor for particular purposes

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Former Chancellors of the University of Waikato

1964-1969	Denis Rogers OBE ED JP MBChB *NZ* HonD *Waikato*
1970-1972	J.Bruce McKenzie ED FCANZ
1973-1978	Henry R. Bennett CBE QSO MBChB *NZ* DPM *Melb* FANZCP MCCM (NZ) FFPHM (RACP) HonD *Waikato*
1979-1980	C.Douglas Arcus LLB *Auck*
1981-1985	The Hon Sir David L. Tompkins KNZM LLB *NZ* HonD *Waikato* QC
1986-1987	Henry R. Bennett CBE QSO MBChB *NZ* DPM *Melb* FANZCP MCCM (NZ) FFPHM (RACP) HonD *Waikato*
1988-1991	Dame Mary J. Drayton DCNZM MBE MA DipEd *NZ* HonD *Waikato*
1992-1997	Gerald D.G. Bailey QSO LLB *Cant* HonD *Waikato*
1998-2002	Caroline Bennett BSc *Otago* BEd DipEd MEdAdmin *Massey* HonD *Waikato*
2003-2005	John A. Gallagher CNZM KStJ JP
2006	John B. Jackman BAgSci *Lincoln*

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Former Vice-Chancellors of the University of Waikato

1964-1984 Sir Donald R. Llewellyn KNZM CBE JP DPhil *Oxf* DSc *Birm* HonD *Waikato*
(Foundation Vice-Chancellor)
1985-1994 Wilfred G. Malcolm CBE MA *NZ* BA *Camb* PhD *Well* HonD *Waikato*
1994-2004 Bryan C. Gould CNZM BA LLM *Auck* BCL MA *Oxf* HonD *Waikato*
2005-2014 Roy J. Crawford BSc(Hons) PhD DSc *Belf*

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Honorary Doctors of the University of Waikato

1967 Lord Ballantrae KT GCMG GCVO DSO OBE
1968 Pei Te Hurinui Jones
1969 Sir Arthur de Terrotte Nevill KBE CB
1971 Donald Wilfred Arcus
1971 Denis Rogers OBE
1971 Richard Bristowe Waddington
1979 Dame Te Atairangikaahu ONZ DBE
1979 Frank Maine Bateson OBE
1980 Jack Stanford Allan MNZM
1982 Henry Rongomau Bennett CBE QSO
1983 Henare Tuwhangai QSM
1984 Sir Ross Malcolm Jansen KBE
1985 Sir Donald Rees Llewellyn KNZM CBE
1986 Dame Phyllis Myra Guthardt DBE
1986 Dorothy Jessie Stafford OBE
1986 Dame Rangimārie Hetet DBE
1987 The Hon Sir David Lance Tompkins KNZM
1990 Norman William Kingsbury CNZM
1992 Janet Frame ONZ CBE
1992 Edwin George Morgan
1993 Dame Mary Josephine Drayton DNZM MBE

1993 Donald Murray Stafford CBE
1994 The Hon Dame Silvia Rose Cartwright PCNZM DBE QSO
1994 The Hon Sir Edward Taihakurei Junior Durie DNZM
1994 Dame Malvina Lorraine Major ONZ GNZM DBE
1994 Waea Mauriohooho
1994 Charlotte Rachel Anwyl Wallace OBE
1995 Elizabeth Ursula Alley
1995 Wilfred Gordon Malcolm CBE
1995 Jeanette King
1995 Huirangi Eruera Waikerepuru
1996 Dame Kiri Te Kanawa ONZ DBE AC
1996 Dame Katerina Te Heikoko Mataira DNZM
1997 The Hon Sir Peter Tapsell KNZM MBE
1997 Hiko Hohepa
1997 The Rt Rev Manuhuia Augustus Bennett ONZ CMG
1998 Kevin Roberts CNZM
1998 Paul Woodford Day
1999 Sir Douglas Arthur Montrose Graham KNZM
1999 Koro Tainui Wetere CBE
1999 Gerald David Gibb Bailey QSO
2001 Neil Finn OBE
2001 Tim Finn OBE
2002 Ida Margaret Gaskin CNZM
2002 Michael King OBE
2002 Michael MacRae Hanna
2002 Hirini Melbourne ONZM
2003 Tui Adams
2004 The Hon Margaret Anne Wilson DCNZM
2004 David Gordon Edgar QSO
2004 Caroline Bennett QSO
2004 Apirana Tūāhae Mahuika
2004 Hare Wakakaraka Puke
2005 James Te Wharehuia Milroy CNZM QSO
2005 Margaret Mahy ONZ
2006 Kenneth Owen Arvidson
2006 Jeffrey Alexander Jones
2006 Sir Howard Leslie Morrison OBE
2006 Bryan Charles Gould CNZM
2006 Sir Edmund Percival Hillary KG ONZ KBE
2007 Diggeress Rangituatahi Te Kanawa CNZM QSO
2008 Brian Richard Perry OBE
2008 John Allan Gallagher CNZM KStJ JP
2008 Sir William Murray Gallagher KNZM MBE
2008 Rudolf Hendrik Kleinpaste
2008 Tīmoti Samuel Kāretu QSO
2008 Tessa Duder OBE
2009 Heni Materoa Sunderland
2009 Zena Daysh CNZM
2009 Peter Godfrey Scott Sergel MNZM
2009 Hamish Keith CNZM OBE
2009 Sir Wilson James Whineray KNZM OBE
2009 Dame Lynley Stuart Dodd DNZM
2010 Max Martin Gibbs
2010 Margaret Bedggood Mulgan QSO

2010 Roka Pahewa Paora QSM
2010 Jon Mayson CNZM
2011 James Judd
2011 Catherine Moana Dewes ONZM
2011 Jools Topp MNZM
2011 Lynda Topp MNZM
2012 Campbell Smith MNZM
2012 Roger Hill
2013 Gordon Keith Stephenson CNZM
2013 Bernard Thomas Crosby ONZM
2013 Dame Susan Elizabeth Anne Devoy DNZM CBE
2013 Sir Patrick Hogan KNZM CBE
2014 Warren Scotter
2014 Sir Dryden Spring
2015 Richard William Tonks MNZM
2015 Morehu Ngatoko Rahipere MNZM
2016 Robert (Roy) James Crawford CNZM
2016 Archbishop Sir David John Moxon KNZM
2016 Emeritus Bishop Denis George Browne CNZM
2016 Kīngi Tuheitia

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Recipients of the University of Waikato Medal

1992 Anthony Trevelyan Rogers QSO
1994 Cecil Douglas Arcus
1994 Kenneth Eric Jury ONZM
1994 John Thomas Kneebone CMG
1994 Brian Richard Perry OBE
1994 Hare Wakakaraka Puke
1994 Eric Ashley Taylor
1994 Sister Heeni Wharemaru
1995 Sir Robert Arthur Owens KNZM CBE
1995 Mary Gordon
1995 Val Going
1997 Laurence John Denny
1999 Jennifer Alexandra Alford
1999 Pam Banks
1999 Ann MacKay
2000 Stafford John Smith
2002 Yolande Neilson
2002 Jeremy Callaghan
2003 Marie Fenwick
2003 Robert Barrington Grant
2004 Jack Charles (Dufty) Wilson

2006 Paul Malcolm Dell
2009 Michael Law
2010 Terry Healy MNZM
2012 Dame Jocelyn Barbara Fish DNZM, CBE
2013 Bill Flower
2015 Brian Linehan

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Emeritus Professors

1980 Paul.W. Day MNZM MA *NZ and Oxf* HonD *Waikato*
1981 Geoffrey Joseph Schmitt CMG MA BCom *NZ* DPA *Well* FCA CMA
1985 James Gordon Pendergrast MSc *NZ* PhD DIC *Lond*
1986 Achim Zulauf DrRerNat Mainz PhD *Lond*
1988 John Davidson McCraw MBE MSc *NZ* DSc *Well* FNZSSS CRSNZ
1988 William Theodore Roy MA *L'now* FRAS FRSA
1990 John Trevor Ward BSc(Econ) *Lond* MLitt *Oxf* PhD *Lond*
1990 Rudi Ziedins MA PhD *Melb*
1991 David George Bettison MA PhD Rhodes
1993 Bruce Sween Liley MSc *NZ* PhD *R'dg* FInstP CPhys FNZIP FRSA
1993 Ian Andrew McLaren MA *NZ* AM *Chic* PhD *Well*
1993 James Ernest Ritchie ONZM MA DipEd PhD *NZ* FBPsS FNZPsS FAAA
1999 Kenneth Malcolm Mackay BSc *Aberd* PhD *Camb* CChem FRSC FNZIC
1999 Brian V. Smith BCA *Well* ACA CMA
1999 Fred Woodward Marshall MA *NZ* DU DipdeCultFrCont *Paris* OPA
2002 Michael John Selby ONZM BA(Hons) MA DipEd DSc *Oxf* DPhil *Waikato*
2007 Noeline Alcorn QSO BA *Well* MA *Cant* PhD *Calif* DipEd *Massey* DipT FNZEAS
2007 G.Marshall Walker MA PhD *Glas*
2008 Leslie Richard Foulds BSc MSc *Auck* PhD *VirgPolyInst* FTICA
2009 Edward Lewis Glynn BA MA *Auck* PhD *Tor* DipGrad *Otago* FNZPsS FRSNZ
2009 Peter H. Oettli BA *NZ* PhD *Auck*

2010 Sir Tamati Muturangi Reedy BA MA *Auck* MA PhD *Hawaii* KNZM
2010 David Ian Pool BA MA *NZ* PhD *ANU* FRSNZ CNZM
2010 Jane Beaglehole Ritchie BA MA *NZ* PhD *Well* OBE JP
2011 Warwick B. Silvester BSc *NZ*MSc *Auck* PhD *Cant*
2011 Alexandra Barratt BA(Hons) MA *Camb* MA *Car* PhD *Tor*
2013 Ian David Graham BSc *Lond* PhD *Camb* CEng MBCS
2013 Brian Kenneth Nicholson BSc(Hons) PhD *Otago* FNZIC
2013 Richard Price BSc(Hons) *ANU* PhD *Otago*
2013 Campbell Nelson BSc(Hons) *Well* PhD *Auck* FRSNZ
2013 Roy M. Daniel BSc(Hons) PhD *Leic* FRSNZ FNZIC
2013 Roberta L. Farrell BSc *Missouri* MSc PhD *Ill* CNZM FRSNZ FIAWS
2013 Clive McGee BA MA DPhil *Waik* DipT
2013 Susan C. Middleton BA BEdSt MA *Well* DipEd *Massey* PhD *Waik* DipT
2013 Stewart R. Lawrence BSc(Hons)(Econ) *Lond* MSc *Warw* PhD *Waik* ACMA CA
2014 Richard D. Bedford BA MA *Auck* PhD *ANU* QSO FRSNZ
2014 Alan Russell Bishop BA(Hons) *Well* MA PhD *Otago* DipEd *Massey* DipT
2014 T.G. Allan Green BA(Hons) MA DPhil *Oxf*
2014 Alistair L. Wilkins BSc(Hons) PhD *Otago* FNZIC
2014 Richard J. Wilkins MSc *Auck* PhD *Otago*
2014 Ian H. Witten MSc *Calg* MA *Camb* PhD *Essex* CEng FACM FRSNZ MIEE MIEEE
2015 Bevan Grant BEd MA *Vic* BC PhD *Otago*

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Honorary Fellows of the University of Waikato

1994 Margaret Avery
1994 John Turner
1994 Guyon Wells OBE
1994 Graham Lamont
1994 Robert Katterns
1997 Malcolm Carr
1999 Barry Parsonson
1999 Rachel Irwin
2000 Margaret McLaren
2000 Peter Ramsay QSM
2000 Laurie Barber
2000 Hugh Barr
2002 Samuel Edwards
2002 David Mitchell
2002 Jill Mitchell
2002 Alan Hall
2006 Michael Hills ONZM
2006 David Coy
2007 Antony Millett
2008 Ngaere Roberts
2008 Warren Hughes

2008	Alfred Sneyd
2008	David Taylor
2010	David Swain
2010	Derek W Smith
2010	Lyndsay Main
2011	Brian Silverstone
2012	Ray Harlow
2013	Roger Briggs
2013	Ray Littler
2013	Alan Langdon
2013	Jan Pilditch
2013	William Bolstad
2014	Chris Hendy
2015	Michael Goldsmith
2015	Murray Jorgensen

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Office of the Pro Vice-Chancellor Māori
Faculty of Arts and Social Sciences
Faculty of Computing and Mathematical Sciences
Faculty of Education
Faculty of Law
Faculty of Science and Engineering
School of Māori and Pacific Development
Waikato Management School
Waikato Pathways College
Centre for Tertiary Teaching and Learning
Academic Office
Communications Marketing and Engagement Division
Facilities Management Division
Financial Services Division
Human Resource Management Division
Student and Information Services

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2024 Calendar

The Calendar is the official document of record of the University of Waikato.

Important Dates
University Overview and Charter
Staff and Honours
Delegation of Powers Statute
Vice-Chancellor's Special Powers
Admission, Enrolment and Fees
Research, Assessment and Graduation
Qualification Regulations
Schedule of Papers
General Regulations and Procedures
General Services
Research Institutes, Centres, Groups and Units
Academic, Consultancy and Service Units

Important Notice

The information contained in the Calendar is correct at the time of publication. Certain information, and in particular that relating to fees, admission regulations and papers, is subject to a continuous process of review. The University therefore reserves the right to change its policies, procedures, statutes, regulations, papers and any other content of the Calendar at any time. Any alterations and amendments to the Calendar will be reflected in the web version, which is the authoritative version.

Unless specifically stated otherwise, all policies, procedures, statutes and regulations printed in the Calendar are effective from **1 January 2024** and supersede those in any prior Calendar. Matters

concerning enrolment and examinations apply to the academic year for which the student is formally enrolled for the relevant paper(s).

While in most cases there are no specific time limits for completing qualifications, over the years the degree structures and papers may change in response to developments in their areas. Occasionally core papers or requirements are changed or discontinued.

Candidates will have their overall programmes of study confirmed as meeting the requirements for the award of a qualification on the basis of the relevant regulations in the Calendar in their final year of study. However, if the regulations have changed since the candidate first enrolled for the qualification, the relevant Pro Vice-Chancellor or the Dean of the Faculty of Māori and Indigenous Studies, or equivalent, may decide in individual cases, under the *Personal Programmes of Study Regulations* and the *Delegation of Powers Statute*, to vary or waive particular requirements. Students who are uncertain about whether papers passed under previous regulations will meet current requirements should consult the relevant Pro Vice-Chancellor or the Dean of the Faculty of Māori and Indigenous Studies, or equivalent.

Detailed transitional regulations will be printed in the Calendar from time to time if substantial changes are made to the structure of a particular qualification.

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Admission Statute

1. **Title**
   This is the Admission Statute 2014.
2. **Date of effect**
   This statute is effective from 1 January 2014.
3. **Application**
   This statute applies to those seeking admission to the University of Waikato at undergraduate level and higher (100 - 900 levels). It does not apply to those seeking admission to non-assessed or sub-degree level papers or qualifications.
4. **General**
   (1) Unless approved otherwise by the Academic Board, a person who will be under 16 years of age on the first day of the semester in which he or she wishes to enrol is not eligible for admission.
   (2) Unless approved otherwise by the Academic Board, a person who is enrolled for full-time instruction in a secondary school or area school is not eligible for admission.
   (3) Subject to the *Limitations Statute* and any academic criteria that may apply with respect to particular papers or qualifications, a person may qualify for admission under any of the following provisions:
   (a) University Entrance
   (b) Discretionary Entrance
   (c) Special Admission
   (d) Admission at entrance level with credit based on previous tertiary study.
   (4) In addition to qualifying under section 5 of this statute, the person must also meet the particular academic criteria set out

(a) in the case of undergraduate qualifications, in the *Criteria for Admission to Particular Qualifications*
(b) in the case of graduate and postgraduate qualifications, in the regulations for the relevant qualification.

5. **University Entrance**

University Entrance means

(a) From 2015:[1]
  (i) NCEA Level 3,
  (ii) a minimum of 14 credits at Level 3 or higher on the National Qualifications Framework, in each of three approved subjects, and
  (iii) the numeracy requirements of a minimum of 10 credits at Level 1 or higher on the National Qualifications Framework, made up of achievement standards and/or unit standards specified by NZQA, and
  (iv) the literacy requirement of a minimum of 10 credits at Level 2 or higher on the National Qualifications Framework, made up of:
    (a) 5 credits in reading , and
    (b) 5 credits in writing from a list specified by NZQA.

(a) From 2005-2014:
  (i) A minimum of 42 credits at Level 3 or higher on the National Qualifications Framework,
    (a) including a minimum of 14 credits at Level 3 or higher in each of two subjects from an approved list, with a further
    (b) 14 credits at Level 3 or higher taken from one or two additional domains or approved subjects
  (ii) and the numeracy requirements of a minimum of 14 credits at Level 1 or higher in the Mathematics or Pangarau on the National Qualifications framework
  (iii) and the literacy requirement of a minimum of 8 credits at Level 2 or higher which show reading and writing skills in English or te reo Māori, are required.[1]

(b) From 1993 to 2004: 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

(c) A qualification recognised by the New Zealand Qualifications Authority for University Entrance purposes

(d) From 1986 to 1992: a D grade or higher in each of four NZUEBS subjects

(e) Before 1986: the University Entrance qualification (by accreditation or examination).

6. **Discretionary Entrance**

(1) From 2005: A person who has undertaken NCEA at Level 3 in three or more approved subjects (in the same year) and failed to gain University Entrance is not eligible to be considered for Discretionary Entrance until the B semester of the following year.

(2) 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 normally not be admitted under the Discretionary Entrance provisions before July in the following year.[2]

(3) Otherwise, a person who will be at least 16 years of age and under 20 years of age on the first day of the semester of enrolment who does not meet the University Entrance standard, but
  (a) is a citizen or permanent resident of New Zealand or Australia[3], and
  (b) 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
  (c) has met the literacy and numeracy standards required for University Entrance, or their equivalents,

may apply for Discretionary Entrance.

(4) Approval of an application for Discretionary Entrance is based on
  (a) the applicant's submission
  (b) the proposed programme of study
  (c) the applicant's past academic achievements, and
  (d) a statement from an adviser (such as a school principal or a University Student Recruitment Adviser) as to the applicant's preparedness for university study.

(5) A person who wishes to apply for Discretionary Entrance must do so as part of the formal enrolment application.

(6) Applications for Discretionary Entrance are considered and decided by the Dean of the Faculty or School of Studies in which the applicant wishes to enrol, under delegated authority of the Academic Board.

(7) If Discretionary Entrance is approved, the prescribed fee is payable by the student at enrolment.

(8) A person whose application for Discretionary Entrance is declined by the relevant Dean may appeal the

decision to the Admission Appeals Committee.

(9) A person whose application for Discretionary Entrance is declined by the Admission Appeals Committee may make a further appeal to the New Zealand Qualifications Authority.

(10) A person studying at a New Zealand secondary school who is attempting to qualify for University Entrance may apply for Discretionary Entrance in the same year for the purpose of enrolling in papers offered by the University. Any person admitted under this regulation who does not subsequently meet the University Entrance standard during the period enrolled at the University will be required to withdraw from the University and may re-apply for admission at mid-year. Any papers passed during the period enrolled at the University will not be credited to a qualification until a University Entrance qualification is gained.

7. **Special Admission**

(1) Applicants are eligible to be considered for Special Admission if they will be at least 20 years of age on the first day of the semester for which they are applying to enrol.

(2) In exceptional cases, an applicant who does not hold a university entrance qualification and who will not be 20 by the first day of the semester for which admission is sought, may apply for special admission. In assessing whether to grant special admission in exceptional cases, the primary focus will be on the applicant's level of preparedness for university study.

(3) Approval of an application for Special Admission is based on
- (a) the applicant's submission
- (b) the proposed programme of study
- (c) the applicant's past academic achievements, and
- (d) evidence of the applicant's preparedness for university study.

(4) A person who wishes to apply for Special Admission must do so as part of the formal enrolment application.

(5) Applications for Special Admission are considered and decided by the Dean of the Faculty or School of Studies in which the applicant wishes to enrol, under delegated authority of the Academic Board.

(6) A person whose application for Special Admission is declined by the relevant Dean may appeal the decision to the Admission Appeals Committee.

8. **Admission at entrance level or with credit from previous study**

(1) A person may qualify for admission at entrance level, or with credit, on the basis of
- (a) having been awarded a qualification which is deemed to be equivalent to University Entrance
- (b) having completed previous tertiary study.

(2) A person who wishes to apply for admission under subsection 8(1) of this statute must do so as part of the formal enrolment application.

(3) If admission at entrance level or with credit from previous tertiary study is approved, the prescribed fee is payable by the student at enrolment.

(4) Applications for admission at entrance level or with credit from previous tertiary study are considered and decided by the Dean of the Faculty or School of Studies in which the applicant wishes to enrol, under delegated authority of the Academic Board.

(5) A person whose application for admission under subsection 8(1) of this statute is declined by the relevant Dean may appeal the decision to the Admission Appeals Committee.

(6) A person whose application for admission at entrance level is declined by the Admission Appeals Committee may make a further appeal to the New Zealand Qualifications Authority.

9. **Delegation of powers**

The powers and authority of the Academic Board referred to in this statute have been delegated in certain matters under the *Delegation of Powers Statute 2014.*

Notes:

1. *The University of Waikato Certificate of Studies: English at Level 2 or Level 3 is recognised as meeting the literacy requirements of NCEA.*
2. *In special circumstances, the Chair of the CUAP Sub-Committee on University Entrance may permit persons who do not fulfil section 6(3)(b) or 6(3)(c) of these regulations to apply for Discretionary Entrance.*
3. *Australian applicants' most recent year of schooling must have been in New Zealand.*

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Criteria for Admission to Particular Qualifications

On this page:

Part 1: Admission to Bachelors Degrees
Part 2: Admission to Certificates and Diplomas
Part 3: Re-entry for Returning Students
Part 4: Admission for Transferring Students
Part 5: Exclusion for Unsatisfactory Progress from Particular Papers
Part 6: Appeals

Part 1
Admission to Bachelors Degrees

1. Admission to the
   Bachelor of Arts (BA)
   Bachelor of Business Analysis - Financial (BBA(Fin))
   Bachelor of Communication Studies (BCS)
   Bachelor of Computing and Mathematical Sciences (BCMS)
   Bachelor of Electronic Commerce (BECom)
   Bachelor of Entrepreneurship (BEntre)
   Bachelor of Environmental Planning (BEP)
   Bachelor of Management Studies (BMS)
   Bachelor of Māori and Pacific Development (BMPD)

Bachelor of Media and Creative Technologies (BMCT)
Bachelor of Science (BSc)
Bachelor of Science (Technology) (BSc(Tech))
Bachelor of Social Sciences (BSocSc)
Bachelor of Sport and Leisure Studies (BSpLS)
Bachelor of Tourism (BTour) degrees

Applicants for the above degrees must fulfil the academic criteria listed below:

1.1 **University Entrance** [2]
Applicants who have achieved University Entrance through NCEA will be accepted into the degrees listed above.

1.2 **Discretionary Entrance** [3]
Applicants will normally be granted Discretionary Entrance if they have gained a total of at least 80 credits in NCEA at Level 2 in four subjects equivalent to the approved subjects for University Entrance in NCEA at Level 3, with a minimum grade of Merit in at least half of the achievement standards for each subject. Applicants must also have satisfied the numeracy and literacy requirements of University Entrance. Applications must be supported by the applicant's school principal or a University Student Recruitment Adviser.

1.3 **Special Admission**
Applicants will be considered on a case by case basis. Applicants 20 years old and over by the beginning of their programme of study will be accepted, except those that are clearly insufficiently prepared for academic study. Preference may be given to applicants who have successfully completed appropriate Waikato Pathways College bridging programmes.

1.4 **Admission at entrance level or with credit from previous study for**

Bachelor of Arts (BA)
Bachelor of Environmental Planning (BEP)
Bachelor of Māori and Pacific Development (BMPD)
Bachelor of Media and Creative Technologies (BMCT)
Bachelor of Science (BSc) in the Faculty of Science and Engineering
Bachelor of Science (Technology) (BSc(Tech))
Bachelor of Social Sciences (BSocSc)
Bachelor of Sport and Leisure Studies (BSpLS) degrees

1.4.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

1.4.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*[4]
Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted[1] into the qualifications listed above provided that they have achieved
(a) no less than a C grade in any paper, and
(b) a B grade or better in each of CAFS001 and CAFS002 to satisfy the minimum English language requirement for undergraduate study.
Applicants not satisfying these requirements will be assessed on a case by case basis.

1.4.3 *Admission from the University of Waikato Certificate of University Preparation*
Applicants who have successfully completed the Certificate of University Preparation with no less than a C grade in any paper will be accepted[1] into the qualifications listed above.
Applicants not satisfying this requirement will be assessed on a case by case basis.

1.4.4 *Admission from the University of Waikato Te Tīmatanga Hou Programme*
Applicants who have successfully completed Te Tīmatanga Hou certificate with no less than a C grade in any paper will be accepted[1] into the qualifications listed above.
Applicants who have successfully completed one semester of Te Tīmatanga Hou programme will be considered on a case by case basis.

1.5 **Admission at entrance level or with credit from previous study for**

Bachelor of Business Analysis - Financial (BBA(Fin))
Bachelor of Communication Studies (BCS)
Bachelor of Computing and Mathematical Sciences (BCMS)

Bachelor of Electronic Commerce (BECom)
Bachelor of Entrepreneurship (BEntre)
Bachelor of Management Studies (BMS)
Bachelor of Science (BSc) in the Faculty of Computing and Mathematical Sciences
Bachelor of Tourism (BTour) degrees

1.5.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

1.5.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*[4]

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted[1] into the qualifications listed above provided that they have achieved

(a) no less than a C grade in any paper, and

(b) a B grade or better in each of CAFS001 and CAFS002 to satisfy the minimum English language requirement for undergraduate study.

Applicants not satisfying these requirements will be assessed on a case by case basis.

1.5.3 *Admission from the University of Waikato Certificate of University Preparation*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B grade average, with no less than a C grade in any paper, will be accepted[1] into the qualifications listed above.

Applicants not satisfying this requirement will be assessed on a case by case basis.

1.5.4 *Admission from the University of Waikato Te Tīmatanga Hou Programme*

Applicants who have successfully completed Te Tīmatanga Hou certificate and achieved

(a) an overall B grade average, with no less than a C grade in any paper, and

(b) a B grade or better in TTHO021 and CUPR021

will be accepted[1] into the qualifications listed above.

Applicants who have successfully completed one semester of Te Tīmatanga Hou programme will be considered on a case by case basis.

2. Admission to the

Bachelor of Computer Graphic Design (BCGD) degree

In addition to satisfying the requirements for achieving University Entrance, entry into the BCGD programme in the Faculty of Computing and Mathematical Sciences is available only to applicants who are chosen by the Faculty's selection process. Applicants must have achieved a minimum of 14 credits in NCEA at Level 2 in Mathematics; in addition, applicants must submit a portfolio as part of the selection process and may also be required to attend an interview.

Bachelor of Education (BEd) and Bachelor of Teaching (BTchg) degrees

In addition to satisfying the requirements for achieving University Entrance, entry into the BEd and BTchg programmes in the Faculty of Education is available only to applicants who are chosen by the Faculty's selection panels (see the *Schedule of Limitations on Enrolments*).

Bachelor of Music (BMus) degree

In addition to satisfying the requirements for achieving University Entrance, all applicants for the BMus must have

(a) at least 20 credits in NCEA at Level 2 in Music, or

(b) at least 14 credits in NCEA at Level 3 in Music, or

(c) a Grade 5 Theory pass or better in the Australian Music Education Board, Trinity College or Royal College of Music examinations, or

(d) a music qualification assessed as equivalent.

Entry to the Performance stream will, in addition to the above criteria, require successful completion of an audition.

Bachelor of Social Work (BSW) degree

In addition to satisfying the requirements for achieving University Entrance, all applicants must follow a selection process approved by the Chair of the School of Social Sciences, including a police vetting check, to ensure they are a 'fit and proper' person to be a social worker. Details of the selection and police vetting processes are available in the programme handbook and supplementary application forms.

Applicants to the above programmes must satisfy the requirements for admission to university listed below:

2.1 **University Entrance**

Applicants who have achieved University Entrance through NCEA will be eligible to be accepted into the degrees listed above.

2.2 **Discretionary Entrance** [3]

Applicants will normally be granted Discretionary Entrance if they have gained a total of at least 80 credits in NCEA at Level 2 in four subjects equivalent to the approved subjects for University Entrance in NCEA at Level 3, with a minimum grade of Merit in at least half of the achievement standards for each subject. Applicants must also have satisfied the numeracy and literacy requirements of University Entrance. Applications must be supported by the applicant's school principal or a University Student Recruitment Adviser.

2.3 **Special Admission**

Applicants will be considered on a case by case basis. Applicants 20 years old and over by the beginning of their programme of study will be eligible for acceptance, except those that are clearly insufficiently prepared for academic study. Preference may be given to applicants who have successfully completed appropriate Waikato Pathways College bridging programmes.

2.4 **Admission at entrance level or with credit from previous study for Bachelor of Music (BMus)** degree

2.4.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

2.4.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*[4]

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted[1] into the BMus provided that they are chosen through the selection process as set out in section 2 of these regulations and have achieved

(a) no less than a C grade in any paper, and

(b) a B grade or better in each of CAFS001 and CAFS002 to satisfy the minimum English language requirement for undergraduate study.

Applicants not satisfying these requirements will be assessed on a case by case basis.

2.4.3 *Admission from the University of Waikato Certificate of University Preparation*

Applicants who have successfully completed the Certificate of University Preparation with no less than a C grade in any paper will be accepted[1] provided that they meet the additional criteria for the BMus as set out in section 2 of these regulations.

Applicants not satisfying this requirement will be assessed on a case by case basis.

2.4.4 *Admission from the University of Waikato Te Tīmatanga Hou Programme*

Applicants who have successfully completed Te Tīmatanga Hou certificate with no less than a C grade in any paper will be accepted[1] provided that they meet the additional criteria for the BMus as set out in section 2 of these regulations.

2.4.5 Applicants who have successfully completed one semester of Te Tīmatanga Hou programme, and who have met the additional criteria for the BMus as set out in section 2 of these regulations, will be considered on a case by case basis.

2.5 **Admission at entrance level or with credit from previous study for Bachelor of Computer Graphic Design (BCGD), Bachelor of Education (BEd), and Bachelor of Teaching (BTchg)** degrees

2.5.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

2.5.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*[4]

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted[1] into the qualification provided that they are chosen through the selection process for their intended qualification as set out in section 2 of these regulations and have achieved

(a) no less than a C grade in any paper, and

(b) a B grade or better in each of CAFS001 and CAFS002 to satisfy the minimum English language requirement for undergraduate study.

Applicants not satisfying these requirements will be assessed on a case by case basis.

2.5.3 *Admission from the University of Waikato Certificate of University Preparation*
Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B grade average, with no less than a C grade in any paper, will be accepted[1] provided that they are chosen through the selection process for their intended qualification as set out in section 2 of these regulations.
Applicants not satisfying this requirement will be assessed on a case by case basis.

2.5.4 *Admission from the University of Waikato Te Tīmatanga Hou Programme*
Applicants who have successfully completed Te Tīmatanga Hou certificate and achieved an overall B grade average, with no less than a C grade in any paper, will be accepted[1] provided that they are chosen through the selection process for their intended qualification as set out in section 2 of these regulations.
Applicants who have successfully completed one semester of Te Tīmatanga Hou programme, and who have met the additional criteria for their intended qualification as set out in section 2 of these regulations, will be considered on a case by case basis.

2.6 **Admission at entrance level or with credit from previous study for Bachelor of Social Work (BSW)** degree

2.6.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

2.6.2 Credit of social work theory and practice papers from previous study will be available only within five years of completion.

2.6.3 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*[4]
Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted[1] into the BSW provided that they are chosen through the selection process as set out in section 2 of these regulations and have achieved
(a) no less than a C grade in any paper, and
(b) a B grade or better in each of CAFS001 and CAFS002 to satisfy the minimum English language requirement for undergraduate study.
Applicants not satisfying these requirements will be assessed on a case by case basis.

2.6.4 *Admission from the University of Waikato Certificate of University Preparation*
Applicants who have successfully completed the Certificate of University Preparation with no less than a C grade in any paper will be accepted[1] into the BSW provided that they are chosen through the selection process as set out in section 2 of these regulations.
Applicants not satisfying this requirement will be assessed on a case by case basis.

2.6.5 *Admission from the University of Waikato Te Tīmatanga Hou Programme*
Applicants who have successfully completed Te Tīmatanga Hou certificate with no less than a C grade in any paper will be accepted[1] into the BSW provided that they are chosen through the selection process as set out in section 2 of these regulations.
Applicants who have successfully completed one semester of Te Tīmatanga Hou programme, and who have met the additional criteria for the BSW as set out in section 2 of these regulations, will be considered on a case by case basis.

3. Admission to the **Bachelor of Engineering with Honours (BE(Hons))** degree

3.1 **University Entrance** [2]

3.1.1 *Admission to the BE(Hons) in the Specified Programmes of Electronic Engineering, Engineering Science and Mechanical Engineering*
Entry into the BE(Hons) in the above specified programmes will be guaranteed to applicants who gain University Entrance, including a minimum of 16 credits in NCEA at Level 3 in Mathematics with Calculus. Applicants must also gain at least 14 credits in NCEA at Level 3 in Physics.

3.1.2 *Admission to the BE(Hons) in the Specified Programmes of Chemical and Biological Engineering, and Materials and Process Engineering*
Entry into the BE(Hons) in the above specified programmes will be guaranteed to applicants who gain University Entrance, including a minimum of 16 credits in NCEA at Level 3 in Mathematics with Calculus. Applicants must also gain at least 16 credits in NCEA at Level 3 in Chemistry and 14 credits in NCEA at level 3 in Physics.

3.1.3 *Admission to the BE(Hons) in the Specified Programme of Software Engineering*
Entry into the BE(Hons) in the above specified programme will be guaranteed to applicants who gain University Entrance, including a minimum of 16 credits in NCEA at Level 3 in Mathematics with Calculus. Applicants must also gain at least 14 credits in NCEA at Level 3 in two other approved subjects for University Entrance.
The Dean of the Faculty of Computing and Mathematical Sciences and the Dean of the Faculty of Science and Engineering may waive up to 120 points of level 100 papers of the degree of Bachelor of Engineering (Honours) for candidates who have achieved exceptionally high grades in approved

3.1.4 subjects in the National Certificate of Educational Achievement (NCEA) qualification at Level 3 or higher or in other qualifications considered by the Academic Board to be equivalent, provided that students substitute approved alternative papers of equal points value, in consultation with the relevant Dean.

3.2 **Special Admission**
Applicants with evidence of successfully completed post-secondary study will normally be accepted. This includes applicants who have successfully completed the Te Tīmatanga Hou programme or another appropriate Waikato Pathways College bridging programme.

3.3 **Admission at entrance level or with credit from previous study**

3.3.1 Applications will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

3.3.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*[4]

3.3.2.1 *Admission to the BE(Hons) in the Specified Programmes of Electronic Engineering, Engineering Science, and Mechanical Engineering*
Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved
(a) an overall B grade average, including
(b) a B grade in CAFS011 and
(c) a B grade in CAFS004 and
(d) at least a C grade in every other paper and
(e) a B grade in CAFS001 and CAFS002 to satisfy the minimum English language requirement for undergraduate study
will be accepted[1] into this specified programme.
Applicants not satisfying these requirements will be assessed on a case by case basis.

3.3.2.2 *Admission to the BE(Hons) in the Specified Programmes of Chemical and Biological Engineering, and Materials and Process Engineering*
Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved:
(a) an overall B grade average, including
(b) a B grade in CAFS010 and
(c) a B grade in CAFS004 and
(d) a B grade in CAFS011 and
(e) at least a C grade in every other paper and
(f) a B grade in CAFS001 and CAFS002 to satisfy the minimum English language requirement for undergraduate study
will be accepted[1] into this specified programme. Applicants not satisfying these requirements will be assessed on a case by case basis.

3.3.2.3 *Admission to the BE(Hons) in the Specified Programme of Software Engineering*
Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved:
(a) an overall B grade average, including
(b) a B grade in CAFS004 and
(c) at least a C grade in every other paper; and
(d) a B grade in CAFS001 and CAFS002 to satisfy the minimum English language requirement for undergraduate study

will be accepted into this specified programme. Applicants not satisfying these requirements will be assessed on a case by case basis.

3.3.3 *Admission from the University of Waikato Certificate of University Preparation*

3.3.3.1 *Admission to the BE(Hons) in the Specified Programmes of Electronic Engineering, Engineering Science, and Mechanical Engineering*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B grade average, including a B grade in CAFS011, a B grade in CAFS004, and at least a C grade in every other paper will be accepted.[1] Applicants not satisfying these requirements will be assessed on a case by case basis.

3.3.3.2 *Admission to the BE(Hons) in the Specified Programmes of Chemical and Biological Engineering, and Materials and Process Engineering*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B grade average, including a B grade in two of CAFS004, CAFS010 or CAFS011 and at least a C grade in every other paper, will be accepted.[1] Applicants not satisfying these requirements will be assessed on a case by case basis.

3.3.3.3 *Admission to the BE(Hons) in the Specified Programme of Software Engineering*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B grade average, including a B grade in CAFS004 and at least a C grade in every other paper, will be accepted.[1]

Applicants not satisfying these requirements will be assessed on a case by case basis

3.3.4 *Admission from the University of Waikato Te Tīmatanga Hou Programme*

3.3.4.1 *Admission to the BE(Hons) in the Specified Programmes of Electronic Engineering, Engineering Science, and Mechanical Engineering*

Applicants who have successfully completed Te Tīmatanga Hou certificate and achieved an overall B grade average, including a B grade in TTHO019, a B grade in each of TTHO017 and CUPR024, and at least a C grade in every other paper, will be accepted.[1]

Applicants who have successfully completed one semester of Te Tīmatanga Hou programme will be considered on a case by case basis.

3.3.4.2 *Admission to the BE(Hons) in the Specified Programmes of Chemical and Biological Engineering, and Materials and Process Engineering*

Applicants who have successfully completed Te Tīmatanga Hou certificate and achieved an overall B grade average, including a B grade in each of TTHO017 and CUPR024, a B grade in each of TTHO019 and CUPR025, and at least a C grade in every other paper, will be accepted.[1]

Applicants who have successfully completed one semester of Te Tīmatanga Hou programme will be considered on a case by case basis.

3.3.4.3 *Admission to the BE(Hons) in the Specified Programme of Software Engineering*

Applicants who have successfully completed Te Tīmatanga Hou certificate and achieved an overall B grade average, including a B grade in each of TTHO017 and CUPR024, and at least a C grade in every other paper, will be accepted.[1]

Applicants who have successfully completed one semester of Te Tīmatanga Hou programme will be considered on a case by case basis.

4. Admission to all **Law** papers and programmes

The Faculty of Law Admissions Committee will have regard to equity considerations in making its decisions, but in all cases those offered places will have demonstrated their academic preparedness for the Faculty's programme of study. The Faculty does not set aside places for specific groups of applicants (see the *Schedule of Limitations on Enrolments*).

4.1 **University Entrance** [2]

There are a limited number of places in the Faculty of Law and a selection process applies. Each applicant will be considered by the Faculty of Law Admissions Committee on a case by case basis. Factors such as academic results in NCEA at Level 3 and other forms of assessment, as well as school and community involvement and achievements will be taken into account. Applicants will be required to provide supporting evidence of results and achievements with their written statement. All applicants will be required to have satisfied the requirements for achieving University Entrance, including NCEA Level 1 numeracy and Level 2

literacy requirements.

4.2 **Discretionary Entrance** [3]

Applicants will normally be granted Discretionary Entrance if they have gained a total of at least 80 credits in four subjects at Level 2 in the NCEA, with a minimum grade of Merit in at least half of the achievement standards for each subject. All subjects must be from the list of approved subjects. Applicants must also have satisfied the numeracy and literacy requirements for University Entrance. Applications must be supported by the applicant's school principal or a University Student Recruitment Adviser, and be approved by the Faculty of Law Admission Committee which will also consider the applicant's personal statement and their academic preparedness for university law study.

4.3 **Special Admission**

Applicants will be considered for Special Admission on a case by case basis, having regard to their level of schooling, other relevant study, interests and expertise, experience and skills, and other such information as is available with respect to their academic preparedness, including, where appropriate, the completion of Waikato Pathways College bridging programmes.

The Faculty will afford priority to

- applicants with law-related experience
- applicants who have successfully completed a programme of degree level study at a tertiary institution.

4.4 **Admission at entrance level or with credit from previous study**

4.4.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

4.4.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*[4]

Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved at least a B grade average overall, with a B grade or higher in CAFS003 will have guaranteed entry into the Bachelor of Laws programme.

Other students are encouraged to apply and will be considered by the Faculty of Law Admissions Committee on a case by case basis, taking account of their level of academic achievement.

4.4.3 *Admission from the University of Waikato Certificate of University Preparation*

Applicants who have successfully completed the Certificate of University Preparation with at least a B grade average overall, with B grades or higher in CUPR001 and CUPR002 or CUPR021 and CUPR022 and subsequently B grades or higher in all their B semester non-Law degree level papers, will have guaranteed entry into the Bachelor of Laws programme.

Other students are encouraged to apply and will be considered by the Faculty of Law Admissions Committee, on a case by case basis, taking account of their level of academic achievement.

4.4.4 *Admission from the Te Tīmatanga Hou programme*

Applicants who have successfully completed Te Tīmatanga Hou certificate and achieved at least a B grade average overall, with B grades or higher in TTHO021 and CUPR021, will have guaranteed entry into the Bachelor of Law programme. Other students are encouraged to apply and will be considered by the Faculty of Law Admissions Committee, on a case by case basis, taking account of their level of academic achievement, and the recommendation of the Director of the Waikato Pathways College.

Part 2
Admission to Certificates and Diplomas

5. In addition to the admission criteria set out in the relevant qualification regulations, applicants for certificates and diplomas in the following qualifications must meet specific criteria for admission:

5.1 **Graduate Diploma of Teaching**

Entry into the GradDipT programme in the Faculty of Education is available only to applicants who are chosen by the Faculty's selection panels (see the *Schedule of Limitations on Enrolment*).

5.2 **Postgraduate Certificate in School Principalship (PGCert(SchPrinc))**

Applicants must have at least three years full-time equivalent teaching experience.

5.3 **Postgraduate Certificate in Tertiary Teaching (PGCert(TertTchg))**

Applicants must have at least two years full-time equivalent teaching experience in a tertiary setting.

5.4 **Postgraduate Diploma in Interpreting and Translating Māori (PGDip(Int&Trans))**

Applicants must satisfy the Dean of the School of Māori and Pacific Development that they have a high standard of proficiency in English and Māori.

Part 3
Re-entry for Returning Students

6. The right to re-entry applies to re-enrolment in the qualification(s) in which a student was enrolled in her/his most recent period of enrolment.
7. **Annual re-entry criteria**
   A student who gains unrestricted passes in papers worth at least half of the total points the student is enrolled in for the year will gain re-entry, except in the case of re-entry to the qualifications listed below.
8. **Re-entry to Law Programmes**
   - 8.1 A student who gains unrestricted passes in papers worth at least half of the total points the student is enrolled in and has not failed more than the equivalent of 20 points in Law papers will gain re-entry.
   - 8.2 The Dean has authority to determine on a case by case basis whether candidates who fail Law papers in a given year may repeat those papers, and whether they may enrol concurrently for more advanced papers in Law.
9. **Re-entry to Teacher Education Programmes**
   - 9.1 A student who gains unrestricted passes in papers worth at least half of the total points the student is enrolled in and who satisfactorily completes the professional practice requirements will gain re-entry.
   - 9.2 A returning student who wishes to transfer between teacher education streams will need permission from the Dean of Education.
   - 9.3 The Dean has authority to determine on a case by case basis whether candidates who fail papers in the Graduate Diploma in Teaching in a given year, may repeat those papers.
10. **Re-entry to conjoint degree programmes**
    To be eligible for re-entry to a conjoint degree programme a student must meet the re-entry requirements for each of the component degrees and satisfy the Dean(s) of the Faculty and/or School of Studies that her/his academic performance is of a good standard.
11. **Semester re-entry criteria**
    - 11.1 A student who is enrolled in papers worth more than 20 points in a single semester and who fails all of those papers will be ineligible for re-entry in the following semester.
    - 11.2 A student who is ineligible for re-entry in the following semester but who is enrolled in papers in that semester will be withdrawn from those papers.

Part 4
Admission for Transferring Students

12. A student who wishes to transfer from one qualification to another needs to meet the general and relevant specific requirements for re-entry for returning students listed in Part 3 of these regulations.
13. Additional criteria apply in the case of transfer into the following qualifications.
14. **Transfer into the Bachelor of Business Analysis - Financial (BBA(Fin)), Bachelor of Communication Studies (BCS), Bachelor of Electronic Commerce (BECom), Bachelor of Management Studies (BMS) and Bachelor of Tourism (BTour) degrees**
    Students will not normally be considered unless they have successfully completed a full-time year of study and obtained a minimum B average.
15. **Transfer into Law programmes**
    - 15.1 The Faculty Admissions Committee will have regard to equity considerations in making its decisions, but in all cases those offered places will have demonstrated their academic preparedness for the Faculty's programme of study. The Faculty does not set aside places for specific groups of applicants.
      Students will be considered for transfer from another degree or tertiary institution on a case by case basis.
    - 15.2 Preference will be given to those who obtain the highest grades and whose performance provides evidence of literacy.
    - 15.3 Those who have completed a first degree may apply for exemption from the non-Law requirements of the LLB and will be considered for admission to Law 1 and Law 2 concurrently.

16. **Transfer into the Bachelor of Sport and Leisure Studies (BSpLS)**
    16.1 There are a limited number of places available for transferring students within the BSpLS degree and this may vary from year to year.
    16.2 Students will be considered for transfer into the BSpLS degree by the Director of the BSpLS Programme on a case by case basis. Preference will be given to candidates who have successfully completed a full-time year of study and obtained a B minimum average.
17. **Transfer into the Bachelor of Education (BEd) and Bachelor of Teaching (BTchg)**
    17.1 Entry to the BEd and BTchg in the Faculty of Education is available only to applicants who are chosen by the Faculty's selection panels and who satisfy the requirements for admission to university.
    17.2 Students will be considered for transfer from another qualification or tertiary institution by the relevant Programme Selection Committee on a case by case basis.

Part 5
Exclusion for Unsatisfactory Progress from Particular Papers

18. Students who have failed a paper, or any equivalent or substantially similar paper, on a second or subsequent enrolment will be excluded from the paper and will be ineligible to re-enrol in that paper.
19. Where a student is excluded from a paper that is a compulsory paper for a qualification the student will not be permitted to enrol in, or continue a current enrolment in, that qualification.

Part 6
Appeals

20. A person who
    (a) is qualified for admission to the university but who is not accepted into his or her choice of qualification, or
    (b) fails to meet the criteria for re-entry to their qualification, or
    (c) is excluded from a paper
    may apply to the Dean of the Faculty or School of Studies in which the person wishes to enrol for a reconsideration of the Dean's decision.
21. A person whose application for reconsideration is declined by the relevant Dean may make a further appeal to the Admission Appeals Committee.
22. An appeal, comprising a written statement of the circumstances of the appeal, together with supporting evidence, if available, must be submitted by the student to the Admission Appeals Committee not more than seven days after the date on which notification of the relevant decision is received.
23. A decision by the Admission Appeals Committee is notified in writing, and is final.

Notes:

1. *Many of the degrees offered at the University of Waikato have prerequisites on their core papers. Applicants who have not achieved specified prerequisites either through their study in NCEA at Level 2 and Level 3 or through their Foundation Studies programme will be required to take additional papers or foundation courses in order to satisfy these prerequisites. Applicants in this situation are advised that not all papers undertaken may count towards the completion of the degree and that the programme of study may take an additional period of time.*
2. *Applicants who have achieved an equivalent to New Zealand University Entrance through a qualification other than NCEA at Level 3 will have their admission assessed on a case by case basis.*
3. *Applicants who have achieved an equivalent to Discretionary Entrance through a qualification other than NCEA at Level 2 will have their admission assessed on a case by case basis.*
4. *Applicants who have achieved an equivalent to the University of Waikato Certificate of Foundation Studies will have their admission assessed based on an approved guaranteed credit arrangement or on a case by case basis.*

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English Language Requirements for Admission

Applicants whose first language is not English are required to provide satisfactory evidence of English language proficiency, generally in the form of an IELTS (academic) or TOEFL examination score. Scores can vary according to the qualification sought.

1. *Admission to CertAttainFoundSt*
   The following minimum scores are considered to be evidence of such competence:
   • an IELTS score of 5.5 (with at least 5.0 in the Written band), or
   • a paper-based TOEFL score of 525; (or a computer-based TOEFL score of 197 or above), or
   • a B grade or better at Level 6 in the Certificate of Attainment in Academic English, or
   • a PTE Academic overall score of 49 and no less than 38 for Writing.
   All other evidence is considered on a case by case basis.
2. *Admission to BA, BCGD, BCMS, BEP, BMCT, BMPD, BMus, BSc (in the Faculty of Computing and Mathematical Sciences), BSocSc and BSpLS*
   The following minimum scores are considered to be evidence of such competence:
   • an IELTS Overall score of 6.0 (with at least 6.0 in the Writing band), or
   • an iBT (Internet Based TOEFL) score of 79-80 with a Writing score of 20, or
   • a B grade or better at Level 7 in the Certificate of Attainment in Academic English, or
   • an overall score of C (with at least a C in the Writing band) in the Foundation Certificate in English for Academic Purposes, or
   • a PTE Academic overall score of 57 and no less than 57 for Writing.
   All other evidence is considered on a case by case basis.
   Admission to BBA(Fin), BCS, BECom, BMS, BTour, BE(Hons), BSc (in the Faculty of Science and Engineering)

3. *and BSc(Tech)*
   The following minimum scores are considered to be evidence of such competence:
   • an IELTS Overall score of 6.0 (with no less than 6.0 in any band), or
   • an iBT (Internet Based TOEFL) score of 79-80 with a Writing score of 20, or
   • a B grade or better at Level 7 in the Certificate of Attainment in Academic English, or
   • an overall score of C (with at least a C in the Writing band) in the Foundation Certificate in English for Academic Purposes, or
   • a PTE Academic overall score of 57 with no less than 57 for each communicative skill.
   All other evidence is considered on a case by case basis.
4. *Admission to LLB*
   The following minimum scores are considered to be evidence of such competence:
   • an IELTS Overall score of 6.5 (with at least 6.0 in the Writing band), or
   • an iBT (Internet Based TOEFL) score of 100 with a Writing score of 22, or
   • a B grade or better at Level 8 in the Certificate of Attainment in Academic English, or
   • an overall score of C (with at least a C in the Writing band) in the Foundation Certificate in English for Academic Purposes, or
   • a PTE Academic overall score of 64 and no less than 57 for Writing.
   All other evidence is considered on a case by case basis.
5. *Admission to BSW*
   The following minimum scores are considered to be evidence of such competence:
   • an IELTS overall score of 6.5 (with no less than 6.5 in any band) or
   • a B grade or better at Level 8 in the Certificate of Attainment in Academic English, or
   • an overall score of C (with at least a C in the Writing band) in the Foundation Certificate in English for Academic Purposes, or
   • a PTE Academic overall score of 64 with no less than 64 for each communicative skill.
   All other evidence is considered on a case by case basis.
6. *Admission to graduate/postgraduate programmes*
   The requirements are higher for admission to graduate qualifications (including higher degrees such as the MPhil, PhD and EdD). It is generally recommended that students have:
   • an IELTS Overall score of at least 6.5 overall (including at least 6.0 or better in the Writing band), or
   • an iBT (Internet Based TOEFL) score of 90 with a Writing score of 22, or
   • a B grade or better at Level 8 in the Certificate of Attainment in Academic English, or
   • an overall score of C (with at least a C in the Writing band) in the Foundation Certificate in English for Academic Purposes, or
   • a PTE Academic overall score of 65 with no less than 58 for each communicative skill.
   However, some qualifications, such as the LLD, SJD, MBA, PGDip(SLT), MA(Applied) in Applied Linguistics require a higher score. The English language proficiency requirements for admission to particular qualifications are at the discretion of the Dean concerned.
7. *Admission to graduate Law Qualifications*
   The following minimum scores are considered to be evidence of such competence:
   • an IELTS Overall score of 6.5 (with at least 6.0 in the Writing band), or
   • an iBT (Internet Based TOEFL) score of 100 with a Writing score of 22, or
   • a B grade or better at Level 8 in the Certificate of Attainment in Academic English, or
   • an overall score of C (with at least a C in the Writing band) in the Foundation Certificate in English for Academic Purposes, or
   • a PTE Academic overall score of 65 and no less than 58 for Writing.
   All other evidence is considered on a case by case basis.
8. *Admission to BTchg, BEd and GradDipT*
   The following minimum scores are considered to be evidence of such competence:
   • an academic IELTS Overall score of 7.0 (with no less than 7.0 in any component)
   All other evidence is considered on a case by case basis.
9. *Admission to MTchgLn*
   The following minimum scores are considered to be evidence of such competence:
   • an academic IELTS Overall score of 7.5 (with no less than 7.0 in any component)

All other evidence is considered on a case by case basis.

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Limitations Statute

Limitations on enrolments can be established under section 224(5) of the Education Act 1989 where the Council is satisfied that it is necessary to do so because of insufficiency of staff, accommodation or equipment, or section 224(12) where the Council has established places for foreign students in a programme whose continued availability is dependent on the fees payable by foreign students enrolled in it. The Council has delegated authority to approve limitations under section 224(5) to the Academic Board.

Schedule of Limitations on Enrolments for 2016

Limitations under Section 224(5) of the Education Act 1989

Ministry-funded enrolments will be limited in a manner that allows the University to meet the Government's expectations with respect to its approved Mix of Provision for the year in question.
Applications from Ministry-funded students who meet the University's published deadlines for applications to enrol, as well as the admission, entry, re-entry and programme approval criteria for the relevant qualifications and papers, will be accepted according to the priority groups listed below until the relevant Faculty/School of Studies achieves its Mix of Provision target at the relevant level.
If places are still available after the published deadlines for applications to enrol, Ministry-funded students who have not met those deadlines, but who meet the admission, entry, re-entry and programme approval criteria for the relevant qualifications and papers, will be accepted in order of application, up until the relevant targets have been met.

Undergraduate (Bachelors, Undergraduate and Graduate Certificates and

Diplomas)

All these groups will be considered in priority order and, within each priority group, on academic merit.

1. Undergraduate returners (enrolled in undergraduate study in the previous year returning to continue an undergraduate qualification).
2. School Leavers (in secondary school in 2015 or 2016) who qualify for University Entrance (UE) or who are eligible for Discretionary Entrance in terms of the Criteria for Admission to Particular Qualifications.
3. Students transferring into degree programmes having successfully undertaken recognised partner pathway programmes in 2016 (including Certificate of University Preparation (CUP) and Bay of Plenty Polytechnic guaranteed credit programmes).
4. Students who have previously been enrolled at the University of Waikato, returning after a break of up to two years to continue an undergraduate qualification.
   Applicants who have qualified for admission to university but who have been away from secondary school for up to two years.
   Special Admission applicants (students over 20 without UE).
   Other students with UE or equivalent.

Taught Postgraduate (500 level - except 594 theses)

All these groups will be considered in priority order and, within each priority group, on academic merit.

1. Taught postgraduate returners (enrolled in taught postgraduate study in the previous year returning to continue a postgraduate qualification).
2. Students who have previously been enrolled at the University of Waikato, commencing taught postgraduate study or returning (after a gap in study) to continue a postgraduate qualification.
   Students new to the University of Waikato.

Research Postgraduate (Doctoral, MPhil, Masters 594 theses)

Because research postgraduate students can apply to enrol at any point in the year, applications will be considered at regular intervals according to the following groups:
All these groups will be considered in priority order and, within each priority group, on academic merit.

1. Research postgraduate returners (enrolled in research postgraduate study in the previous year).
2. University of Waikato Doctoral and Masters Scholarship recipients.
3. Students who have previously been enrolled at the University of Waikato, commencing research postgraduate study or returning after a gap in study to continue research postgraduate study.
   Students new to the University of Waikato.

Notes:

1. *In order to be considered within any priority group, students must apply by the relevant deadlines, as set out in the Enrolment section and Change of Enrolment Regulations.*
2. *Within each level (undergraduate, taught postgraduate, research postgraduate), applicants who have not met the relevant deadlines will be considered in the same order of priority as indicated above after all of the students who have applied within the deadlines for that level have been considered.*

Limitations by Faculty/School

Faculty of Arts and Social Sciences

Geography: GEOG224-16B (HAM) Tourism Environments
52 students selected by the Paper Convenor based on order of application to enrol.

Music: MUSI140-16A (HAM) Music and Computers
49 students selected by the Paper Convenor based on order of application to enrol with priority given to students enrolled in the BMus, BA (Music), BA (Screen and Media Studies) and BCMS (Creative Technologies).

Psychology: PSYC581-16A (HAM) and 16B (HAM) Psychological Assessment
25 students selected by the Paper Convenor on order of application to enrol, with priority given in up to eight places to students enrolled in the PGDipPsych(Clin).

Screen and Media Studies: SMST310-16A (HAM) Small Studio Production 2
30 students selected by the Convenor of Screen and Media Studies on order of application to enrol but with consideration given to performance in prerequisite papers and prior achievement.

Theatre Studies: THST212-16B (HAM) Stage Performance: Techniques for Actors and Performers
25 students selected by the Convenor of Theatre Studies on order of application to enrol.

Faculty of Computing and Mathematical Sciences

Computer Graphic Design: CGRD551-16A (HAM) Studio Management
10 students selected by the Dean of the Faculty of Computing and Mathematical Sciences on order of application to enrol.

Te Kura Toi Tangata Faculty of Education

Bachelor of Teaching (Early Childhood), (Primary) and (Secondary)
Ministry-funded enrolments are limited to 400 students selected by the Faculty of Education's selection panels as suitable people to be teachers, and based on an interview, academic background, communication skills, background experiences and referee support.

Graduate Diploma of Teaching (Early Childhood), (Primary) and (Secondary)
Ministry-funded enrolments are limited to 350 students selected by the selection panels as suitable people to be teachers, and based on an interview, academic background, communication skills, background experiences and referee support.

Arts and Language Education: ALED504-16C (BLK) Reading Difficulties
20 students selected by the Head of School Te Hononga School of Curriculum and Pedagogy on order of application to enrol.

Faculty of Law

Bachelor of Laws and Bachelor of Laws conjoint programmes
Ministry-funded enrolments are limited to 230 students selected by the Faculty of Law Admissions Committee.

Law: LAWS458-16B (HAM) Advocacy
30 students selected by the Dean of Law on order of application to enrol, with priority given to students on the basis of previous academic merit and/or involvement in competitions.

Faculty of Science and Engineering

Earth Sciences: ERTH221-16B (HAM) Earth Materials and Processes
65 students selected by the Dean of the Faculty of Science & Engineering on order of application to enrol.

Earth Sciences: ERTH222-16A (HAM) Stratigraphy, Structure and Field Methods
50 students selected by the Dean of the Faculty of Science & Engineering on order of application to enrol.

School of Māori and Pacific Development

Māori Language/Te Reo Māori: REOM111-16C (HAM) Te Reo Māori: Introductory 1
60 students per stream selected on the basis of academic and language background by an interview panel appointed by the Chairperson of Te Aka Reo.

Māori Language/Te Reo Māori: REOM112-16C (HAM) Te Reo Māori: Introductory 2
60 students per stream selected on the basis of academic and language background by an interview panel appointed by the Chairperson of Te Aka Reo.

Māori Language/Te Reo Māori: REOM211-16C (HAM) Te Reo Māori: Post-Introductory 1
60 students per stream selected on the basis of academic and language background by an interview panel appointed by the Chairperson of Te Aka Reo.

Māori Language/Te Reo Māori: REOM212-16C (HAM) Te Reo Māori : Post-Introductory 2
60 students per stream selected on the basis of academic and language background by an interview panel appointed by the Chairperson of Te Aka Reo.

Māori Language/Te Reo Māori: REOM213-16C (HAM) Te Reo Māori: Post-Intermediate 1
60 students per stream selected on the basis of academic and language background by an interview panel appointed by the Chairperson of Te Aka Reo.

Māori Language/Te Reo Māori: REOM214-16C (HAM) Te Reo Māori: Post-Intermediate 2
60 students per stream selected on the basis of academic and language background by an interview panel appointed by the Chairperson of Te Aka Reo.

Waikato Management School

Accounting: ACCT302-16S (TGA) Financial Accounting
24 students selected by the Paper Convenor on order of application to enrol. Preference will be given to Tauranga students taking this paper for the first time, or requiring this paper to complete in S or A semester, and then all other students.

Economics: ECON307-16B (HAM) Experimental and Behavioural Economics
30 students selected by the Paper Convenor on order of application to enrol.

Economics: ECON407-16B (HAM) Experimental and Behavioural Economics
6 students selected by the Paper Convenor on order of application to enrol.

Limitations under Section 224(12) of the Education Act 1989

Enrolments from full-cost international students will be accepted on the basis that they pay full fees to fund their courses of study and, therefore, that they are not taking a place that would otherwise be available to a domestic student.

Waikato Pathways College

Entry to the following qualifications is limited to full-cost international students:
Certificate of Attainment in Academic English
Certificate of Attainment in English Language
Certificate of Attainment in Foundation Studies

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Enrolment

Applications to Enrol

Any person who wishes to enrol at the University must submit an application to enrol by the relevant deadline. Applications submitted after the deadline may be accepted if space is available. Apply online at www.waikato.ac.nz/study/enrol/ or application forms are available from the Student Centre or online. Academic advice is available through the individual Faculties or School of Study.

Standard Application Deadlines

Monday 7 December 2015 for papers that commence during Summer School 1 (5 January 2016 to 19 February 2016)
Monday 15 February 2016 for papers that commence during semester A (29 February 2016 to 1 July 2016)
Monday 11 July 2016 for papers that commence during semester B (18 July 2016 to 5 November 2016)
Tuesday 25 October 2016 for papers that commence during Summer School 2 (9 November 2016 to 18 December 2016)

Selected Programme Application Deadlines

The following programmes have application deadlines that differ from the standard deadlines:
Monday 30 November 2015 for new students for the LLB or LLB conjoint programmes
Monday 30 November 2015 for new students for Teacher Education programmes Applications received after this date will be considered if there are spaces available.

One month prior to the start date of the programme for Corporate and Executive Education programmes
One month prior to the intended start date of the thesis for thesis enrolments

Enrolment Dates

Enrolment is not complete until a signed enrolment agreement confirming the intended method of payment of fees option has been received by the University. Students must accept online or sign and return their enrolment agreement by

Monday 14 December 2015 for papers commencing 5 January 2016 to 19 February 2016
Friday 26 February 2016 for papers commencing 29 February 2016 to 1 July 2016
Friday 15 July 2016 for papers commencing 18 July 2016 to 4 November 2016
Friday 4 November 2016 for papers commencing 7 November 2016 to 16 December 2016
the **Friday prior to the start date** of a Corporate and Executive Education programme
the **Friday prior to the start date** of a thesis enrolment

Enrolments received after these dates, if accepted, will be subject to a late enrolment charge (see the *Table of Fees and Charges*).

Programme Advice and Planning

The Future Students Recruitment Office assists students who are unfamiliar with the University or who require assistance to plan their programme of study. Prospective students can obtain information from the Student Centre by phone 0800 WAIKATO or (07) 838-4007, email info@waikato.ac.nz, or in person by calling in to the Hamilton campus (the Student Union Building (SUB)), in Tauranga at Windermere, or the Auckland Office (Worldwide Business Centre, Queen Street).

The Future Student Recruitment Advisers represent the University at regional careers expos, secondary school career evenings, and other events throughout New Zealand and overseas. They provide comprehensive information, personal advice sessions and campus tours, which are available by appointment. An Open Day and several information sessions are held on campus throughout the year, and details are available on request. Students can explore a range of options - undergraduate study, postgraduate study, bridging courses and pathways programmes including those that target women, mature students and Māori. Prospective students will also receive information on the range of academic and support services that are available.

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Change of Enrolment Regulations

1. **Title**
   These are the Change of Enrolment Regulations 2012.
2. **Date of effect**
   These regulations are effective from 1 January 2013.
3. **Definitions**
   In these regulations
   change of enrolment means any of the following changes to the programme of study in which a student has originally enrolled for a given teaching period:
   - the **addition** of a paper, with payment of the prescribed fees
   - the **deletion** of a paper, with refund of the prescribed fees (the paper is deleted from the student's academic record)
   - **withdrawal** from a paper, without refund of any fees (the paper remains on the student's academic record, annotated as 'withdrawn')
   - **change** of qualification, major or specified programme.

   iWaikato means the computer system, accessible to enrolled students, which enables them to apply for change of enrolment on the internet.
4. **Application**
   These regulations apply to papers at 0, 100, 200, 300, 400, 500 and 700 levels.
   Note: Policies and procedures with respect to change of enrolment for 800 (MPhil) and 900 (doctoral) level programmes are available from the School of Graduate Research.
5. **Fees**

The fees referred to in these regulations are available online at www.waikato.ac.nz/sasd/enrolment/fees.shtml.

6. **Teaching periods**
   The teaching periods referred to in these regulations are defined in the *Teaching and Assessment Periods 2016* section of the University of Waikato Calendar.
7. **Programme approval**
   Any change of enrolment constitutes a change to a programme of study and requires the approval of the Faculty or School of Study.
8. **Procedure for change of enrolment**
   (1) Applications for change of enrolment must be submitted to the Faculty or School of Study that the student is enrolled in for consideration. They need to be submitted through iWaikato. The exceptions are students enrolled in articulation programmes - they need to complete specific forms to add University of Waikato papers to their enrolment (or on an Application to Change Enrolment form, available from the Student Centre and the Faculties or School of Studies).
   (2) Absence from classes or failure to submit items for assessment does not constitute withdrawal from a paper. A student who does not withdraw from a paper using the procedures outlined in these regulations remains enrolled for the paper and remains liable for any prescribed fees.
   (3) Attendance at classes and submission of items for assessment does not constitute enrolment in that paper.
9. **Timeframe for change of qualification, major or specified programme**
   Provided that no changes are made to the selection of papers, a student may apply to change a qualification, major or specified programme at any time.
10. **Deadlines for adding papers (with payment of the prescribed fees)**
    (1) An application to add a (500 level) thesis must be submitted to the Faculty or School of Studies at least one month before the intended start date for the thesis.
    (3) An application to add a Corporate and Executive Education paper must be submitted to the Waikato Management School at least one month before the start of the paper.
11. **Deadlines for substituting papers (with transfer of the prescribed fees)**
    A student may apply to add a paper in place of a paper being deleted up until the relevant deadline listed in section 12 of these regulations provided that the paper to be added is of the same or lesser points value as the paper to be deleted.
12. **Deadlines for deleting papers (with a refund of the prescribed fees)**
    An application to delete a paper must be submitted to the Faculty or School of Studies by the following deadlines:

    (1)

Type of paper	Deadline
Summer School 1 and 2 papers and C, D etc. papers with teaching periods shorter than 17 weeks	5.00pm on the first Friday of the relevant teaching period
Semester A and full-year papers	5.00pm on the second Friday of semester A (11 March 2016)
Semester B papers	5.00pm on the second Friday of semester B (29 July 2016)
C, D etc. papers with teaching weeks of 17 weeks or longer	5.00pm on the second Friday of the relevant teaching period

    (2) Where subjects provide for different levels of proficiency on first enrolment (eg Mathematics, languages), a student may apply to transfer, with a transfer of fees, from one paper to a closely related paper in the same subject up until the relevant deadline for withdrawal listed in section 13 of these regulations.
13. **Withdrawal from papers (without a refund of the tuition fee)**
    (1) Unless exceptional circumstances apply (as provided for under section 14 of these regulations), a student who withdraws from a paper after the deadline for deletion (see section 12 of these regulations) is not entitled to a refund of the fees for that paper; if the fees have not been paid, the student remains liable for them.
    An application to withdraw from a pre-degree or undergraduate paper (0, 100, 200, 300, or 400 levels and Faculty of Education 700 level) after the deadline for deletion (see section 12 of these regulations) must be submitted to the Faculty or School of Studies by the following dates:

(2)

Type of paper	Deadline
Summer School 1 and 2 papers and C, D etc. papers with teaching periods shorter than 17 weeks	5.00pm on the third Friday of the relevant teaching period
Semester A and full-year papers	5.00pm on the sixth Friday of semester A (8 April 2016)
Semester B papers	5.00pm on the sixth Friday of semester B (26 August 2016)
C, D etc. papers with teaching weeks of 17 weeks or longer	5.00pm on the sixth Friday of the relevant teaching period

(3) A student may withdraw from a graduate paper (500 or 700 level, excluding Faculty of Education 700 level) after the deadline for deletion (see section 12 of these regulations) at any time before the start of the examination or, if the paper is internally assessed, at any time before the due date for the final item of assessment.

14. **Late deletion or withdrawal under exceptional circumstances**

Note: *Part 4 of the Assessment Regulations 2016 sets out the University's provisions for special consideration in assessment. Students considering withdrawal from papers because of exceptional circumstances beyond their control are encouraged to seek advice first from their Faculty or School of Study, or from the Assessment and Graduation Office in the Gateway, about whether they might be entitled to special consideration under the Assessment Regulations 2016.*

(1) If, after the deadline for deletion or withdrawal, a student considers that he or she is unable to complete a paper because of exceptional circumstances beyond his or her control, the student may apply in writing to the Director of Student Services for late deletion or withdrawal.

(2) The application must be submitted to the Director of Student Services and must include an account, with appropriate evidence if available, of the circumstances that prompted the application.

(3) Applications under this section are considered and decided by the Director of Student Services.

(4) If the application is approved, the Director of Student Services may also approve, at his or her discretion, a credit of some or all of the student's fees.

15. **Appeals**

(1) A student may appeal against any decision taken under these regulations.

(2) An appeal, comprising a written statement of the circumstances of the appeal, and supporting evidence if available, must be submitted in writing to the Director of Student Services not more than seven days after the date on which the student receives notification of the relevant decision. Late appeals may be accepted at the discretion of the Director of Student Services.

(3) Appeals under this section are considered and decided by the Senior Deputy Vice-Chancellor, or his or her nominee, by delegated authority of the Academic Board.

(4) A decision by the Senior Deputy Vice-Chancellor is notified in writing and is final.

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Regulations Governing Payment of Fees and Charges

Fees and Charges Payable

1. A student is deemed enrolled and liable for payment of fees upon signing and acceptance of an Enrolment Agreement, Notification of Change, or other document(s) by which acceptance into a paper or papers is formally agreed.
2. Every person must pay fees and charges (as set out in the *Table of Fees and Charges* in the University of Waikato Calendar) according to arrangements and terms agreed at the time of enrolment in the Enrolment Agreement or Notification of Change.
3. Students who do not attend a paper in which they have formally accepted a place will be liable for payment of the fees for that paper, unless the withdrawal procedures as detailed in the *Change of Enrolment Regulations 2012* are followed.
4. Unless the Chief Financial Officer determines otherwise, where a student defaults on a payment and does not pay the outstanding amount within 28 days of the due date that student's enrolment will be cancelled.
5. Cancellation of a student's enrolment does not discharge any outstanding debt.
6. Unless special arrangements are agreed by the Chief Financial Officer, the following penalties apply in addition to the cancellation of the student's enrolment while a debt remains outstanding:
   (a) the student is not entitled to use the Library, attend lectures, participate in laboratory classes, or otherwise make use of university facilities
   (b) the student's academic results are withheld

(c) the student may not re-enrol at this university
(d) the student is not entitled to have his or her academic record transferred to any other institution
(e) the award of any qualification is deferred
(f) the student's outstanding debt may be referred to a debt recovery agency for collection. The University also reserves the right to recover any additional costs in relation to this debt collection from the student.

7. A student whose enrolment is cancelled for reasons of non-payment of fees may subsequently apply for reinstatement of enrolment, provided
   (a) the application is submitted to the Chief Financial Officer within four weeks of the date of the cancellation
   (b) all outstanding fees, charges, and surcharges are paid before or at the time that the application is submitted, and
   (c) the service charge for the reinstatement of enrolment after cancellation, as prescribed in the *Table of Fees and Charges*, is paid.
8. An enrolment that is reinstated under this section is deemed to have been continuous.
9. The tuition and resource fees for a particular paper fall due on the payment date for the semester in which teaching for that paper starts, or, where beginning outside of these semesters, the first day of the teaching period of the particular paper.

Payment by Semester

10. These provisions for payment of tuition and resource fees by semester do not apply to students who pay by Student Loan.
11. Unless the tuition and resource fees are being paid by Student Loan, a student who enrols for more than one semester may elect to pay tuition and resource fees by semester.
12. Payment dates are prescribed for each of the semesters, namely the S (Summer School 1) semester, A semester and B semester.
13. The tuition and resource fees for a particular paper fall due on the payment date for the semester in which teaching for that paper starts.
14. Students who have made arrangements to pay by semester and who discontinue any of their papers remain liable for all payments as they fall due, unless they submit an application to delete the relevant paper by the prescribed deadline (see the *Change of Enrolment Regulations 2012*).
15. All fees and charges other than tuition and resource fees fall due as part of the students' first payment.
16. A surcharge of 10% or $100, whichever is lower, will be levied on any fees that are outstanding at the start date of the semester. This applies to Summer School 1, A and B Semester start dates respectively.

Appeals

17. A student may appeal to the Vice-Chancellor against any decision by the Chief Financial Officer under these regulations.

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Table of Fees and Charges

Students should also refer to the *Regulations Governing Payment of Fees and Charges*.

Fees

Tuition and Resource Fees
Domestic tuition and resource fees are available from the Student Centre and are published in the online Catalogue of Papers. International fees are available online at Waikato International.

Charges (GST inclusive)

Admission Applications	
Discretionary Entrance	$50.00
Admission (see the *Admission Statute 2014*)	
- from an overseas institution into a university programme	$50.00
DLit, LLD and DSc applications ($1500 for the Examination Fee and $500 for the Application Fee,)	$2000.00
Library Fines and Charges	
Administrative charge for non-returned, lost or damaged material, additional to the cost of replacement or repair	$10.00
Approved Membership fee (per annum)	

- life members of the University of Waikato Alumni Association	$50.00
- others	$100.00
Replacement charge for lost or damaged Associate Membership card	$10.00
Replacement charge for a barcode removed from a Library book	$4.50
Fines for late return of books	
- for a Course Reserve issued for use within the Library $2.00 per hour or part thereof	
- for a book issued on short-term loan (seven days) $3.00 a day	
- for a book not returned by the due date shown on the recall notice $3.00 a day	
- all other cases, 30 cents a day	

Notes:

1. *The maximum fine charged for any single overdue book or any single failure to respond to a recall notice within the required period specified in subsections 10(1) and 10(2) of the Library Regulations 2007 shall be limited to $30.00.*
2. *Library fines and invoices may be paid at the Lending Desk.*
3. *Borrowing facilities will be withheld from students and Approved Borrowers whose fines at any time exceed $10.00, and staff whose fines exceed $50.00. Borrowing facilities will be withheld from all other Library borrowers whose fines exceed $5.00.*
4. *The borrower has the right to appeal to the Vice-Chancellor against any fines imposed, and such appeal shall proceed as the Vice-Chancellor determines.*
5. *These fines and charges shall apply to all Library borrowers.*

Miscellaneous Services

Application for credit	$50.00
Application for credit from overseas study prior to enrolment	$100.00
Application for cross-credit from a completed degree	NIL
Application for approval to take papers elsewhere for a Waikato qualification	
- within New Zealand	$50.00
- overseas	$50.00
Reinstatement of enrolment after cancellation	$50.00
Charge for issuing a replacement cheque	$18.00
RPL (Recognition of Prior Learning)	
- Challenge Examination (per paper)	$205.00
- Administration fee (per application)	$50.00

Examination Charges

Review of grade under the *Assessment Regulations 2016* - per paper	$50.00

Scripts, Transcripts and Certificates

Replacement identity card	$10.00
Academic transcripts	
- first copy	$20.00
- each additional copy or if faxed on behalf, if requested at the same time as the first copy	$10.00
- faxing letters overseas	$10.00
Replacement degree/diploma or other qualification certificate	$100.00
All other official letters of certification	
- first copy	$20.00
- each additional copy or if faxed on behalf, if requested at the same time as the first copy	$10.00
- faxing letters overseas	$10.00
Resubmission of thesis (MPhil & PhD)	$100.00
Copy of exam script	$10.00

Late Enrolment Charges

Charge after deadline to complete enrolment (see *Enrolment* for the prescribed deadlines after which this charge applies)	$100.00

Late Payment Charges

Payment of fees and charges made on the start of the semester or thereafter will incur a charge of 10% or $100 (maximum $100)	10% or $100.00

Student Discipline Appeal Charges

Appeal to the Chairperson of the Student Discipline Committee against a discipline decision under the *Student Discipline Regulations 2014*	$50.00
Appeal to the Council against a discipline decision under the *Student Discipline Regulations 2014*	$200.00

International Students Refund Administration Charge

Refund of pre-paid tuition fees administration charge (see *International Students*, for the Pre-Paid Tuition Fees Policy)

Other Charges

Building levy	$24.80

Note: A refund of the building levy may be claimed by any student who has previously paid a full levy five times or more within the preceding ten years at this University or any other university in New Zealand. Applications for a refund must be made to the Director of Student Services Division, on the appropriate form not later than 31 July 2016.

Student Services levy (compulsory)	
All students studying in Hamilton, Tauranga and Block courses:	
- full year	$443.00
- one semester (up to 27 weeks)	$283.00
- teaching period less than 7 weeks	$108.00
All NET and Distance students	
- full year	$172.00
- one semester (up to 27 weeks)	$108.00

Student Health Service User Charges

Domestic students enrolled with the Student Health Service (PHO) (per consultation)	Free
Domestic Students not enrolled with the Student Health Service (PHO), with a Community Services Card (Nurse appointment) (per consultation)	$10.00
Domestic Students not enrolled with the Student Health Service (PHO), with a Community Services Card (Doctors appointment) (per consultation)	$25.00
Domestic Students not enrolled with the Student Health Service (PHO), without a Community Services Card (Nurse appointment) (per consultation)	$20.00
Domestic Students not enrolled with the Student Health Service (PHO), without a Community Services Card (Doctors appointment) (per consultation)	$40.00
International Students using the Student Health Service (per consultation)	max $75.00
International Student Immigration Medicals	$150.00

Additional Charges will be incurred for Minor Surgery/vaccinations/Medical Reports and all specialist procedures.

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International Students

The following information is a general guide for international students wishing to enrol at the University of Waikato. Further information and application forms are available on the website: www.waikato.ac.nz/students/international/. Email: international@waikato.ac.nz.

Admission

All students are required to meet the entry requirements for admission, as set out in the *Admission Statute 2014*. Applicants whose first language is not English are also required to provide satisfactory evidence of English language proficiency, generally in the form of an IELTS or TOEFL examination score, as set out in the *English Language Requirements for Admission*. Scores can vary according to the qualification sought

International students must apply for admission either online at www.waikato.ac.nz/study/enrol or on the Application to enrol form for new international students, available online at www.waikato.ac.nz/international.

Permanent residents of Australia and New Zealand, Australian citizens, and students from the Cook Islands, Tokelau or Niue who are New Zealand citizens, are treated as New Zealand students and do not need to apply for admission as international students. Enquiries should be directed to the Student Centre.

Please note that to be eligible for domestic tuition fees, permanent residents and citizens of Australia must be living in New Zealand for the duration of the study. Information is available from the Tertiary Education Commission.

All international students enrolling in an undergraduate programme must hold as a minimum requirement, an equivalent university entrance qualification; for example, three passes at grade C or better in the GCE 'A' level examinations. Students who have achieved an equivalent to New Zealand University Entrance through a qualification other than NCEA at Level 3 will have their admission assessed on a case by case basis.[1] Please contact the Enrolment Office for detailed guidelines on admission to the University of Waikato.

1. *Many of the degrees offered at the University of Waikato have prerequisites on their core papers. Applicants who have not achieved specified prerequisites through their study will be required to take additional papers or foundation courses in order to satisfy these prerequisites. Applicants in this situation are advised that not all papers may count towards the completion of the degree and that the programme may take an additional period of time.*

Code of Practice

The University of Waikato has agreed to observe and be bound by the *Code of Practice for the Pastoral Care of International Students*. Copies of the Code are available from the New Zealand Qualifications Authority website http://www.nzqa.govt.nz/providers-partners/caring-for-international-students/. Students should refer to the Code of Practice for their specified responsibilities and to the International Student Handbook or this Calendar for University procedures and recommendations.

Tuition Fees and Charges

(1) International students are required to pay full cost tuition fees. Students should refer to the *Table of Fees and Charges* for other fees and charges that may be applicable.
(2) Application for credit from overseas study prior to enrolment $100.00.
(3) Application for credit from overseas study after enrolment $50.00.
(4) New international PhD students are eligible for domestic fees for their studies. Conditions apply. For more information, see the School of Graduate Research website:

New Zealand Immigration Requirements

(1) All international students must hold a valid student visa (or visitor visa for courses of less than three months) for the duration of their studies. Further information regarding the various requirements of Immigration New Zealand (INZ) can be obtained from the nearest New Zealand High Commission, Embassy or INZ Office.
(2) An offer of place at the University does not guarantee that the student will be issued with a student visa.
(3) International students are required to pay their tuition fees to the University of Waikato as a pre-lodgement requirement for their student visa application. Students are also required to provide evidence of additional funds available for living costs of at least NZ$15,000 per year.
(4) The University is required to report to INZ those students who are not fulfilling the requirements of their student visa, which includes completing compulsory course components and passing papers.
(5) Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at www.immigration.govt.nz.

Pre-paid Tuition Fees Policy

As indicated above, international students are required to pay their tuition fees to the University of Waikato as a pre-lodgement requirement for their student visa application. These funds are held against the student's name until they complete their enrolment in person. This policy details the process for refunding these funds if (i) the student travels to New Zealand and does not complete their enrolment, or (ii) completes the first semester of study and does not enrol in the second semester of study and they have a student visa valid for one year.

(1) All students must apply in writing for a refund of their pre-paid tuition fees to the Director of Student Services Division.
(2) Students are required to supply a verified copy of their passport and student visa, and a copy of their University of Waikato receipt(s) with their application for a refund.
(3) The University of Waikato will notify INZ that the student has not fulfilled the obligations of their visa by completing their enrolment at the University of Waikato.
(4) Where a student wishes to attend another institution in New Zealand, the University of Waikato will transfer the pre-paid tuition fees to that institution, upon written confirmation from that institution of the student's intention to study. This should be in the form of a formal letter of offer or invoice which confirms the student's acceptance into a qualification. If the student has already paid their tuition fees at the other institution, the University of Waikato will refund the pre-paid tuition fees to the student, upon written confirmation from the other institution that the fees have been paid. It is the student's responsibility to provide the necessary documentation from the other institution.

(5) Where a student will be returning to their home country, the funds will be refunded in one of two ways:
  (a) an overseas bank draft sent to the overseas address provided by the student
  (b) if it is known that the pre-paid tuition fees have been paid by a third party, the refund may be paid back to that third party.

(6) Where a student is wishing to remain in New Zealand without enrolling at an educational institution, the University of Waikato will refund these funds either
  (a) upon evidence of a valid INZ visa to remain in New Zealand, or
  (b) confirmation that INZ has discharged the University of Waikato's duty under the original student visa.

(7) If a programme of study is cancelled by the University of Waikato, a full refund of pre-paid tuition fees will be made to the student by bank draft.

International Students Refund Administration Charge

International students who withdraw their application or their enrolment before the start date of their programme will receive a 100 percent refund of pre-paid tuition fees less a $500 Administration Fee. Students who withdraw their application or their enrolment after the start date of their programme but during the period for deletion of papers (refer to Clause 12 of the *Change of Enrolment Regulations 2012*), will receive a 100 percent refund of pre-paid tuition fees less a $2,000 Administration Fee.

Compulsory Medical and Travel Insurance

International students (including group students) must have appropriate and current medical and travel insurance while studying in New Zealand, as stated in the *Code of Practice for the Pastoral Care of International Students*. Under the Immigration New Zealand Policy, this must be at least for the duration of your student visa. Enrolment is dependent on proof of appropriate insurance. To simplify the process of selecting insurance, the University has selected Studentsafe-University (underwritten by Allianz New Zealand) as the preferred insurance policy for all international students. The Studentsafe-University insurance premium will be added to tuition fees at the time of enrolment, resulting in international students being automatically enrolled in the Studentsafe-University insurance scheme. This premium will not be charged if evidence of an alternative compliant insurance policy is provided to the University before the specified deadline (please note there are only a small number of approved alternative compliant policies). For further information please refer to the website http://www.waikato.ac.nz/students/international.

Eligibility for Health Services

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on the website http://www.health.govt.nz. The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website www.acc.co.nz.

New Zealand Government Scholarships

The New Zealand Aid Programme (NZAP) is the New Zealand Government's International Aid and Development Programme managed by the Ministry of Foreign Affairs and Trade. Education is vital to the New Zealand Aid Programme's mission of supporting sustainable development in order to reduce poverty and contribute to a more secure, equitable and prosperous world. Scholarships are available to citizens from selected developing countries to undertake vocational training or tertiary level study in their home country, in New Zealand, or in the Pacific region. These scholarships enhance the skills, training and knowledge of individuals, and build their capacity to contribute to the sustainable development of key areas in their home country. The eligibility criteria and application process can be found on: http://www.aid.govt.nz/home.

New Zealand International Doctoral Research Scholarships (NZIDRS) are funded by the New Zealand Government and administered by Education New Zealand. NZIDRS are open to all countries and entitlements include tuition fees and living allowances. Scholarships are awarded on the basis of academic merit. Further information can be found on the website http://educationnz.govt.nz/how-we-work/scholarships/nzidrs.

Student Exchanges between the University of Waikato and Partner Institutions

Communications Marketing and Engagement (CME) administers the University's international student exchange programmes and is the central resource of promotional material from partner universities from around the world. Domestic and international students of good academic standing and a minimum grade average of B (GPA:5) may

apply for exchange which would usually be taken after completion of the equivalent of at least two semesters of full-time degree-level study at the University of Waikato. Students may not go on exchange to their home country. Exchange students are expected to be positive ambassadors for the University of Waikato and New Zealand. With prior approval, study completed at the partner University will be credited towards students' University of Waikato qualifications, although this cannot be guaranteed in advance. Further information and the closing dates for exchange applications can be obtained from the Exchange Co-ordinator (CME), Level 1 SUB, Hamilton Campus, or the websitehttp://www.waikato.ac.nz/students/international/studentexchange

Strategic Alliances, International Partnerships and Agreements

The University is a forward-looking, innovative institution that welcomes strategic alliances, international partnerships, and agreements. Consideration is given to international institutions that match the University of Waikato profile in terms of reputation, academic standing, and research output.

All proposals for University to University linkages should be discussed in the first instance with the International Office. Proposals for guaranteed credit agreements need

submission of full documentation to the International Office which will refer them to the appropriate academic authority for approval. Partnership proposals are welcome and will be explored on a case by case basis. Memorandums of Understanding should also be submitted as proposals to the International Office, which will refer them to the appropriate authority.

Overseas visitors are welcome. Prospective visitors should contact Communications Marketing and Engagement (CME) with full background information about their proposed visit. CME will assist in arranging an itinerary which meets both the visitors' and the University of Waikato's needs.

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Intermediate Programmes for Other Universities

Intermediate programmes for entry to the following professional courses at other universities may be taken at the University of Waikato: Engineering (Canterbury), Forestry Science (Canterbury), and Surveying (Otago). Students who wish to take intermediate programmes (except Engineering) for the purpose of applying for admission to professional courses at other universities should ensure that they obtain up-to-date information and approval from the appropriate university for their first year papers at the University of Waikato. Engineering intermediate students do not require such approval unless they wish to take a modified intermediate programme.

In some instances, direct entry to the professional course or exemption from certain papers may be available to candidates with high results in NCEA at Level 3. Enquiries regarding this should be made to the Dean of the Faculty of Science and Engineering prior to enrolment.

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Student Research Regulations

Preamble

Students who undertake research at any level of study are required to conduct the research in a manner that conforms with requirements and standards set down by the University and, in many cases, by law.

Students are referred to the *Resources on Ethical Conduct in Research and Related Activities*, available from the Research & Enterprise Office.

1. **Title**
   These are the Student Research Regulations 2008.
2. **Date of effect**
   These regulations are effective from 1 January 2009.
3. **Definitions**
   In these regulations
   plagiarism means presenting as one's own work the work of another, and includes the copying or paraphrasing of another person's work in an assessment item without acknowledging it as the other person's work through full and accurate referencing; it applies to research and to assessment (as defined in the *Assessment Regulations 2016*) presented through a written, spoken, electronic, broadcasting, visual, performance, or other medium
   research means an inquiry of an investigative, experimental or critical nature which is driven by a question, hypothesis, or intellectual position capable of rigorous assessment, and the findings of which are open to scrutiny and formal evaluation; it includes any intellectual or creative work published, exhibited, presented, or performed in a written, spoken, electronic, broadcasting, visual, performance, or other medium

student means a student enrolled at the University of Waikato
University means the University of Waikato.

4. **Application**
These regulations apply to research undertaken by a student as an element of a paper or thesis of the University at any level of study.

5. **Ethical conduct in research**
A student engaged in research
(a) must fairly and fully represent results as he or she honestly perceives them, without falsifying data, fabricating data, claiming results where none have been obtained, or fraudulently changing records
(b) must not commit or condone plagiarism
(c) must be scrupulously honest in the ascription of authorship, and must not list authors without their permission or attribute work to others who have not in fact contributed to the research
(d) must conform with professional standards and codes of ethics relevant to the discipline
(e) must exercise integrity and good faith in every aspect of research practice
(f) must comply with the *Ethical Conduct in Human Research and Related Activities Regulations* when the research involves collecting data about and from people and organisations.

6. **Research or teaching involving the development of low risk genetically modified organisms (GMOs)**
(1) A student who intends to use or develop low risk genetically modified organisms (GMOs) must comply with the appropriate ERMA regulations.
(2) Advice on these regulations is available from the Office of Biological Sciences.

7. **Research using live animals**
(1) Users of live animals for teaching, research, or the production of biologically active agents have ethical and legal responsibility for the welfare of those animals.
(2) The Animal Ethics Committee is established by the Vice-Chancellor in accordance with the requirements of the Animal Welfare Act 1999, and is responsible for
(a) ensuring that any experimental procedure involving live animals complies with the Animal Welfare Act 1999 and the University's *Code of Ethical Conduct for the Use of Animals for Teaching and Research*
(b) initiating investigations into any suspected non-compliance with the Animal Welfare Act 1999 or the University's *Code of Ethical Conduct for the Use of Animals for Teaching and Research*
(c) arbitrating in disputes about use of live animals for teaching and research.
(3) A student involved in the use of animals for research must comply with
(a) the University's *Code of Ethical Conduct for the Use of Animals for Teaching and Research*, or
(b) any other instruction by the Animal Ethics Committee.

8. **Breaches**
A breach of these regulations is misconduct under the *Student Discipline Regulations 2014*.

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Ethical Conduct in Human Research and Related Activities Regulations

Preamble

Any member of the University community who participates in research and specified related activities is required to conduct the research and/or related activities in a manner that conforms with ethical standards set down by the University, by relevant national and international professional bodies, and by the law of the country in which the research is undertaken.

These regulations apply specifically to the following activities: research, teaching, consulting, evaluation, and publications which involve collecting data about and from people and organisations. These regulations also apply to any research where there are ethical issues that are not addressed by the Animal Ethics Committee *Code of Ethical Conduct for the Use of Animals for Research, Testing and Teaching*.

Students are referred also to the University's *Student Discipline Regulations 2014* in this Calendar and the *Higher Degrees Handbook*, as amended from time to time, and the *Guidelines for Professional Practice and Community Contact in the Conduct of University Research or Related Activities* (see Appendix 1 to these regulations).

Staff are referred also to the University's *Staff Code of Conduct*.

Students and staff are also referred to the resources on *Ethical Conduct in Research and Related Activities*, available from the Research & Enterprise Office.

Ethical Conduct in Human Research and Related Activities Regulations

1. **Title**
   These are the Ethical Conduct in Human Research and Related Activities Regulations 2008.
2. **Purpose**
   Ethical issues arise when University research and/or related activities involve the interests and rights of others. The purpose of these regulations is to facilitate ethical conduct which respects the rights of people, communities, companies, trusts, and other organisations. These regulations explain the standards of ethical conduct and the procedures that apply for the maintenance and monitoring of these standards. All applications to the University's human research ethics review committees will be reviewed for approval on the basis of their compliance with these regulations.
3. **Date of effect**
   These regulations are effective from 1 July 2008.
4. **Scope**
   (1) These regulations apply to all
      (a) staff of the University of Waikato
      (b) students of the University of Waikato, and
      (c) any other person authorised to undertake research and/or a related activity on behalf of the University of Waikato, including those employed or contracted in wholly-owned subsidiary entities.
   (2) Research collaborators or partners are expected to apply for approval of their research and/or related activities from their organisation and must also apply to the relevant University of Waikato Faculty or School of Studies or department committee.
   (3) Under these regulations, all research and/or related activities are required to have formal ethics review and approval.
   (4) Applications for approval are not required for normal teaching activities; but are required for specific teaching that involves the participation of a student or students and has the potential for harm (see section 13 of these regulations), or that involves collection of data from students.
   (5) Applications are not required for University teaching evaluations or for University reviews and quality assurance activities; however, such activities do have ethical implications and should be conducted in a professional way consistent with the University *Staff Code of Conduct* and should be consistent with the spirit of these regulations.
5. **Definitions**
   In these regulations
   research means an inquiry of an investigative, experimental, or critical nature which is driven by a question, hypothesis, or intellectual position capable of rigorous assessment, and the findings of which are open to scrutiny and formal evaluation. It may include any intellectual or creative work published, exhibited, presented, or performed in a written, spoken, electronic, broadcasting, visual, performance, or other medium
   related activities may include teaching, consulting, evaluation, and publication when these activities involve collecting data about and from people and organisations. These activities are defined as follows:
      teaching means teaching in lectures, tutorials, demonstrations, and related educational research
      consulting means the provision of advice to a client, such advice being based upon the pre-existing professional knowledge and skills of the consultant
      evaluation means the systematic collection and analysis of information to make judgements, usually about the effectiveness, efficiency, and/or appropriateness of the research and/or related activity
      publication means any intellectual or creative work published, exhibited, presented, or performed in a written, spoken, electronic, broadcasting, visual, performance, or other medium
   participant means a live human being or group of live human beings who participate in research and/or related activities whether by observation, questioning, participation in an experiment, provision of specimens or human tissue samples, or by any other means
   organisation means a social unit of people systematically arranged and managed to meet a need or to pursue collective goals on a continuing basis. Examples include firms, iwi groupings, schools, and professional societies
   researcher means the person undertaking research and/or related activities
   harm includes physical, psychological, social, economic, or cultural harm to participants

field research means research conducted in person in a natural setting outside of a laboratory.

6. **Application procedures**
   (1) A staff member, student, or authorised person must not commence research or a related activity until it has been approved by the appropriate authority and in accordance with these regulations.
   (2) Researchers must submit applications for approval for their research or related activity to one of the delegated Faculty or School of Studies or department committees (see section 22 of and Appendix 2 to these regulations) within the University.
   (3) Where applications are made to an external ethics committee, an application must also be submitted to, and approved by, the relevant delegated committee within the University (see section 22(3) of and Appendix 5 to these regulations).
   (4) Applications for approval of research and/or related activities must be submitted in the form prescribed for the relevant Faculty, School of Studies, department, or unit (see Appendix 3 to these regulations).
   (5) If an ethical issue relating to the research and/or related activity that was not envisaged at the beginning arises during its course, the researcher must stop the research and/or related activity, consult the appropriate authority, and apply for approval. The researcher must not begin the research and/or related activity again until the necessary approval has been obtained.
   (6) For situations where prior, free, express, and informed consent from participants may not be possible, see sections 10 and 11 of these regulations for guidance in making application for approval of the research or a related activity.
7. **Responsibility for ethics in research and related activities**
   (1) Individual staff, students, and authorised persons are responsible for ensuring their research and/or related activities comply with these regulations.
   (2) If a researcher is a student, the staff member responsible for supervising the student's research must take all reasonable steps to ensure that the student complies with these regulations.
   (3) Paper convenors may apply for ethics approval for an entire paper if it involves students in that paper engaging in research or related activities. Such applications must cover all anticipated research or related activities the student may engage in, and the convenor's, lecturers' and/or tutors' responsibilities. Applications must identify ethical issues and describe practices for addressing them.
8. **Value of research or related activities and the public interest**
   (1) A researcher must be able to justify to his or her peers the goals and methodology of the research and/or related activity in terms of its reasonably anticipated benefits balanced against any foreseeable risk of harm to the participants.
   (2) A researcher must normally make available the findings of research in the public domain. Any exception to this must be approved in writing by the Deputy Vice-Chancellor, or by a person to whom authority is delegated in writing by the Deputy Vice-Chancellor (see section 10(7) and section 14 of the *Dissertations and Theses Regulations 2015*).
9. **Informed consent of participants**
   (1) Researchers must gain participants' prior, free, express, and informed consent in a culturally and socially appropriate manner, unless in the case of approved exceptions. For proxy consent from authorised representatives, see subsection (4)(e) and (4)(f) of this section of these regulations. Exceptions regarding large sample surveys and similar research methods, some cases of field research, and the possibility of gaining informed consent after data collection are dealt with in sections 10, 11 and 14 of these regulations.
   (2) A researcher must establish explicit processes for reaching agreement with participants. A researcher must not involve a participant in any research and/or related activities unless the researcher is satisfied that the participant has understood the nature of his or her involvement and freely agreed to it in accordance with the principles outlined in this section.
   (3) A researcher must not use explicit or implicit coercion to obtain the agreement, and must not use inducement to obtain the agreement except in accordance with section 18 of these regulations.
   (4) Unless sections 10, 11 or 14 of these regulations apply, a researcher must adhere to the following principles with respect to informed consent of participants:
      (a) A researcher must inform prospective participants of all information relevant to the decision to participate including
         (i) their right to decline to participate in the research and/or related activities or any portion or any part of these

(ii) the form in which the findings will be published
(iii) duration and security of data storage
(iv) their right to withdraw any information they have provided up until analysis has commenced on their data
(v) their right to access and correct personal information
(vi) the process for withdrawing information they have provided.

(b) The more readily identifiable the participants may be, the more formal the consent should be. Where participants are asked to answer questionnaires that might identify them, answer questions in a formal interview, undergo formal tests, or where they are subjected to formal observation and recording procedures, the process for obtaining informed consent, and the form of the consent, should be similarly formal and recorded in writing or some other reproducible form. Where the participation is more anonymous the consent may be less personalised and less explicit (see section 10 of these regulations).

(c) If the research or related activity involves manipulation of, or intervention in, the physical or psychological state of a participant, the participant's consent, or, if subsection (e) of this section applies, the consent of the person with authorised responsibility for the participant, must be recorded in writing or some other reproducible form.

(d) Because some research and/or related activities involve collectives, a researcher must recognise the complexities of relationships between individuals and collectives. In some cultures it is common for the leader of a collective to make a decision in respect of participation on behalf of its members. If an individual in a collective wishes to participate or not to participate in the research and/or related activity, regardless of a decision taken on behalf of the collective, the individual's wishes must be respected and all reasonable care taken to ensure that those wishes are also respected by other members of the collective.

(e) If a prospective participant is reasonably judged incapable of giving informed consent, the researcher must obtain the proxy consent from the person who has responsibility for the prospective participant's welfare, taking particular care to protect the participant's interests and also taking into account any potential conflict of interest between him or her and the person whose consent is required.

(f) A researcher who seeks the proxy consent of another person on behalf of a prospective participant under subsection (e) of this section must make all reasonable effort to involve the prospective participant him or herself in the process and the decision about consent.

(g) Staff, students, and other approved persons must obtain informed consent when recording images of participants, participants' possessions, or research and/or related activity in which participants are involved, unless the recording of images is of lawful activity occurring in a public place and is culturally appropriate.

(h) A researcher must provide the information under subsection (a) of this section plainly and in the language and medium that is appropriate for the prospective participants.

(i) A researcher must inform participants of their right of access to any data that may have been collected from or about them.

(j) A researcher must inform participants of their right to complain about the conduct of the research and/or related activity and must also inform them of the process for making a complaint.

10. **Large random sample surveys and informed consent**

(1) A researcher who intends to collect data involving large numbers of people is not required to adhere to all the principles concerning informed consent outlined in section 9(4) of these regulations if the research method makes adherence to all these principles impractical or undesirable and if such a requirement is likely to impact adversely on the researcher's ability to generate reliable information.

(2) However, the researcher must declare and justify an intention not to adhere to the principles in section 9(4) of these regulations in the application for approval submitted under section 6 of these regulations.

(3) In these situations the researcher must provide the following information, as a minimum, to a participant before the research or related activity begins

(a) the anticipated length of the research or related activity
(b) the general purpose of the research or related activity
(c) the forms in which the data might be published
(d) an assurance that the participant will not be identified in any publication or dissemination of research findings.

11. **Field research and informed consent**

(1) 'Field' research in this context means research conducted in person in a natural setting outside of a laboratory.
(2) In field research situations, prior, free, express, and informed consent must be gained in a culturally and socially appropriate manner from participants.
(3) In some forms of field research using such methods as participant observation, participatory research and action research, where obtaining prior, free, express, and informed consent from all participants would be inappropriately intrusive or impractical for social, cultural, or methodological reasons, it is acceptable not to gain such consent.
(4) However, the researcher must take care to apply other ethical principles, especially minimising the risk of harm to participants and maintaining the anonymity of participants. It may also be appropriate in such cases that informed consent be sought afterwards but prior to the publication of research findings, from people who have in the course of information collection come to the attention of the researcher.

12. **Archiving of data, privacy, storage, and use of information**
(1) All non-identifying data (eg data sets and transcripts) used for publication must be securely kept long enough to allow for academic examination, challenge, or peer review. This period would normally be at least five years. Identifying data such as consent forms, photographs, and videos will be securely stored consistent with agreements made under section 9(4)(a) of these regulations. The responsibility for data storage lies with the department or other equivalent academic unit.
(2) Where the research and/or related activity is conducted in New Zealand, the researcher must comply with the Privacy Act 1993 and the Official Information Act 1982, and must adhere to the following principles consistent with that legislation
(a) participants and informants must not be publicly identified or identifiable without their explicit consent
(b) participants must be informed (unless sections 10, 11 and 14 of these regulations apply) that they will not be identified in any publication or dissemination of the research findings without their explicit consent
(c) researchers must take all reasonable precautions to prevent unauthorised use, access, modification, or disclosure of personal information
(d) data identifying participants must not be kept for longer than required for the purpose for which it is collected (see subsection (1) of this section)
(e) except in circumstances specified in the relevant legislation, personal information may be used only for the purpose for which it is collected.
(3) Where the research and/or related activity is conducted in a country other than New Zealand, the researcher must comply with any legislation that applies in that country with respect to privacy and storage of personal information.
(4) Even where the research and/or related activity is conducted in a country other than New Zealand, the researcher must comply as far as possible with the spirit of the Privacy Act 1993 and the Official Information Act 1982; however, if there are contradictions between the legislation of New Zealand and the other country, the legislation of the other country must prevail.
(5) A researcher must include in an application submitted under section 4(3)of these regulations a statement about the conditions under which, and the period for which, any personal information collected for the research and/or related activity is to be stored.
(6) Data must not be made available to persons or for purposes that are not named on the application.

13. **Minimisation of harm**
(1) A researcher must make particular effort to identify physical, psychological, social, economic, or cultural harm to participants before seeking their consent to participation.
(2) A researcher must minimise both the risk of harm to a participant and the potential for negative consequences of the harm.
(3) 'Harm' in this context includes pain, stress, emotional distress, fatigue, embarrassment, and exploitation.
(4) Unless it would be impractical or undesirable to do so in the terms described in section 10 of these regulations, a researcher must consult participants to ascertain any risk of harm that they themselves may identify or concerns that they themselves may have.
(5) If, during the course of the research and/or related activity, it is apparent to the researcher that the risk of harm to the participant is greater than originally envisaged, the researcher must inform the participant and re-evaluate the research and/or related activity in terms of the principles outlined in this section.

14. **Limitation of deception**
(1) Deception of participants conflicts with the principle of informed consent, but in some research and/or related

activities it may be necessary to withhold information about the purpose of the research and/or related activity or the procedures involved.

(2) Research and/or related activities involving deception of participants will be approved only if the researcher demonstrates in the application for ethics review that the deception is absolutely essential to the goals of the research and/or related activity.

(3) A researcher who undertakes research and/or related activities involving deception of a participant must ensure that the participant is provided with an explanation of the true purpose of the research and/or related activity and the reason for the deception as soon as practicable after the participation.

15. **Social and cultural sensitivity**
    (1) A researcher must respect the cultural, social, and language preferences and sensitivities of the participant.
    (2) Where the research and/or related activity potentially affects individuals or groups who are significantly different in culture from the researcher, the researcher must consult an appropriate person before the research and/or related activity begins about appropriate cultural procedures and approaches to the research and/or related activity and about informing the participant or community concerned of the research findings.
    (3) An application for ethics review under these regulations must demonstrate how the researcher has responded to the advice received from the person consulted.
    (4) Appropriate consultation and subsequent responses on matters of social and cultural sensitivity are the responsibility of the researcher.
16. **Exploitation of relationships**
    (1) A researcher must not exploit the relationship between researcher and participant.
    (2) A researcher must resist any initiative by a participant to exploit the relationship between researcher and participant.
    (3) 'Exploitation' in this context means the seeking or obtaining of money, goods, services, favours, information or relationships that have no direct bearing on the stated research and/or related activity aims or data gathering.
    (4) Where a researcher is a staff member and the prospective participant a student, the researcher must not exploit that relationship and must strive to ensure that the student is not disadvantaged through his or her participation or refusal to participate, academically, professionally, or otherwise.
17. **Respect for property rights**
    (1) A researcher must ensure that procedures or publications associated with the research and/or related activity do not infringe legally determined property rights.
    (2) A researcher must ensure that procedures or publications associated with the research and/or related activity do not infringe culturally determined property rights to the extent possible and reasonable in all circumstances.
    (3) Property rights in this context may apply to land, goods, works of art and craft, images, and intangible materials such as spiritual treasures, music, information, and intellectual property (see Appendix 4 of these regulations).
    (4) A researcher must identify and address any issues associated with property rights and ownership of data at the time he or she seeks informed consent and monitor these issues throughout the research process.
18. **Payment for participation**
    A researcher must not pay participants for their participation, or arrange for participants to be paid, in money, goods, services, prizes, favours, or in any other form of remuneration or form of hospitality appropriate to the engagement, either directly or indirectly, unless the payment is approved by the appropriate approving authority (see section 22 of and Appendix 2 to these regulations).
19. **Professional codes of ethics**
    A researcher must ensure that his or her research or related activity complies with any professional code of ethical practice or standard relevant to the research and/or related activity.
20. **University research and/or related activities in schools and early childhood services**
    A researcher involved in research and/or related activities in schools or early childhood services must comply with the *Guidelines for Observation and Research in Schools and Early Childhood Services* (see Appendix 5 to these regulations).
21. **Declaration of potential conflict of interest**
    (1) A researcher must, in an application submitted under section 4 of these regulations, declare any potential conflict of interest.
    (2) 'Conflict of interest' occurs where a researcher or related party is, or is reasonably likely to
        (a) obtain an unfair, inappropriate, or unethical professional, commercial, or personal advantage as a result of

or in connection with the research and/or related activity
(b) be in a position in relation to the activity or the participants that could appear to affect the researcher's impartiality in the research and/or related activity;
(c) obtain a direct or indirect pecuniary benefit or interest as a result of or in connection with the research or related activity.

(3) If the research and/or related activity is commissioned or sponsored, the researcher must ensure that the commission or the sponsorship
(a) is declared to the participants and in any published findings
(b) does not compromise the standard or ethics of the research and/or related activity.

22. **Authority for ethical approval and monitoring**

(1) Authority for administering these regulations rests with the University of Waikato Human Research Ethics Committee.
(2) The University of Waikato Human Research Ethics Committee makes recommendations to the Vice-Chancellor through the Academic Board for the promotion, review, and monitoring of ethical practice in University research and/or related activities and for monitoring compliance with these regulations.
(3) Each Faculty and School of Studies has one or more committees with responsibility at the Faculty, School of Studies or departmental level, delegated by the University of Waikato Human Research Ethics Committee, for
(a) the approval of research and/or related activities with human participants in the Faculty, School of Studies or department (health and disability research involving human participants must also be reviewed by the University of Waikato Human Research Ethics Committee).
(b) compliance with these regulations in the Faculty, School of Studies or department
(c) maintaining records of University research and/or related activity with human participants in the Faculty, School of Studies or department in the form required by the University of Waikato Human Research Ethics Committee
(d) reporting to the University of Waikato Human Research Ethics Committee in the form required by that Committee.
(4) The Dean of each Faculty or School of Studies recommends to the University of Waikato Human Research Ethics Committee for approval the committee structure for the respective Faculty or School of Studies, and the Terms of Reference, constitution, membership, and procedures of any committee involved consistent with these regulations (see Appendix 2 to these regulations).
(5) Responsibility for the following matters in any organisational unit outside a Faculty or School of Studies is delegated by the University of Waikato Human Research Ethics Committee to the Director of that unit
(a) ensuring applications for approval of research and/or related activities with human participants in the unit are submitted to the University of Waikato Human Research Ethics Committee
(b) compliance with these regulations in the unit
(c) maintaining records of human research and/or related activities with human participants in the unit in the form required by the University of Waikato Human Research Ethics Committee
(d) reporting to the University of Waikato Human Research Ethics Committee in the form required by that Committee.
(6) A committee at the departmental, Faculty or School of Studies level, or a Director of a unit outside a Faculty or School of Studies, may consult with the University of Waikato Human Research Ethics Committee at any time and may request that the University of Waikato Human Research Ethics Committee review any relevant matter, or review any decision taken under delegated authority.

23. **Researcher appeals against decisions concerning applications for approval**

(1) Having made an application under these regulations, a researcher may appeal to the University of Waikato Human Research Ethics Committee against any decision taken at the unit, departmental, Faculty or School of Studies level.
(2) A researcher may appeal to the Academic Board against any decision by the University of Waikato Human Research Ethics Committee under these regulations.
(3) The Academic Board may determine its own procedures for hearing and deciding the appeal provided that they conform with the principles of natural justice, and may delegate authority to hear and decide an appeal on its behalf.
(4) The decision of the Academic Board (or delegated authority) on an appeal is final.

24. **Addressing concerns and complaints**

(1) A concern or complaint about the research and/or related activities to which these regulations apply may be referred to the University of Waikato Human Research Ethics Committee.
(2) If a concern or complaint arises, the University of Waikato Human Research Ethics Committee may require that the relevant research and/or related activity be discontinued until the issue is resolved.
(3) If the University of Waikato Human Research Ethics Committee considers that the issue is sufficiently serious, it may refer the matter to the Vice-Chancellor who may arrange for it to be dealt with as applicable
  (a) under the *Student Discipline Regulations 2014*, as amended from time to time
  (b) as a breach of the *Staff Code of Conduct*
  (c) as the Vice-Chancellor thinks fit.
(4) If the University of Waikato Human Research Ethics Committee considers that the issue is not sufficiently serious to be referred to the Vice-Chancellor, it may take informal action, at its discretion, to deal with the complaint or dispute.

25. **Appeal provision**
(1) A person may appeal to the Academic Board against any matters dealt with under section 23 or section 24 of these regulations by the University of Waikato Human Research Ethics Committee under these regulations.
(2) The Academic Board determines its own procedures for hearing and deciding the appeal conforming with the principles of natural justice, and delegates authority to hear and decide an appeal on its behalf.
(3) The decision of the Academic Board (or delegated authority) on an appeal is final.

Appendix 1
Guidelines for Professional Practice and Community Contact in the Conduct of University Research or Related Activities

Appendix 2
Delegated Ethics Committees
Terms of Reference for Delegated Committees

Appendix 3
Suggested Application Form

Appendix 4
Intellectual Property in Research

Appendix 5
Guidelines for Observation and Research in Schools and Early Childhood Services

Appendix 6
Referring Human Ethics Applications to a Health and Disability Ethics Committee

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Dissertations and Theses

Deadlines for the submission of dissertations and theses for graduate qualifications are prescribed in section 12 of the *Personal Programmes of Study Regulations.*

Deadlines for the submission of theses for the Master of Philosophy (MPhil) and doctoral degrees are determined on an individual basis. Details about terms of enrolment for these degrees are available from the School of Graduate Research.

General information about the submission of MPhil and doctoral theses is published in the *Higher Degrees Handbook*, which is available from the School of Graduate Research.

Students may obtain details about style, general layout, and important conventions to be followed in writing a thesis (referencing, bibliographies etc.) from their supervisor or Chairperson of Department. The University of Waikato Library also publishes a guide to the presentation and submission of dissertations and theses which is available from the Library and online.

Dissertations and Theses Regulations

1. **Title**
   These are the Dissertations and Theses Regulations 2015.
2. **Date of effect**
   These regulations are effective from 1 June 2015.
3. **Definitions**

In these regulations

dissertation means a piece of written work that reports on the findings of a theoretical or empirical investigation and is undertaken in accordance with the regulations for an honours or first masters degree

first masters degree means a masters degree except for the Master of Philosophy (MPhil)

thesis means a piece of written work undertaken in accordance with the regulations for a first masters degree and equivalent to at least 90 points at 500 level, or a piece of written work undertaken in accordance with the regulations for a Master of Philosophy or doctoral degree. A thesis is externally examined and if passed is considered to embody research of a kind and standard appropriate for the thesis to be lodged permanently in the University Library and University digital repository and is publicly accessible (unless embargoed under section 14 of these regulations).

4. **Word limit for dissertations**
   The maximum word limit for a dissertation is determined by the Faculty or School of Studies in which the dissertation is undertaken, and published in the Faculty or School of Studies graduate handbook.
5. **Word limit for first masters theses**
   Unless the Dean of the Faculty or School of Studies in which the thesis is undertaken approves otherwise in the case of an individual student or subject, the maximum word limit for a first masters thesis is 50,000 words.
6. **Word limit for Master of Philosophy (MPhil) theses**
   Unless the Postgraduate Research Committee approves otherwise in an individual case, the maximum word limit for an MPhil thesis is 50,000 words.
7. **Word limit for doctoral theses**
   Unless the Postgraduate Research Committee approves otherwise in an individual case, the maximum word limit is
   (a) for a PhD thesis, 100,000 words
   (b) for an EdD or SJD thesis, 60,000 words
   (c) for a DMA thesis, 50,000 words.
8. **Submission of dissertations**
   (1) When his or her dissertation is ready for examination, the student must submit two copies to the relevant Chairperson of Department.
   (2) Dissertations are not required to be bound, but must be formatted and presented in accordance with relevant Faculty or School of Studies policy as published in the Faculty or School of Studies graduate handbook.
   (3) The relevant Dean may agree to accept part or all of a dissertation solely in digital form, as prescribed in subsections 13(2) and 13(3) of these regulations.
9. **Print format of theses**
   (1) The thesis must be printed
      (a) in 12 pt type
      (b) in 1½ or double spacing
      (c) on A4 paper of at least 60 gsm.
   (2) The thesis may be printed on either one or both sides of the page.
   (3) Margins for all pages (before binding), including those on which photographs or diagrams are mounted, must be as follows:
      (a) inner 40mm
      (b) outer 30mm
      (c) top/bottom 20-25mm.
   (4) Each bound copy of the thesis must include an abstract of no more than 500 words, immediately following the title page and written in a form suitable for publication.
10. **Submission of first masters theses**
   (1) When it is ready for examination, two soft-bound copies and one digital copy of the thesis must be submitted by the student to the Assessment and Graduation Office. Submissions are accepted at the Student Administration Counter in the Student Centre and forwarded to the Assessment and Graduation office on behalf of the student.
   (2) The relevant Chair of School or Department may agree to accept part or all of a thesis solely in digital form for examination purposes.
   (3) A soft-bound thesis comprises soft covers with either a plastic spiral or staple and tape binding, and dimensions as prescribed in section 12 of these regulations.

(4) The thesis must be accompanied by a declaration, signed by the student's chief supervisor, stating
(a) whether the thesis is, in the supervisor's opinion, ready for examination, and
(b) that the thesis embodies the student's own work, carried out under the supervisor's direct supervision.
(5) After a thesis has been examined, passed and returned to a student, the student must, within three weeks, substitute two hard-bound copies as prescribed in section 12 of these regulations before he or she is entitled to have the relevant degree formally conferred.
(6) At the time of submission of the thesis in hard-bound form, the student must also submit a final digital copy of the thesis, as prescribed in subsection 13(1) of these regulations.[1]
(7) The hard-bound copies and digital copy must be accompanied by a declaration signed by the student and the student's chief supervisor, stating that the hard-bound copies and the digital copy are the same (subject to the provisions of subsections 13(2) and 13(3) of these regulations), and that the hard-bound copies are the same as the soft-bound copies, or that only minor editorial changes have been made.
(8) As prescribed in subsections 13(2) and 13(3) of these regulations, the relevant Dean may agree to accept part or all of a thesis solely in digital form.
(9) After a thesis has been examined, passed, and submitted in final hard-bound and digital form
(a) one of the hard-bound copies will be lodged permanently in the University Library,
(b) the digital copy will be lodged permanently in the University's digital repository,
and, unless the Deputy Vice-Chancellor has approved an embargo under section 14 of these regulations, the printed and digital copies will be publicly accessible.
(10) A hard-bound copy of the thesis is retained by the relevant department.
(11) First masters students are reimbursed by the relevant department for the reasonable cost of the printing and binding of the copy retained by the department.

11. **Submission of MPhil and doctoral theses**
(1) When it is ready for examination, a digital copy and three soft-bound copies of the MPhil thesis or the doctoral thesis must be submitted by the student to the School of Graduate Research.
(2) A soft-bound thesis comprises soft covers with either a plastic spiral or staple and tape binding, and dimensions as prescribed in section 12 of these regulations.
(3) The thesis must be accompanied by a declaration, signed by the student's chief supervisor, stating
(a) whether the thesis is, in the supervisor's opinion, ready for examination, and
(b) that the thesis embodies the student's own work, carried out under the supervisor's direct supervision.
(4) After a thesis has been examined and passed, a student must substitute two hard-bound copies as prescribed in Section 12 of these Regulations before he or she is entitled to have the relevant degree formally conferred.
(5) When the thesis is submitted in hard-bound form the student must also submit a digital copy of the thesis, as prescribed in subsection 13(1) of these regulations.[1]
(6) The hard-bound copies and digital copy must be accompanied by a declaration signed by the student stating that the hard-bound copies and the digital copy are the same (subject to the provisions of subsections 13(2) and 13(3) of these regulations).
(7) The Postgraduate Research Committee may agree to accept part or all of a thesis solely in digital form, as prescribed in subsections 13(2) and 13(3) of these regulations.
(8) After a thesis has been examined and passed
(a) one of the hard-bound copies will be lodged permanently in the University Library,
(b) the digital copy will be lodged permanently in the University's digital repository,
and, unless the Deputy Vice-Chancellor has approved an embargo under section 14 of these regulations, the printed and digital copies will be publicly accessible.
(9) A hard-bound copy of the thesis is retained by the relevant department.

12. **Full binding of theses**
(1) The cover of a hard-bound thesis must be black buckram.
(2) The binding must be either sewn or glued.
(3) The spine and cover of the binding must be lettered in gold with the initials and name of the author and the title or short title of the thesis.
(4) The final dimensions of the bound thesis must be
(a) width 210-215mm
(b) length 290-300mm.

13. **Digital format**
    (1) The format for submission of
        (a) the digital copy of a thesis required under subsection 10(4) and 11(5) of these regulations or
        (b) the digital form of all, or part, of a dissertation or thesis provided for in subsections 13(2) and 13(3) of these regulations
    is set out in the University publication *Writing and Submitting a Dissertation or Thesis* at the University of Waikato which is available from the Library.
    (2) The relevant Dean (in the case of a dissertation or first masters thesis) or the Postgraduate Research Committee (in the case of an MPhil or doctoral degree) may agree to accept a dissertation or thesis solely in digital form, where the nature of the research is such that it is not appropriate for the dissertation or thesis to be submitted in a printed form. Approval of the use of digital format in this way should be sought by the candidate at an early stage of enrolment in the dissertation or thesis.
    (3) The relevant Dean (in the case of a dissertation or first masters thesis) or the Postgraduate Research Committee (in the case of an MPhil or doctoral degree) may agree to accept part of a dissertation or thesis solely in digital form, where there are tables of data or other information that are effectively appendices to the dissertation or thesis.
    (4) Once examined and passed, a thesis, or part of a thesis, which is submitted solely in digital form will be publicly accessible through the University's digital repository, unless embargoed under section 14 of these regulations.
14. **Embargoes**
    (1) Because freedom to exchange ideas and to publish acquired knowledge are fundamental to the purposes of a university, restrictions on freedom of access to dissertations and theses are acceptable only in very limited circumstances approved by the Deputy Vice-Chancellor.
    (2) Embargoes of dissertations or theses, either in part or in full, are subject to written approval of the Deputy Vice-Chancellor.
    (3) Embargo of a dissertation or thesis is likely to be approved only under the following circumstances:
        (a) if it is pending publication
        (b) if it is pending the filing of a patent
        (c) to allow for a sponsor to comment
        (d) to protect pre-existing commercial secrets of a sponsor
        (e) if there is a pre-existing contractual obligation
        (f) if restriction is necessary under the Privacy Act 1993 or the Official Information Act 1982.
    (4) An embargo will be approved only for a limited period.
    (5) If the Deputy Vice-Chancellor has approved an embargo, only the author, title, abstract and other meta-data of the full digital copy held by the University will be publicly accessible through the University's digital repository.

Note:

1. *The requirement to submit a digital copy applies to students who enrolled or re-enrolled in a thesis on or after 1 January 2006.*

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Assessment Regulations

Part 1 General

1. **Title**
   These are the Assessment Regulations 2016.
2. **Date of effect**
   These regulations are effective from 1 January 2016.
3. **Definitions**
   In these regulations
   assessment means the internal assessment (details of which are prescribed in the relevant paper outline) and, if one is offered, the examination that a student must undertake in order to be awarded a grade for the paper concerned
   chief examiner means the person appointed by the relevant Dean as the chief examiner for the paper concerned; (the names of chief examiners are available from the Director of Student Services Division)
   compulsory assessment item means an assessment item that is identified as compulsory in the relevant paper outline, and that a student must submit in order to be eligible to pass the paper
   examination means the portion of the assessment for a paper that a student undertakes under formally supervised conditions, at a time and place notified by the Assessment and Graduation Office
   examiner means the person or persons designated in the relevant paper outline as the lecturer or convenor of the paper concerned
   internal assessment means the portion of the assessment for a paper that is assigned, supervised and marked internally within the relevant department; it may include assignments, practical work, work in tutorials, seminars, written or oral tests, recitals, performances or attendance requirements

paper outline means the document distributed by the relevant department providing detailed information about the nature and requirements of the paper

plagiarism means presenting as one's own work the work of another, and includes the copying or paraphrasing of another person's work in an assessment item without acknowledging it as the other person's work through full and accurate referencing; it applies to assessment presented through a written, spoken, electronic, broadcasting, visual, performance or other medium.

special examination means an examination prepared and scheduled for a student whose application for special consideration under section 17 of these regulations has been accepted as valid by the Special Consideration Committee.

4. **Application**
   These regulations apply to papers at 0, 100, 200, 300, 400, 500, and 700 levels.
5. **Fees**
   The fees referred to in these regulations are prescribed in the *Table of Fees and Charges*.
6. **Eligibility to submit assessment**
   A student must be enrolled for a paper in order to be eligible to submit assessment in it.
7. **Use of particular languages for assessment**
   (1) Unless specified otherwise in the relevant paper outline, students must submit assessment in either English or Māori.
   (2) The presentation of assessment in Māori is subject to the *Policy on the Use of Māori for Assessment*.
8. **Plagiarism and cheating**
   (1) Guidelines for sourcing and referencing styles appropriate to particular disciplines are available from the Faculties or School of Studies and the Library.
   (2) Plagiarism is prohibited.
   (3) It is not a defence against a charge of plagiarism for a student to argue that he or she did not act intentionally in appropriating the writing or work of another person; however, the extent to which the student is judged to have plagiarised intentionally, and the level and standard of scholarship that might reasonably be expected of the student, may be factors in the determination of any disciplinary action to be taken against the student.
   (4) Cheating in any matter connected with assessment is prohibited.
9. **Use of the same material for different assessment items**
   Unless approved otherwise by the examiner of the paper concerned, a student must not submit for assessment material that is substantially the same as material submitted for assessment for a different paper, or for a paper which the student has attempted and/or completed previously in substantially the same form and is repeating.

Part 2 Conduct in Examinations

10. **Presence and identification at examinations**
    (1) A student may attend an examination only if he or she is enrolled for the paper for which it is prescribed.
    (2) A student may not enter an examination to begin an examination after the first 45 minutes.
    (3) Except with the permission of the examination supervisor, a student may not leave an examination room during the first 45 minutes or during the last 15 minutes.
    (4) Students undertaking an examination must sign their examination script and identify themselves to the examination supervisor by producing either
        (a) their student identity card, or
        (b) another form of photo identification that can be authenticated by the examination supervisor.
    (5) A student may not leave the examination room during an examination with the intention of returning unless supervised during the period of absence by the examination supervisor.
11. **Conduct in the examination room**
    (1) A student undertaking an examination must follow the instructions in the examination paper as well as any instructions given by the examination supervisor.
    (2) An electronic device that
        (a) makes use of an audible alarm, or
        (b) has facilities for transmission or reception of information, or
        (c) is capable of storing and displaying information
        is prohibited in the examination room, unless it is turned off and stored separately from the student, or is an item authorised by an examiner under subsection 11(3) of these regulations.

(3) A student may not bring into the examination room any of the following items unless authorised in writing by the examiner:
- (a) paper
- (b) books
- (c) calculators
- (d) electronic devices, including dictionaries
- (e) computers.

(4) If items are authorised under subsection 11(3) of these regulations, details of the type and the functions that may be used will be specified by the examiner.

(5) Items brought into an examination room may be subject to scrutiny and their use during the examination may be monitored by the examination supervisor.

(6) A student undertaking an examination must not
- (a) communicate with another student during the examination
- (b) share material in the examination room.

12. **Communications with others about examinations**

(1) A student must not communicate with the examiner about the content of an examination between the time it is undertaken and the notification of confirmed grades.

(2) A student who wishes to raise an issue about an examination between the time it is undertaken and the notification of confirmed grades may do so by contacting the Assessment and Graduation Office.

Part 3 Special Arrangements for Examinations

13. **Applications and procedures**

(1) Applications under this Part are considered and decided by the Special Consideration Committee, which is a committee of the Education Committee.

(2) The times and places of examinations are notified by the Assessment and Graduation Office.

(3) A student
- (a) who has a learning or physical disability that is likely to affect his or her performance in an examination, or
- (b) who, for any other reason that he or she considers to be compelling, requires a special arrangement to undertake an examination,

may apply to undertake the examination at a different time, a different place, or under special conditions.

(4) The application must be submitted to the Assessment and Graduation Office, on the prescribed form, as soon as practicable after the teaching of the paper has started and the need for the special arrangement has been identified.

(5) If the need is identified too late to allow for a suitable arrangement to be made by the University, the student will be advised to apply for special consideration under Part 4 of these regulations.

(6) An application under this Part must be supported by evidence as stipulated on the application form.

(7) A student who makes an application under this Part may be requested by the Special Consideration Committee to undergo an evaluation by an independent professional person.

(8) The University makes any arrangements and meets any costs for an evaluation under subsection 13(7) of these regulations.

(9) If the Special Consideration Committee considers that
- (a) the circumstances documented in the application are valid according to the criteria set down in subsection 13(3) of these regulations, and
- (b) it is practicable to do so given the nature of the circumstances involved and the availability of resources,

it will offer the student a special arrangement.

14. **Conditions attached to special arrangements**

(1) Unless approved otherwise by the Special Consideration Committee, a student will not be permitted to undertake an examination at a different time that is more than two days before or after the notified time for other candidates.

(2) A student who accepts an opportunity to undertake an examination at a different time is required to sign a statutory declaration promising not to communicate about the content of the examination with any other person between the time he or she undertakes it and the time it is undertaken by the other candidates.

(3) The Special Consideration Committee may require, as a condition attached to the offer of a special arrangement, that the student contribute part or all of any associated costs.

Part 4 Special Consideration for Missed Assessment, or Impaired Performance in Assessment

15. **Grounds for applications for special consideration**

If, due to circumstances beyond his or her control (such as illness, injury, bereavement or trauma),

(a) a student has been prevented from presenting internal assessment,

(b) a student's performance in internal assessment has been seriously impaired,

(c) a student has been prevented from undertaking an examination,

(d) a student's performance in an examination has been seriously impaired, or

(e) a student's ability to prepare for an examination in the two weeks immediately preceding the examination has been seriously impaired,

the student may apply for special consideration.

16. **Special consideration in respect of internal assessment**

(1) Applications for special consideration in respect of internal assessment are considered and decided by the examiner of the paper for which the assessment is prescribed.

(2) An application for special consideration in respect of internal assessment must be made in writing to the relevant examiner not later than three days after the date on which it is due.

(3) The application must be supported by evidence that is acceptable to the examiner; the evidence may be in the form of

(a) a medical certificate for an illness or injury affecting the period relevant to the particular assessment item, or

(b) evidence of any other circumstance and its effect on the student over the period relevant to the particular assessment item.

(4) If the examiner accepts that the circumstances documented in the application are valid, he or she may

(a) estimate a mark for the assessment item, or

(b) if it is practicable to do so, offer the student an opportunity to submit or repeat the original assessment item or to submit an alternative assessment item.

(5) A student may not be awarded estimated marks under subsection 16(4) of these regulations for more than 33% of the overall internal assessment for a paper.

(6) If the examiner does not offer any of the options under subsection 16(4) of these regulations, the student may apply under the *Change of Enrolment Regulations 2012* to withdraw from the paper on medical or compassionate grounds.

(7) A student may appeal to the chief examiner against any decision by an examiner under this section.

(8) An appeal to the chief examiner must be made in writing by the student not more than seven days after he or she has received notification of the relevant decision by the examiner.

(9) Where an examiner is also the chief examiner, a student may appeal directly to the Director of Student Services under the provisions of section 24 of these regulations.

17. **Special consideration in respect of examinations**

(1) Applications for special consideration in respect of examinations are considered and decided by the Special Consideration Committee.

(2) In order to be eligible for special consideration in respect of an examination, a student must have submitted all compulsory items of internal assessment for the relevant paper.

(3) An application for special consideration in respect of an examination must be submitted to the Assessment and Graduation Office on the prescribed form not later than three days after the date of the examination.

(4) The application must be accompanied by evidence of the circumstances relating to the application.

(5) In the case of injury, illness, bereavement or trauma, the evidence required under subsection 17(4) of these regulations must be in the form of a report that relates to a consultation within 24 hours of the examination between the student and a medical practitioner, midwife, dental surgeon or psychologist, or between the student and a counsellor who is recognised for this purpose by the Special Consideration Committee. (Details of the names of counsellors recognised for this purpose are available from the Assessment and Graduation Office.)

(6) In the case of any circumstance other than those described in subsection 17 (5) of these regulations, the evidence must be in the form of a statement of the nature and time of the circumstance, written by the student.

(7) The Director of Student Services may, at his or her discretion, request the student to submit a statutory declaration affirming details of the circumstances relating to the application.

(8) Where an application is accepted as valid by the Special Consideration Committee, the chief examiner will be requested by the Assessment and Graduation Office to consider the assessment of the student in the relevant paper.

(9) The chief examiner may at his or her discretion
(a) estimate a grade for the paper, or
(b) offer the student the opportunity to undertake a special examination.

(10) If the chief examiner does not estimate a grade for the paper under subsection 17(9) of these regulations, and it is not practicable to offer a special examination (either because of the nature of the assessment or the continuing circumstances of the student), the student may apply under the *Change of Enrolment Regulations 2012* to withdraw from the paper on medical or compassionate grounds.

(11) Where a student demonstrates to the Director of Student Services that, because of circumstances beyond his or her control, he or she is not able to accept the offer of a special examination, the student may apply under the *Change of Enrolment Regulations 2012* to withdraw from the paper on medical or compassionate grounds.

Part 5 Review of Grade and Return of Examination Script

18. **Review of grade**

(1) A student who considers that a mistake has been made in the process of calculating or determining a grade for a paper may apply for a review of a grade.

(2) An application for review of grade must be submitted by the student on the prescribed form, together with the prescribed fee, to the Assessment and Graduation Office not more than 14 days after receiving notification of the grade.

(3) The application must be accompanied by all items of internal assessment for the relevant paper that have been returned to the student.

(4) A review of grade involves a re-marking of all items of assessment that contribute to the final grade, and a re-calculation of marks.

(5) A review of grade results in a grade either being left unchanged, raised or lowered.

(6) The fee for a review of grade is refunded if the review results in a change of grade.

19. **Return of examination script**

(1) A student may apply for a copy of his or her marked examination script.

(2) An application for a copy of an examination script must be submitted to the Assessment and Graduation Office on the prescribed form or online, via iWaikato, no later than three months after the date of the examination concerned. Proof of identity and the prescribed fee must accompany this application.

(3) Non-publishable exam papers remain the property of the University. Students are only able to view a non-publishable paper exam script for 10 minutes under supervision. Proof of identity is required and no notes can be taken. This does not incur any charges.

(4) Examination scripts are destroyed by the University after the three-month deadline has elapsed.

Part 6 Grades and Annotations

20. **Grades**

(1) Grades are confirmed by Boards of Examiners or delegated authorities.

(2) The schedule of grades used by the University and the range of marks represented by each grade is as follows:

Pass Grades

A+	90-100
A	85-89
A-	80-84
B+	75-79
B	70-74
B-	65-69
C+	60-64
C	55-59
C-	50-54
RP	Restricted pass

P Ungraded pass

Fail Grades

D 40-49

E 0-39

F Ungraded fail

(3) An IC annotation means “Incomplete”, and is awarded if a student
- (a) does not submit a compulsory assessment item, or
- (b) if an examination was prescribed, does not undertake the examination.

(4) An IC annotation is treated as a fail grade.

(5) A “ ... ” annotation is used on students’ academic records for theses and papers that may be undertaken over more than one year, and indicates that the enrolment is continuing into a subsequent year.

(6) A restricted pass (“RP”) grade may be awarded at the discretion of a Board of Examiners or delegated authority for a paper in which the student has achieved
- (a) borderline performance, or
- (b) a D grade compensated by overall good performance in the relevant subject or the relevant subject and closely related subjects.

Note: A paper for which a Restricted Pass (RP) has been awarded will not be accepted as meeting the prerequisite requirements for any other paper unless the Dean of the Faculty or School of Studies in which the other paper is offered approves otherwise.

(7) The NC annotation means “No Credit” and indicates that credit for the paper has been refused as a direct consequence of a finding of misconduct.

21. **Conceded credit**

(1) A Board of Examiners or delegated authority may award a conceded credit to a candidate for a bachelors degree who has
- (a) undertaken the required number of papers for the degree,
- (b) passed all compulsory papers, and
- (c) passed all papers required for the major, specified programme or stream,

but who has narrowly failed one paper in the final year.

(2) The award of a conceded credit is based on the candidate’s performance in the bachelors degree as a whole as well as the paper in question.

(3) The conceded credit is attached to the degree as a whole (and does not affect the fail grade in the paper in question).

(4) A student may be awarded one conceded credit only in a bachelors degree.

22. **Notification of confirmed grades**

Confirmed grades are published confidentially, using individual student identity numbers, by noticeboard and/or iWaikato (internet).

Part 7 Breaches and Appeals

23. **Breaches**

A breach of these regulations is misconduct under the *Student Discipline Regulations 2014* .

24. **Appeals**

(1) A student may appeal against any decision taken under these regulations.

(2) An appeal, comprising a written statement of the circumstances of the appeal, together with supporting evidence if available, must be submitted by the student in writing to the Director of Student Services Division not more than seven days after the date on which notification of the relevant decision is received.

(3) Appeals under this section are considered and decided by the Deputy Vice-Chancellor by delegated authority of the Education Committee.

(4) A decision by the Deputy Vice-Chancellor is notified in writing, and is final.

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Policy on the Use of Māori for Assessment

Statement of Principle

1. In recognition of the status of the Māori language as a tāonga protected under the Treaty of Waitangi, and within the spirit of the Māori Language Act 1987, the University of Waikato endorses the right of its students to use the Māori language in written work for assessment within the University.
2. In keeping with the above and in accordance with its Charter commitments the University seeks to have sufficient suitable staff employed or available throughout its Faculties, Schools of Studies and Departments to ensure that any work submitted in Māori would be assessed in that language by staff competent in the subject under examination and in the Māori language.
3. In the meantime, the use of the Māori language in assessment is subject to conditions set out in this policy statement.

Exceptions

4. There are occasions when, due to the nature of the skills being tested, work submitted for assessment may be required to be in a particular language. In such cases that requirement shall be made explicit in writing, either in the relevant subject entry or prescription in the University of Waikato Catalogue of Papers or in the paper outline distributed to candidates at the beginning of a paper.

Notice

5. Candidates who intend to present all or part of an examination or piece of internally assessed work in Māori are requested to give notice of their intention of doing so in writing to the Assessment and Graduation Office. This notice of intention is desirable to allow the University the time and opportunity to make proper arrangements for marking including, when necessary, translation and external assessment. If less than 14 days' notice is given,

the material presented in Māori will still be accepted. The processing of it may, however, be delayed and the opportunity to have the script marked in the original language may be reduced.

6. Where a candidate who intends to present material in Māori has given the requested notice of intention, he or she will be informed as soon as reasonably possible, as to whether or not the assessment will be based on translation.

Potential for Delays

7. The University will do its best to make the results of an examination or item of internally assessed work presented in Māori available to the candidate within the ordinary time-frame. However the process of assessment in such cases, possibly including translation, may result in delays in the return of coursework or in the publication of results.

Māori-speaking Paper Examiners

8. The examination or internally assessed work will be assessed in Māori by the examiner for the paper if the examiner is considered by the Professor of Reo and Tikanga or his or her nominee to be linguistically competent to do so.

Co-examiners

9. If the examiner of the relevant paper is not competent to assess in Māori, a co-examiner, competent in both the subject under examination and in Māori, may be appointed to conduct the assessment of work presented in Māori in consultation with the examiner.

Translation

10. If no person is available in the circumstances to assess the work in Māori, a translator will be appointed by the Professor of Reo and Tikanga or nominee in agreement with the appropriate chief examiner. The translator will be asked not to correct errors in the original nor to make any embellishments; however, ambiguities may be pointed out to the examiner. Where necessary the examiner may seek clarification of the translation of the paper from the translator but contact between the student and the translator is prohibited, as is contact between the student and the examiner. The assessment will then be carried out by the examiner of the paper on the basis of the translation.
    The University intends that resort to translation be made only when reasonable efforts to find an examiner capable of assessing the work in its original language have been exhausted.
11. In the process of appointing a translator, the University will take all reasonable steps to ensure that the translator is competent in the relevant subject under examination, as well as in the Māori language.

External Assessment

12. If the internal assessment and/or examination script is to be subject to external assessment, the other institution undertaking the external assessment will be requested to indicate whether an external assessor is available to conduct the assessment in Māori. If not, a translation will be obtained for the purpose by the University according to the process explained in sections 10 and 11 of these regulations.

Return of Scripts

13. When any translation is relied upon in the assessment of an examination, a candidate making proper application for the return of a script shall also receive any translation made of the script. When assessed coursework is normally returned to the student, any translation used is likewise to be returned.

Appeals and Reconsiderations

14. An appeal against a decision regarding linguistic or subject competence made under the provisions of sections 8 and 11 of these regulations shall be to the appropriate Pro Vice-Chancellor whose decision shall be final.
15. The regulatory provisions for reconsideration of final grade together with the established appeal provisions will apply, with the addition that the Māori Language Commission is regarded by the Council as the final authority on the accuracy of a translation.

Oral Work

16. The details of this policy apply to written internally assessed work and to examinations. When oral work is assessable, the same principles should apply; however, practicalities may necessitate more restricted policy details, such as a requirement on the candidate to give longer notice or a limitation on the use of Māori where oral work involves interaction with other candidates.

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Graduation

The University will hold a number of graduation ceremonies in 2016. Graduation will take place in Hamilton during April and December. There will be a graduation ceremony in Tauranga in April.
All students who have completed the requirements for any of the University's qualifications can attend a ceremony. Graduation application forms are forwarded to completing students and these must be completed and returned by the due dates stated on the forms. Applications to graduate can be submitted in iWaikato and can also be done in anticipation.

Further information regarding the 2016 graduation ceremonies can be obtained from the Gateway website or from the Student Administration Team in the Student Centre.

Academic Dress

Academic regalia are as follows:
First Bachelors: Black gown; black hood with gold lining; black mortarboard.
Bachelors with Honours: Black gown; black hood with gold lining and gold border 5 cm in width; black mortarboard.
Masters: Black gown; gold hood with gold lining; black mortarboard.
MPhil: Black gown; crimson hood with crimson lining; black mortarboard.
PhD, EdD, SJD: Maroon gown; crimson hood with crimson lining; black Tudor bonnet.
Note: Those who graduated with a DPhil prior to 1992 are entitled to wear either a black mortarboard or a black Tudor bonnet.
DLit, DSc: Crimson gown; crimson hood with crimson lining; black Tudor bonnet with gold cord and tassel.
HonD: Red gown with black facings; black Tudor bonnet with gold cord and tassel.

Chancellor and Vice-Chancellor: Black gown with red velvet facings and gold piping; three red velvet chevrons with gold piping on the sleeves; black Tudor bonnet with gold cord and tassel.

Replacement of Degree/Diploma Certificates

If a degree/diploma certificate has been damaged, destroyed, stolen or lost, application should be made to the Assessment and Graduation Office to have the certificate replaced, by forwarding a statutory declaration outlining the circumstances necessitating the replacement of the certificate. Included with the statutory declaration, if appropriate, should be the damaged certificate, or a police or insurance report.
The cost for a replacement certificate is specified in the *Table of Fees and Charges*.

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The Degrees, Diplomas and Certificates Statute 2015

Under the provisions of clause 194(1)(f) of the Education Act 1989, the Council of the University of Waikato makes the following statute:

1. **This statute may be cited as the Degrees, Diplomas and Certificates Statute 2015.**
2. **The Council has power to confer the following degrees:**
   Bachelor of Arts (BA)
   Bachelor of Arts with Honours (BA(Hons))
   Bachelor of Business Analysis - Financial (BBA(Fin))
   Bachelor of Business Analysis with Honours - Financial (BBA(Hons)(Fin))
   Bachelor of Business Analysis - Management Studies (BBA(MgtSt))
   Bachelor of Communication Studies (BCS)
   Bachelor of Communication Studies with Honours (BCS(Hons))
   Bachelor of Computer Graphic Design (BCGD)
   Bachelor of Computer Graphic Design with Honours (BCGD(Hons))
   Bachelor of Computing and Mathematical Sciences (BCMS)
   Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons))
   Bachelor of Education (BEd)
   Bachelor of Education with Honours (BEd(Hons))[1]
   Bachelor of Electronic Commerce (BECom)
   Bachelor of Electronic Commerce with Honours (BECom(Hons))

Bachelor of Engineering (BE)
Bachelor of Engineering with Honours (BE(Hons))
Bachelor of Entrepreneurship (BEntre)
Bachelor of Environmental Planning (BEP)
Bachelor of Laws (LLB)
Bachelor of Laws with Honours (LLB(Hons))
Bachelor of Liberal Studies (BLibS)[1]
Bachelor of Management Studies (BMS)
Bachelor of Management Studies with Honours (BMS(Hons))
Bachelor of Māori and Pacific Development (BMPD)
Bachelor of Media and Creative Technologies (BMCT)
Bachelor of Media and Creative Technologies with Honours (BMCT(Hons))
Bachelor of Music (BMus)
Bachelor of Music with Honours (BMus(Hons))
Bachelor of Science (BSc)
Bachelor of Science with Honours (BSc(Hons))
Bachelor of Science (Technology) (BSc(Tech))
Bachelor of Social Sciences (BSocSc)
Bachelor of Social Sciences with Honours (BSocSc(Hons))
Bachelor of Social Work (BSW)
Bachelor of Sport and Leisure Studies (BSpLS)
Bachelor of Sport and Leisure Studies with Honours (BSpLS(Hons))
Bachelor of Teaching (BTchg)
Bachelor of Teaching with Honours (BTchg(Hons))
Bachelor of Tourism (BTour)
Bachelor of Tourism with Honours (BTour(Hons))
Master of Applied Psychology (MAppPsy)
Master of Arts (MA)
Master of Arts (Applied) (MA(Applied))
Master of Business Administration (MBA)
Master of Business and Management (MBM)
Master of Business and Management Specialised (MBMS)
Master of Clinical Animal Behaviour (MCAB)
Master of Computer Graphic Design (MCGD)
Master of Counselling (MCouns)
Master of Cyber Security (MCS)
Master of Disability and Inclusion Studies (MDInS)
Master of Education (MEd)
Master of Educational Leadership (MEdLeadership)
Master of Electronic Commerce (MECom)
Master of Engineering (ME)
Master of Environment and Society(MEnvSoc)
Master of Environmental Planning (MEP)
Master of Environmental Sciences(MEnvSci)
Master of Information Technology (MInfoTech)
Master of Laws (LLM)
Master of Laws in Māori/Pacific and Indigenous Peoples' Law (LLM(Māori/Pacific and Indigenous Peoples))
Master of Management Studies (MMS)
Master of Māori and Pacific Development (MMPD)
Master of Media and Creative Technologies (MMCT)
Master of Music (MMus)
Master of Philosophy (MPhil)
Master of Professional Accounting (MPAcct)
Master of Professional Management (MPM)

Master of Science (MSc)
Master of Science (Research) (MSc(Research))
Master of Science (Technology) (MSc(Tech))
Master of Social Sciences (MSocSc)
Master of Sport and Leisure Studies (MSpLS)
Master of Teaching and Learning (MTchgLn)
Doctor of Education (EdD)
Doctor of Juridical Science (SJD)
Doctor of Laws (LLD)
Doctor of Literature (DLit)
Doctor of Musical Arts (DMA)
Doctor of Philosophy (PhD)
Doctor of Science (DSc)

3. **The Council has power to award the following diplomas:**

Diploma (Dip)
Graduate Diploma (GradDip)
Graduate Diploma of Teaching (GradDipT)
Postgraduate Diploma (PGDip)
Postgraduate Diploma in Computer Graphic Design (PGDipCGD)
Postgraduate Diploma in the Practice of Psychology (PGDipPracPsych)
Postgraduate Diploma in Psychology (Clinical) (PGDipPsych(Clin))
Postgraduate Diploma in Psychology (Community) (PGDipPsych(Com))[1]

4. **The Council has power to award the following certificates:**

Certificate (Cert)
Certificate of Attainment in Academic English (CertAttainAcadEng)
Certificate of Attainment in English Language (CertAttainEngLang)
Certificate of Attainment in Foundation Studies (CertAttainFoundSt)
Certificate of University Preparation (CUP)
Te Tîmatanga Hou (TTH)[1]
Graduate Certificate (GradCert)
Postgraduate Certificate (PGCert)
Postgraduate Certificate in Counselling (PGCertCouns)
Postgraduate Certificate in Information Technology (PGCertInfoTech)

5. **The Council has power to confer the following honorary degree:**

Honorary Doctor of the University of Waikato (HonD)

6. **Of the degrees listed in clause 2, the following may be awarded with First Class Honours, Second Class Honours (first division) or Second Class Honours (second division):**

Bachelor of Arts with Honours (BA(Hons))
Bachelor of Business Analysis with Honours - Financial (BBA(Hons)(Fin))
Bachelor of Communication Studies with Honours (BCS(Hons))
Bachelor of Computer Graphic Design with Honours (BCGD(Hons))
Bachelor of Electronic Commerce with Honours (BECom(Hons)
Bachelor of Engineering with Honours (BE(Hons))
Bachelor of Laws with Honours (LLB(Hons))
Bachelor of Management Studies with Honours (BMS(Hons))
Bachelor of Media and Creative Technologies with Honours (BMCT(Hons))
Bachelor of Music with Honours (BMus(Hons))
Bachelor of Science with Honours (BSc(Hons))
Bachelor of Social Sciences with Honours (BSocSc(Hons))
Bachelor of Social Work (BSW)
Bachelor of Sport and Leisure Studies with Honours (BSpLS(Hons))
Bachelor of Teaching with Honours (BTchg(Hons))
Bachelor of Tourism with Honours (BTour(Hons))
Master of Applied Psychology (MAppPsy)

Master of Arts (MA)
Master of Arts (Applied) (MA(Applied))
Master of Clinical Animal Behaviour (MCAB)
Master of Computer Graphic Design (MCGD)
Master of Counselling (MCouns)
Master of Cyber Security (MCS)
Master of Disability and Inclusion Studies (MDInS)
Master of Education (MEd)
Master of Educational Leadership (MEdLeadership)
Master of Electronic Commerce (MECom)
Master of Engineering (ME)
Master of Environment and Society (MEnvSoc)
Master of Environmental Sciences (MEnvSci)
Master of Information Technology (MInfoTech)
Master of Laws (LLM)
Master of Laws in Māori/Pacific and Indigenous Peoples' Law (LLM(Māori/Pacific and Indigenous Peoples))
Master of Management Studies (MMS)
Master of Māori and Pacific Development (MMPD)
Master of Media and Creative Technologies (MMCT)
Master of Music (MMus)
Master of Professional Accounting (MPAcct)
Master of Professional Management (MPM)
Master of Science (MSc)
Master of Science (Research) (MSc(Research))
Master of Science (Technology) (MSc(Tech))
Master of Social Sciences (MSocSc)
Master of Special Education (MSpEd)
Master of Sport and Leisure Studies (MSpLS)

7. **Of the degrees listed in clause 2, the following may be awarded with Third Class Honours:**
Bachelor of Arts with Honours (BA(Hons))
Bachelor of Business Analysis with Honours - Financial (BBA(Hons)(Fin))
Bachelor of Communication Studies with Honours (BCS(Hons))
Bachelor of Computer Graphic Design with Honours (BCGD(Hons))
Bachelor of Electronic Commerce with Honours (BECom(Hons)
Bachelor of Media and Creative Technologies with Honours (BMCT(Hons))
Bachelor of Music with Honours (BMus(Hons))
Bachelor of Science with Honours (BSc(Hons))
Bachelor of Social Sciences with Honours (BSocSc(Hons))
Bachelor of Sport and Leisure Studies with Honours (BSpLS(Hons))
Bachelor of Teaching with Honours (BTchg(Hons))
Bachelor of Tourism with Honours (BTour(Hons))

8. **Of the degrees and diplomas listed in clauses 2 and 3, the following may be awarded with Distinction:**
Master of Business Administration (MBA)
Master of Business and Management (MBM)
Master of Business and Management Specialised (MBMS)
Master of Environmental Planning (MEP)
Master of Teaching and Learning (MTchgLn)
Postgraduate Diploma
Postgraduate Diploma in Computer Graphic Design (PGDipCGD)

Notes:

1. *Qualification no longer available to new students.*

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Personal Programmes of Study Regulations

These regulations apply to candidates beginning their studies in 2014. Candidates who first enrolled in a qualification prior to 2014 are eligible to complete that qualification either under the regulations which applied at the time of first enrolment or the regulations which apply at the time of re-enrolment. Candidates who are resuming their studies for a qualification after an extended absence are advised to consult the Dean of the Faculty or School of Studies concerned at the time of re-enrolment regarding the requirements for completion. However, where there have been significant changes in the structure of a qualification or content of the major or specified programme during the candidate's absence, the Dean may prescribe a specific programme of study which will be deemed to satisfy the requirements for completion of the qualification.

1. **Title**
   These are the Personal Programmes of Study Regulations 2012.
2. **Date of effect**
   These regulations are effective from 1 January 2013.
3. **Delegation of powers**
   The powers and authority of the Academic Board referred to in these regulations have been delegated in certain matters under the *Delegation of Powers Statute 2014.*
4. **Definitions**
   In these regulations
   paper means a segment of work in a particular subject and is identified by means of a unique code number. Papers are delivered through lectures, tutorials, practicals and such other coursework as may be required by the department concerned.
   programme of study means the selection of papers taken by a candidate in any one academic year for a

particular qualification.
equivalent papers are in effect the same papers, one of which was taught in the past with a different paper code.
restricted papers share a significant amount of common content. Candidates may therefore receive credit for only one of the papers listed. Restricted papers may not necessarily be used to satisfy prerequisite or corequisite requirements.
a prerequisite must be passed before a candidate may enrol in the paper for which the prerequisite is specified. (A paper for which a Restricted Pass (RP) has been awarded will not be accepted as meeting the prerequisite requirements for any other paper unless the Dean of the Faculty or School of Studies in which the other paper is offered approves otherwise).
a corequisite must be taken either prior to or concurrently with the paper for which the corequisite is specified.
internal assessment means all or some of the following: essays, assignments and reports of various kinds, practical work, work in tutorials and/or seminars and tests.
a **field** means a general area of academic study that includes a number of related subjects.
a subject is a grouping of papers with a common academic theme, defined in terms of the listings under individual subject headings in the University of Waikato Catalogue of Papers. A department may offer more than one subject.
a major means a principal area of study a candidate has chosen for a bachelors degree and is selected from those listed in the relevant degree regulations. A candidate is required to take a defined and substantial number of papers in the major at a range of levels up to and including 300 or 400 level.
a supporting subject means an additional subject to the major and is a requirement of some bachelors degrees.
a specialisation means a recognised pathway within a qualification or major which provides an area of focus within the qualification or major.
points is the term used to express the student workload of a paper or programme. A normal full-time academic year comprises 120 points or 1.0 EFTS (Equivalent Full-time Student).

5. **Application**
   These regulations apply to undergraduate certificates, undergraduate diplomas, bachelors degrees, bachelors with honours degrees, graduate certificates, graduate diplomas, postgraduate certificates, postgraduate diplomas, masters degrees and individual paper credits.
6. **Admission and re-entry**
   (1) In order to be eligible to be enrolled at the University of Waikato, candidates must meet the requirements of Section 224 of the Education Amendment Act 1990.
   (2) The criteria for admission to the University of Waikato in a given year are determined by the Council and are set out in the *Admission Statute 2008.*
   (3) The criteria for admission to a particular qualification in a given year are determined by the Academic Board and are set out in the *Criteria for Admission to Particular Qualifications* and the qualification regulations.
   (4) To ensure that a candidate is adequately prepared for a graduate qualification, the Academic Board will require relevant papers in the relevant subject or subjects of the qualifying bachelors degree to have been passed at grades which it deems appropriate.
   (5) Candidates are usually required to have majored in their bachelors degree in the main subject to be presented for a graduate degree. This requirement may be waived in cases where no more than one or two papers in a given subject are proposed to be incorporated into the candidate's graduate degree.
   (6) In exceptional circumstances, based on academic merit, candidates who have no more than 30 points left to complete the requirements of a qualifying degree may be permitted to enrol in a graduate degree, provided that they have completed all of the requirements of the major or main subject of the qualifying degree. The graduate degree will not be deemed to have been completed until the qualifying degree has also been completed.
   (7) The Academic Board may approve limitations on enrolment for programmes or papers due to insufficiency of staffing or resources. Limitations and the criteria for selection are published in the *Limitations Statute*.
   (8) A candidate who has been awarded a particular qualification in one major or subject may only be re-admitted to the same qualification in another major or subject.
   (9) The criteria for re-entry for returning students are determined by the Academic Board and are set out in Part 3 of the Criteria for Admission to Particular Qualifications.
   (10) In addition, the Academic Board may decline to re-enrol a candidate whose progress during the preceding year or years has not been to the satisfaction of the Academic Board.
7. **Enrolment in a programme of study**
   The Academic Board may prescribe qualifying or additional papers which must be passed by a candidate either

(1) prior to, or concurrently with, the minimum requirements for a qualification. Qualifying or additional papers may be required if the candidate is considered by the Academic Board to be inadequately prepared in a core subject area.
(2) Enrolment in a programme of study or paper is subject to the approval of the Academic Board. Such approval will be determined on the basis of the candidate's academic background as well as staffing and resources.
(3) The personal programme of study of every candidate is subject to the approval of the Academic Board.
(4) The papers for qualifications and their prescriptions are defined in the University of Waikato Catalogue of Papers. Before enrolling for a paper, candidates must meet any requirements specified in the relevant prescription unless approved otherwise by the Academic Board.
(5) Particular regulations governing qualifications may be varied or waived by approval of the Academic Board.

8. **Maximum student workload**
(1) The normal maximum full-time student workload for an academic year (excluding Summer School) is 120 points.
(2) For the purposes of calculating workload, a full-year paper has a workload equivalent to half of its points value during each of the two semesters in which it is taught.
(3) The normal maximum full-time student workload for a Summer School semester is 40 points.
(4) Approval of the Academic Board is required for a candidate to enrol in a programme of study which has a workload equivalent to more than the normal maximum full-time workload.

9. **Completion of a qualification**
(1) The minimum requirements for the completion of a qualification are defined in the relevant regulations.
(2) With the approval of the Academic Board, a candidate may be permitted to complete the requirements of a qualification in less than the minimum period of enrolment prescribed in the relevant regulations. Approval will depend on the candidate's academic record and on the availability of suitable teaching and supervision arrangements.

10. **Eligibility for Honours or Distinction**
In order to qualify for Honours or Distinction in a particular qualification, a candidate may be required to complete the requirements within a prescribed time period of first enrolling for the qualification.

11. **Dissertations and theses**
(1) The *Dissertations and Theses Regulations 2015* governing the presentation of dissertations and theses apply in these regulations and any dissertation or thesis required for a graduate qualification must be presented in accordance with these regulations.
(2) Enrolment in a dissertation or thesis, or a qualification which requires the completion of a dissertation or thesis, is subject to the availability of a suitable supervisor for the dissertation or thesis.
(3) For dissertations and theses, one or more supervisors will be appointed by the Academic Board. If the chief supervisor is also an examiner of the dissertation or thesis, at least one other examiner (who is not also a supervisor) will be appointed.
(4) A dissertation or thesis must embody the results obtained by the candidate in an investigation relating to some branch of the subject or subjects being presented, or, with the approval of the Academic Board, shall take some other form proposed by the candidate's supervisors and approved by the Dean(s) and Chairperson(s) of department(s) concerned. The chief supervisor or sole supervisor will be required to certify that the dissertation or thesis embodies the candidate's own work carried out under the supervisor's direct supervision.
(5) Dissertations and theses are assessed in terms of the points value they represent.

12. **Date for submission of dissertations, theses and research reports**
(1) The deadline for the submission of any dissertation, thesis or research report will be 4.00pm on the last working day of the paper occurrence which completes the candidate's enrolment in the total points required for the dissertation, thesis or research report.
(2) Candidates who expect that they will not submit their dissertation, thesis or research report by the due date may apply to the Dean or the appropriate staff member(s) with delegated responsibility for Graduate Studies of the Faculty or School of Studies in which they are enrolled for an extension of time without the requirement for re-enrolment, provided that the application for an extension is lodged prior to the deadline for submission.
(3) Extensions will not normally be awarded for periods of more than 21 days beyond the relevant due date.
(4) Candidates who do not submit their dissertation, thesis or research report by the due date, and who have not applied for and been awarded an extension, will be required to re-enrol for a minimum period to be determined by the Dean or the appropriate staff member(s) with delegated responsibility for Graduate Studies of the

Faculty or School of Studies in which they are enrolled and will be liable for a further payment of tuition and any other fees and charges for the period of re-enrolment.

13. **Resubmission of dissertations and theses**

(1) A dissertation or thesis for a graduate qualification that receives a narrow fail may be returned to the candidate with the offer of an opportunity to revise and re-submit. The decision to offer such an opportunity is at the discretion of the Dean of the Faculty or School of Studies that offers the degree, and is based on a number of factors, including the likelihood that the revision will be successful, and the availability of suitable supervisors and examiners.

(2) An offer by a Dean under subsection 13(1) of these regulations will be in writing, and any conditions attached to the offer will be explicit. The period allowed for the revision will be no more than the equivalent of one semester and the deadline for submission will be prescribed. If the offer to revise and submit is accepted, the candidate will be eligible to receive a maximum grade of C and, in the case of a masters degree, will not be eligible for the award of Honours.

(3) A candidate's acceptance of an offer to revise and re-submit and associated conditions must be in writing. The candidate must then re-enrol for the equivalent of one semester and pay fees accordingly. For administrative and fees purposes, the candidate will enrol for the particular enrolment period in which the deadline for re-submission falls.

(4) A 'provisional fail' is recorded against the first dissertation or thesis enrolment for the period of revision. The 'provisional fail' grade is replaced by a final grade (either a fail grade or a C grade, depending on the outcome), after the revision and re-examination processes are concluded.

(5) The opportunity to revise and re-submit a particular dissertation or thesis may be offered to a candidate only once.

14. **Credit - transfer credit and cross credit**

(1) **Transfer credit** means credit towards a University of Waikato qualification for papers passed at another tertiary institution.

(2) **Cross credit** means credit towards a University of Waikato qualification for papers passed towards another University of Waikato qualification.

(3) A candidate who has passed papers at an appropriate level at the University of Waikato or another tertiary institution may apply for credit in respect of those papers towards a University of Waikato qualification.

(4) Applications for credit must be submitted on the prescribed form, together with the prescribed fee, to the Credit Office.

(5) Applications for credit from another institution must be accompanied by a verified copy of an academic record. If the original document is not in English, the academic record must be accompanied by an official English translation of the record. The University reserves the right to request an original copy of an academic record.

(6) The policy on the level and amount of credit which may be awarded from a completed qualification is determined by the Academic Board and is set out below:

(a) Credit from a completed qualification is normally only available towards a bachelors degree.

(b) Credit is not normally awarded from a completed graduate or postgraduate qualification.

(c) Credit from a completed qualification will normally be limited to no more than one third of the completed qualification.

(d) Credit towards a University of Waikato bachelors degree from a completed qualification will normally be limited to no more than one third of the University of Waikato degree. For the purposes of this regulation, one third of a bachelors degree is considered to be 120 points at 100 and 200 levels, including a maximum of 60 points at 200 level. Where appropriate, the Dean may, at his or her discretion, permit 20 further points at 100 or 200 level to be credited towards a four-year bachelors degree where the Dean deems a paper to be relevant to the candidate's programme of study.

(e) Credit will not normally be awarded for 300 or 400 level papers required for a major in an undergraduate degree.

(f) No paper may count towards more than two qualifications.

(7) The decision to award credit in individual cases will be made by the Dean of the Faculty or School of Studies concerned.

(8) In making decisions on credit, the Dean will consider the relevance and level of the papers completed, the regulations of the University of Waikato qualification concerned, and the credit guidelines maintained by the Student and Academic Services Division.

(9) Regardless of the total number of papers which an applicant has passed at other institutions, the total credit awarded will not be more than half of the total requirement of the University of Waikato qualification concerned, unless this is approved under subsections 14(10) or 14(11) of these regulations.

(10) In individual cases, the Dean or delegated authority may vary subsection 14(9) of these regulations and award credit for up to two thirds of the University of Waikato qualification concerned.

(11) In individual cases, the Education Committee, under delegated authority of the Academic Board, may award credit for more than two thirds of a University of Waikato qualification, or for more than half of an undergraduate degree that includes 300 and/or 400 level papers for a major.

(12) Applicants wishing to appeal a Dean's decision on credit may apply to the Director of Student Services Division.

(13) The consideration of an appeal will involve the Dean concerned being requested to reconsider the decision. Further appeals against the outcome of a reconsideration will be referred to the Education Committee for consideration on behalf of the Academic Board.

15. **Completion of a University of Waikato qualification at another New Zealand university**

A candidate who, based on the assessment of the Dean of the candidate's Faculty or School of Studies, has completed the major part of a qualification at the University of Waikato and then moved to another district may, in some cases, complete the University of Waikato qualification by taking the remaining papers at another university in New Zealand. Prior approval of the specific papers, in writing, must be obtained from the Director of Student Services Division of this University and the prescribed charge paid. The candidate must advise the Registrar of the other university of the purpose of the enrolment and the papers concerned must be taken on a Certificate of Proficiency (COP) basis at that university. The candidate's academic record will not be transferred.

16. **Completion of a qualification of another New Zealand university at the University of Waikato**

A candidate who has completed the major part of a qualification at another New Zealand university may, in some cases, be permitted by that university to complete the qualification by passing specified papers at the University of Waikato. Any such approval must be given in writing by the 'home' university and the candidate will take the papers concerned on an Individual Paper Credit (IPC) basis at the University of Waikato. The candidate's academic record will not be transferred.

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Bachelors Degree Regulations

Bachelor of Arts (BA)
Bachelor of Business Analysis (BBA)
Bachelor of Communication Studies (BCS)
Bachelor of Computer Graphic Design (BCGD)
Bachelor of Computing and Mathematical Sciences (BCMS)
Bachelor of Education (BEd)
Bachelor of Electronic Commerce (BECom)
Bachelor of Engineering (BE)
Bachelor of Entrepreneurship (BEntre)
Bachelor of Environmental Planning (BEP)
Bachelor of Laws (LLB)
Bachelor of Management Studies (BMS)
Bachelor of Māori and Pacific Development (BMPD)
Bachelor of Media and Creative Technologies (BMCT)
Bachelor of Music (BMus)
Bachelor of Science (BSc)
Bachelor of Science (Technology) (BSc(Tech))
Bachelor of Social Sciences (BSocSc)
Bachelor of Social Work (BSW)
Bachelor of Sport and Leisure Studies (BSpLS)
Bachelor of Teaching (BTchg)

Bachelor of Tourism (BTour)
Conjoint Degrees

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Bachelors Degree with Honours Regulations

Bachelor of Arts with Honours (BA(Hons))
Bachelor of Business Analysis with Honours – Financial (BBA(Hons)(Fin))
Bachelor of Communication Studies with Honours (BCS(Hons))
Bachelor of Computer Graphic Design with Honours (BCGD(Hons))
Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons))
Bachelor of Electronic Commerce with Honours (BECom(Hons))
Bachelor of Engineering with Honours (BE(Hons))
Bachelor of Laws with Honours (LLB(Hons))
Bachelor of Management Studies with Honours (BMS(Hons))
Bachelor of Media and Creative Technologies with Honours (BMCT(Hons))
Bachelor of Music with Honours (BMus(Hons))
Bachelor of Science with Honours (BSc(Hons))
Bachelor of Social Sciences with Honours (BSocSc(Hons))
Bachelor of Sport and Leisure Studies with Honours (BSpLS(Hons))
Bachelor of Teaching with Honours (BTchg(Hons))
Bachelor of Tourism with Honours (BTour(Hons))

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Masters Degree Regulations

Master of Applied Psychology (MAppPsy)
Master of Arts (MA)
Master of Arts (Applied) (MA(Applied))
Master of Business Administration (MBA)
Master of Business and Management (MBM)
Master of Business and Management Specialised (MBMS)
Master of Clinical Animal Behaviour (MCAB)
Master of Computer Graphic Design (MCGD)
Master of Counselling (MCouns)
Master of Cyber Security (MCS)
Master of Disability and Inclusion Studies (MDInS)
Master of Education (MEd)
Master of Educational Leadership (MEdLeadership)
Master of Electronic Commerce (MECom)
Master of Engineering (ME)
Master of Environment and Society (MEnvSoc)
Master of Environmental Planning (MEP)
Master of Environmental Sciences (MEnvSci)
Master of Information Technology (MInfoTech)
Master of Laws (LLM)
Master of Laws in Māori/Pacific and Indigenous Peoples' Law (LLM(Māori/Pacific and Indigenous Peoples))

- Master of Management Studies (MMS)
- Master of Māori and Pacific Development (MMPD)
- Master of Media and Creative Technologies (MMCT)
- Master of Music (MMus)
- Master of Professional Accounting (MPAcct)
- Master of Professional Management (MPM)
- Master of Science (MSc)
- Master of Science (Research) (MSc(Research))
- Master of Science (Technology) (MSc(Tech))
- Master of Social Sciences (MSocSc)
- Master of Sport and Leisure Studies (MSpLS)
- Master of Teaching and Learning (MTchgLn)

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Higher Degree Regulations

Master of Philosophy (MPhil)
Doctor of Philosophy (PhD)
Doctor of Education (EdD)
Doctor of Juridical Science (SJD)
Doctor of Musical Arts (DMA)

Regulations for Higher Doctorates

Doctor of Laws (LLD)
Doctor of Literature (DLit)
Doctor of Science (DSc)

Higher Degree Appeals and Complaints Regulations

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Certificate Regulations

Certificate of Attainment in English Language (CertAttainEngLang)
Certificate of Attainment in Academic English (CertAttainAcadEng)
Certificate of Attainment in Foundation Studies (CertAttainFoundSt)
Certificate of University Preparation (CUP)

Certificate (Cert)

Graduate Certificate (GradCert)

Postgraduate Certificate (PGCert)
Postgraduate Certificate in Counselling in Counselling Supervision (PGCertCouns(CounsSup))
Postgraduate Certificate in Counselling in Family Counselling (PGCertCouns(FamCouns))
Postgraduate Certificate in Information Technology (PGCertInfoTech)

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Diploma Regulations

Diploma (Dip)

Graduate Diploma (GradDip)
Graduate Diploma of Teaching (GradDipT)

Postgraduate Diploma (PGDip)
Postgraduate Diploma in Computer Graphic Design (PGDipCGD)
Postgraduate Diploma in the Practice of Psychology (PGDipPracPsych)
Postgraduate Diploma in Psychology (Clinical) (PGDipPsych(Clin))

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Specialisations

Specialisations provide you with another opportunity to shape your qualification to your interests and needs. They can be used to broaden your knowledge, allow you to focus on an aspect related to your first major, or perhaps provide some cohesion to your elective papers in an area of interest to you. Specialisations meet all of the requirements for a qualification but provide for further specialisation in or beyond the major (bachelors degree), subject (honours or masters degree, graduate certificate, graduate diploma, postgraduate certificate, or postgraduate diploma) or field (undergraduate certificate or undergraduate diploma).

For more information and advice on how a specialisation might fit into your programme of study, talk to a Student Adviser in your Faculty or School of Studies.

Specialisations at degree level

Specialisations at degree level allow students to include complementary study within their overall programme of study. For example, including a language specialisation in a Bachelor of Tourism degree creates a specialised programme in the area of international tourism.

Specialisations available at degree level are:

Advanced Pedagogy	BEd
Agribusiness	BBA(Fin), BCMS, BMS, BSc and BSc(Tech)
Chinese Language	BA, BBA(Fin), BCS, BECom, BMS, BSocSc and BTour
Creative Writing	BA and BMCT

Events Management	BCS, BMS, BSpLS, BTour
French Language	BA, BBA(Fin), BCS, BECom, BMS, BSocSc and BTour
German Language	BA, BBA(Fin), BCS, BECom, BMS, BSocSc and BTour
Health Communication	BCS, BMS
Management Education Abroad	BBA(Fin), BCS, BECom, BMS and BTour
Japanese Language	BA, BBA(Fin), BCS, BECom, BMS, BSocSc and BTour
Māori, Pacific and Indigenous Tourism	BTour
Science International	BSc and BSc(Tech)
Spanish Language	BA, BBA(Fin), BCS, BECom, BMS, BSocSc and BTour
Te Pūtaiao me ngā Take Māori	BSc and BSc(Tech)
Te Reo Māori Language	BBA(Fin), BCS, BECom, BMS and BTour
Technology	BEd

Specialisations at major or subject level

Specialisations at major or subject level allow students to focus in depth on a particular aspect of that subject. For example, within a Sport and Leisure Studies major, specialisations in Applied Movement Sciences, Movement Cultures, or People, Movement and Professional Practices are available.

Specialisations available at major or subject level are listed under the subject entries in the Catalogue of Papers.

Specialisations at field level

Specialisations at field level allow students to focus in depth on a particular aspect of that field. For example, within a Diploma of Management, specialisations in Electronic Commerce, Financial Analysis, or Management Studies are available.

Specialisations available at field level are:

Electronic Commerce	Cert(Mgt) and Dip(Mgt)
Financial Analysis	Cert(Mgt) and Dip(Mgt)
Hospitality Management	Dip(Tour)
Management Studies	Cert(Mgt) and Dip(Mgt)
Tourism Management	Dip(Tour)

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Undergraduate Diploma and Certificate Fields

Arts

Anthropology
Chinese
Creative Practices
Creative Technologies
Design Media
Education Studies
English
English as a Second Language
Ethics
French
Geography
German
History
International Languages and Culture
Japanese
Linguistics
Māori and Pacific Development
Māori Cultural Studies/Tikanga Māori
Māori Language/Te Reo Māori

- Māori Media and Communication
- Mathematics
- Music
- New Zealand Studies/Akoranga Aotearoa
- Philosophy
- Political Science
- Psychology
- Studies in Religion
- Screen and Media Studies
- Spanish
- Theatre Studies
- Treaty of Waitangi Studies/Akoranga Te Tiriti o Waitangi
- Writing Studies

Communication Studies

- Leadership Communication
- Marketing
- Public Relations

Education

This field is comprised of the undergraduate papers listed here.

Environmental Planning

- Environmental Planning

Law

- Law

Management

- Accounting
- Agribusiness
- Economics
- Electronic Business
- Electronic Commerce
- Finance
- Hospitality Management
- Human Resource Management
- International Management
- Management
- Leadership Communication
- Marketing
- Public Relations
- Strategic Management
- Supply Chain Management
- Tourism Management

Māori and Pacific Development

- Māori and Pacific Development
- Māori Cultural Studies/Tikanga Māori
- Māori Language/Te Reo Māori
- Māori Media and Communication
- New Zealand Studies/Akoranga Aotearoa

Treaty of Waitangi Studies/Akoranga Te Tiriti o Waitangi

Science

Animal Behaviour
Biochemistry
Biological Sciences
Biotechnology
Chemistry
Computer Science
Earth Sciences
Electronics
Engineering
Environmental Planning
Environmental Sciences
Materials and Processing
Mathematics
PHIL102 and PHIL208
Physics
Psychology (Science papers only)
Statistics

Social Sciences

Anthropology
Economics
Education Studies
English as a Second Language
Environmental Planning
Ethics
Geography
History
Human Development
Industrial Relations and Human Resource Management
Labour Studies
Linguistics
Māori and Pacific Development
Māori Cultural Studies/Tikanga Māori
Pacific Studies
Philosophy
Political Science
Population Studies
Psychology
Public Policy
Social Policy
Sociology
Tourism Studies
Women's and Gender Studies

Sport and Leisure Studies

Sport and Leisure Studies

Tourism

Geography

Hospitality Management
Tourism Development
Tourism Management

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Enrolment for Individual Paper Credit (IPC)

Students may be permitted to enrol in a paper without enrolling for a particular qualification. This may be because they have no intention of completing a full qualification, or because the paper is being taken for the purposes of qualifying for admission to a specific qualification. Alternatively, the student may be taking the paper for credit towards a qualification at another institution. Enrolments of this nature are recorded as Individual Paper Credit (IPC) enrolments.

Regulations Governing Enrolment for Individual Paper Credit (IPC)

1. A candidate who enrols on an IPC basis is liable for all fees and charges prescribed for the paper(s) and must meet any requirements specified in the prescription and paper outline.
2. Enrolment on an IPC basis is subject to the approval of the Dean of the Faculty or School of Studies in which the paper is offered.
3. A candidate who has passed a paper taken on an IPC basis may, at a later date, apply to have the paper credited to a University of Waikato qualification. Approval will be based on the regulations for the qualification concerned.
4. A student enrolled on an IPC basis is subject to all general regulations of the University of Waikato.
5. A candidate who completes a paper on an IPC basis will receive official notification of his or her final results from the University of Waikato, and will be eligible to apply for an academic transcript.

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Prescriptions for Papers

The following page contains a brief introduction to the subjects and papers offered by the University. Subjects are set out in alphabetical order. A brief description may be given of the content of each paper as well as equivalents and restrictions, prerequisites and corequisites, required book information, and the internal assessment/examination ratio. Students also receive a paper outline when classes start, which provides more detail about the content, reading and assessment requirements for each paper.

In addition to the papers listed, departments may offer 800 and 900 level papers for MPhil and PhD students. Prospective students are advised to consult the School of Graduate Research and the Chairperson of the Department concerned for more information.

> The prescriptions refer to the papers which the University expects to offer. The availability of these papers is subject to change if the University encounters unexpected staffing or resource difficulties. For up-to-date details of 2016 offerings, see the online Catalogue of Papers at papers.waikato.ac.nz.
>
> In all cases where it is necessary to cancel papers, the Policy and Procedure for the Cancellation of Papers will apply, as approved by the Academic Board. Copies are available from the Academic Office.

In the prescriptions, each paper is identified by an alpha-numeric code.

For example:	
HIST107-16B (HAM)	*New Zealand Histories: Fresh Perspectives*
HIST	This is the subject code. In this case, History.
107	This is the level of the paper, followed by a unique identifier. 100 = 100 level 200 = 200 level 300 = 300 level
16B	This is the year and semester in which the paper is taught.
(HAM)	This is the location where the paper is taught.

A **prerequisite** must be passed before a student may enrol in the paper for which the prerequisite is specified. For example, FREN231 *French Language Intermediate 1* is a prerequisite for FREN232 *French Language Intermediate 2*. Students may not enrol in FREN232 until they have passed FREN231. (A paper for which a Restricted Pass (RP) has been awarded will not be accepted as meeting the prerequisite requirements for any other paper unless the Dean or Director of the Faculty or School of Studies in which the other paper is offered approves otherwise.)

A **corequisite** must be taken in association with the paper for which the corequisite is specified. For example ENEL324 *Optoelectronics* is a corequisite for ENEL382 *High Speed Communications*. You may enrol in ENEL382 only if you have either already passed ENEL324 or are concurrently enrolled in it.

Equivalent papers are in effect the same papers, one of which was taught in the past with a different paper code. For example ACCT331 *Management Accounting* is equivalent to ACCT311 *Management Accounting*. Students who have completed ACCT311 may not receive credit for ACCT331.

Restricted papers share a significant amount of common content. Students may therefore receive credit for only one of the papers listed. For example JAPA101 *Basic Japanese: Part A* is a restriction for JAPA231 *Japanese for Beginners 2: Part A*. Restricted papers may not be used to satisfy prerequisite or corequisite requirements.

The **required books** which may be listed under some of the prescriptions are a conservative list only. Additional required books may be prescribed during the academic year. Lists of recommended reading are usually included in the paper outline provided by the department concerned.

The **internal assessment/examination ratio** is provided for all papers. The ratio indicates how much of the paper is internally assessed and how much is formally examined. The ratio 1:0 means a paper is fully internally assessed, while the ratio 1:1 shows that the assessment for the paper is evenly weighted between internal assessment and an examination. Examinations are scheduled in a formal examination period. All A semester papers which are not fully internally assessed will be examined at mid-year unless otherwise specified. Tests that form part of the internal assessment requirements may be held outside normal lecture hours.

Teaching activities for all undergraduate papers are listed in the Timetable. Teaching activities, including lectures, tutorials, laboratories and workshops, are scheduled to last 50 minutes and begin on the hour until (and including) 12 noon, and at 10 minutes past the hour from 1:10 p.m. This allows a lunch break of 20 minutes from 12:50 p.m. to 1:10 p.m. for students with continuous teaching activity commitments. Normal teaching hours are between 8.00 a.m. and 6.00 p.m.

A **semester** is a period for which students enrol in papers, attend classes and submit assessment items. The University of Waikato has two standard semesters (A and B), which each normally comprise 17 weeks. There are also two intensive summer semesters - Summer School 1 (S semester), normally comprising eight weeks in January/February, and Summer School 2 (T semester), normally comprising six weeks in November/December. The semester period includes teaching as well as any study weeks and an examination period. The exact duration of semesters in a particular year is defined by week numbers in the *Teaching and Assessment Periods*.

	A semester, weeks 9-26
	B semester, weeks 29-44
2016:	S semester, weeks 1-7
	T semester, weeks 45-50
	Y semester, weeks 9-44

Some papers have start and end dates which differ from the standard semesters set out above. Papers which extend across both the A and B semesters are annotated as Y papers. Papers which are taught in non-standard periods have a C, D, or E etc. suffix.

The period for which a student is eligible for loans and/or allowances, is calculated on the basis of the exact start and end weeks of papers. Students are advised of the start and end dates of their papers in the relevant paper outlines.

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Keys

On this page:

Key to Paper Codes
Key to Semester Codes
Key to Location Codes

Key to Paper Codes

Codes within the Faculty of Arts and Social Sciences

ANTH	Anthropology
APPL	Applied Linguistics
CHIN	Chinese
CRPC	Creative Practices
ENGL	English
ESLA	English as a Second Language
ESOC	Environment and Society
ENVP	Environmental Planning
FREN	French
GEOG	Geography
GERM	German

HDVP	Health Development and Policy
HIST	History
INTL	International Languages and Cultures
JAPA	Japanese
LBST	Labour Studies
LING	Linguistics
MUSI	Music
PHIL	Philosophy
POLS	Political Science/Public Policy
POPS	Demography/Population Studies
PSYC	Psychology
RELS	Studies in Religion
SMST	Screen and Media Studies
SOCP	Social Policy
SOCY	Sociology
SOCW	Social Work
SPAN	Spanish
THST	Theatre Studies
TOST	Tourism Studies
WGST	Women's and Gender Studies
WRIT	Writing Studies

Codes within the Faculty of Computing and Mathematical Sciences

CGRD	Computer Graphic Design
COMP	Computer Science
MATH	Mathematics
STAT	Statistics

Codes within the Faculty of Education

Note: Papers with the subject prefix TE are available only for students enrolled in a Faculty of Education teacher education programme.

ALED	Arts Education/Language and Literacy Education
CAEL	Certificate of Attainment in English Language
CAFS	Certificate of Attainment in Foundation Studies
CUPR	Certificate of University Preparation
DSOE	Education/Educational Leadership
HDCO	Human Development/Counselling
MBED	Education
MSTE	Mathematics Education
PCSS	Education Studies
PROF	Educational Leadership
SPLS	Sport and Leisure Studies
STER	Science and Technology Education
TEAL	Teaching
TEDE	Teaching
TEHD	Teaching
TEMB	Teaching
TEMS	Teaching
TEPC	Teaching
TEPS	Teaching
TESP	Teaching
THED	Education/Language and Literacy Education/Mathematics Education
TOED	Counselling/Disability and Inclusion Studies/Education/Human Development/Sport and Leisure Studies

TWED	Education/Education Studies/Educational Leadership

Codes within the Faculty of Law

LAWS	Law

Codes within the Faculty of Science and Engineering

BIOL	Biological Sciences
CHEM	Chemistry
ENEL	Electronics
ENGG	Engineering
ENME	Mechanical Engineering
ENMP	Materials and Processing
ENVS	Environmental Sciences
ERTH	Earth Sciences
PHYS	Physics
SCIE	Science and Engineering
STER	Science and Technology Education

Codes within the School of Māori and Pacific Development

DEVS	Development Studies
MAOR	Māori Language/Te Reo Māori
MMAC	Māori Media and Communication
MPDV	Māori and Pacific Development
REOM	Māori and Pacific Development
TIKA	Māori Cultural Studies/Tikanga Māori
TTWA	Treaty of Waitangi Studies/Akoranga Te Tiriti o Waitangi

Codes within the Waikato Management School

ACCT	Accounting
AGRI	Agribusiness
ECON	Economics
EXEC	Corporate and Executive Education
EXED	Corporate and Executive Education
EXLD	Corporate and Executive Education
EXPM	Corporate and Executive Education
EXSP	Corporate and Executive Education
FINA	Finance
HRMG	Human Resource Management
INMG	International Management
MCOM	Leadership Communication
MKTG	Marketing
MNGT	Management
MSUS	Management and Sustainability
MSYS	Management Systems/Electronic Business/Supply Chain Management
SCEN	Social Enterprise
STMG	Strategic Management
TOMG	Tourism Management

Key to Semester Codes

A	Papers taught over weeks 9-26
B	Papers taught over weeks 29-44

C, D, E etc.	Papers taught in periods which do not correspond with normal semester periods
S	Papers taught over weeks 1-7
T	Papers taught over weeks 45-50
Y	Papers taught over weeks 9-44

Key to Location Codes

AKT	Ako Tauhōkai
BLK	Block
BTG	Block (Tauranga)
HAM	Hamilton (Hillcrest campus)
HOP	Hopuhopu
NET	Internet
NTG	Internet (Tauranga)
SEC	Secondary School
TAI	Tairawhiti Polytechnic
TGA	The University of Waikato at Tauranga/Bay of Plenty Polytechnic
WIN	Waikato Institute of Technology
WIT	Waiariki Institute of Technology

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Student Discipline Regulations

On this page:

Part 1: General
Part 2: Misconduct
Part 3: Procedures for Making, Investigating and Resolving Complaints of Student Misconduct, and Penalties where Misconduct is Substantiated
Part 4: Provisions for Appeal
Part 5: Provisions to Delegate Authority
Part 6: Monitoring and Reporting

Preamble

At the time they enrol, students are required to sign a Student Declaration agreeing to abide by the regulations of the University of Waikato as published in the University of Waikato Calendar. The Student Discipline Regulations provide the framework for addressing alleged breaches of University regulations by students and for applying penalties where breaches are substantiated.

Members of the University community are entitled to operate and interact in an environment of safety and respect. It is expected that students will act with integrity and demonstrate respect for others.

If differences and disputes arise between members of the University community, it is expected that they will attempt to resolve such conflicts reasonably and co-operatively. Formal procedures should be used only where other methods of resolving conflicts have been ineffective or would be inappropriate.

It is the policy of the University that all discipline procedures conform to the principles of natural justice. The

procedures in these regulations have been adopted to safeguard the rights of individuals in this respect.

Student Discipline Regulations 2014

Part 1
General

1. **Title**
   These are the Student Discipline Regulations 2014.
2. **Purpose**
   The purpose of these regulations is to
   (a) define student misconduct
   (b) explain procedures for making, investigating and resolving complaints of student misconduct, and
   (c) set out the penalties that may be applied where misconduct by a student is substantiated.
3. **Date of effect**
   These regulations are effective from 4 March 2014.
4. **Definitions**
   In these regulations
   chief examiner means the person appointed by the relevant Dean as the chief examiner for the paper concerned (the names of the chief examiners are available from the Director of Student Services) and includes any other person appointed by the Dean as an alternate chief examiner for the sole purpose of exercising summary jurisdiction under these regulations
   class means a lecture, tutorial, laboratory, workshop, practical session, practicum, placement, field trip or any other type of learning activity delivered or supervised by a staff member
   hall of residence means Bryant Hall, College Hall, Orchard Park or Student Village
   internal assessment means the portion of the assessment for a paper that is assigned, supervised and marked internally within the relevant department; it may include assignments, practical work, work in tutorials, seminars, written or oral tests, recitals, performances or attendance requirements
   natural justice means the right to have a decision made by an unbiased decision-maker who observes fair and impartial procedures
   student means a student enrolled at the University of Waikato
   summary jurisdiction means a process for dealing with a complaint of misconduct, where a designated person has authority, individually, to obtain and hear evidence, arrive at a judgement and, within the terms of that authority as defined in these regulations, impose a penalty
   University means the University of Waikato.
5. **Application**
   (1) These regulations apply to the conduct of students while they are enrolled as students.
   (2) These regulations apply to the conduct of students
      (a) on any property or in any facility owned or managed by the University
      (b) in the context of a University activity
      (c) where the conduct is related directly to the student's status as a student, or
      (d) where the conduct has the potential to harm unfairly the reputation of the University.
   (3) For the purpose of these regulations, the period during which a student is deemed to be enrolled as a student is defined as the period in a given year from (inclusively) the Monday of the start week of the paper in the student's programme of study that starts earliest in that year, to the Sunday of the end week of the paper that ends last.
   (4) 'Start week' and 'end week' in subsection (3) are defined for Student Loans and Allowances purposes.
   (5) The processes for dealing with complaints of misconduct may extend beyond the period defined in subsection (3).

Part 2
Misconduct

6. **Definition of misconduct**

A student commits misconduct if he or she

(a) commits a serious breach of the obligation, shared by staff and other members of the University community, to act towards others reasonably, courteously, considerately and with good faith

(b) behaves in a manner that significantly impedes or subverts the efficient functioning of the University in accordance with its statutory role

(c) behaves in a manner that discredits the University

(d) breaches any regulation published in the University of Waikato Calendar

(e) fails to comply with any reasonable and lawful policy or instruction approved and notified by the Vice-Chancellor, Council, Academic Board, or delegated authority of the Vice-Chancellor, Council or Academic Board

(f) uses University property, resources or funds for other than authorised purposes

(g) incurs liability on the part of the University without authorisation

(h) behaves in a manner that is likely to harm unfairly the reputation or professional prospects of another student or a member of staff

(i) behaves in a manner that jeopardises the health or safety of another person

(j) knowingly misleads the University in any significant matter

(k) encourages, assists, or procures a person to commit misconduct.

7. **Discrimination and harassment**

(1) The University of Waikato is committed to providing a work and study environment that is free from discrimination and harassment.

(2) A complainant may choose to have discrimination or harassment treated as a formal complaint of misconduct under these regulations.

(3) Discrimination means conduct that results, or is likely to result, in less favourable treatment, or creates, or is likely to create, a less favourable environment, for a person or group of people on any of the prohibited grounds set out in section 21 of the Human Rights Act 1993. The grounds on which discrimination is prohibited under section 21 of the Human Rights Act 1993 (unless any of the exceptions in Part II of the Act apply) are

(a) sex, which includes pregnancy and childbirth

(b) marital status

(c) religious belief

(d) ethical belief

(e) colour

(f) race

(g) ethnic or national origins, which includes nationality and citizenship

(h) disability

(i) age

(j) political opinion

(k) employment status

(l) family status

(m) sexual orientation.

(4) Harassment means serious or persistent interference in the pursuit of work or study of another person, by behaviour that is unwelcome, uninvited and unwarranted. Harassment includes

(a) sexual harassment: verbal or physical behaviour of a sexual nature that is unwelcome, uninvited and unwarranted

(b) racial harassment: the use of language (whether written or spoken), or visual materials, or physical behaviour that

(i) expresses hostility against, or brings into contempt or ridicule, any other person on the ground of the colour, race, or ethnic origins of that person

(ii) is hurtful or offensive to that other person (whether or not that is conveyed to the person complained about), and

(iii) is either repeated or of such a significant nature that it has a detrimental effect on that other person.

(5) General information, including examples of the types of behaviour that constitute discrimination and harassment and sources of advice and support on campus, is available from the Director of Student Services.

8. **Informal methods of dispute resolution**
   (1) As a matter of principle, the University encourages the use of informal methods for resolving disputes, although it is recognised that there are instances in which informal methods are not appropriate or will not be effective.
   (2) Methods of seeking an informal resolution to a complaint include the following:
      (a) the complainant discussing the issue with a third party but not proceeding further
      (b) direct discussions between the parties
      (c) the complainant writing a letter to the other party
      (d) a third party representing the complainant's concerns on his or her behalf
      (e) discussions between the parties, mediated by a third party
      (f) the complainant changing his or her own position to avoid or accommodate the conflict.
   (3) Within the University there is a network of trained staff and students to assist complainants with informal methods of dispute resolution; further information, including details of contact persons can be obtained from the Director of Student Services.
9. **Students accused of misconduct subject to discipline procedures**
   (1) A student against whom a complaint of misconduct is made, either by a member of the University or another person, is subject to the discipline procedures set down in Part 3 of these regulations.
   (2) All authority under these regulations must be exercised in accordance with the principles of natural justice.
   (3) Any person who is a party to a complaint of misconduct, or who provides information pertaining to a complaint of misconduct, may be required by the relevant authority to sign a statutory declaration in relation to any aspect of his or her testimony.
   (4) If a person who is a party to a complaint of misconduct fails to respond to a communication by a relevant authority, provided the authority has made all reasonable effort to locate and contact that person and to provide adequate opportunity for a response, the authority may proceed to deal with the complaint at his or her discretion.

Part 3
Procedures for Making, Investigating and Resolving Complaints of Student Misconduct, and Penalties where Misconduct is Substantiated

10. **Opportunity for preliminary advice**
    (1) A person who considers that a student has committed misconduct may, if that person wishes, first seek preliminary advice from one of the following staff members:
       (a) the Director of Student Services, the Director of the Academic Office or another relevant divisional director
       (b) the Chairperson of the Student Discipline Committee
       (c) a relevant Chairperson of Department
       (d) a relevant Dean.
    (2) A staff member from whom preliminary advice has been sought under subsection (1) must
       (a) provide all reasonable assistance and support to the complainant
       (b) advise the complainant, on the evidence provided by him or her, whether a formal complaint of misconduct might appropriately be lodged, and
       (c) advise the complainant about the appropriate procedures for lodging a formal complaint should the complainant choose to lodge one.
11. **Procedures for making a formal complaint**
    (1) Any person may lodge a formal complaint of misconduct against a student
       (a) even if that person has not sought or achieved an informal resolution under section 8, and
       (b) even if that person has not sought preliminary advice from a staff member under section 10, and

(c) regardless of any advice given by a staff member under section 10.

(2) A formal complaint of student misconduct must be made in writing
   (a) if it relates to student conduct in a Hall of Residence or the Rec Centre, to the Director of Student Services
   (b) if it relates to student conduct in the Library, to the University Librarian
   (c) if the complainant is an academic staff member and the complaint involves alleged plagiarism or cheating in a subject where authority has been delegated to a chief examiner under section 15, to the relevant chief examiner
   (d) in cases other than (a) (b) or (c), to the Chairperson of the Student Discipline Committee.

12. **Preliminary procedure in discipline complaints**
   (1) Where the Chairperson of the Student Discipline Committee receives a complaint of misconduct against a student, the complaint may be addressed through a tikanga process under section 13.
   (2) Unless it is agreed to follow a tikanga process under section 13, the Chairperson of the Student Discipline Committee may
      (a) offer summary jurisdiction to the student, or
      (b) refer the matter to the Student Discipline Committee.
   (3) If the Chairperson of the Student Discipline Committee offers summary jurisdiction, the student may choose either
      (a) to accept the offer of summary jurisdiction, or
      (b) to have the matter referred to the Student Discipline Committee.
13. **Tikanga Māori**
   (1) The spirit of tikanga is to seek resolutions to complaints in a Māori way that encourages a facilitated open exchange of views, in order to achieve a resolution that is agreed by all the parties involved.
   (2) A complaint may only be addressed through a tikanga process if
      (a) the complainant
      (b) the student answering the complaint
      (c) the Chairperson of the Student Discipline Committee, and
      (d) the Pro Vice-Chancellor (Māori)
      agree to the arrangements determined under subsection (3).
   (3) The Pro Vice-Chancellor (Māori) is responsible for determining the arrangements for the tikanga process after discussion with the parties, and is also responsible for informing the parties of the nature and implications of the process.
   (4) The process is facilitated by the Pro Vice-Chancellor (Māori), assisted by a tikanga panel appointed by the Pro Vice-Chancellor (Māori).
   (5) Where possible, a resolution is negotiated by the complainant and the student answering the complaint; where they are unable to negotiate a resolution between themselves, a resolution is determined by the Pro Vice-Chancellor (Māori) in consultation with the Chairperson of the Student Discipline Committee.
   (6) In determining a resolution under subsection (5), the Pro Vice-Chancellor (Māori) is authorised to take any of the actions that are available under summary jurisdiction procedures, as provided in section 14(6).
   (7) The Pro Vice-Chancellor (Māori) is responsible for reporting the resolution negotiated or determined under subsection (5), in writing, to the complainant and the student answering the complaint.
   (8) The Chairperson of the Student Discipline Committee is responsible for ensuring that all appropriate records relating to the outcome are maintained.
   (9) Failure to comply with a resolution negotiated or determined under this section is misconduct.
   (10) A resolution negotiated or determined under this section is final; there is no right of appeal.
   (11) Subject to the agreement of the Vice-Chancellor, the Pro Vice-Chancellor (Māori) may delegate his or her authority under this section.
14. **Summary jurisdiction procedures**
   (1) Summary jurisdiction is exercised by the Chairperson of the Student Discipline Committee, or, if section 15 applies, a chief examiner.
   (2) A student who accepts summary jurisdiction by the Chairperson of the Student Discipline Committee may write an answer to the complaint.
   (3) The complainant and the student
      (a) must be given the opportunity to appear and give evidence at a summary jurisdiction meeting with the

Chairperson of the Student Discipline Committee
(b) may be required to attend, at the Chairperson of the Student Discipline Committee's discretion
(c) may be accompanied at the meeting by any other person to act as an adviser or support person, subject to any conditions that the Chairperson of the Student Discipline Committee may impose.

(4) Where the Chairperson of the Student Discipline Committee exercises summary jurisdiction, he or she determines whether the student has committed misconduct on
(a) the evidence provided by the complainant and the student, and
(b) any other evidence, written or oral, that he or she may seek or accept at his or her discretion, provided that this evidence is disclosed to the student and he or she is given the opportunity to comment on it.

(5) The Chairperson of the Student Discipline Committee may decide at any time to take no further action on a complaint of misconduct if, in his or her judgement
(a) the evidence provided by the complainant is insufficient
(b) the subject matter of the complaint is trivial
(c) the complaint is frivolous, vexatious, or not made in good faith, or
(d) the complaint falls outside the scope of these regulations.

(6) If, having investigated a complaint, the Chairperson of the Student Discipline Committee determines that a student has committed misconduct, he or she may take one or more of the following actions:
(a) issue to the student a warning containing a statement of the possible consequences if the act or behaviour that provoked the complaint is repeated
(b) require an undertaking from the student as to future behaviour while enrolled at the University and set in place provisions for monitoring the student's behaviour in keeping with the undertaking
(c) require the student to provide any appropriate and available remedy to relieve distress, or repair damage, or correct a mistake
(d) require the student to make a public or private apology, either written or spoken
(e) require the student to pay, by a given date, compensation or a fine of up to $500
(f) arrange for the student to be formally reprimanded by the relevant Dean or by the Deputy Vice-Chancellor, in person and/or in writing
(g) suspend the student from attendance at any class or programme for up to one year
(h) exclude the student from, or limit access to, any designated part or facility of the University for up to one year
(i) if the misconduct is related to a particular paper or programme of the University,
(i) require the student to repeat or complete additional assessment
(ii) refuse or reduce credit for part or all of an individual item of assessment, or refuse credit for a paper as a whole
(j) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Chairperson of the Student Discipline Committee and within a prescribed period.

(7) The Chairperson of the Student Discipline Committee must exercise his or her discretion in the matter as expeditiously as possible.

(8) The outcome must be communicated to the complainant and the student as expeditiously as possible.

15. **Delegation of summary jurisdiction to chief examiners**

(1) The authority of the Chairperson of the Student Discipline Committee to exercise summary jurisdiction under section 14 may be delegated to a chief examiner, provided that
(a) the chief examiner has followed the process prescribed by the Chairperson of the Student Discipline Committee for requesting and exercising that delegated authority
(b) the complaint involves alleged plagiarism or cheating in a 100 or 200 level item of internal assessment which is worth less than 33% of the total assessment for the paper concerned
(c) the student who is the subject of the complaint has not previously been found guilty of misconduct under these regulations, and
(d) the student against whom the complaint is made accepts the delegated authority of the chief examiner.

(2) Where authority to exercise summary jurisdiction is delegated under this section, the chief examiner must follow the summary jurisdiction procedures prescribed by the Chairperson of the Student Discipline Committee.

(3) If, having investigated a complaint under this section, a chief examiner determines that the student has

committed misconduct, the chief examiner may take one or more of the following actions:
(a) issue to the student a warning containing a statement of the possible consequences if the act or behaviour that provoked the complaint is repeated
(b) require an undertaking from the student as to future behaviour while enrolled at the University and set in place provisions for monitoring the student's behaviour in keeping with the undertaking
(c) require the student to repeat or complete additional assessment
(d) refuse or reduce credit for part or all of an individual item of assessment, or refuse credit for a paper as a whole
(e) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Chief Examiner and within a prescribed period.

(4) If, at any time during a summary jurisdiction process, a chief examiner considers that the penalties available to the Chairperson of the Student Discipline Committee may be more appropriate, or for any other reason, the chief examiner may refer the matter back to the Chairperson of the Student Discipline Committee, who will exercise his or her own summary jurisdiction as provided under these regulations.

16. **Constitution and jurisdiction of the Student Discipline Committee**

(1) The Student Discipline Committee comprises
(a) the Chairperson, appointed by the Vice-Chancellor, and
(b) two academic staff members, appointed by the Chairperson of the Student Discipline Committee from a pool of eight nominated by the Academic Board, and
(c) two students, one of whom is enrolled at the graduate or postgraduate level, appointed by the Chairperson of the Student Discipline Committee from a pool of six students, two of whom are enrolled at the graduate or postgraduate level; the pool of six students is appointed by the Chairperson of the Student Discipline Committee in consultation with the President of the Waikato Students' Union if membership of the Waikato Students' Union is compulsory, or the student members of the Academic Board and Council in any other case.

(2) A quorum is the chairperson, one academic staff member and one student member.

(3) Written notice of the time, date and place of the hearing of the Student Discipline Committee, together with full details of the substance of the complaint, must be sent to the student against whom the complaint has been made, at least 14 days before the date of the hearing.

(4) The student answering the complaint may write an answer to the complaint.

(5) Both the complainant and the student answering the complaint
(a) must be given the opportunity to appear and give evidence at the Student Discipline Committee hearing
(b) may be required to attend, at the Committee's discretion
(c) may be accompanied at the hearing by another person to act as an adviser or support person, subject to any conditions that the Student Discipline Committee may impose.

(6) The Student Discipline Committee must convene as soon as is practicable to hear
(a) the evidence provided by the complainant and the student, and
(b) any other evidence, written or oral, that the Committee may seek or accept at its discretion, provided that this evidence is disclosed to the student and he or she is given the opportunity to comment on it.

(7) The Student Discipline Committee may decide at any time to take no further action on a complaint of misconduct if, in its judgement,
(a) the evidence provided by the complainant is insufficient
(b) the subject matter of the complaint is trivial
(c) the complaint is frivolous, vexatious, or not made in good faith, or
(d) the complaint falls outside the scope of these regulations.

(8) If misconduct is substantiated, the Student Discipline Committee may take one or more of the following actions:
(a) issue to the student a warning containing a statement of the possible consequences if the act or behaviour that provoked the complaint is repeated
(b) require an undertaking from the student as to future behaviour while he or she remains enrolled at the University and set in place provisions for monitoring the student's behaviour in keeping with the undertaking
(c) require the student to provide any appropriate and available remedy to relieve distress, or repair damage, or correct a mistake

(d) require the student to make a public or private apology, either written or spoken
(e) require the student to pay, by a given date, compensation or a fine of up to $1000
(f) arrange for the student to be formally reprimanded by the relevant Dean or by the Deputy Vice-Chancellor, in person and/or in writing
(g) suspend the student from attendance at any class or programme for up to one year
(h) exclude the student from, or limit access to, any designated part or facility of the University for a specified period of time or permanently
(i) cancel a student's enrolment at the University, as a whole or in respect of any paper or programme, for a specified period of time or permanently
(j) if the misconduct is related to a particular paper or programme of the University,
(i) require the student to repeat or complete additional assessment
(ii) refuse or reduce credit for part or all of an individual item of assessment, or refuse credit for a paper as a whole
(k) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Student Discipline Committee and within a prescribed period.

(9) The Student Discipline Committee must exercise its jurisdiction in the matter as expeditiously as possible.
(10) The outcome must be communicated to the complainant and the student as expeditiously as possible.

17. **Authority of staff for discipline in classes**
A staff member delivering or supervising a class may dismiss from it, for its duration, any student who, in his or her judgement, has committed misconduct in that class.

18. **Authority of the Dean of Science and Engineering for discipline in laboratories**
The Dean of the Faculty of Science and Engineering may exclude from any laboratory in the Faculty of Science and Engineering, for up to seven days, any student who, in his or her judgement, has committed misconduct in a laboratory in the Faculty.

19. **Authority of the University Librarian for discipline in the Library**
The University Librarian may exclude from the Library, for up to seven days, any student who, in his or her judgement, has committed misconduct in the Library.

20. **Authority of the Director of Student Services for discipline in the halls of residence**
(1) The Director of Student Services has authority for order and discipline in the halls of residence and may give instructions as he or she thinks fit in accordance with that authority.
(2) Any instructions by the Director of Student Services under subsection (1) must
(a) be notified individually to each resident to whom they apply, and
(b) be displayed permanently and conspicuously in an appropriate place in the relevant hall.
(3) Where the Director of Student Services receives a complaint of misconduct in a hall of residence, he or she may
(a) refer the matter to the Residents' Discipline Committee of the hall in which the student resides, or
(b) offer summary jurisdiction to the student.
(4) If the Director of Student Services offers summary jurisdiction, the student may choose either
(a) to accept the offer of summary jurisdiction, or
(b) to have the matter referred to the relevant Residents' Discipline Committee.
(5) A student who accepts summary jurisdiction by the Director of Student Services may write an answer to the complaint.
(6) The complainant and the student
(a) must be given the opportunity to appear and give evidence at a summary jurisdiction meeting with the Director of Student Services
(b) may be accompanied at the meeting by any other person to act as an adviser or support person, subject to any conditions that the Director of Student Services may impose.
(7) Where the student accepts the offer of summary jurisdiction by the Director of Student Services, the Director of Student Services determines whether the student has committed misconduct on
(a) the evidence provided by the complainant and the student, and
(b) any other evidence, written or oral, that the Director of Student Services may seek or accept at his or her discretion, provided that this evidence is disclosed to the student and he or she is given the opportunity to comment on it.
(8) The Director of Student Services may decide at any time to take no further action on a complaint of

misconduct if, in his or her judgement,
(a) the evidence provided by the complainant is insufficient
(b) the subject matter of the complaint is trivial
(c) the complaint is frivolous, vexatious, or not made in good faith, or
(d) the complaint falls outside the scope of these regulations.

(9) If misconduct is substantiated, the Director of Student Services may take one or more of the following actions:
(a) issue to the student a warning containing a statement of the possible consequences if the act or behaviour that provoked the complaint is repeated
(b) require an undertaking as to future behaviour
(c) require the student to provide any appropriate and available remedy to relieve distress, or repair damage, or correct a mistake
(d) require the student to make a public or private apology, either written or spoken
(e) require the student to pay, by a given date, a sum of up to the equivalent of one week's board at the relevant hall
(f) require the student to undertake community service work in the relevant hall, of whatever nature the Director of Student Services thinks fit
(g) exclude the student from the relevant hall for up to one year
(h) exclude the student from, or limit access to, a designated part or facility of the relevant hall for up to one year.

(10) Where a student accused of misconduct in a hall chooses to have the matter referred to the Residents' Discipline Committee, the committee must convene as soon as practicable to hear
(a) the evidence provided by the complainant and the student, and
(b) any other evidence, written or oral, that the Residents' Discipline Committee may seek or accept at its discretion, provided that this evidence is disclosed to the student and he or she is given the opportunity to comment on it.

(11) Written notice of the time, date and place of the hearing of the Residents' Discipline Committee, together with full details of the substance of the complaint, must be sent to the student against whom the complaint has been made at least seven days before the date of the hearing.

(12) The student answering the complaint may write an answer to the complaint.

(13) The complainant and the student
(a) must be given the opportunity to appear and give evidence at the Residents' Discipline Committee hearing
(b) may be accompanied at the hearing by another person to act as an adviser or support person, subject to any conditions that the Residents' Discipline Committee may impose.

(14) The Residents' Discipline Committee may recommend to the Director of Student Services at any time that no further action be taken on a complaint of misconduct if, in its judgement,
(a) the evidence provided by the complainant is insufficient
(b) the subject matter of the complaint is trivial, or
(c) the complaint is frivolous, vexatious, or not made in good faith.

(15) If misconduct is substantiated, the Residents' Discipline Committee makes a recommendation to the Director of Student Services, who, having taken account of the advice of the Committee, may take one or more of the actions listed in subsection (9).

(16) The Director of Student Services must exercise his or her jurisdiction in the matter as expeditiously as possible.

(17) The outcome must be communicated to the complainant and the student as expeditiously as possible.

21. **Authority of the Director of Student Services for discipline in the Rec Centre**
The Director of Student Services may, having taken account of the advice of the Manager of the Rec Centre, suspend from membership or use of the Rec Centre for up to one year, any student whom the Manager considers has committed misconduct in the Centre.

22. **Authority of the Vice-Chancellor**
(1) The Vice-Chancellor may exclude a student from the University, or limit access to any designated part, system or facility of the University, if the student has been convicted of a criminal offence and if, in the Vice-Chancellor's judgement, the nature of the offence impinges detrimentally on the University or its staff or students.

(2) Whether or not there has been a formal complaint of misconduct, the Vice-Chancellor may, on suspicion of possible misconduct, initiate an investigation of the conduct of a student. Any investigation under this section and any procedure related to that investigation must be consistent with these regulations.
(3) If, having regard to the security of University property or the best interests of students and staff, the Vice-Chancellor is satisfied that the nature of a complaint is sufficiently serious, the Vice-Chancellor may suspend the student to whom the complaint relates from attendance at any class or programme, or from the campus, until the complaint has been investigated and settled.

23. **Authority of Council to withdraw or refuse to grant an academic award**
(1) Council may withdraw or refuse to grant an academic award if it is satisfied that the candidate was guilty of misconduct in relation to the award while enrolled, or otherwise dishonest in relation to the award.
(2) Council must consult with the Academic Board before taking a decision under this section; the advice of the Academic Board must be based on a recommendation from the Student Discipline Committee.
(3) The principles and processes followed by the Student Discipline Committee in formulating its recommendation to the Academic Board must be consistent with the principles and procedures outlined in these regulations for the investigation and hearing of allegations of misconduct.
(4) The Academic Board must make all reasonable effort to ensure that the candidate concerned receives prior notification of the advice that it intends to give to Council and is given an opportunity to make a written submission directly to Council.
(5) Council may determine its own procedures for considering a matter under this section provided they conform with the principles of natural justice.
(6) A decision by Council under this section is final.

24. **Annotation of academic records and grades**
(1) Where misconduct is found, the student's academic record will be annotated accordingly, either permanently or for a period of time designated by the relevant authority, unless the authority decides on the basis of the seriousness of the misconduct that it is not warranted.
(2) Where a student is refused credit for a paper as a whole as a penalty for misconduct, an NC (No Credit) grade will be awarded for that paper.

Part 4
Provisions for Appeal

25. **Provision for appeal to the Chairperson of the Student Discipline Committee**
(1) A student may appeal to the Chairperson of the Student Discipline Committee against any decision taken by
(a) a chief examiner under section 15
(b) a staff member under section 17
(c) the Dean of Science and Engineering under section 18
(d) the University Librarian under section 19.
(2) An appeal must be addressed and submitted in writing to the Chairperson of the Student Discipline Committee (Student and Academic Services Division), together with the prescribed fee; it must include a postal address and must be signed.
(3) An appeal must be received by the Chairperson of the Student Discipline Committee not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.
(4) An appeal may be made only on one or more of the following grounds:
(a) that the process used for addressing the alleged misconduct was unfair
(b) that the decision reached was manifestly at odds with the evidence
(c) that the remedy imposed was manifestly at odds with the misconduct
(d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.
(5) The student and the authority that made the original discipline decision
(a) must be given the opportunity to appear and give evidence at the appeal hearing
(b) may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Chairperson of the Student Discipline Committee may impose.

(6) The Chairperson of the Student Discipline Committee may
  (a) dismiss the appeal and uphold the original decision
  (b) vary the decision
  (c) require any appropriate and available remedy to settle the appeal.
(7) The Chairperson of the Student Discipline Committee must hear the appeal as expeditiously as possible.
(8) The outcome must be communicated to the student and the authority that made the original discipline decision as expeditiously as possible.
(9) The decision of the Chairperson of the Student Discipline Committee on an appeal is final.
(10) At the discretion of the Chairperson of the Student Discipline Committee, the fee for an appeal may be refunded, either in full or in part, if the appeal is decided in the student's favour.

26. **Provision for appeal to Council**

(1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to Council against any decision under these regulations
  (a) by the Director of Student Services
  (b) unless it is an appeal decision under section 25, by the Chairperson of the Student Discipline Committee
  (c) by the Student Discipline Committee
  (d) by the Vice-Chancellor.
(2) An appeal must be addressed and submitted in writing to the Secretary to Council, together with the prescribed fee; it must include a postal address and must be signed.
(3) An appeal must be received by the Secretary to Council not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.
(4) An appeal may be made only on one or more of the following grounds:
  (a) that the process used for addressing the alleged misconduct was unfair
  (b) that the decision reached was manifestly at odds with the evidence
  (c) that the remedy imposed was manifestly at odds with the misconduct
  (d) that significant new evidence has become available that could not have been reasonably obtained and presented during the initial process and that could have a material effect on the decision made.
(5) The Council delegates authority to hear and decide appeals on its behalf to the Student Discipline Appeals Committee, which comprise:
  (a) two members appointed by and from Council, and
  (b) one other member, who is either a member of Council, or a staff member, Emeritus Professor or Honorary Fellow of the University, appointed by Council on the basis of his or her knowledge of legal processes, who is Chairperson.
(6) The Chairperson of the Student Discipline Appeals Committee may appoint an adviser to assist at a hearing in relation to aspects of a case; the Chairperson may also co-opt that adviser as a member of the Student Discipline Appeals Committee for that hearing.
(7) The Student Discipline Appeals Committee may determine its own procedures for hearing and deciding appeals, provided that they conform with the principles of natural justice, and may issue procedural directions.
(8) At an appeal hearing
  (a) the appellant must be given the opportunity to appear and give evidence and may be accompanied by an adviser and/or support person, subject to any conditions that the Student Discipline Appeals Committee may impose.
  (b) the other parties to the complaint, including the authority that made the original discipline decision, must also be given the opportunity to appear and give evidence.
(9) Having heard an appeal, the Student Discipline Appeals Committee may
  (a) dismiss the appeal
  (b) allow the appeal and vary the decision with respect to the original complaint
  (c) refer the complaint back to the authority that made the decision appealed against, for rehearing.
(10) The Student Discipline Appeals Committee may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.
(11) The Student Discipline Appeals Committee must hear appeals as expeditiously as possible.
(12) The outcome of the appeal must be communicated to the appellant and the other parties to the complaint, including the authority that made the original discipline decision, as expeditiously as possible.

(13) The decision of the Student Discipline Appeals Committee on an appeal is final.
(14) At the discretion of the Chairperson of the Student Discipline Appeals Committee, the fee for an appeal may be refunded, either in full or in part, if the appeal is decided in the appellant's favour.

Part 5
Provisions to Delegate Authority

27. **Delegation of authority by the Chairperson of the Student Discipline Committee**
Subject to the agreement of the Vice-Chancellor, the Chairperson of the Student Discipline Committee may delegate his or her authority under these regulations.
28. **Delegation of authority by the Vice-Chancellor**
The Vice-Chancellor may delegate his or her authority under these regulations.

Part 6
Monitoring and Reporting

29. **Reports to the Academic Board**
The Chairperson of the Student Discipline Committee must submit an annual report to the Education Committee, including
(a) an overview of summary jurisdiction decisions taken during the relevant year by the Chairperson of the Student Discipline Committee, chief examiners and any others who have exercised authority delegated by the Chairperson of the Student Discipline Committee
(b) an outline of decisions by the Student Discipline Committee
(c) an overview of decisions through tikanga processes
(d) an outline of appeals heard by the Chairperson of the Student Discipline Committee or his or her delegate
(e) an overview of student discipline matters, including any patterns or trends
(f) a statement about the appropriateness and effectiveness of current regulations, policies and processes concerning student discipline, and
(g) any recommendations with respect to current regulations, policies and processes concerning student discipline.
30. **Reports to Council**
The outcome of any appeal heard by the Student Discipline Appeals Committee must be reported to Council.
31. **Confidentiality**
Subject to section 24, all processes and decisions under these regulations are confidential to the parties involved, and to staff responsible for administering student discipline processes and maintaining students' academic records. Relevant information may also be made available to Deans and other staff responsible for student progress and for maintaining the University's academic standards and the integrity of its assessment processes.

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Student Complaints Procedures

Preamble

Consistent with its commitment to excellence, the University has adopted these procedures to assist both students and staff in the resolution of student concerns and complaints constructively, quickly and fairly.

Where minor concerns arise, students are encouraged to take a common-sense approach and raise them directly with the relevant staff, with the aim of resolving them at the lowest possible level and without undue formality. However, where informal discussions have not yielded a satisfactory resolution, or where the matter is more serious, the following procedures provide for a more formal process to be pursued.

Complaints considered through these procedures will be monitored and reviewed to enable the University to continually improve processes and services in support of student learning.

Student and staff rights and responsibilities in relation to these procedures are set out in the appendix.

Procedures

1. **Definitions**
   In these procedures
   complaint means a written statement submitted by a student about a matter that requires formal consideration and resolution by the University in the terms set out in these procedures
   natural justice means the right to have a decision made by an unbiased decision-maker who observes fair and

impartial procedures.

2. **Application and scope**
   (1) Subject to subsection (2), these procedures apply to complaints about any aspect of the teaching and learning process and the broad provision made by the University to support that process.
   (2) These procedures may not be used
      (a) where the complaint can be dealt with under the *Student Discipline Regulations 2014* or the *Assessment Regulations 2016*, or
      (b) to challenge the academic judgement of examiners.
   (3) Depending on the nature of the complaint, these procedures should be read in conjunction with the *Staff Code of Conduct*, and/or the *Code of Practice for the Pastoral Care of International Students*.
   (4) No action will be taken on malicious or anonymous complaints.
   (5) A complainant must be able to demonstrate that the complaint is brought without malice and is based on evidence that the complainant honestly and reasonably believes to be substantially true. Those responsible for resolving complaints under these procedures must take all reasonable steps to ensure that the complainant is protected against any subsequent recrimination or victimisation.
   (6) Students and staff involved in the consideration and resolution of concerns and complaints have various rights and responsibilities, which are outlined in the appendix to these procedures.
3. **Informal resolution of concerns**
   (1) Before making formal written complaints, students are encouraged to seek a resolution to any concerns by raising and discussing them informally with the relevant staff member who is most directly associated with the matter.
   (2) A staff member with whom a concern is raised by a student is expected to deal with the matter in an open and professional manner and to take reasonable and prompt action to try to resolve it informally.
   (3) A student who is uncertain about how to seek informal resolution of a concern is encouraged to seek advice from the Group Manager, Student Support Services on 07 856 2889 Ext. 5199 or the Waikato Student Union Advocacy Officer.
4. **Formal complaints procedures**
   (1) Where it has not been possible to resolve a concern informally, a student may make a formal complaint.
   (2) A student who wishes to make a formal complaint must submit it in writing, on the prescribed form (available online at *www.waikato.ac.nz/sasd/files/docs/complaintform.doc*), to the Dean or Head, or equivalent, who is responsible for the action or matter that has given rise to the complaint.
   (3) The written complaint must be submitted within three months after the occurrence of the action or matter that has given rise to the complaint, unless the Dean or Head, or equivalent, agrees to receive it beyond this timeframe.
   (4) If the complainant prefers not to address the complaint to the person recommended in subsection (2) it may be addressed to the Deputy Vice-Chancellor, who will address the complaint and make a decision in accordance with these procedures.
   (5) A Dean or Head, or equivalent, who receives a student complaint must acknowledge it in writing within three working days. He or she must also lodge the complaint in the relevant Division, Faculty or School of Studies complaints register, using the student ID number as identifier (rather than the student's name), and must maintain a file of all documentation in relation to the consideration of the complaint.
   (6) The Dean or Head, or equivalent, must ensure that any staff member named in the complaint receives a copy as soon as practicable.
   (7) The Dean or Head, or equivalent, must consider the complaint in accordance with the principles of natural justice, and must ensure that all parties to the complaint are accorded the full benefit of those principles.
   (8) The process may include meetings with relevant staff and/or the complainant. Where meetings are held, the parties may, if they wish, be accompanied by a peer support person.
5. **Resolution of complaints**
   (1) The Dean or Head, or equivalent, must make a decision in relation to the complaint and must notify his or her decision to the parties, in writing, within 28 days of receiving the complaint.
   (2) If the complaint involves a university process or service and if, in the opinion of the relevant Dean or Head, or equivalent, the complaint has substance, the Dean or Head, or equivalent, must arrange for the relevant process or service to be reviewed, with a view to preventing a recurrence and ensuring continued improvement.
6. **Appeals**

(1) Any party to a student complaint who is dissatisfied with a decision by a Dean or Head, or equivalent, under these procedures may appeal to the Deputy Vice-Chancellor.
(2) The appeal must be submitted in writing within 28 days of the letter notifying the decision.
(3) The Deputy Vice-Chancellor will consider the relevant documentation and may, at his or her discretion, consult the Dean or Head, or equivalent, who made the decision. The Deputy Vice-Chancellor may also interview any parties to the complaint.
(4) If he or she determines that the complaint process has been conducted in accordance with these procedures and the outcome is appropriate, the Deputy Vice-Chancellor may dismiss the appeal. Otherwise, he or she will decide the appeal in consultation with the relevant Dean or Head, or equivalent, and any other parties. Subject to subsections (6) and (7), the decision of the Deputy Vice-Chancellor under this section is final.
(5) The Deputy Vice-Chancellor will notify his or her appeal decision in writing to the parties.
(6) When he or she notifies the parties of the appeal decision, the Deputy Vice-Chancellor will inform the parties of the Ombudsman's role in relation to complaints about government organisations (including universities) that affect people in their personal capacities.
(7) The Deputy Vice-Chancellor will also inform any staff members who are dissatisfied with a student complaint process of the steps available to them under the University's *Procedure for Resolving Employment Relationship Problems and Personal Grievances*.
(8) If the original complaint was addressed to the Deputy Vice-Chancellor under section 4(4), any appeal must be made to the Vice-Chancellor. That appeal will be considered and decided, in accordance with appeal processes consistent with those set out in these procedures, by a nominee of the Vice-Chancellor.

7. **Confidentiality**
   All processes and decisions under these procedures are confidential to the parties and staff directly involved.
8. **Annual report to the Academic Board**
   The Deputy Vice-Chancellor must submit an annual report to the Academic Board, including an overview of student complaints and decisions during the relevant year, together with any consequent recommendations with respect to the teaching and learning process and the provision made by the University to support that process.

Appendix

Rights and Responsibilities of Parties to a Student Complaint

Parties to a student complaint have the **right** to

- be treated with courtesy at all times
- a fair and timely investigation process in accordance with the principles of natural justice
- express their points of view without fear of recrimination
- receive full information at all stages of the complaint process
- be advised in writing of all decisions made in relation to the complaint
- appeal the outcome
- in the case of a staff member, avail himself or herself of the Procedure for Resolving Employment Relationship Problems and Personal Grievances.

Parties to a student complaint have a **responsibility** to

- treat all parties with courtesy at all times
- respect the points of view of others
- respect the rights of all parties to the complaint with respect to confidentiality
- in the case of the complainant, ensure that the complaint is made in good faith and complies with the requirements of the Student Complaints Procedures
- provide full and accurate information to the person investigating the complaint
- not take any action that may prejudice the situation or be regarded as an act of recrimination against any other party.

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Scholarships Office

Scholarships are responsible for all administration associated with scholarships and prizes awarded by the University and outside sponsors. These include University of Waikato Scholarships and Universities New Zealand - Te Pōkai Tara Scholarships. Students interested in applying for scholarships are encouraged to consult the Scholarships website at www.waikato.ac.nz/scholarships and to subscribe to the monthly electronic scholarships newsletter by e-mailing a request to that effect to scholarships@waikato.ac.nz.

The following is a list of scholarships, awards and prizes that are administered in part or fully by the University of Waikato Scholarships Office.

For more information, visit the Scholarships website: www.waikato.ac.nz/scholarships.

Scholarships and Awards

School Leavers

Engineering Admission Fees Scholarship
Bartlett Scholarship
Brian Smith Memorial Entrance Scholarship
Buckley Scholarship
Computer Graphic Design Fees Scholarship
Computer Science Undergraduate Scholarship
DairyNZ Scholarships
David Johnstone Charitable Trust Scholarship
D.V. Bryant Trust University of Waikato Residential Scholarship

Edna Money Future Pacific Leaders' Scholarship
Energy Education Trust Undergraduate Scholarship
Mathematics Fees Scholarship
Michael Baldwin Memorial Scholarship
Northland Future Leaders' School Leaver Scholarship
Science Admission Fees Scholarship
Sir Edmund Hillary Scholarship
Te Piringa - Faculty of Law Entrance Scholarship
Te Piringa - Faculty of Law Endeavour Scholarship
Te Piringa - Faculty of Law Secondary Schools Mooting Competition Scholarship
Te Tohu Paetahi Scholarship
The Tokoroa and Putaruru School Leaver Scholarship
Universities NZ - Edna Waddell Undergraduate Scholarship for Women in Technology and Engineering
Universities NZ - Kauri Museum Mervyn Sterling Memorial Scholarship
Universities NZ - KiwiRail Undergraduate Scholarship
University of Waikato Academic Merit School Leaver Scholarship
University of Waikato International Excellence Scholarship
University of Waikato Rugby Development Scholarship
Vice-Chancellor's Academic Excellence School Leaver Scholarship

Undergraduate
Acorn Foundation Eva Trowbridge Scholarship
Allied Security Scholarship
Anne Shannon Scholarship
Brian Perry Business Management Scholarship
Brian Perry Undergraduate Scholarship in Science and Engineering
Brian Smith Memorial 499/599 Scholarship
Cayne Dunnett Memorial Scholarship
CMS International Exchange Scholarship
CRF Heinold Memorial Award
DairyNZ Scholarships
D.V. Bryant Trust University of Waikato Residential Scholarship
D.V. Bryant Trust University of Waikato Residential Tutorship
Edna Money Future Pacific Leaders' Scholarship
Edna Money Scholarship for Pacific Academic Achievement
Edna Money Scholarship for Pacific Academic Excellence
Energy Education Trust Undergraduate Scholarship
Evonik Industries German Scholarship
EY Scholarship in Accounting
FASS Exchange Scholarship
FASS Study Abroad Fees Scholarship
FCMS Summer Project Scholarship
Fisher and Paykel Healthcare Undergraduate Scholarship in Physics
Freemasons University Scholarship
Gemini Trust Disability Scholarship
Hamilton Zoo University of Waikato Science & Engineering Scholarship
High Achievement Scholarship for International Students
Māori Award: Te Pūtea Tautoko
Martha Morse Student Exchange Scholarship
Michael Baldwin Memorial Scholarship
Michael Caiger Memorial Scholarship
Project Ignite Scholarship Programme
Rewi Alley Scholarship in Chinese Studies
Rotary Club of Te Awamutu Centennial Scholarship

Sir Edmund Hillary Scholarship
Sir Edmund Hillary Medal
Smartrak Software Development Scholarship
Society of Petroleum Engineers Scholarship
Statistics Fees Scholarship
Step Higher Award
Summer Start-Up Scholarship Programme
Te Ahurutanga Māori Student Leadership Programme Award
Te Pua Wānanga ki te Ao Undergraduate Excellence Award
Tertiary Award in Pacific Ako (TAPA) Award
Te Tohu Paetahi Scholarship
Universities NZ - Edna Waddell Undergraduate Scholarship for Women in Technology and Engineering
Universities NZ - Kauri Museum Mervyn Sterling Memorial Scholarship
Universities NZ - Kitchener Memorial Scholarship
Universities NZ - KiwiRail Group Undergraduate Scholarship
Universities NZ - Seafarers Union Scholarship
University of Waikato International Excellence Scholarship
University of Waikato Rugby Development Scholarship
University of Waikato Summer Research Scholarship Programme
Vice-Chancellor's Adult Learners Award
Waikato Graduate Women Educational Trust Te Raranga Mātauranga Award
Waikato Regional Council and Waikato-Tainui - Dame Te Atairangikaahu Scholarship
WMS International Exchange Scholarship
WSU 'First in Family' Scholarship
WSU John Houstoun Memorial Scholarship
WSU Scholarship for Cultural Contribution
WSU Sole Parent/Caregiver Award
YES Association (Automotive Engineering) Scholarship

Graduate
Auckland ICT Graduate School Scholarship
Acorn Foundation Eva Trowbridge Scholarship
Acorn Foundation Ted Wadsworth Scholarship
Brian Smith Memorial 499/599 Scholarship
Broad Memorial Fund Award
Corporate & Executive Education MBA Scholarship
Corporate & Executive Education Postgraduate Diploma in Management Studies Scholarship
CRF Heinold Memorial Award
Dr Stella Frances Memorial Scholarship
D.V. Bryant Trust University of Waikato Residential Tutorship
FASS Honours/Postgraduate Diploma Award
FASS Masters Thesis Award
FASS Study Abroad Fees Scholarship
Fisher and Paykel Healthcare Graduate Scholarship in Biophysics
Freemasons Postgraduate Scholarship
Golden Plover Wetland Research Award
Hilary Jolly Memorial Scholarship
HOPE - SELWYN Scholarship in Ageing Research
John Allan Scholarship in Education
Julia Sandford Scholarship
Kamira Henry (Binga) Haggie Scholarship
Kerby Bursary for Graduate Music Studies
Māori Awards: Te Pūtea Tautoko
Michael Baldwin Memorial Scholarship

NZ National Agricultural Fieldays Sir Don Llewellyn Scholarship
NZ-US Educational Foundation - Fulbright Programme
Rewi Alley Scholarship in Chinese Studies
Rotorua Chamber of Commerce Business Scholarship
Science and Engineering Masters Fees Award
Sir Edmund Hillary Medal
Sir Edmund Hillary Scholars' Higher-Qualification Scholarship
Sir Edmund Hillary Scholarship
Sir William Gallagher Cyber Security Scholarship
Step Higher Award
Summer Start-Up Scholarship Programme
Tauranga Chamber of Commerce Business Scholarship
Te Mata Ira Masters Scholarship
Te Piringa - Faculty of Law Graduate Scholarship
Te Pua Wānanga ki te Ao Graduate Excellence Award
Te Tohu Paetahi Scholarship
Terry Healy Memorial Award
Tertiary Award in Pacific Ako (TAPA) Award
Tess Embling Memorial Scholarship
The A Zulauf Trust Scholarship
The Thrifty Scholarship in Tourism
The University of Avignon Graduate French Award
Trust Waikato Student Community Grant
Universities NZ - Bing's Scholarship
Universities NZ - DAAD (German Academic Exchange Service) Scholarship
Universities NZ - FMB Reynolds Scholarship in Law to Oxford
Universities NZ - Frank Knox Memorial Fellowship
Universities NZ - Gordon Watson Scholarship
Universities NZ - New Zealand Aid Programme Ngā Hoe Tuputupu-mai-tawhiti Awards for Postgraduate Field Research
Universities NZ - New Zealand Law Foundation Ethel Benjamin Scholarship
Universities NZ - Pukehou Poutu Scholarship
Universities NZ - Rhodes Scholarship
Universities NZ - Tertiary Education Union (TEU) Crozier Scholarship
Universities NZ - The Auckland Council Chief Economist's Research Scholarship in Economics
Universities NZ - The Bruce Cronin Bay Trust Scholarship
Universities NZ - The Dick and Mary Earle Scholarship in Technology
Universities NZ - The Electoral Commission Suffrage Scholarship
Universities NZ - The Freyberg Scholarship
Universities NZ - The Henry Kelsey Research Scholarship
Universities NZ - The J H Aspinall Scholarship
Universities NZ - The Judith Clark Memorial Fellowship
Universities NZ - The Kiwi Music Scholarship
Universities NZ - The New Zealand-France Friendship Fund Excellence Scholarship
Universities NZ - Todd Foundation Award for Excellence
Universities NZ - William Georgetti Scholarship
University of Waikato Environmental Research Institute (ERI) Masters Research Scholarship
University of Waikato Institute for Business Research (IBR) Masters Research Scholarship
University of Waikato Institute of Professional Learning – Te Whai Toi Tangata (IPL) Masters Research Scholarship
University of Waikato Masters Research Scholarship
University of Waikato National Institute of Demographic and Economic Analysis (NIDEA) Masters Research Scholarship
University of Waikato Summer Research Scholarship Programme
University of Waikato Taught Postgraduate Fees Scholarship

University of Waikato Te Kotahi Research Institute (TKRI) Masters Research Scholarship
University of Waikato Wilf Malcolm Institute of Educational Research (WMIER) Masters Research Scholarship
Waikato Chamber of Commerce Business Scholarship
Waikato Graduate Women Educational Trust Masters Study Award
Waikato MBM Scholarship
Whanganui River Enhancement Trust Scholarship
WMS International Exchange Scholarship
WSU John Houstoun Memorial Award
WSU Sole Parent/Caregiver Award

Postgraduate
Acorn Foundation Eva Trowbridge Scholarship
Acorn Foundation Ted Wadwsorth Scholarship
Broad Memorial Fund Award
Bryant Postgraduate Research Scholarship
Corporate & Executive Education Postgraduate Diploma in Management Studies Scholarship
Dr Zena Daysh Doctoral Fellowship Sustainability
D.V. Bryant Trust University of Waikato Postgraduate Research Scholarship
D.V. Bryant Trust University of Waikato Residential Tutorship
Evelyn Stokes Memorial Scholarship
FASS Study Abroad Fees Scholarship
Flower Doctoral Fellowship in Agribusiness
Freemasons Postgraduate Scholarship
Hilary Jolly Memorial Scholarship
HOPE - SELWYN Scholarship in Ageing Research
Māori Awards: Te Pūtea Tautoko
Michael Baldwin Memorial Scholarship
NZ National Agricultural Fieldays Sir Don Llewellyn Scholarship
NZ-US Educational Foundation - Fulbright Programme
Peter Freyberg Memorial Scholarship
Project Ignite Scholarship Programme
Rewi Alley Scholarship in Chinese Studies
Rotorua Chamber of Commerce Business Scholarship
School of Engineering Postgraduate Study Scholarship
School of Science Postgraduate Study Scholarship
Sir Edmund Hillary Medal
Sir Edmund Hillary Scholar’s Higher-Qualification Scholarship
Sir Edmund Hillary Scholarship
Step Higher Award
Te Pua Wānanga ki te Ao Postgraduate Excellence Award
Tauranga Chamber of Commerce Business Scholarship
Terry Healy Memorial Award
Tertiary Award in Pacific Ako (TAPA) Award
The University of Avignon Graduate French Award
Trust Waikato Student Community Grant
Universities NZ - Auckland Medical Aid Trust Scholarship
Universities NZ - China-New Zealand Doctoral Research Scholarship (CNZDRS)
Universities NZ - Claude McCarthy Fellowship
Universities NZ - Commonwealth Scholarship to the United Kingdom
Universities NZ - DAAD (German Academic Exchange Service) Scholarship
Universities NZ - Edward and Isabel Kidson Scholarship
Universities NZ - FMB Reynolds Scholarship in Law to Oxford
Universities NZ - Frank Knox Memorial Fellowship
Universities NZ - Gordon Watson Scholarship

Universities NZ - L.B. Wood Travelling Scholarship
Universities NZ - New Zealand Aid Programme Ngā Hoe Tuputupu-mai-tawhiti Awards for Postgraduate Field Research
Universities NZ - New Zealand Commonwealth Doctoral Scholarship
Universities NZ - New Zealand Law Foundation Ethel Benjamin Scholarship
Universities NZ - Patricia Pratt Scholarship in Musical Performance
Universities NZ - Pukehou Poutu Scholarship
Universities NZ - Rhodes Scholarship
Universities NZ - Shirtcliffe Fellowship
Universities NZ - Tertiary Education Union (TEU) Crozier Scholarship
Universities NZ - The Auckland Council Chief Economist's Research Scholarship in Economics
Universities NZ - The Bruce Cronin Bay Trust Scholarship
Universities NZ – The Dick and Mary Earle Scholarship in Technology
Universities NZ - The Freyberg Scholarship
Universities NZ - The Henry Kelsey Research Scholarship
Universities NZ - The J H Aspinall Scholarship
Universities NZ - The Judith Clark Memorial Fellowship
Universities NZ - The Kiwi Music Scholarship
Universities NZ - The New Zealand-France Friendship Fund Excellence Scholarship
Universities NZ - The Prince of Wales Cambridge International
Universities NZ - Todd Foundation Award for Excellence
Universities NZ - Todd Foundation Scholarship in Energy Research
Universities NZ - William Georgetti Scholarship
Universities NZ - Woolf Fisher Scholarship
University of Waikato Chiefs Doctoral Scholarship
University of Waikato Doctoral Scholarship
University of Waikato Environmental Research Institute (ERI) Doctoral Scholarship
University of Waikato Institute of Business Research (IBR) Doctoral Scholarship
University of Waikato Institute of Professional Learning - Te Whai Toi Tangata (IPL) Doctoral Scholarship
University of Waikato KIA Waikato Bay of Plenty Magic Doctoral Scholarship
University of Waikato National Institute of Demographic and Economic Analysis (NIDEA) Doctoral Scholarship
University of Waikato Te Kotahi Research Institute (TKRI) Doctoral Scholarship
University of Waikato Wilf Malcolm Institute of Educational Research (WMIER) Doctoral Scholarship
Waikato Chamber of Commerce Business Scholarship
Waikato Graduate Women Educational Trust Merit Award for Doctoral Study
Whanganui River Enhancement Trust Scholarship
Wilf and Ruth Malcolm Postgraduate Scholarship
WSU John Houstoun Memorial Award
WSU Sole Parent/Caregiver Award

Prizes
Ailsa M. Snow Prize in Philosophy
Alan Turing Prize
Alfred Marshall Prize in Management Studies
Almao Douch Prize for Criminal Law
AMPLA Prize in Energy and Resources Law
Aotea Souvenirs Award
Arthur Sewell Prize in English
Association of Chartered Certified Accountants Prize in Organisations and Society
Auckland District Law Society Prize for Honours
Beattie Rickman Legal Prize for Employment Law
Bill and Joan Flower Trust Prize in Environmental Economics
Bill and Joan Flower Trust Prize in Global Economics
Blackwood Paul Memorial Prize

Brendan Thompson Prize in Economics
Brian Silverstone Prize in Macroeconomics
Bruce Liley Prize in Physics
CCH Advanced Taxation Prize
CCH New Zealand Ltd Prize in Corporate Entities
CCH New Zealand Ltd Prize in Equity and Succession
CCH Prize for Revenue Law
Chartered Accountants Australia & New Zealand (CAANZ) Prize for Accounting Management
Chartered Accountants Australia & New Zealand (CAANZ) Prize for Intermediate Financial Accounting
Chartered Accountants Australia & New Zealand (CAANZ) Prize for Management Accounting
Chartered Accountants Australia & New Zealand (CAANZ) Prize for Top Graduating Student
Chartered Secretaries of New Zealand Prize in Business Law
Chartered Secretaries of New Zealand Prize in Business Law Research
CPA Australia Prize in Accounting Theory
Crown Law Office Prize for Public Law
David English Prize in Competition Law
Davidson Twaddle Isaac Lawyers Employment Law Prize
Dean's Honours List
Dean's Medal for Academic Excellence
Dean's Prize in Strategic Management
Dick Wilkins Prize in Molecular Biology
Doris Henry English Speaking Union Award
Dow AgroSciences Prize in Third Year Chemistry
Earth and Ocean Sciences' Excellence Award
English Speaking Union Prize
European Union Prize in European Languages
Evans Bailey & Co Prize in Jurisprudence
Faculty of Computing & Mathematical Sciences Dean's Award for Excellence
Faculty of Science and Engineering Science Prize
Foundation Professor's Prize in Economics
French Embassy Prize
Gallagher Group Prize in 21st Century Logistics
Gallagher Group Prize in E-Business: IT Strategy in Action
Gallagher Group Prize in E-Business Technologies
Gallagher Group Prize in Operations Management
Gallagher Group Prize in Supply Chain Management
G.J. Schmitt Prize in Management Studies
Goethe Society Prize for Excellence in German
Hamilton & Waikato Tourism Award
Hilbert Prize in Mathematics
H.S. Gibbs Prize in Earth Sciences
Ian Beattie Prize in Taxation
ICTAR Young Investigators Prize
James and Wells Intellectual Property Prize
Jared Simpson Memorial Prize in Biological and Earth Sciences
Jason Waterman Prize in English
Jeanette Gillespie Memorial Prize in Earth Science
Jerry Rickman Prize in International Taxation
John Cleary Prize
John Turner Prize
John Mansfield Thomson Prize in Music History
J.T. Ward Prize in Economics
Kathrine M. Bell Memorial Prize in Geography
Keith Hopper Prize in Computer Science

LEADR Prize in Dispute Resolution
Legal Research Foundation Prize in First Year Law
Lewis Fretz Prize in International Relations
Lili Krause Piano Award
McCaw Lewis Chapman Scholarship in Commercial Law
McCraw Prize in Communicating Earth Sciences Research
MacMillan Brown Prize
Māori Land Law Prize
Margaret Avery Memorial Prize in History
Margaret Jeffries Prize in Computer Science
Marshall Prize for French Literature
Millennium Prize in Mathematics
Niklas Werner Memorial Prize
Norah Howell Music Award
NZ Institute of Chemistry J.E. Allan Memorial Prize
NZPI (Waikato Branch) Outstanding Planning Student Prize
PricewaterhouseCoopers Prize in Accounting Information Technology & Systems
PricewaterhouseCoopers Prize in Auditing
PricewaterhouseCoopers Prize in Corporate Finance
PricewaterhouseCoopers Prize in Financial Accounting
Ramanujan Centenary Prize
Rudi Ziedins Prize in Philosophy
Sam Barnes Memorial Prize
Selwyn Prize in History/Mo te Hirangi i Roto i Te Tari Tumu Kōrero
Shannon Young Award
Simpson Grierson Prize for Environmental Law
Society of Materials New Zealand Inc Prize
Staples Rodway Award
Taylor Prize for Excellence in History
Ted Zorn WMS Alumni Award in Management Communication
The NZPI (Waikato Branch) Outstanding Planning Student Prize
The Philosophy Graduate Essay Prize
Theo Roy Prize in Politics and Public Policy
Thomson Reuters Prize in Civil Procedure
Thomson Reuters Prize in Legal Method
Thomson Reuters Prize in International Law
Tom Shaw Memorial Prize in Biological Sciences
Three Minute Thesis (3MT)
Vivienne Cassie Cooper Prize in Algae
Von Neumann Prize in Mathematics
Waikato-Bay of Plenty District Law Society Gold Medal for Honours in Law
Waikato Botanical Society Graduate Prize
Waikato Botanical Society Undergraduate Prize
Waikato Geological and Lapidary Club Prize
Waikato Graduate Women Educational Trust Elizabeth Bisley Memorial Prize in English
Waikato Graduate Women Educational Trust Emmy Noether Prize in Mathematics
Waikato Graduate Women Educational Trust Engineering Prize
Waikato Regional Council Prize in Water Science
Westpac Prize in Marketing and International Management
William and Sylvie Bolstad Bayesian Statistics Prize

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Computer Systems Regulations

1. **Title**
   These are the Computer Systems Regulations 2005.
2. **Purpose**
   These regulations provide a framework for the use of the University's computer systems and network, which are provided for use by the University community for teaching, learning and research, and to assist with the administration of the University.
3. **Date of effect**
   These regulations are effective from 1 January 2006.
4. **Definitions**
   In these regulations
   computer system means
   (i) any computer system or mobile device and its peripherals owned or administered by the University, together with any associated electronic or optical data storage systems, and
   (ii) any network, including the internet, intended for the transfer of information in digital form, accessed on University property or through University facilities, and
   (iii) any machine connected by physical or wireless connection to a network administered by the University.
   system manager in relation to a computer system means
   (i) a Dean
   (i) a Head of Division (or equivalent)
   (iii) the Head of Information and Technology Services.
   University means University of Waikato.

user means person using a computer system who is

(i) a staff member of the University, whether employed on a fixed-term, continuing, full-time, part-time or casual basis

(ii) a student enrolled at the University

(iii) a person authorised by a system manager to use the system.

5. **Requirements of users**

(1) Users must not use or attempt to use a computer system without the authorisation of a system manager.

(2) Users must take all reasonable precautions to maintain the integrity of passwords and any other security mechanisms.

(3) If a password becomes insecure or potentially insecure, a user must, as soon as is practicable, implement a new secure password.

(4) Users must not cause costs to be incurred

(i) by the University without the authority of a system manager, or

(ii) by any person or organisation without the consent of that person or organisation.

(5) Unless they have the authorisation of a system manager, users must not

(i) do anything that damages, restricts, jeopardises, impairs or undermines the performance, usability, reliability, confidentiality or accessibility of any digital information system, program, or other stored information or data

(ii) access, read, alter, delete or in any other way interfere with, any information, data or files (including electronic mail) held by another person, or attempt to do any of these things, regardless of whether the operating system of the computer permits these acts.

(6) Users must

(i) comply with any instruction by a system manager about the use of the University's computer system

(ii) respect the rights of other users with respect to access to computer systems and enjoyment of use

(iii) comply with all applicable New Zealand law, including law on copyright, privacy, defamation, objectionable material, and human rights.

(7) Users must not

(i) ignore or breach any lawful and reasonable instruction by a system manager

(ii) use a computer system in any way that constitutes discrimination, harassment, or sexual harassment as defined in the University's Sexual Harassment and Harassment Policy

(iii) use a computer system in a manner, or for a purpose, which would bring the University into disrepute, or, if they are staff, which would otherwise breach the University's Staff Code of Conduct or Code of Ethics for Academic Staff

(iv) assist, encourage or conceal any unauthorised use, or attempt at unauthorised use, of any computer system.

6. **Use of licensed software**

(1) Users must comply with the terms of any licence agreement between the University and any third party that governs the use of software.

(2) Users must not make copies of proprietary software unless explicit authority is granted by either the software provider (for example, where the University administers a site licensing agreement) or, where applicable, by a system manager.

(3) Users must not make proprietary software available for use by any other organisation or individual without the authority of the software provider or a system manager.

(4) A user who intends to distribute outside the University, in whole or in part, an application program containing embedded proprietary software, must first obtain the written permission of the software provider for each instance of distribution.

(5) A user who publishes material identifying proprietary software must include in the publication explicit and accurate identification of the software provider.

7. **Use of internet or other online information repository**

(1) Users of the internet facility must conform to any requirements established and notified by the University for the use of a system or network accessed over the internet.

(2) Any publication on the internet or other online information repository using University facilities must

(i) not be designed to mislead or deceive

(ii) not breach the Copyright Act 1994

(iii) not promote the personal commercial interests, or political, religious or other personal views of a user or a user's acquaintances, friends or family in such a manner that it appears to have the endorsement of the University

(iv) conform to lawful and reasonable employer instructions and policies on online publication.

(3) Unless authorised by a system manager, a user must not request or accept payment, in money, goods, services, favours or any other form of remuneration, either directly or indirectly, for any activity using a computer system.

(4) The University is not responsible for the content of, or events arising from, communications or interactions between users and others on internet sites where access is not controlled by the University.

8. **Personal use**

Users must not publish online information that is of a personal nature and unrelated to research or career as if it were part of any officially published information; personal information must include a disclaimer that makes clear its unofficial status.

9. **Requirements and authority of system managers**

(1) System managers are responsible for maintaining security of the systems for which they are responsible, sufficient for authorised users to make effective use of the facilities on those systems and to maintain the integrity of their passwords and any other security mechanisms.

(2) System managers are authorised to monitor the activities of users and to inspect files and other information for the specific and sole purpose of ensuring that the provisions of these regulations are being met.

(3) System managers must respect the rights of users to privacy and avoid any unnecessary disruption to the legitimate activities of users.

10. **Authority to issue standards**

(1) The Head of Information and Technology Services has authority to determine and issue standards to ensure appropriate levels of performance, security, compatibility and legal compliance of computer systems.

(2) Unless he or she judges it necessary to issue a particular standard urgently because of a serious and imminent threat to the operation or security of a computer system, the determination of a standard by the Head of Information and Technology Services is subject to consultation with the University's ICT Committee.

(3) Where the Head of Information and Technology Services believes on reasonable grounds that a standard issued under this section has been breached, he or she may take any immediate action that he or she thinks appropriate to ensure that system performance, security, compatibility and legal compliance are protected; if he or she considers that the breach is sufficiently serious, the Head of Information and Technology Services may refer the matter to the Vice-Chancellor who may arrange for the matter to be dealt with in the terms provided under section 13(3) of these regulations.

11. **Disclosure of Information**

(1) In order to exercise the authority provided under section 9 of these regulations, a system manager is entitled to access personal information about a user and the user's activities on the computer system if there are reasonable grounds for suspecting that the user may have breached these regulations.

(2) A system manager who accesses personal information about a user under these circumstances may provide the information to relevant authorities, including the Police and staff of the University responsible for cost centre management, student discipline and staff discipline.

12. **Complaints**

A dispute or complaint concerning any matter under these regulations may be referred to a system manager who will determine, on the evidence provided by the complainant and any other evidence that the system manager may obtain at his or her discretion, whether there has been a breach of these regulations.

13. **Breaches**

(1) Where a system manager believes on reasonable grounds that a user has breached these regulations, such that the activities or rights of other users of a computer system or of the University are impeded or prejudiced, the system manager may

(i) exclude the user from the system for a period not exceeding two weeks

(ii) remove any relevant material

(iii) take any other immediate action that he or she thinks appropriate to protect the integrity of the computer system or the rights of other users.

(2) If a standard issued under section 10 of these regulations has been breached, the matter must be handled by, or in consultation with, the Head of Information and Technology Services.

(3) A system manager who has made a decision under this section may, if he or she considers that the breach is sufficiently serious, refer the matter to the Vice-Chancellor, who may arrange for the matter to be dealt with,
   (i) if the user is a student, under the provisions of the *Student Discipline Regulations 2014*
   (ii) if the user is a staff member, under the provisions of the *Staff Code of Conduct*
   (iii) in cases other than (i) or (ii), as the Vice-Chancellor thinks fit.

14. **Appeals against decisions by system managers**
A user may appeal to the Vice-Chancellor against any action or decision under these regulations by a system manager.

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Library Regulations

1. **Title**
   These are the Library Regulations 2007.
2. **Purpose**
   These regulations provide a framework for use of the University Library and its resources.
3. **Date of effect**
   These regulations are effective from 1 January 2008.
4. **Definitions**
   In these regulations
   library means the Central Library, the Teaching Resources Library and the Law Library, which together comprise the University Library
   reader means all persons admitted to the Library under sections 7(1) and (2) of these regulations
   item means all types of Library material including, but not limited to, books, journals, laptops and AV material
   service desk means the desks situated in the Central and Teaching Resources Libraries.
5. **General**
   (1) Admission to the Library is conditional on observance of these regulations and such directions as may be given from time to time by the University Librarian. All readers are presumed to know these regulations.
   (2) All members of the Library staff are empowered to enforce these regulations.
   (3) Any infringement of these regulations by a reader may lead to the suspension of her/his use of the Library at the discretion of the University Librarian, or, where appropriate, to disciplinary action under the *Student Discipline Regulations 2014*.
6. **Hours of opening**

The Central Library (including the Law Library) and the Teaching Resources Library are open at the times shown on the Library website. Any variation from these times will be displayed by the entrances to the Central Library and the Teaching Resources Library, and on the Library website.

7. **Admission and borrowing**
   (1) Borrowing facilities are available to members of the University Council; Honorary Doctors, staff, retired staff and enrolled students of the University; staff and students of other tertiary institutions with whom a reciprocal agreement is in place; and other people whose applications have been approved by the University Librarian. An annual registration fee may apply.
   (2) Other persons may be admitted to the Library for reference and private study in accordance with such arrangements as the University Librarian may, from time to time, determine.
   (3) All students are registered as borrowers for the current year at enrolment on obtaining a student identity card.
   (4) Library account notifications are sent by email. Changes of email and postal addresses must be notified immediately either via iWaikato or at a Service Desk. Failure to read email, or change email/postal addresses, will not be taken as an excuse for non-receipt of Library correspondence.
   (5) All readers may be required to produce a valid identity card or other identification, acceptable to the University Librarian, at any time when requested by the University Librarian.
   (6) No item may be borrowed from the Library without first having the loan properly recorded. An item to be borrowed must be presented, together with the borrower's University of Waikato identity card, at the Service Desk or self-issue unit. The due date of return for each item borrowed will be indicated and is available online via the reader's Library Account. See also section 10 (1).
   (7) No item will be issued at the Service Desk within 15 minutes of closing time.
   (8) An item will not be issued in the name of another borrower. Any variation to this procedure requires the approval of the University Librarian.
   (9) A borrower shall be held responsible for any loss of, or damage to, an item while borrowed in her/his name and will be required to pay the cost of replacement or repair, together with any fines incurred before reporting the loss, and an administrative charge. This administrative charge will be made whether or not the item is subsequently found or returned. Loss or damage should be reported immediately to the Service Desk or by email to library@waikato.ac.nz. The University Librarian shall determine the amount to be paid.
   (10) At the discretion of the University Librarian a payment made for a lost item may be refunded if the item is subsequently found and returned to the Library.
   (11) Under no circumstances may an item be passed on to another borrower. Fines for resulting inability to respond to recall or overdue notices will be charged to the borrower in whose name the item is issued.
   (12) Selected marked items are for use in the Library and may not be taken from the Library.
   (13) Library items may be taken out of New Zealand only with the prior permission of the University Librarian. There are special procedures for university students living overseas.
8. **Course Reserve**
   Some items, because of heavy demand, are temporarily placed in a separate collection known as Course Reserve. Course Reserve items must be issued before being removed from the Course Reserve Collection. The period for which a Course Reserve item is available to any one borrower may be limited according to the demand for the item, and only one Course Reserve item may be borrowed at a time. A charge per hour or part thereof may be made for the late return of a Course Reserve.
9. **Recalls and reserves**
   (1) Borrowers may recall or reserve books which are on loan.
   (2) The number of active recalls or reserves that may be submitted by any one borrower will be at the discretion of the University Librarian.
10. **Recall notices and fines**
   (1) All items are subject to recall at any time and must be returned to the Library by the due date shown on the recall notice, whether this is sent by email, SMS txt or by post. Failure to respond to a recall notice by the due date shown incurs a fine for each item returned after this date, and an additional fine for each subsequent day. Other disciplinary action may also be taken against a borrower who fails to return an item ten days after the recall notice was first sent.
   (2) An item required simultaneously by a number of borrowers is issued for seven days only. If this item is kept beyond the due date of return, fines will be incurred.
   (3) A daily fine will be charged for any item, other than those referred to in sections 10(1) and (2) of these

regulations, which is retained beyond the due date of return. An item not returned within one calendar month of this date will be regarded as lost and the borrower will then be billed for the cost of the item, together with the fines incurred and an administrative charge. This administrative charge will be made whether or not the book is subsequently found or returned.

(4) The Library is not obliged to notify a borrower when an item is overdue, and a fine will automatically be charged for each item which is retained beyond the due date of return, whether or not a notice has been sent.

(5) Where fines or invoices remain unpaid, the penalties for non-payment, as set out in the *Regulations Governing Payment of Fees and Charges* in the University of Waikato Calendar, will be applied. In addition, Library services may be withheld.

11. **Electronic resources**
Electronic resources made available by the Library may be accessed only by staff and students of the University of Waikato. Students need to be enrolled in at least one paper during Semester or Summer School in order to access electronic resources. The period of access before and after a paper starts or finishes shall be determined by the University Librarian. The electronic resources may be used only for the purposes of research, teaching or private study. Commercial use, defined as use for the purposes of monetary reward (but excluding use in the course of research funded by a commercial organisation) is prohibited. Most electronic resources are subject to a License agreement signed by the Library on behalf of the University. There are limits on the amount of information which can be copied or downloaded. Systematic downloading of content is not allowed, including by software such as website crawlers, harvesters or offline browsers.
12. **Inter-library loan**
An item obtained on inter-library loan is subject to such special conditions as may be imposed by the lending library. A borrower not complying with these will have the privilege of using this service withdrawn.
13. **Conduct of readers**

(1) Eating and drinking are permitted in most areas of the Library but any food must be cold, drinks must be in closed containers and all rubbish must be placed in bins and any spills and crumbs cleaned up.

(2) Discussion and conversation is not permitted in designated Quiet Areas.

(3) Undue conversation or disturbance (including socialising, use of cell phones or video chat) in designated Study Areas is forbidden.

(4) No reader shall behave in a noisy or disruptive manner in the Library. Verbal abuse or rude behaviour towards Library staff or other Library users will not be tolerated.

(5) Readers are solely responsible for the security of their personal belongings whilst in the Library.

(6) Places in the Library may not be reserved by leaving items or other articles on seats or reading desks. Such material may be removed by Library staff to the nearest Service Desk.

(7) Readers shall, when so requested by a member of the Library staff, present for inspection their bags and personal belongings as they leave the Library.

(8) Readers may be required to satisfy the Library staff that any item taken out of the Library has been properly issued, or is personal property.

(9) Readers must not misuse, damage or remove any item of furniture or equipment belonging to the Library. Such conduct is regarded as a serious offence, and action may be taken under the *Student Discipline Regulations 2014*.

(10) Readers must not mark or in any way damage books belonging to the Library. Such conduct is regarded as a serious offence, and action may be taken under the *Student Discipline Regulations 2014*.

(11) The unauthorised removal of an item is regarded as a serious offence, and action may be taken under the *Student Discipline Regulations 2014*.

14. **Fees, fines and administration costs**
The fees, fines and administration costs of the Library shall be determined from time to time under such arrangements as the University Council shall approve and shall be published annually in the *Table of Fees and Charges* section of the University of Waikato Calendar.

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Parking and Traffic Regulations

1. **Title**
   These are the Parking and Traffic Regulations 2015.
2. **Date of effect**
   These regulations are effective from 1 January 2016.
3. **Definitions**
   In these regulations
   campus means the grounds occupied by the University of Waikato in Hillcrest, Hamilton, including the halls of residence
   parking attendant means any staff member authorised by the Director of Facilities Management to enforce these regulations.
4. **Application**
   These regulations apply to the driving, riding and parking of vehicles and bicycles on campus, by staff, students and members of the public.
5. **Access**
   (1) Prime access to buildings and other facilities is reserved for pedestrians and people with mobility-related impairments in wheelchairs. Cyclists are therefore not permitted to ride on access-ways that are signposted, or recognised, as access-ways for pedestrian and wheelchair traffic.
   (2) On pedestrian/cyclist dual use access-ways, cyclists must give priority and right of way to pedestrian and wheelchair traffic.
6. **Parking and Safety**
   (1) While the University makes reasonable provision for vehicle parking, it is under no obligation to make

provision for the vehicles of all those wishing to park on campus.

(2) The University charges for parking on campus. Current charges are published on the University website and relevant signage.

(3) Drivers and cyclists must drive and ride safely at all times. They must obey all traffic and parking signs and markings. They must also comply with any directions given by parking attendants.

(4) Except with the approval of a parking attendant, no person other than an authorised driver of a University service vehicle may drive, park or ride over a grassed area or footpath.

(5) Motorcycles and motor scooters may be parked only in the areas signposted for motorcycles and motor scooters.

(6) Bicycles may be parked only in cycle-racks or purpose-built cycle sheds, and must not be taken into any University building.

(7) Vehicles owned by current University of Waikato staff and displaying a University parking permit may be parked in signposted ‘Permit Holders Only’ areas. Otherwise, vehicles may be parked only in ‘General Parking’ areas.

(8) All vehicles parked on campus must be parked in marked bays.

(9) No person may park a vehicle in the same parking bay for longer than 48 hours without prior permission from a parking attendant.

(10) A numbered car park is a reserved parking space and may be used only by the person who displays the corresponding numbered parking permit.

7. **Parking for people with mobility-related impairments**

Accessible parking spaces (outlined in yellow and displaying the wheelchair symbol) are provided for use by people with mobility-related impairments. These parking spaces may be used only by holders of Operation Mobility permits issued by the CCS Disability Action or Temporary Mobility Parking Permits issued by the University's Disability Support Service (located at the University Medical Centre).

8. **Visitor parking**

A small number of limited-time parking spaces, including accessible parking spaces for people with mobility-related impairments, are provided on campus free of charge for visitors; these parking spaces must not be used by staff or students.

9. **Authority of parking attendants and Security Manager**

(1) A person who, in relation to a parking or traffic matter, is requested by a parking attendant to provide his or her name or address must do so honestly and within the requested timeframe.

(2) Parking attendants have authority to issue infringement notices to people who breach these regulations and to immobilise their vehicles. A vehicle that has been immobilised will be released only on payment of the fee prescribed in the infringement notice.

(3) Parking attendants have authority to impose a penalty charge on any person who removes or otherwise interferes with immobilisation equipment.

(4) If a vehicle is parked in a manner that is dangerous or obstructs access, the Security Manager has authority to arrange for that vehicle to be towed away by a licensed vehicle recovery operator; the cost of retrieving a towed vehicle falls to the owner of the vehicle.

10. **Breaches**

(1) At the discretion of the Security Manager, an alleged breach of these regulations by a student may be referred to the Vice-Chancellor for investigation under the University’s *Student Discipline Regulations 2014*, or may be referred for investigation to the NZ Police.

(2) At the discretion of the Security Manager, an alleged breach of these regulations by a staff member may be referred to the Vice-Chancellor for investigation under the University's *Staff Code of Conduct,* or may be referred for investigation to the NZ Police.

11. **Appeals**

(1) A person may appeal against any decision under these regulations

(a) if the decision was made by a parking attendant, to the Security Manager

(b) if the decision was made by the Security Manager, to the Director of Facilities Management.

(2) An appeal under these regulations must be submitted in writing within 14 days of the date of the decision.

(3) A decision by the Security Manager or the Director of Facilities Management under subsection (1) is final.

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Miscellaneous Regulations

University Environment

1. The University of Waikato is committed to implementing sustainable practices on its campus. The University's *Environmental Sustainability Policy* sets out the framework for the University's approach to environmental sustainability.

Smoke-free Environment

2. Smoking on University premises is prohibited under the University's *Smoke-free Policy*.

Use of Alcohol

3. The use of alcohol on campus is governed by the University's *Alcohol on University Premises Policy*.

Noise

4. Under delegation of the Vice-Chancellor, the Director of Facilities Management or the Security Manager may give directions from time to time, at his or her discretion, to control excessive noise on University premises.

Children on Campus

5. The safety and supervision of children on University premises are governed by the University's *Children on Campus Policy*.

Bullying and Harassment

6. The University of Waikato is committed to providing a work and study environment that is free from any form of bullying and harassment, including sexual harassment. The University's *Bullying and Harassment Policy*, which assists in the resolution of any harassment complaint made by any member of the University community against any other member. The University has a contact network of trained staff and students whose role is to explore options and offer support.

Advertising and Commercial Activities

7. Advertising and commercial activities generally, including hawking and canvassing, affixing of notices to vertical and horizontal surfaces, and the affixing of notices onto motor vehicles, are permitted on University premises only with the specific permission of the Director of Facilities Management, Security Manager or Grounds Manager.
8. Any advertising which is by way of posters or notices is subject to the requirements of regulation 9.

Student Notices

9. Student notices, generally no larger than A3, may be posted on general University noticeboards. Notices that are posted on noticeboards in such a manner that they take up excessive space will be removed.
10. Notices posted on specially labelled noticeboards or other places (such as walls, doors or ceilings, poles and motor vehicles), without the permission of the Director of Facilities Management, will be removed.

Animals

11. No animal may be taken into University buildings without the permission of the Director of Facilities Management.
12. Animals are permitted on the University grounds only if they are under the direct control of their owner and, in the case of dogs, on a short hand-held leash.

Golf

13. Golf is not permitted on University grounds, except under regulation 14.
14. An exception to regulation 13 is made in the case of groups organised through the Faculty of Education, which will make safety arrangements to the satisfaction of the Grounds Manager, the Health and Safety Coordinator, and/or Security Manager.

Skateboarding and Roller Skating

15. Skateboarding and the use of inline roller skates on University grounds is not permitted in officially designated and sign-posted areas of the campus where they are considered to be hazardous either to the users or to other people or property or motor vehicle traffic in the vicinity.
16. Any University staff member or contracted employee is entitled to require skateboarders or inline roller skaters to move away from these sign-posted areas.
17. Any University staff member or contracted employee is entitled to require skateboarders or inline roller skaters to move away from any areas of the University grounds if the activity, while not necessarily hazardous, is annoying or disruptive.
18. If the skateboarders or inline roller skaters do not comply with the request of the staff member or contracted employee in relation to sections 15, 16 and 17 of these regulations, then that staff member or contracted employee should call the University security office for additional support in fulfilling their request.

Trespass

19. The authority to issue trespass notices is delegated by the Vice-Chancellor to the Director of Facilities Management, the Group Manager Facilities, and the Security Manager. No one else may issue a trespass notice on behalf of the University without the authority of the Vice-Chancellor.

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The University Library

The University of Waikato has three libraries in two buildings on its Hamilton campus and a collection in Tauranga at the Bay of Plenty Polytechnic.

The Central Library and the Law Library are located in the Student Centre, Te Mānawa, in the centre of the Hamilton campus. The Teaching Resources Library is located in Building TL in the Faculty of Education. The Central Library serves the teaching, learning and research needs of all students and staff and the Teaching Resources Library provides classroom resources to support students on practicum.

The University of Waikato Tauranga collection is made available through the Bay of Plenty Polytechnic's Windermere and Bongard libraries. The collection supports courses delivered in Tauranga by the University of Waikato. Students at Tauranga have easy access to material held on the Hamilton Campus via distance services.

Tours and essential tutorials are offered intensively during the first few weeks of each semester and throughout the year.

Teaching and learning are supported by the Library assisting its users to acquire the skills to help them navigate the proliferation of print and online information sources enabling the University community to locate, evaluate and use information relevant to their needs in the most effective way.

The Library contributes to the University's research programme by making available online and print resources and by the provision of research and researcher support services. Library services, collections and resources include:

- An extensive range of online, print and audiovisual resources
- Access to in-person and online help services

- A wide range of generic, subject and course specific tutorials
- Research Skills and Development programmes
- In-depth individual research consultations for graduates and academic staff
- Support for PBRF (Performance Based Research Funding) activities
- Research Commons, the Institutional Repository Computers, wireless study spaces, laptops, photocopiers, scanners and printers
- Places to study and work individually or in groups

For more information, please visit the Library website: www.waikato.ac.nz/library.

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Information and Technology Services

Information and Technology Services (ITS) is responsible for the coordination of ICT planning; the provision of a robust and innovative information technology environment; ICT project management, ICT changes to support business process improvement, ICT consultancy and support services to enhance the quality of teaching, learning and research. The services we provide include: ITS Administration Services encompass divisional administration, finance and ITS reception. ITS Financial Administration is responsible for the provision of financial and administrative support to business units within ITS. This includes recharging of ITS services, payment of invoices to suppliers and administrative assistance such as travel arrangements, general purchasing and records storage.

Campus Computers provide a purchasing and advisory function for the University for the procurement of all ICT related products and services, and provides hardware repair and a maintenance workshop service for Faculty, School and Division ICT support staff, during the hours of 8.00am to 5.00pm Monday to Friday. We aim to lower the cost of procuring and maintaining ICT equipment for University use by:

- Providing an effective centralised purchasing operation for University staff
- Defining standards for quality ICT products and services
- Leveraging the purchase power of the University to negotiate cost effective procurement of ICT products and services
- Providing appropriate procurement consultancy and advice services
- Providing support for the repair of ICT equipment
- Providing efficient and timely ICT procurement processes

Client Service (CS) is the main contact point for all ICT support issues on campus. The team provides specialist

support for a wide range of ICT services including Service Desk, Student Centre ICT, desktop computing and mobile device support, teaching room audio visual technology, conferencing systems, video production systems and coordination of shared ICT service support for Waikato users in Tauranga.

The Information Systems Group (ISG) provide support for the maintenance and development of the University's corporate information systems; the provision of an integrated enterprise information architecture; project management and business process change consultancy services; supports the delivery of ICT projects aligned to the ICT plan designed to enhance the productivity and efficiency of the administrative functions and support for teaching, learning and research at the University of Waikato. ISG services include:

- Project Management
- Change Management
- Enterprise and Solution Architecture
- Software Development
- Systems Integration
- Advice / Consultancy
- Information Management
- Business Process Redesign
- Training
- Software Support and Maintenance

ITS infrastructure is the team responsible for the design, architecture, installation and on-going maintenance and security of the core technology underlying the University's ICT Systems. This technology includes the University's centralised server and storage systems, Data Centres and communications equipment rooms, data networks (wired and wireless, LAN and WAN) and the telephone systems.

Waikato Print is a fully digital printing business, which is wholly owned by the University of Waikato, with a wide product range and a solid reputation for high quality and fast turnaround. Waikato Print has earned an international reputation for innovation, e-business and digital printing.

For more information, visit the website: its.waikato.ac.nz.

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Student Services

Halls of Residence

The Student Accommodation Office assists students to find accommodation in the University's four Halls of Residences: Orchard Park, College Hall, Student Village, and Bryant Hall. Orchard Park is a series of cottages where students cater for themselves. The other Halls are fully-catered although they all have flats where self-catering accommodation is available.

Full details about the Halls of Residence can be obtained from the Student Accommodation Office. Applications, which can be made online, close on 1 October each year for the following year's accommodation. Late applications and applications made during the course of the year will be considered. Residence is for the duration of the academic year. A new application must be made if students wish to return to the Halls for the following year. A contingency deposit is required at the time of acceptance, and this is refunded, less any charges, at the end of the academic year.

Off-Campus Accommodation

The University owns a block of eight one-bedroom flats in Scotland Place (adjacent to the University) which are available to full-time graduate students. Further information concerning these flats may be obtained from the Accommodation Adviser, who is located in the Student Accommodation Office.

To avoid major difficulties in finding accommodation, students are advised, if possible, to visit the University prior to the commencement of the academic year to discuss their needs with the Accommodation Adviser.

More information on off-campus accommodation in Hamilton is available at:

http://www.waikato.ac.nz/students/accommodation.

International Student Support

The International Student Support team advises and assists international students by identifying their needs, helping them find solutions, and directing them to appropriate services on and off campus. This includes personal issues, academic support, medical and travel insurance, student visa and permit requirements, orientation, accommodation, and general concerns. Orientation programmes are run for all new international students prior to beginning their studies and regular information sessions are run throughout the academic year. During office hours we have a student lounge with computer access for international students' use. International Student Advisers are available to see students and appointments can be made at Waikato International; phone +64 7 838-4176, email info@waikato.ac.nz.

Student Counselling Service

Counselling staff are located in the Student Services building. Appointments may be made for counselling on any personal, study-related or vocational issue. Seminars are also offered in these areas. Enquiries and appointments may be made in person at the Student Health Service or by phoning the Receptionist on (07) 838-4037. A Counsellor is available in Tauranga at the Windermere campus. Appointments can be made through the Health Centre or by phoning (07) 577-0620.

Chaplaincy

An Ecumenical (Interdenominational) Chaplain works on campus, and a part-time Catholic Chaplain visits the University regularly. The Chaplains conduct services, take part in both formal and informal activities on campus, and are readily available to students and staff for counselling and pastoral care. The centre for chaplaincy activities is the Lady Goodfellow Chapel.

Students with Disability

The Disability Support Service works with the rest of the University to remove barriers to learning for students with disability, and to ensure students' learning requirements are being met through the provision of information, support, services and equipment. Prospective students with disability should contact the Disability Support Service well in advance of commencing their studies to ensure that the appropriate supports are able to be put in place. Staff travel to the Windermere campus to meet with Tauranga students on request.

Additional information about support and services is available from the Disability Support Service office in the Student Services Building. Telephone: (07) 838-4719, Facsimile: (07) 838-4282, Email: disability@waikato.ac.nz or via the website www.waikato.ac.nz/disability.

Budget Advice and Emergency Financial Assistance

The Student Success Office can assist with information on the costs involved in attending University and the various means of financial support available to students.

Emergency assistance is available to students experiencing severe short-term financial difficulties. This may take the form of a loan or emergency grant. A Special Assistance Fund may be available to provide grants and loans to students who can demonstrate particular need for assistance in meeting an unexpected cost as a result of their studies. Application forms are available from the Student Success Office.

Student Health Service

The Student Health Service is located in the Student Services building (opposite the Recreation Centre) and is staffed by four medical practitioners, four nurses and a Practice Manager. The Student Health Service is open between 8.30am and 5.00pm on weekdays throughout the year. During examination periods the Student Health Service is open until 6.00pm on weekdays and from 8.30am-5.30pm on Saturdays for examination-related issues only.

In cases of genuine emergency, students who consult a general practitioner outside Health Service hours may have

the fee partly reimbursed. This emergency service applies within the Hamilton boundaries and during the academic year.

The Student Health Service is available to all students who pay the Student Services Levy. Domestic students who are not enrolled with the Student Health Service but have a Community Services Card will be charged a fee of $25.00 for each visit. Domestic students who are not enrolled with the Student Health Service and do not have a Community Services Card will be charged a fee of $40.00 per visit. Other ancillary charges may also apply. Students are eligible to use the Student Health Service between the following dates:

Summer School 1 enrolment only5 January 2016 to 21 February 2016
A Semester enrolment only 29 February 2016 to 3 July 2016
B Semester enrolment only 18 July 2016 to 6 November 2016
Summer School 2 enrolment only7 November 2016 to 18 December 2016
With proof of re-enrolment, full year or B Semester students are eligible to use the Student Health Service until the beginning of A semester in 2016.

Career Development Services

The Careers Office is located in the Student Centre, Level 1. Staff are available to discuss career prospects and help students make their career choices. Visits by employers are arranged throughout the year, and a series of Careers Fairs are held which promote students to future employers. Students are encouraged to check the Careers website www.waikato.ac.nz/sasd/careers for details of workshops, seminars and employer visits.

Class Representative System

The University is committed to strong and effective representation from its students. The Class Representative System has been developed to ensure that student views are reflected through involvement in University processes and participation on University committees where decisions affecting students are made. Student representatives on University committees are either elected by their peers through the Class Representative System or appointed by their relevant faculty and/or subject committee members.

Class Representatives are elected to deal with minor academic matters which arise, and their role is to liaise between the students in the paper and the academic staff who are teaching the paper. They also have the opportunity to participate in the democratic processes of the University.

More information is available on the website: https://sites.google.com/a/waikato.ac.nz/class-reps/

Student Administration

The Student Administration team provides information and advice to current and prospective students of the University of Waikato. Student Administration is located at the Student Centre, Level 2, University of Waikato, Gate 5, Hillcrest Road, Hamilton. This is the first point of contact for enquiries relating to admission criteria, applying to enrol, other general enrolment matters, examinations timetable and regulations, the payment of fees, handbooks for specific qualifications, ordering an academic transcript, and student ID cards. The Centre is open between 8.30am and 5.00pm, Monday to Friday, phone 0800 WAIKATO (0800 924 528) or (07) 838-4370, or email info@waikato.ac.nz. Tauranga students can also obtain this information at the Windermere campus.

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Waikato Pathways College

Waikato Pathways College comprises the University's foundation and bridging programmes, English language programmes for students with English as an additional language, international study tours for international vocational, professional and academic individuals and groups. The College has a key role in contributing to the distinctiveness, excellence and international connectedness of the University.

Academic English

The Certificate of Attainment in English Language (Levels 1-3) and the Certificate of Attainment in Academic English (Levels 4-8) are full-time courses with 23 hours per week for 10 weeks. There are a number of intakes each year and at the start of each intake new students are tested and placed in an appropriate level from Elementary to Advanced. On successful completion of the course, students receive a University of Waikato Certificate of Attainment in English Language or Certificate of Attainment in Academic English. All students study a core programme which helps students improve their reading, writing, listening and speaking skills. Higher level classes focus on skills needed for successful university study such as academic writing, listening and note-taking, academic reading, and oral presentation skills. Attaining specific grades in the upper levels of the programme gives students the English language entry requirement to enter Foundation Studies and University undergraduate and postgraduate programmes. For more information, see Pathways Programmes online: http://www.waikato.ac.nz/study/qualifications/pathways.shtml.

General English

General English is a course designed for students to improve their everyday English and is suitable for students

preparing to enter the Academic English programme. The programme includes core language skills and vocabulary, fluency and accuracy in listening, speaking, reading and writing.
General English is a full-time programme of 23 hours per week or part-time for 13 hours per week. Students can start every 2nd Monday and study for 3 weeks to 6 months (except New Zealand public holidays).

International Study Groups

Study programmes are customised for visiting international groups and combine English with almost any other activity or specialist area, according to academic, professional or vocational need. Programmes run for a minimum of two weeks (students must be 16 years or older). Groups and Study Tour programmes include the following: English plus Specialised Training (based on any of the degree programmes at the University of Waikato); English and New Zealand Life and Culture (offering a choice of activities and weekend trips to Rotorua, Waitomo Caves, horse riding, jet boating, kayaking, hot pools, farm visits, black water rafting); English for University preparation (experience of life at the University of Waikato Hamilton campus, including meeting students and staff, and attending university lectures); English and International Business (lectures on international business at the Waikato Management School, for students with at least an upper intermediate level of English).

Certificate of Attainment in Foundation Studies

See Pathways Programmes.

Certificate of University Preparation

This programme is offered in collaboration with Wintec. For more information, see Pathways Programmes.

Short Bridging Courses

Waikato Pathways College is responsive to the needs and aspirations of adults wishing to study by providing a range of bridging and refresher programmes. These courses are for those wishing to return to or begin University study. Varied in length, timing and content, these courses are designed to suit the needs and commitments of a range of adult learners to ensure they are prepared for tertiary study. Completion of bridging courses can assist with special admission to the University, or to gain support for entry into qualifications requiring competency standards. Courses offered include New Start, Bridging for Women, QuickStart (University Study Skills), Science Foundation (Biology, Chemistry, Physics and Mathematics) and Getting Comfortable with Science (Basic ideas of the Living World, Material World, Physical World, Planet Earth and beyond).

International English Language Testing System (IELTS) Office

The University of Waikato is the IELTS testing centre for the Waikato region. IELTS is designed to assess the English language proficiency of candidates who need to study or work in English.

Further information is available on the website: www.waikato.ac.nz/pathways.

Further information about IELTS is available on the website: www.ielts.org.

IELTS Preparation Courses

IELTS preparation courses are available through the year to help prepare students to sit the IELTS test and to enable students to become familiar with the test and its tasks.

Teacher Education

The Cambridge Certificate in English Language Teaching to Adults (CELTA) is an initial four-week intensive training course in practical aspects of teaching English as a foreign language. It is internationally recognised as the first step for those intending to make a career in teaching English as a foreign language.

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The Research & Enterprise Office

The Research & Enterprise Office supports the University of Waikato's research activities and the process of creating value from research discoveries and innovation. The Office works with both University researchers and external partners, including government, industry and community organisations, to extend research capability and broaden partnership opportunities that foster collaborative research, the implementation of research findings, and knowledge and technology transfer.

The Research & Enterprise Office works closely with University of Waikato researchers to support all research-related activities, including consultancies and commercialisation. The Office provides the following support services:

Project funding and contracting;

- Advice on public and private funding sources
- Proposal development
- Contracting and IP management

External research and commercialisation;

- Business development and commercialisation
- Industry connections and external partnerships
- Market intelligence

University processes;

- Ethics Committee liaison

PBRF support

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WaikatoLink

WaikatoLink is the commercialisation office and an industry partnering agent for the University of Waikato. WaikatoLink works with the Research Office to extend the University's impact and value to the commercial environment by managing the development and licensing of intellectual property, and by connecting researcher expertise with industry through contract research and consultancy.

WaikatoLink aims to make it as easy as possible for companies to work with the University and places strong emphasis on forming commercial partnerships as early as possible. To us, the commercialisation of ideas isn't just about making a deal, it is about investing in long-term relationships to ensure benefits to all involved.

WaikatoLink's goal is for the University of Waikato to be recognised as the partner of choice for the creation and development of valuable ideas and opportunities. As the greatest value is created when people across the organisation collaborate, we enthusiastically encourage, enable and support teamwork within the University to achieve this goal.

Services available from WaikatoLink to support the University include: provision of support and advice on early stage idea development; the commercial assessment of ideas and subsequent investment in ideas with commercial potential; market research; technical development; IP analysis and patenting; engagement with industry partners who have an interest in ideas being developed within the University; deal brokering; identification of industry problems and opportunities that align with University expertise; contract development; creation and management of spin out companies; sourcing of investment and development funding; training courses in idea communication and partnering with industry; support for the communication of researcher capabilities via videos, websites and social media.

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U Leisure

Enhancing lives within the local community is U Leisure's mission. U Leisure achieves this by delivering sport and leisure opportunities on campus. It also creates and delivers local sporting events for the wider community to enjoy.

U Leisure is a limited liability joint venture with charitable status with equal shareholders being the University of Waikato and the Waikato Students' Union. An agreement with the university sees U Leisure manage and maintain facilities and services on campus for the benefit of the University of Waikato's students and staff.

This includes managing key recreation assets on campus (UniRec, retails outlets, sports grounds/courts and pools); university sports clubs, Social Sport and the Staff Wellness programme.

U Leisure is committed to designing products and services that are engaging and sustainable so that wellbeing is promoted both on and off campus. It delivers unique sporting events within the Waikato region which provides opportunities for community members to be involved.

U Leisure's events include; The REV Cycle Race, the Gallagher Great Race and Round the Bridges.

For more information, visit the U Leisure website: www.uleisure.co.nz, or phone (07) 838 4442.

The Rec Centre

UniRec is a gym and recreational facility located on the University of Waikato campus which caters for students and local community members. The team of fitness, rehab and sport experts is dedicated to making a difference to people's lives, helping them achieve their fitness and wellbeing goals. The environment is friendly, supportive and

genuinely inclusive.

The facility includes Endless Pools™; squash courts, cardio and weights equipment, group exercise classes, a sports hall for court games and a general activity room. It is also home to the new High Performance Zone, established in 2014 in conjunction with Sport and Leisure Studies and is used for their students and high performance athletes.

For more information, visit the UniRec website: www.unirec.co.nz, email: unirec@uleisure.co.nz, or phone: (07) 838 4177.
Location: University of Waikato campus, Gate 1, Knighton Road, Hamilton

Sports on Campus

U Leisure offers many opportunities for students to get into sports; whether this is as a high performance athlete, being involved with clubs on campus or simply being a social exerciser. The events calendar shows how students can be involved with inter-tertiary challenges which include both social and competitive sporting fun and much more.

For more information, email uowsport@uleisure.co.nz, website: http://uowsport.org.nz.

University of Waikato (UoW) Sports Clubs

UoW Sport provides an umbrella framework to University of Waikato sports clubs, representative teams and individual athletes. Clubs include traditional sports such as rugby; netball, hockey, football, rowing and cricket as well as other less traditional clubs including snow and ski and kendo.

For more information, email uowsport@uleisure.co.nz, website: http://uowsport.org.nz.

Sports Facilities

Fields, Touch, Rugby and Football

The University of Waikato fields are the largest of any New Zealand University. They cater for a range of recreation and sporting activities including the Social Sport outdoor league and act as the home fields of the University of Waikato Rugby Football Club, Unicol Football Club and the Hamilton Cricket Association.

Cricket Nets

There are three cricket nets situated by the Sports Pavilion available for use. These are run by the Hamilton Cricket Association. To make a booking, call the Hamilton Cricket Association Office on (07) 856 6009, or email Janice Fraser: janice@hamiltoncricket.co.nz.

Courts - Netball, Tennis and Squash

There are four tennis courts available on campus during the summer months (reduced to one over winter) and three floodlit netball courts available during winter. Two squash courts are available at the Sports Pavilion via 24 hour swipe key access. Sign up for membership at UniRec to receive a swipe card. Once you are a member you can make a squash court booking here:
www.unirec.co.nz, or email: sportsassistant@uleisure.co.nz for more information about membership.

University of Waikato Swimming Pool

The outdoor swimming pool complex on campus includes a 50 metre leisure pool and a dive pool. The season operates from 1 December until 31 March each year. The pools are open seven days from 12pm-6pm and can be accessed through Gate 4, Hillcrest Road, Hamilton.

For more information, visit: www.uleisure.co.nz/go/pool, or phone (07) 838 4335.

Social Sport

Hamilton's largest Social Sport league conveniently takes place on campus. Leagues run all year round, with indoor taking place between March and October, & Outdoor leagues running from November until the following March. Indoor runs in 6-week blocks, offering indoor netball and futsal. Outdoor runs for a full 14 weeks over summer, and offers touch and football. Teams play against those with similar ability and all are mixed gender.

For more information, visit: www.socialsport.co.nz, or email: socialsport@uleisure.co.nz

High Performance Sport and Performing Arts

The University is committed to supporting high performance athletes and performers across all disciplines and aims to provide opportunities for students to excel in both academic and sporting or performing arts endeavours.

The High Performance Sport Manager can offer assistance to students trying to balance their training, competitions and study, is available for liaising with academic staff, scholarship providers and sporting bodies, and provides support to all Hillary Scholars.

For more information, phone: (07) 838 4264, email: highperformance@waikato.ac.nz or visit: www.waikato.ac.nz/about/hillary.

Workplace Wellness

Workplace Wellness is recognised internationally as being an integral part of work-life balance. The University Wellness programme managed by U Leisure is focused on empowering staff to make informed healthy life choices. This is achieved through monthly activities including health screenings, seminars and workshops.

For more information, visit the Workplace Wellness website: www.staffwellness.co.nz, or email jamesc@uleisure.co.nz.

Sport Events

U Leisure is responsible for providing some of the region's most iconic events including; The REV Cycle Race, the Gallagher Great Race and Round the Bridges.

For more information, visit: www.therev.co.nz, www.greatrace.co.nz, and www.roundthebridges.co.nz.

Asset Management

U Leisure manages a number of buildings and facilities on campus on behalf of the University. These spaces are made available for either commercial lease or the provision of sporting services. Spaces include the Faculty of Education Café; Students' Union Building, Eastside,
Oranga, Cowshed, Student Centre, Campus Shops, UniRec, UoW Pools and the Don Llewellyn Sports Pavilion.

For more information, visit our website: www.uleisure.co.nz.

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Waikato Students' Union

The Waikato Students' Union is the voice of the student body on campus. The organisation is governed by a group of democratically elected students who speak passionately on behalf of students and their interests and have done so for over 40 years. Membership to the WSU is free to all University of Waikato students. The WSU also provides the CARE (Clubs, Advocacy, Representation, Experience) programme for all students.

Clubs

The WSU coordinates and supports a network of over 70 clubs across a wide range of interest areas including sports, religion, culture, politics and hobbies. The clubs are created by students and maintained with assistance from WSU staff.
For more information, visit: http://wsu.org.nz/clubs-post.

Advocacy

The WSU Advocacy Service gives free professional and confidential assistance to students. The service deals with problems ranging from academic and financial troubles to employment, tenancy and accommodation difficulties.
For more information, visit: http://wsu.org.nz/advocacy.

Representation

The WSU Board consists of 11 elected student representatives working to advocate for student issues, and the WSU

President sits as the Student Representative on University Council.
For more information, visit: http://wsu.org.nz/representation.

Experience

The WSU puts on Orientation and Re-Orientation events to welcome students to the campus and they produce a weekly magazine called Nexus which is written by students. They also put on BBQ's, sports events, social occasions, club mixers, cultural festivals, networking nights and charitable fundraisers.
For more information, visit: http://wsu.org.nz/experience.

The WSU is situated on the Ground Floor of the Student Union Building (SUB). Office hours are 9am to 4pm Monday to Friday.

For more information, visit the WSU website: www.wsu.org.nz, or email wsu@wsu.org.nz.

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Golden Key International Honour Society University of Waikato Chapter

The Golden Key International Honour Society is an international non-profit organisation, which is committed to recognising and promoting academic achievement. Membership in the society lasts a lifetime, and includes many benefits to help its members move forward with their academic and professional careers.

Golden Key Mission: To enable members to realise their potential through the advancement of Academics, Leadership and Service.

Benefits from membership in Golden Key include academic recognition, career assistance, scholarships and awards, publications, leadership positions, community service activities and alumni opportunities.

Golden Key was founded in 1977 in Georgia State University, and has since been joined by over 400 collegiate chapters from Australia, Bahamas, Canada, India, New Zealand, USA and South Africa. The University of Waikato Chapter was founded on 30 October 1999, and has since inducted more than 5,700 members into the society. Membership is extended to the top 15% of students in the University.

The University of Waikato Chapter's goals are

- to raise the profile of Golden Key in the community, schools and on campus,
- to return benefits to the community,
- to maximise the potential of University students.

The Waikato Chapter is involved in many projects, both academic and community service based, with a focus on

professional and personal development. Student members annually run the Daffodil Day fundraising at the University for the Cancer Society, and endeavour to engage both University and local school students in an academic sense through holding educational panels or volunteer efforts.

Membership into Golden Key can greatly enhance students' academic careers, and members are well received by many Universities and organisations around the world.

For more information, visit the Golden Key International Honour Society website: www.goldenkey.org.

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The University of Waikato Foundation

The University of Waikato Foundation - Te Pou Taunaki - is an independent charitable trust, formed to support and fund the University of Waikato to help it take New Zealand ideas to the world. The Foundation raises funds to support the strategic objectives of the University.

The Foundation is the mechanism by which the University and its constituent parts may receive gifts, sponsorships, donations, bequests, etc. Funds received are distributed by the Board of Trustees at its discretion and according to the wishes of benefactors. Funds may be for a particular and stated use or for the general purposes of the University. Naming rights to University buildings and facilities are also handled by the Foundation.

For more information, visit the University of Waikato Foundation website: www.waikato.ac.nz/foundation.

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Alumni

All University of Waikato graduates become members of the University's alumni community on graduating. The University has dedicated staff to support its global alumni network by maintaining a relationship with graduates after they have left the University.

The University encourages alumni to remain connected and share success stories. Alumni news and events are updated regularly on the Waikato Alumni homepage, or via Facebook. Alumni can update their contact details and download the online newsletter and magazine from linked pages. Alumni web pages also contain details of opportunities to subscribe to Library and other services.

University alumni support staff facilitate connections between alumni; the University also offer ongoing careers advice and support to all alumni. Alumni are encouraged to attend public lectures and other events on campus, and the University delivers a programme of regional, national and international events specifically for alumni. In addition, the University may invite alumni to overseas events, hosted by New Zealand Ministry departments.

Alumni Representatives are volunteers based in cities around the world and form helpful connections for University staff and other alumni.
For more information, visit: http://alumni.waikato.ac.nz/alumni-representatives.

In 2007, the University of Waikato launched the Distinguished Alumni Awards to celebrate Waikato graduates who have made outstanding contributions in their careers or communities. Information on nominating a graduate can be found on the alumni website.

Alumni Groups

Waikato Graduate Women is the regional branch of the New Zealand Federation of Graduate Women. The branch is a charitable trust funding scholarships to support the education of girls and women. The Waikato Graduate Women Charitable Trust also runs the academic dress hire business.
More information about this group can be found at: http://www.nzfgw.org.nz.

The University of Waikato Varstonians comprises former University sports players. A programme of sporting events can be found at www.uowsport.org.nz.

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Search

Menu

- Home
- About
- Study at Waikato
- Student Experience
- Research & Expertise
- News & Events
- Get in Touch

Section Contents

Environmental Research Institute

The Environmental Research Institute's focus is to produce world-class systems-level research and through strong end-user relationships, successful outcomes for improved environmental resilience and management. In addition, the Institute aims to develop and enhance the capability, capacity and profile of the University of Waikato's environmental researchers and its collaborators. The ERI's research programmes are multi-disciplinary in nature, drawing upon research expertise from the physical and social sciences, economics, engineering, planning, law and education. The Institute has the capability and capacity to address environmental issues across a range of ecosystems including terrestrial, freshwater, estuarine and marine.

For more information, visit the website: www.waikato.ac.nz/eri

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Institute for Business Research

The focus of the Institute for Business Research is world class business research with strong end user relationships resulting in enhanced business performance and resilient economies. The Institute develops capability that aligns with the expertise of Waikato business and economics researchers and associated collaborators and addresses contemporary challenges and opportunities. The IBR research programmes focus on agribusiness, business performance and productivity, and business in society. IBR research programmes are multi-disciplinary in nature drawing upon research expertise in Accounting, Economics, Finance and Management. In addition to NZ projects the Institute operates internationally with a focus on Asia and the Pacific.

For more information, visit the website: www.waikato.ac.nz/ibr.

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Institute of Professional Learning: Te Whai Toi Tāngata

The Institute of Professional Learning (IPL) in the Faculty of Education provides professional learning and development in the broad field of education, both nationally and internationally. This involves both short and long term programmes in areas such as educational leadership, coaching and mentoring, curriculum development, assessment and evaluation, information technology and eLearning, adult education, pedagogy, and policy development. It offers professional learning and development from early childhood education, through the compulsory education sector and into the tertiary level sector.

The Institute engages in the delivery of the 'content' of professional learning but is also concerned with the 'practice' of professional learning. Its work connects professional practice to research and qualifications. A significant portion of the Institute's activities involves partnerships with iwi and other educational providers and programmes are offered in both English and te reo Māori.

The Institute’s international linkages are focused in three main areas:

- Work with Ministries of Education from different countries, mainly in the Asia/Pasific region at present, to offer teacher professional development either in-country, or with key staff coming to the Institute.
- Work with academic staff from other Universities, again mainly in the Asia/Pasific region to provide professional learning around tertiary teaching in English and best practice in tertiary teaching pedagogy.
- International research linkages such as those built around the research focused on developing leadership capacity in the education sector.

Much of this work involves staff from across the University where specific content knowledge is provided by faculties, and coordination and professional practice input is provided by the IPL.

For more information, visit the website: www.waikato.ac.nz/professionallearning/.

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National Institute of Demographic and Economic Analysis

The National Institute for Demographic and Economic Analysis links together a virtual and evolving community of national and international researchers whose research focus is the interaction of demographic, social and economic processes. Initially founded through collaboration between the University of Waikato's Population Studies Centre, Waikato Management School, and Wellington-based Motu Economic and Public Policy Research Trust, the Institute's primary goal is to help inform choices and responses to the demographic, social and economic interactions that are shaping New Zealand's future. Reflecting this objective, NIDEA's research programme comprises five interconnected themes, and is supported and sustained by a strong capacity-building programme which spans local, national and international workshops, seminars, and postgraduate supervision:

- New Zealand 2050 (A structurally ageing New Zealand)
- New Zealand’s regions and communities (A regionally diverse New Zealand)
- New Zealand’s individuals, families and households (A socially informed New Zealand)
- Te papa one te tū mai nei (Māori and Indigenous futures)
- New Zealand’s oceanic and global context (A globally engaged New Zealand)
- NIDEA Demographic Laboratory (A statistically numerate New Zealand)

NIDEA researchers are currently working on projects with Waikato's Te Kotahi (IWI) institute, Waikato Management School, Massey University and the University of Umeå (Sweden).

For more information, visit the website: www.waikato.ac.nz/nidea/.

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Te Mata Punenga o Te Kotahi : Te Kotahi Research Institute

The Institute is named for Sir Robert Te Kotahi Mahuta the founding Director of the Centre of Māori Studies research at the University of Waikato in 1972. Te Kotahi Research Institute will work with iwi, drawing on matauranga Māori and multi-disciplines, to create new knowledge and innovations that will inspire our people and communities and lead to the well-being of our whānau, and society.

Te Kotahi is an inter-disciplinary research institute that offers research, consultancy and capacity building services, including post-graduate supervision. We collaborate with researchers from within the University of Waikato, other universities, Crown Research Institutes, Whare Wānanga and Māori organisations.

The Institute aims to:

- Undertake research that will accelerate development and lead to social, economic, environmental and cultural well-being
- Apply matauranga Māori, and diverse Māori perspectives, to disciplinary knowledge in order to develop innovative research approaches
- Build strong iwi-university research collaborations drawing especially on the iwi of Te Ropu Manukura
- Work with the Waikato-Tainui Endowed College to enhance research collaborations with Waikato-Tainui and the Kīngitanga
- Build a vibrant research community that attracts postgraduate students, international scholars, university researchers and community leaders
- Grow new research leaders who can work across disciplines and with communities

- Translate knowledge into iwi, regional and national policy and practice outcomes

For more information, visit the website: www.waikato.ac.nz/rangahau/.

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Wilf Malcolm Institute of Educational Research

The Wilf Malcolm Institute of Educational Research was established by the University to undertake, support and disseminate research relating to the broad field of education. The Institute provides collaborative and innovative education research spanning from the early years of childhood, through to primary, secondary and the tertiary years This research may be subject specific or cross curriculum involving interdisciplinary research teams. The research includes, but is not limited to, learning, teaching and assessment, curriculum, digital learning, engineering education, Māori education, literacy and numeracy, sports exercise and science, transitions, threshold concepts, university-school partnerships and education policy.

The Institute produces high quality, cost effective education research that is targeted at solving the real challenges that face education today. The research teams within the Institute have experience, depth in research capability and a history of successful research projects and reputable publications, that all contribute to the research excellence that WMIER provides. It is known for its local studies in classroom research and cross-faculty studies in tertiary pedagogy and curriculum. Policy evaluations, critiques and reviews are encouraged, as are studies from national and international perspectives.

Each year the Institute hosts a number of international and national visitors who contribute to its intellectual life through collaboration with staff and students. National and local conferences, symposiums and seminars are organised by the Institute to inform the academic and professional communities of research undertaken, and to promote knowledge transfer and debate. The Institute is host to three Centres/Units: the Centre for Early Years Research, the Waikato Engineering Education Research Unit and the Waikato Research on Doctoral Education Unit.

For more information, visit the website: www.waikato.ac.nz/wmier.

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Centre for Biodiversity and Ecology Research

The Centre for Biodiversity and Ecology Research facilitates a coordinated, integrated approach to biodiversity and ecology research, consultancy, education and advocacy. CBER's emphasis is on New Zealand's indigenous biodiversity and natural ecosystems because the long history of evolutionary isolation has created highly distinctive and unique biota and ecosystems. CBER describes and assesses biodiversity, researches how organisms and ecosystems function, how genes, biota and ecosystems might be conserved or sustainably managed, and how to restore damaged or degraded ecosystems. The centre falls under the umbrella of the Environmental Research Institute.

For more information, visit the Centre for Biodiversity and Ecology Research website: cber.bio. waikato.ac.nz, and the Environmental Research Institute website: www.waikato.ac.nz/eri/.

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Centre for Environmental, Resources and Energy Law: Te Pūtahi o te Ture Taiāo

The Centre for Environmental, Resources and Energy Law Te Pūtahi o te Ture Taiāo (CEREL) facilitates teaching and research in fields of environmental law, natural resources law, and energy law. It has programmes of legal research under way in the fields of energy efficiency, carbon capture and storage, and geothermal energy. Its strategic intent is to conduct research in these and other fields as funding permits; to deliver training courses on suitable subjects; and to continue its engagement with undergraduate and postgraduate students.

For more information, visit the website: www.waikato.ac.nz/law/research/centre-for-environment-resources-and-energy-law/.

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Centre for Global Studies in Education

The Centre for Global Studies in Education explores the educational dimensions of theories of globalisation and distinctive forms of global processes, interconnectivity, and intercultural education and dialogue on the model of open science, open education and open knowledge production. The Centre is hosted by the Wilf Malcolm Institute of Educational Research and it includes, but is not limited to, education policy and governance; global youth cultures and identities; gender, class and ethnic inequalities; education and development; global citizenship; the political economy of knowledge production and management. CGSE scholars have impressive international reputations and wide global networks. CGSE holds conference and symposiums around a broadly conceptualised area of research, publishing books and journals in the field, including the renowned books series *Global Studies in Education*, Peter Lang Publishers, New York. CGSE is involved in post-graduate education with a Masters level specialisation, Global Studies in Education and PhD studies.

For more information, visit the website: www.waikato.ac.nz/globalstudies/home.

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Early Years Research Centre

The Early Years Research Centre in the Wilf Malcolm Institute of Educational Research includes a group of scholars who have built a national and international reputation in the following three areas of research in the early years: pedagogy, policy and community connections. These areas form the three themes of the Centre's research programme. The Centre has a social justice agenda; it aims to make a difference for young children, early years teachers, families and whānau in Aotearoa New Zealand, undertaking robust research that influences policy and informs scholars worldwide. The Early Years Research Centre provides a coordinating and connecting function, creating a platform for ongoing and future research.

For more information, visit the website: www.waikato.ac.nz/earlyyears/home.

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International Centre for Terrestrial Antarctic Research

The primary mission of the International Centre for Terrestrial Antarctic Research is to promote the protection of Antarctica through integrated international research into Antarctic terrestrial ecosystems, assuring New Zealand's continued leadership in this area. ICTAR aims to provide the science that will underpin the conservation, protection, and management of terrestrial ecosystems of the Ross Sea region. Its innovative interdisciplinary approach will help elucidate the status of the present biodiversity, and to predict the effects of multiple impacts on ecosystems. The Centre will interact closely with end-users, in particular government agencies, to identify and protect the present biodiversity of the Ross Sea region, to confidently assist in the management of environmental impacts, such as climate change, and to be able to do this in the highest international forums. The interdisciplinary nature of the Centre draws in current and prospective research talent from both the Faculty of Science and Engineering (Biology and Earth and Ocean Sciences) and the Faculty of Arts and Social Sciences (Geography). The Centre includes primary collaborators from Gateway Antarctica and the University of Canterbury, as well as researchers from more than nine countries.

For more information, visit the website: www.ictar.aq.

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Māori and Indigenous Governance Centre: Te Mata Hautū Taketake

The Māori and Indigenous Governance Centre is based in Te Piringa, Faculty of Law. The Centre embraces a best-team approach to research, involving collaboration, locally, nationally and internationally. The Centre focuses on research issues concerning Māori and Indigenous Peoples' governance, rights and responsibilities. It will promote Indigenous worldviews and sound governance and development principles in order to build Indigenous capacity, facilitate Indigenous involvement in governance at all levels, and develop quality outcomes for Māori and Indigenous Peoples.

For more information, visit the website: www.waikato.ac.nz/law/research/centre-for-maori-and-indigenous-governance.

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Centre for Māori and Pacific Development Research

The strategic goal of the Centre for Māori and Pacific Development Research is to uphold the University's commitment to the Treaty of Waitangi by becoming a centre of research excellence capable of fostering and facilitating the self-determination, self-governance and development efforts of indigenous peoples in New Zealand, Australia, and Pacific Rim countries generally. Its research and development activities will be supported and extended through research scholarships, and through the provision of opportunities for emerging scholars to conduct doctoral and post-doctoral research. The Centre aims to form strategic alliances with institutions involved in relevant research activities both within New Zealand and overseas. It also aims to conduct research in collaboration with staff of these institutions, provide an advisory service, and facilitate the dissemination and publication of research and development findings. The Centre works to facilitate academic exchanges, conferences, hui, seminars and convocations. The Centre is also committed to working in the community, particularly on Waitangi claims and resource management issues. In cooperating to support and conduct research and to provide research scholarships, the Centre will build upon the University's existing reputation for excellence in research on Matauranga Māori, Te Reo Māori, Tikanga Māori, Māori and Pacific Development, and comparative indigenous studies.

For more information, visit the website: www.waikato.ac.nz/smpd/research-practice.

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Mediarena Centre for Research

The Mediarena Centre for Research in Participatory Cultures and Creative Technologies brings together a transdisciplinary community of researchers to work on a broadly-based programme of activity, concerned with the emergence, impact and futures of technologically-enabled participatory cultures, i.e. the widespread shift from cultural consumption to cultural production, triggered by 'new media', and the development of new forms of content sharing and distribution. The Centre operates across the creative arts and creative practice-based research fields. Particular research interests include the creation of a more open media and cultural space, given the increasingly low barriers to creative expression and civic engagement through digital media, mobile technologies and related practices; the nature of new social connections between creator and consumer, between co-creators, between media and audience; and emerging social practices using creative technologies. The Centre has a facility for graduate and postgraduate practice-based research in the basement of S-block.

For more information, visit the website: www.waikato.ac.nz/mediarena.

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National Centre of Literacy and Numeracy for Adults

The Centre, established in 2009 through a contract with the Tertiary Education Commission and hosted by the University of Waikato, focuses on literacy and numeracy for adults as a large-scale issue of national strategic importance. We facilitate collaborations with key stakeholders both nationally and internationally. We have an enduring commitment to our vision of enhancing the lives of New Zealanders through improved literacy and numeracy outcomes for adults.

Our strategic goals are to provide and support:

- High quality professional learning opportunities to develop the capacity of organisations, educators and managers
- Internationally referenced and locally relevant qualifications
- A relevant research programme
- Policy advice to agencies nationally and internationally
- High quality learning resources
- Strong partnerships

We promote an embedded approach to literacy and numeracy which equips educators to identify literacy and numeracy needs and demands and support adult learning in a range of contexts. We provide professional learning opportunities in the form of workshops, modules, symposia and a tailored advisory service for organisations, educators and managers. Our work supports existing and developing activity across New Zealand.

For more information, visit the website: www.literacyandnumeracyforadults.com.

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Relational Learning Centre

The Relational Learning Centre will build on the theoretical understandings that were developed prior to and during the implementation of the Te Kotahitanga project, from 2001 to 2013. The focus of this project was to improve the educational outcomes for Māori students in mainstream classrooms and schools; thereby reducing the educational disparities that Māori people and the broader nation have struggled with for decades. In the Centre's activities, these understandings will be extrapolated to allow the development of a broad range of research-informed policy and practice responses to the educational disparities associated with the increasing ethnic and cultural diversity and consequent ongoing power imbalances within modern nations. These disparities are the result of inadequate system-level responses to the increasing demand for a significant voice in policy making and power-sharing solutions to educational disparities in education by marginalized populations of indigenous and minoritised peoples. The Centre will provide a setting wherein this dialogic process will provide a focus for the work of a group of national and international scholars in ways that will improve the educational experiences of students currently not well served by education. On the basis of such dialogue, the centre will seek to attract further funding and world-class researchers to allow for the development of further iterative, theory and evidence-based, research and development education reform initiatives, so as to make a significant contribution to the socially-just advancement of Indigenous and minoritised peoples.

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Centre for Open Software Innovation

The Centre for Open Software Innovation provides a focus for open software development at the University, promoting and supporting the principles of open development, and showcasing exemplars of open software. The Centre's research programme is directed by four goals:

- to inspire and extend open development practice in computer science
- to innovate systems, theories and tools to improve software processes and products
- to excel at core science theory and practice as the foundation for innovation
- to be community leaders at local, national and international levels through effective advocacy, communication and openness

For more information, visit the website: cosi.cms.waikato.ac.nz.

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Technology, Environmental, Mathematics and Science Education Research Centre

The Technology, Environmental, Mathematics and Science Education Research Centre (He Rangahau Toi Tangata) is a Centre within the Faculty of Education. It provides a focus for postgraduate teaching, research and development in technology, environmental mathematics and science education in the primary, secondary, and tertiary education sectors, as well as in commercial and community environments. The Centre is known throughout New Zealand and internationally for its innovative research and scholarship, and for its emphasis on the use of its research in the informing and development of policy, practice, curriculum and resources. The staff and students of the Centre work in close collaboration with researchers both nationally and internationally, with local schools and industry, and with other educational institutions.

For more information, visit the website: education.waikato.ac.nz/tems/.

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Waikato Centre for Advanced Materials

The Waikato Centre for Advanced Materials was established in 2002. The Centre's general goals are:

- to promote interdisciplinary collaboration among research groups from several departments at the University of Waikato in undertaking current research projects and in developing new research on advanced materials
- to organise workshops, seminars and research discussions on advanced materials on a regular basis
- to promote the research and postgraduate student training capabilities of the University of Waikato in the areas of materials, nationally and internationally
- to establish partnerships and strengthen linkages with New Zealand industry and other materials research groups in New Zealand and overseas

For more information, visit the website: sci.waikato.ac.nz/research/centres-and-units/waicam.

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Audience Research Unit (ARU)

The Audience Research Unit aims to provide a forum for interrogating established audience research traditions within the humanities and social sciences. We address in our own practice the opportunities for new forms of qualitative and quantitative research into the contemporary mediascape, and our focus is on theoretically-informed, multi-disciplinary research activities. While the ARU is based within the Screen and Media Studies programme in the Faculty of Arts and Social Sciences, we have associates within other disciplines and faculties.

For more information visit the website: www.waikato.ac.nz/fass/research/centres-units/aru.

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Canadian-New Zealand Studies Unit (CNZSU)

The Canadian-New Zealand Studies Unit was established in 2012 to foster research related to Canada, host visiting scholars, attract and support Canadian students to New Zealand and vice-versa, and enhance cultural and intellectual links between the two countries and is supported by the Canadian Government.

The CNZSU is hosted by Te Piringa - Faculty of Law but is a University-wide initiative. It is part of a network of Canadian Studies Centres and Canadian Studies Associations around the world and is affiliated to the Association of Canadian Studies in Australia and New Zealand (ACSANZ). The Unit seeks to interact with others throughout the country who are interested in the comparisons between Canadian and New Zealand experiences and expertise.

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Coastal Marine Group (CMG)

The Coastal Marine Group carries out pure and applied multidisciplinary research in estuarine and coastal waters. Core group members reside in the Departments of Biological and Earth & Ocean Sciences within the Faculty of Science and Engineering but collaborate closely with associates in other disciplines across the University, nationally and internationally. Our research is focused on coastal processes with particular expertise in hydrographical surveys/habitat classification, coastal hydrodynamics and sediment transport (measurement and prediction) as well as seabed biodiversity and ecosystem functioning. Research is funded from a variety of sources including commercial companies, regional councils and Government agencies.

For more information visit the website: http://sci.waikato.ac.nz/research/centres-and-units/cmg

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Cyber Security Research Group (CROW)

The Cyber Security Researchers of Waikato (CROW) aims to return control of data to data owners, by focusing on research addressing data security from a user-centric perspective. With the emergence of cloud computing technologies and prevalent mobile device usage, we are witnessing the diminishing effectiveness of traditional cyber security approaches such as perimeter defence, intrusion detection and infrastructure hardening. To address this, CROW focuses on six major themes: Provenance, User-Centricity, Visualisation, Economics, Hardware, and Tools & Datasets. Together, these six themes empowers the return of control of data to users, thereby reducing reliance on third-party vendors or trust relationships commonly found in most cyber security contracts today.

For more information visit the website: crow.org.nz.

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Historical Research Unit (HRU)

The Historical Research Unit aims to facilitate and promote historical research in a range of areas across the university and beyond by providing a supportive environment for the development of research capabilities in historical research. It identifies several strong areas of research expertise including historical biography, environmental history, health history, and oral history. The Unit offers advice on commissioned public history research projects where these relate to areas of staff expertise, and has the capacity to bring together a range of professionals, including historians, heritage consultants, archaeologists, architects, planners, editors, artists, designers and publishers, to work on special project needs. The Unit is supported by the Faculty of Arts and Social Sciences.

For more information visit the website: www.waikato.ac.nz/fass/research/centres-units/hru.

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Learning, Behaviour and Welfare Research Unit (LBWRU)

The research activity of this group is aimed at advancing the understanding of human and animal behaviour. The research includes application of psychological principles to human behaviour problems and the improvement of animal welfare. Animal models of human learning have a long tradition in the behavioural sciences, and many of the advances in behavioural therapies, especially with children with severe developmental disability have their basis in laboratory research that was conducted with non-human animals. Several members of this Unit actively research areas where there is direct cross over between the experimental analysis of behaviour with animals to the applied analysis of behaviour with humans, such as in the areas of reinforcer preference, self-control, and stimulus generalisation.

For more information visit the website: www.waikato.ac.nz/fass/research/centres-units/lbwru.

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Māori and Psychology Research Unit (MPRU)

The overall goal of the Māori and Psychology Research Unit is to provide a catalyst and support network for advancing research which has at its centre the psychological needs, aspirations, and priorities of Māori people. The MPRU research interests are firmly situated within the Māori development themes of community wellbeing, health and heritage. By networking and establishing ongoing working relationships with staff and students within the University, and in those Māori communities we engage with, the Unit has the capacity to draw together skilled and experienced interdisciplinary research groups able to deliver research of high quality. The Unit's general goals are:

- to provide a support structure which encourages Māori focused research in psychology
- to serve as a scholarly resource for staff and students
- to seek out new sources of research funding
- to promote the professional development of Māori researchers
- to provide a foundation for the teaching of psychology by enhancing availability and access to Māori focused research experience and products
- to disseminate research findings

For more information, visit the website: www.waikato.ac.nz/fass/subjects/psychology/mpru.

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Solar Energy Research Group (SERG)

The Solar Energy Research Group (SERG) has expertise in solar thermal, photovoltaic and optical modelling, specialising in building integrated systems. SERG has the only photovoltaic laminator in New Zealand and test facilities for both photovoltaic and solar thermal systems.

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Text and Translation Research Unit (TTRU)

Text and translation research is a broad concept which includes many disciplines within its practice, and comprises a wide range of areas of research and scholarship. The disciplines involved are associated with the interpretation, translation, production, editing, dissemination, preservation and transmission of texts. Research may range from the study of alphabets and handwriting styles, the composition, textual editing and compilation of manuscripts and books, the language and editing of electronic resources, and the techniques of manuscript preservation. It includes the practices involved in oral composition and the analysis of written texts; the study of texts in their original language and the translation of texts from one language to another.

For more information, visit the website: www.waikato.ac.nz/fass/research/centres-units/ttru.

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Thermophile and Microbial Biochemistry and Biotechnology Unit (TRU)

The Thermophile and Microbial Biochemistry and Biotechnology Unit carries out research primarily on microorganisms associated with extreme environments. The Unit coordinates fundamental and applied research at this University and elsewhere on thermophilic bacteria, genes and enzymes. Research is predominantly funded by research contracts and collaborations exist with many national and overseas laboratories.

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Traffic and Road Safety Research Group (TARS)

Founded in the Department of Psychology in 1993, the Traffic and Road Safety Research Group has established an international reputation and is an independent provider of quality research for a wide range of public and private organisations, including the NZ Automobile Association Driver Education Foundation, Road Safety Trust, New Zealand Transport Agency, the New Zealand Police, the Accident Compensation Corporation, and local and regional road controlling authorities.

TARS has conducted leading-edge research into truck driver fatigue, distractions produced by cell phones, perceptions of risk, eye movement behaviour, safety at intersections, the design of road worker's safety vests, patterns of driving behaviour in New Zealand, the design of overtaking lanes, the effectiveness of road signs, urban threshold design, and many other topics.

TARS' research output has ranged from improvements to specific intersections to development of a nation-wide novice driver education and training programme. It has established a state-of-the-art research capability which includes innovative technologies for field study of behaviour as well as the most advanced driving simulator laboratory in New Zealand. These factors have established TARS as New Zealand's pre-eminent centre for road safety research.

For more information, visit the website: www.waikato.ac.nz/fass/research/centres-units/tars.

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Menu

- Home
- About
- Study at Waikato
- Student Experience
- Research & Expertise
- News & Events
- Get in Touch

Section Contents

Waikato Agritech Group

The Waikato Agritech Group aims to improve primary industry efficiency, sustainability and profitability by developing high tech, energy efficient systems. It also draws expertise from the Applied Optics unit, and from the Polymers and Composites Group, which researches new bio-materials made from natural fibres and agricultural waste products.

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Search

Menu

- Home
- About
- Study at Waikato
- Student Experience
- Research & Expertise
- News & Events
- Get in Touch

Section Contents

Waikato Applied Statistics Unit

The Waikato Applied Statistics Unit is attached to the Department of Statistics in the Faculty of Computing and Mathematical Sciences and serves to foster the development and effective use of statistical methods in research and industry. It carries out applied research, contributes to courses in applied statistics and supplies advice to University and external clients. A number of the Unit's activities in consulting, research and teaching are carried out in co-operation with local applied statisticians outside the University.

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Waikato Engineering Education Research Unit

The Waikato Engineering Education Research Unit has the objective of improving learning outcomes for engineering students. It carries out collaborative research into teaching and learning at the Faculty of Science and Engineering and the Faculty of Education. The Unit coordinates and develops research projects that are designed to develop insights and expertise for curriculum innovation and teaching. The unit is available for external contract work and keen to discuss opportunities to work with the engineering community to provide a more relevant and engaging curriculum for future engineers.

For more information, visit the website: http://www.waikato.ac.nz/eeru

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Waikato Gender Research Network (WGRN)

The Waikato Gender Research Network (WGRN) is a cross-discipline collective of staff and students within the University of Waikato who have shared research interests in gender related issues. We have members from a range of programmes, departments, schools and faculties. What unites us is a commitment to considering issues such as gender, sexuality, race, class, identities, feminism, difference, exclusion, and social justice.

The group, through meetings, workshops, seminars and other events, aims to provide opportunities and support for those undertaking projects concerned with these issues.

For more information, visit the website: www.waikato.ac.nz/wgrn.

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Waikato Research on Doctoral Education Unit (RoDE)

The Waikato Research on Doctoral Education Unit brings together scholars who are conducting collaborative research into how to improve practice in the broad field of doctoral education. Its members engage in research into macro and micro level strategies for supporting doctoral research and writing excellence. At the macro level studies are investigating the processes of supervision, central university procedures, and the creation of new structures and forms for disseminating the completed theses. At the micro level research is examining thesis writing processes - the types of supports required for diverse student groups during and post thesis completion. The Unit is available for collaborative and external contract work and is keen to discuss opportunities for this.

For more information, visit the website: www.waikato.ac.nz/doctoral-education-research.

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Waikato Stable Isotope Unit (WSIU)

The Waikato Stable Isotope Unit (WSIU) is primarily a research unit, and has the objective of promoting the use of stable isotopes in all branches of scientific research. The staff of the unit are highly experienced in the use of stable isotopes as tracers, particularly in biological and environmental research. The facilities of the WSIU are also available for external contract work.

For more information, visit the website: sci.waikato.ac.nz/research/centres-and-units/isotope.

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WAND Network Research Group (WAND)

The WAND Network Research Group undertakes research and consulting in computer and telecommunications networks. The Group has a particular specialisation in network measurement. The Group also has expertise in cyber security and modelling and simulation.

For more information, visit the website: http://wand.net.nz/.

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Analytical Chemistry Services

The Faculty of Science and Engineering offers a variety of analytical chemistry services to external agencies. Facilities include: atomic absorption, infrared, ultra-violet, fluorescence, Raman and nuclear magnetic resonance (NMR) spectroscopy for both solution and solid-state including multi nuclear NMR; differential scanning calorimetry, particle sizing, and X-ray powder and single crystal diffraction. Gas chromatography with FID detection (GC-FID) and with mass spectrometric detection (GC-MS) and high performance liquid chromatography (HPLC) and ion chromatography are available as is an FTIR microscope. Further mass spectrometry options are available through the Waikato Mass Spectrometry Facility and natural abundance stable isotope and radiocarbon facilities are available within the Faculty of Science and Engineering (see below). There is equipment and expertise for sampling, analysis and geochemical/environmental interpretation of waters and sediments. A custom solution preparation service is offered.

For more information, visit the website: sci.waikato.ac.nz/research/facilities/chemical-services.

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Waikato DNA Sequencing Facility

The Waikato DNA Sequencing Facility (WDSF) offers DNA sequencing and fragment analysis services using an ABI 313oxl Genetic Analyzer and a Roche GS Junior. DNA sequencing and genotyping analysis are central to genetic research and studies in molecular biology; the WDSF enables researchers to determine nucleotide sequence information and perform high-resolution fragment profiling on genetic material from many sources.

The Facility serves a broad client base throughout private organisations and public institutions, both nationally and internationally.

For more information, visit the website: sci.waikato.ac.nz/research/facilities/dna

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Waikato Mass Spectrometry Facility

This facility is part of the School of Science within the Faculty of Science and Engineering and is a Bruker Daltonics Centre of Excellence. A range of mass spectrometry services is available to staff and students as well as to external institutions and industrial clients; these include High Resolution API MS, MALDI-TOF, LCMS, ICP-MS (with liquid or laser ablation sample introduction) and GC-MS.

For more information, visit the website: www.mass-spec.co.nz.

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Waikato Radiocarbon Dating Laboratory

The Waikato Radiocarbon Dating Laboratory is a national facility, offering radiocarbon dates by both radiometric methods (liquid scintillation spectrometry by Perkin Elmer Quantulus) and accelerator mass spectrometry. The Laboratory is funded from external commercial dating services and research grants (Marsden and MBIE), and supports School of Science/Faculty of Science and Engineering research programmes. Staff in the unit are actively involved in palaeoclimate and archaeological research and have a leading role in international calibration programmes.

For more information, visit the website: www.radiocarbondating.com.

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Waikato Stable Isotope Unit

The Waikato Stable Isotope Unit provides International Atomic Energy Agency accredited measurements of the ratios of the stable isotopes of carbon, nitrogen and oxygen. The Unit has two automated isotope ratio mass spectrometers connected to dry combustion analysers that can handle 150 samples per day. Service is provided for staff and students interested in tracing these isotopes in natural systems. The Unit also offers analyses of carbon and nitrogen content in plants, animals, soils, and water. Samples are received from laboratories around the world for both collaborative and commercial work.

For prices and more information about sample preparation, visit the website: sci.waikato.ac.nz/research/centres-and-units/isotope.

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Admission Statute

1. **Title**
   This is the Admission Statute 2016.

2. **Date of effect**
   This statute is effective from 1 March 2024.

3. **Application**
   This statute applies to those seeking admission to the University of Waikato at undergraduate level and higher (100 - 900 levels). It does not apply to those seeking admission to non-assessed or sub-degree level papers or qualifications.

4. **Equitable Access**
   Eligibility for admission is offered, subject to this Statute, in accordance with principles of equitable access to education for all persons, as detailed in the Human Rights Act 1993 and the New Zealand Bill of Rights Act 1990.

5. **General**
   (1) Unless approved otherwise by the Academic Board, a person who will be under 16 years of age on the first day of the trimester in which he or she wishes to enrol is not eligible for admission.

   (2) Unless approved otherwise by the Academic Board, a person who is enrolled for full-time instruction in a secondary school or area school is not eligible for admission.

   (3) Subject to the *Limitations Statute* and any academic criteria that may apply with respect to particular papers or qualifications, a person may qualify for admission under any of the

following provisions:

(a) University Entrance

(b) Discretionary Entrance

(c) Special Admission

(d) Admission at entrance level with credit based on previous tertiary study.

(4) In addition to qualifying under section 5 of this statute, the person must also meet the particular academic criteria set out

(a) in the case of undergraduate qualifications, in the *Criteria for Admission to Particular Qualifications*

(b) in the case of graduate and postgraduate qualifications, in the regulations for the relevant qualification.

6. **University Entrance**

University Entrance means

(a) From 2015:

(i) NCEA Level 3,

(ii) a minimum of 14 credits at Level 3 or higher on the National Qualifications Framework, in each of three approved subjects, and

(iii) the numeracy requirements of a minimum of 10 credits at Level 1 or higher on the National Qualifications Framework, made up of achievement standards and/or unit standards specified by NZQA, and

(iv) the literacy requirement[1] of a minimum of 10 credits at Level 2 or higher on the National Qualifications Framework, made up of:

5 credits in reading, and

5 credits in writing from a list specified by NZQA.

(b) From 2005-2014:

(i) 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 list, with a further

14 credits at Level 3 or higher taken from one or two additional domains or approved subjects

(ii) and the numeracy requirements of a minimum of 14 credits at Level 1 or higher in Mathematics or Pāngarau on the National Qualifications framework

(iii) and the literacy requirement of a minimum of 8 credits at Level 2 or higher which

show reading and writing skills in English or te reo Māori are required.[1]

(c) From 1993 to 2004: 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) A qualification recognised by the New Zealand Qualifications Authority for University Entrance purposes

(e) From 1986 to 1992: a D grade or higher in each of four NZUEBS subjects

(f) Before 1986: the University Entrance qualification (by accreditation or examination).

7. **Discretionary Entrance**

(1) From 2005: A person who has undertaken NCEA at Level 3 in three or more approved subjects (in the same year) and failed to gain University Entrance is not eligible to be considered for Discretionary Entrance until the B trimester of the following year.

(2) 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 normally not be admitted under the Discretionary Entrance provisions before July in the following year.[2]

(3) Otherwise, a person who will be at least 16 years of age and under 20 years of age on the first day of the trimester of enrolment who does not meet the University Entrance standard, but

(a) is a citizen or permanent resident of New Zealand or Australia[3], and

(b) 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

(c) has met the literacy and numeracy standards required for University Entrance, or their equivalents,

may apply for Discretionary Entrance.

(4) Approval of an application for Discretionary Entrance is based on

(a) the applicant's submission

(b) the proposed programme of study

(c) the applicant's past academic achievements, and

(d) a statement from an adviser (such as a school principal or a University Student Recruitment Adviser) as to the applicant's preparedness for university study.

(5) A person who wishes to apply for Discretionary Entrance must do so as part of the formal enrolment application.

(6) Applications for Discretionary Entrance are considered and decided by the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies in which the applicant wishes to enrol, under delegated authority of the Academic Board.

(7) If Discretionary Entrance is approved, the prescribed fee is payable by the student at enrolment.

(8) A person whose application for Discretionary Entrance is declined by the relevant Pro Vice-Chancellor or the Dean of the Faculty of Māori and Indigenous Studies may appeal the decision to the Deputy Vice-Chancellor Academic under delegated authority of the Academic Board.

(9) A person whose application for Discretionary Entrance is declined by the Deputy Vice-Chancellor Academic may make a further appeal to the New Zealand Qualifications Authority.

(10) A person studying at a New Zealand secondary school who is attempting to qualify for University Entrance may apply for Discretionary Entrance in the same year for the purpose of enrolling in papers offered by the University. Any person admitted under this regulation who does not subsequently meet the University Entrance standard during the period enrolled at the University will be required to withdraw from the University and may re-apply for admission at mid-year. Any papers passed during the period enrolled at the University will not be credited to a qualification until a University Entrance qualification is gained.

8. **Special Admission**

(1) Applicants are eligible to be considered for Special Admission if they will be at least 20 years of age on the first day of the trimester for which they are applying to enrol.

(2) In exceptional cases, an applicant who does not hold a university entrance qualification and who will not be 20 by the first day of the trimester for which admission is sought, may apply for special admission. In assessing whether to grant special admission in exceptional cases, the primary focus will be on the applicant’s level of preparedness for university study.

(3) Approval of an application for Special Admission is based on

(a) the applicant’s submission

(b) the proposed programme of study

(c) the applicant’s past academic achievements, and

(d) evidence of the applicant’s preparedness for university study.

(4) A person who wishes to apply for Special Admission must do so as part of the formal enrolment application.

(5) Applications for Special Admission are considered and decided by the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies in which the applicant wishes to enrol, under delegated authority of the Academic Board.

(6) A person whose application for Special Admission is declined by the Pro Vice-Chancellor of

the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies may appeal the decision to the Deputy Vice-Chancellor Academic under delegated authority of the Academic Board.

9. **Admission at entrance level or with credit from previous study**

(1) A person may qualify for admission at entrance level, or with credit, on the basis of

(a) having been awarded a qualification which is deemed to be equivalent to University Entrance

(b) having completed previous tertiary study.

(2) A person who wishes to apply for admission under subsection 9(1) of this statute must do so as part of the formal enrolment application.

(3) If admission at entrance level or with credit from previous tertiary study is approved, the prescribed fee is payable by the student at enrolment.

(4) Applications for admission at entrance level or with credit from previous tertiary study are considered and decided by the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies in which the applicant wishes to enrol, under delegated authority of the Academic Board.

(5) A person whose application for admission under subsection 9(1) of this statute is declined by the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies may appeal the decision to the Deputy Vice-Chancellor Academic under delegated authority of the Academic Board.

(6) A person whose application for admission at entrance level is declined by the Deputy Vice-Chancellor Academic may make a further appeal to the New Zealand Qualifications Authority.

10. **Delegation of powers**

The powers and authority of the Academic Board referred to in this statute have been delegated in certain matters under the *Delegation of Powers Statute 2014.*

11. **Report to the Education Committee**

The Deputy Vice-Chancellor Academic must submit an annual report to the Education Committee providing an overview of admission appeal decisions made during the relevant year, together with any consequent recommendations with respect to the Admission Statute.

Notes:

1. The University of Waikato Certificate of Studies: English at Level 2 or Level 3 is recognised as meeting the literacy requirements of NCEA.
2. In special circumstances, the Chair of the CUAP Sub-Committee on University Entrance may permit persons who do not fulfil section 7(3)(b) or 7(3)(c) of these regulations to apply for Discretionary Entrance.

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

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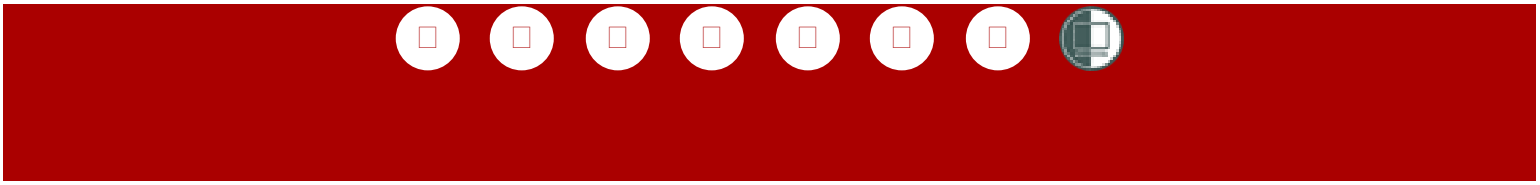

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Criteria for Admission to Particular Qualifications

In addition to meeting the Admission requirements below, applicants whose first language is not English or Māori are required to provide satisfactory evidence of English language proficiency, generally in the form of an IELTS (academic) or TOEFL examination score (see the *English Language Requirements for Admission*)

On this page

Part 1: Admission to Bachelors Degrees
Part 2: Admission to Certificates and Diplomas
Part 3: Re-entry for Returning Students
Part 4: Admission for Transferring Students
Part 5: Exclusion for Unsatisfactory Progress from Particular Papers
Part 6: Appeals

Part 1
Admission to Bachelors Degrees[1]

1. Admission to the

Bachelor of Arts (BA)
Bachelor of Banking, Finance and Technology (BBFinTech)
Bachelor of Business (BBus)
Bachelor of Business Analysis (BBA)
Bachelor of Climate Change (BCC)
Bachelor of Communication (BC)
Bachelor of Computer Science (BCompSc)
Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons))

Bachelor of Design (BDes)
Bachelor of Environmental Planning (BEP)
Bachelor of Health (BHealth)
Bachelor of Health, Sport and Human Performance (BHSHP)
Bachelor of Science (BSc)
Bachelor of Science (Technology) (BSc(Tech))
Bachelor of Social Sciences (BSocSc) degrees

Applicants for the above degrees must fulfil the academic criteria listed below:

1.1 **University Entrance**[2]

Applicants who have achieved University Entrance through NCEA will be accepted into the degrees listed above.

1.2 **Discretionary Entrance**[3]

Applicants will normally be granted Discretionary Entrance if they have gained a total of at least 80 credits in NCEA at Level 2 in four subjects equivalent to the approved subjects for University Entrance in NCEA at Level 3, with a minimum grade of Merit in at least half of the achievement standards for each subject. Applicants must also have satisfied the numeracy and literacy requirements of University Entrance.

Applications must be supported by the applicant's school principal or a University Student Recruitment Adviser.

1.3 **Special Admission**

Applicants will be considered on a case by case basis. Applicants 20 years old and over by the beginning of their programme of study will be accepted, except those that are clearly insufficiently prepared for academic study. Preference may be given to applicants who have successfully completed appropriate University of Waikato College bridging programmes.

1.4 **Admission at entrance level or with credit from previous study for**
Bachelor of Arts (BA)
Bachelor of Banking, Finance and Technology (BBFinTech)
Bachelor of Design (BDes)
Bachelor of Environmental Planning (BEP)
Bachelor of Health (BHealth)
Bachelor of Health, Sport and Human Performance (BHSHP)
Bachelor of Media and Creative Technologies (BMCT)
Bachelor of Science (BSc) with respect to the majors listed under section 6(b) of the Bachelor of Science regulations
Bachelor of Science (Technology) (BSc(Tech))
Bachelor of Social Sciences (BSocSc) degrees

1.4.1 Applicants will be considered on a case by case basis bearing in mind patterns of

admission which have applied in previous years and the standing of the qualification in New Zealand.

1.4.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*[4]
Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted[1] into the qualifications listed above provided that they have achieved

(a) no less than a C- grade in any paper, and

(b) a B- grade or better in each of FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study.

Applicants not satisfying these requirements will be assessed on a case by case basis.

1.4.3 *Admission from the University of Waikato Certificate of University Preparation*
Applicants who have successfully completed the Certificate of University Preparation with no less than a C- grade in any paper will be accepted[1] into the qualifications listed above.

Applicants not satisfying this requirement will be assessed on a case by case basis.

1.5 **Admission at entrance level or with credit from previous study for**
Bachelor of Business (BBus)
Bachelor of Computer Science (BCompSc)
Bachelor of Science (BSc) with respect to the majors listed under section 6(a) of the Bachelor of Science regulations, degrees

1.5.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

1.5.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*[4]
Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted[1] into the qualifications listed above provided that they have achieved

(a) no less than a C- grade in any paper, and

(b) a B- grade or better in each of FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study.

Applicants not satisfying these requirements will be assessed on a case by case basis.

1.5.3 *Admission from the University of Waikato Certificate of University Preparation*
Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, with no less than a C- grade in any paper, will be accepted[1] into the qualifications listed above.

Applicants not satisfying this requirement will be assessed on a case by case basis.

1.5.4 *Admission from the International Diploma (Business)*
Applicants who have successfully completed the requirements of the International Diploma (Business) with no less than a C- grade in any paper, and have not been awarded the Diploma, will be accepted, with credit transferred from that programme, into the Bachelor of Business.

Applicants not satisfying this requirement will be assessed on a case by case basis.

1.5.5 *Admission from the International Diploma (Computer Science)*
Applicants who have successfully completed the International Diploma (Computer Science) with no less than a C- grade in any papers, and have not been awarded the Diploma, will be accepted into the Bachelor of Computer Science.

Applicants not satisfying this requirement will be assessed on a case by case basis.

1.5.6 *Admission from the International Diploma (Computer Science)*
Applicants seeking admission into the Bachelor of Science with a major in either Applied Computing, Computer Science or Data Analytics will be accepted into this qualification, with credit, upon completing the International Diploma (Computer Science) with no less than a C- grade in any paper, and having not been awarded the Diploma.

Applicants not satisfying this requirement will be assessed on a case by case basis.

1.6 **Admission at entrance level or with credit from previous study for**
Bachelor of Communication (BC)
Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons))

1.6.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

1.6.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*[4]
Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted[1] into the qualifications listed above provided that they have achieved

(a) no less than a C- grade in any paper, and

(b) a B- grade or better in each of FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study.

Applicants not satisfying these requirements will be assessed on a case by case basis.

1.6.3 *Admission from the University of Waikato Certificate of University Preparation*
Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, with no less than a C- grade in any paper, will be accepted[1] into the qualifications listed above.

Applicants not satisfying this requirement will be assessed on a case by case basis.

2. Admission to the

Bachelor of Computer Graphic Design (BCGD) degree

In addition to satisfying the requirements for achieving University Entrance, entry into the BCGD is available only to applicants who are chosen by the Division of Health, Engineering, Computing and Science's selection process. Applicants must have achieved a minimum of 14 credits in NCEA at Level 2 in Mathematics; in addition, applicants must submit a portfolio as part of the selection process and may also be required to attend an interview.

Bachelor of Education (BEd), Bachelor of Teaching (BTchg), and Te Ara Poutama Tōitu Te Reo (TTR) degrees

In addition to satisfying the requirements for achieving University Entrance, entry into the BEd and BTchg programmes is available only to applicants who are chosen by the Division of Education's selection process (see the *Schedule of Limitations on Enrolments*).

In addition to satisfying the requirements for achieving University Entrance, entry into TTR is available only to applicants who meet the admission criteria in the qualification regulations and who are chosen by the Division of Education's selection process.

Bachelor of Music (BMus) degree

In addition to satisfying the requirements for achieving University Entrance, all applicants for the BMus must have

(a) at least 14 credits in NCEA at Level 3 in Music, or

(b) a Grade 3 Theory pass or better in the New Zealand Music Education Board, or Australian Music Education Board, or

(c) a Grade 5 Theory pass or better in the Trinity College or Royal College of Music examinations, or

(d) a music qualification assessed as equivalent.

Bachelor of Nursing (BNurs) degree

In addition to satisfying the requirements for achieving University Entrance, all applicants must follow a selection process approved by the Pro Vice-Chancellor of the Division of Health,

Engineering, Computing and Science, or delegated authority, including a police vetting check, to ensure that they meet the criteria for admission to register for nurses as defined by the University and the Nursing Council of New Zealand.

Bachelor of Social Work (BSW) degree

In addition to satisfying the requirements for achieving University Entrance, all applicants must follow a selection process approved by the Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences or delegated authority, including a police vetting check, to ensure that they meet the criteria for a 'fit and proper' person to practice Social Work as defined by the University and the New Zealand Social Workers Registration Board. The Criminal Records (Clean Slate) Act 2004 provisions do not apply to social work. Students must also complete further Police vetting checks prior to fieldwork placements. An assessment of a student's suitability under the Children's Act 2014 will also take place during the BSW admissions process and prior to fieldwork placements. Details of the selection and police vetting processes are available in the BSW supplementary application forms.

Applicants to the above programmes must satisfy the requirements for admission to university listed below:

2.1 **University Entrance**[2]

Applicants who have achieved University Entrance through NCEA will be eligible to be accepted into the degrees listed above.

2.2 **Discretionary Entrance** [3]

Applicants will normally be granted Discretionary Entrance if they have gained a total of at least 80 credits in NCEA at Level 2 in four subjects equivalent to the approved subjects for University Entrance in NCEA at Level 3, with a minimum grade of Merit in at least half of the achievement standards for each subject. Applicants must also have satisfied the numeracy and literacy requirements of University Entrance. Applications must be supported by the applicant's school principal or a University Student Recruitment Adviser.

2.3 **Special Admission**

Applicants will be considered on a case by case basis. Applicants 20 years old and over by the beginning of their programme of study will be eligible for acceptance, except those that are clearly insufficiently prepared for academic study. Preference may be given to applicants who have successfully completed appropriate University of Waikato College bridging programmes.

2.4 **Admission at entrance level or with credit from previous study for Bachelor of Music (BMus) degree**

2.4.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in

New Zealand.

2.4.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*[4]

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted[1] into the BMus provided that they are chosen through the selection process as set out in section 2 of these regulations and have achieved

(a) no less than a C- grade in any paper, and

(b) a B- grade or better in each of FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study.

Applicants not satisfying these requirements will be assessed on a case by case basis.

2.4.3 *Admission from the University of Waikato Certificate of University Preparation*

Applicants who have successfully completed the Certificate of University Preparation with no less than a C- grade in any paper will be accepted[1] provided that they meet the additional criteria for the BMus as set out in section 2 of these regulations.

Applicants not satisfying this requirement will be assessed on a case by case basis.

2.5 **Admission at entrance level or with credit from previous study for Bachelor of Education (BEd), Bachelor of Teaching (BTchg), Te Ara Poutama Toitū Te Reo (TTR)** and **Bachelor of Nursing (BNurs)** degrees

2.5.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

2.5.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*[4]

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted[1] into the qualification provided that they are chosen through the selection process for their intended qualification as set out in section 2 of these regulations and have achieved

(a) no less than a C- grade in any paper, and

(b) a B- grade or better in each of FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study.

Applicants not satisfying these requirements will be assessed on a case by case basis.

2.5.3 *Admission from the University of Waikato Certificate of University Preparation*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, with no less than a C- grade in any paper,

1

will be accepted provided that they are chosen through the selection process for their intended qualification as set out in section 2 of these regulations.

Applicants not satisfying this requirement will be assessed on a case by case basis.

2.6 Admission at entrance level or with credit from previous study for Bachelor of Social Work (BSW) degree

2.6.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

2.6.2 No credit transfer or recognition of prior learning will be awarded for successful study that took place more than 5 years prior to the date of first enrolment in the degree. Credit transfer or recognition of prior learning will not be awarded for more than 50% of the degree. No credit transfer or recognition of prior learning will be granted for field education unless the transfer is from a current Social Workers Registration Board recognised programme.

2.6.3 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*[4]
Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted[1] into the BSW provided that they are chosen through the selection process as set out in section 2 of these regulations and have achieved

(a) no less than a C- grade in any paper, and

(b) a B- grade or better in each of FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study.

Applicants not satisfying these requirements will be assessed on a case by case basis.

2.6.4 *Admission from the University of Waikato Certificate of University Preparation*
Applicants who have successfully completed the Certificate of University Preparation with no less than a C- grade in any paper will be accepted[1] into the BSW provided that they are chosen through the selection process as set out in section 2 of these regulations. Applicants not satisfying this requirement will be assessed on a case by case basis.

3. Admission to the **Bachelor of Engineering with Honours (BE(Hons))** degree

3.1 University Entrance[2]

3.1.1 *Admission to the BE(Hons) in the Specified Programmes of Civil Engineering, Electrical and Electronic Engineering, Mechanical Engineering and Mechatronics Engineering*
Entry into the BE(Hons) in the above specified programmes will be guaranteed to applicants who gain University Entrance, including a minimum of 16 credits in NCEA at

Level 3 in Calculus.

Applicants must also gain at least 14 credits in NCEA at Level 3 in Physics.

3.1.2 *Admission to the BE(Hons) in the Specified Programmes of Chemical and Biological Engineering, Environmental Engineering, and Materials and Process Engineering*
Entry into the BE(Hons) in the above specified programmes will be guaranteed to applicants who gain University Entrance, including a minimum of 16 credits in NCEA at Level 3 in Calculus.

Applicants must also gain at least 16 credits in NCEA at Level 3 in Chemistry and 14 credits in NCEA at Level 3 in Physics.

3.1.3 *Admission to the BE(Hons) in the Specified Programme of Software Engineering*
Entry into the BE(Hons) in the above specified programme will be guaranteed to applicants who gain University Entrance, including a minimum of 16 credits in NCEA at Level 3 in Calculus. Applicants must also gain at least 14 credits in NCEA at Level 3 in two other approved subjects for University Entrance.

3.1.4 The Pro Vice-Chancellor of the Division of Health, Engineering, Computing and Science may waive up to 120 points of level 100 papers of the degree of Bachelor of Engineering (Honours) for candidates who have achieved exceptionally high grades in approved subjects in the National Certificate of Educational Achievement (NCEA) qualification at Level 3 or higher or in other qualifications considered by the Academic Board to be equivalent, provided that students substitute approved alternative papers of equal points value.

3.2 **Special Admission**
Applicants with evidence of successfully completed post-secondary study will normally be accepted. This includes applicants who have successfully completed an appropriate University of Waikato College bridging programme.

3.3 **Admission at entrance level or with credit from previous study**

3.3.1 Applications will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

3.3.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*[4]

3.3.2.1 *Admission to the BE(Hons) in the Specified Programmes of Civil Engineering, Electrical and Electronic Engineering, Mechanical Engineering and Mechatronics Engineering*
Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved

(a) an overall B- grade average, including

(b) a B- grade in FOUND011 and

(c) a B- grade in FOUND007 and

(d) at least a C- grade in every other paper and

(e) a B- grade in FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study

will be accepted[1] into this specified programme.

Applicants not satisfying these requirements will be assessed on a case by case basis.

3.3.2.2 *Admission to the BE(Hons) in the Specified Programmes of Chemical and Biological Engineering, Environmental Engineering, and Materials and Process Engineering*

Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved:

(a) an overall B- grade average, including

(b) a B- grade in FOUND010 and

(c) a B- grade in FOUND007 and

(d) a B- grade in FOUND011 and

(e) at least a C- grade in every other paper and

(f) a B- grade in FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study

will be accepted[1] into this specified programme.

Applicants not satisfying these requirements will be assessed on a case by case basis.

3.3.2.3 *Admission to the BE(Hons) in the Specified Programme of Software Engineering*

Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved:

(a) an overall B- grade average, including

(b) a B- grade in FOUND007 and

(c) at least a C- grade in every other paper; and

(d) a B- grade in FOUND021 and FOUND022 to satisfy the minimum English

language requirement for undergraduate study

will be accepted[1] into this specified programme. Applicants not satisfying these requirements will be assessed on a case by case basis.

3.3.3 *Admission from the University of Waikato Certificate of University Preparation*

3.3.3.1 *Admission to the BE(Hons) in the Specified Programmes of Civil Engineering, Electrical and Electronic Engineering, Mechanical Engineering and Mechatronics Engineering*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, including a B- grade in FOUND011, a B- grade in FOUND007, and at least a C- grade in every other paper will be accepted.[1] Applicants not satisfying these requirements will be assessed on a case by case basis.

3.3.3.2 *Admission to the BE(Hons) in the Specified Programmes of Chemical and Biological Engineering, Environmental Engineering, and Materials and Process Engineering*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, including a B- grade in two of FOUND007, FOUND010 or FOUND011 and at least a C- grade in every other paper, will be accepted.[1] Applicants not satisfying these requirements will be assessed on a case by case basis.

3.3.3.3 *Admission to the BE(Hons) in the Specified Programme of Software Engineering*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, including a B- grade in FOUND007 and at least a C- grade in every other paper, will be accepted.[1]

Applicants not satisfying these requirements will be assessed on a case by case basis

4. Admission to the **Bachelor of Management Studies with Honours (BMS (Hons)) degree**

4.1 Entry into the BMS(Hons) programme at the beginning of the first year of study will be guaranteed to applicants who have gained University Entrance.

4.2 Students who have been admitted to the BMS(Hons) must achieve a B+ grade average or better over the first two years of the programme to be guaranteed re-entry into year 3 of the BMS(Hons). Students who do not gain re-entry to the BMS(Hons), but who meet the re-entry criteria for the Bachelor of Business (BBus), will be able to be admitted to the BBus.

4.3 Students may apply to be admitted to the BMS(Hons) in the third year of the degree. As part

of the application process students must provide a personal statement that sets out their leadership/community involvement and their future career aspirations. Applicants would normally be expected to have achieved a B+ grade average or better in their previous 240 points of study. Selection will also take into account leadership potential and community citizenship.

5. Admission to Bachelor of Laws (LLB) and Diploma in Law

5.1 **University Entrance** Entry into the LLB will be guaranteed to all applicants who gain University Entrance, including:

(a) NCEA Level 1 numeracy and Level 2 literacy requirements;

(b) Merit or Excellence endorsement at NCEA Level 3.

5.2 **Discretionary Entrance** Applicants will normally be granted Discretionary Entrance if they have gained a total of at least 80 credits in four subjects at Level 2 in the NCEA, with a minimum grade of Merit in at least half of the achievement standards for each subject. Applicants must also have satisfied the numeracy and literacy requirements for University Entrance. Applications must be supported by the applicant's school principal or a University Student Recruitment Adviser.

5.3 **Special Admission** Applicants will be considered for Special Admission who are 20 years old or over by the beginning of their paper or programme.
The Faculty will afford priority to

- applicants with law-related experience
- applicants who have successfully completed a programme of degree level study at a tertiary institution.

5.4 **Admission at entrance level or with credit from previous study**

5.4.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

5.4.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*[4]
Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved at least a B- grade average overall, with a B- grade or higher in FOUND001 will be accepted.

5.4.3 *Admission from the University of Waikato Certificate of University Preparation*
Applicants who have successfully completed the Certificate of University Preparation with at least a B- grade average overall, with B- grades or higher in FOUND001 and FOUND002 will be accepted.

5.4.4 *Admission from the University of Waikato Unistart programme for secondary school*

students
Applicants who have successfully completed the Unistart programme paper LEGAL105 Introduction to New Zealand Law and Society with a B- grade or higher will be accepted.

5.4.5 *Admission from the University of Waikato Jump Start summer programme for new students*
Applicants who have successfully completed the Jump Start summer programme paper LEGAL100 Pre Law with a B- grade or higher will be accepted.

Part 2
Admission to Certificates and Diplomas

1. In addition to the admission criteria set out in the relevant qualification regulations, applicants for certificates and diplomas in the following qualifications must meet specific criteria for admission:

1.1 **Certificate in Professional Engineering Practice**
Entry into the Certificate in Professional Engineering Practice in the Division of Health, Engineering, Computing and Science is available only to applicants who are currently enrolled in, or have completed, a Bachelor of Engineering with Honours, or equivalent.

1.2 **Diploma in Engineering Management**
Entry into the Diploma in Engineering Management in the Division of Health, Engineering, Computing and Science is available only to applicants who are currently enrolled in, or have completed, a Bachelor of Engineering with Honours, or equivalent.

1.3 **Graduate Diploma in Teaching**
Entry into the GradDipTchg programme in the Division of Education is available only to applicants who are chosen by the Division's selection panels (see the *Schedule of Limitations on Enrolment*).

1.4 **Postgraduate Diploma in Interpreting and Translating Māori (PGDip(Int&Trans))**
Applicants must satisfy the Dean of the Faculty of Māori and Indigenous Studies that they have a high standard of proficiency in English and Māori.

Part 3
Re-entry for Returning Students

1. The right to re-entry applies to re-enrolment in the qualification(s) in which a student was enrolled in their most recent period of enrolment.
2. **Annual re-entry criteria**

2.1 A student who gains unrestricted passes in papers worth at least half of the total points the student is enrolled in for the year will gain re-entry, except in the case of re-entry to the qualifications listed below.

3. **Re-entry to Bachelor of Nursing**

3.1 A student who gains unrestricted passes in all of their required Bachelor of Nursing papers will gain re-entry.

3.2 The Pro Vice-Chancellor has authority to determine on a case by case basis whether candidates who fail Bachelor of Nursing papers in a given year may repeat those papers and whether they may enrol concurrently for more advanced Bachelor of Nursing papers.

4. **Re-entry to Law Programmes**

4.1 A student who gains unrestricted passes in papers worth at least half of the total points the student is enrolled in and has not failed more than the equivalent of 30 points in Law papers will gain re-entry.

4.2 The Dean of Te Piringa Faculty of Law has authority to determine on a case by case basis whether candidates who fail Law papers in a given year may repeat those papers, and whether they may enrol concurrently for more advanced papers in Law.

5. **Re-entry to Social Work Programmes**

5.1 A student who gains unrestricted passes in papers worth at least half of the total points the student is enrolled in and who satisfactorily completes any 300 or 400 level field placement papers attempted will gain re-entry.

6. **Re-entry to Teacher Education Programmes**

6.1 A student in the Graduate Diploma in Teaching must pass TEEDU400 to gain re-entry. A student who is ineligible for re-entry but who is enrolled in subsequent papers will be withdrawn from those papers.

6.2 A student in the Postgraduate Diploma in Teaching must pass TEEDU500 to gain re-entry. A student who is ineligible for re-entry but who is enrolled in subsequent papers will be withdrawn from those papers.

6.3 A student who gains unrestricted passes in papers worth at least half of the total points the student is enrolled in and who satisfactorily completes the professional experience requirements will gain re-entry.

6.4 A returning student who wishes to transfer between teacher education streams will need permission from the Pro Vice-Chancellor of Education.

6.5 The Pro Vice-Chancellor has authority to determine on a case by case basis whether candidates who fail papers in the Graduate Diploma in Teaching, Postgraduate Diploma in Teaching and the Master of Teaching and Learning in a given year, may repeat those papers.

7. **Re-entry to Social Work Programmes**

7.1 A student who gains unrestricted passes in papers worth at least half of the total points the student is enrolled in and who satisfactorily completes any 300 or 400 level field placement papers attempted will gain re-entry.

8. **Re-entry to conjoint degree programmes**

8.1 To be eligible for re-entry to a conjoint degree programme a student must meet all criteria in Part 3, as applicable, across their combined qualifications.

9. **Trimester re-entry criteria**

9.1 A student who is enrolled in papers worth more than 20 points in a single trimester and who fails all of those papers will be ineligible for re-entry in the following trimester.

9.2 A student who is ineligible for re-entry in the following trimester but who is enrolled in papers in that trimester will be withdrawn from those papers.

Part 4
Admission for Transferring Students

1. A student who wishes to transfer from one qualification to another needs to meet the general and relevant specific requirements for re-entry for returning students listed in Part 3 of these regulations.
2. Additional criteria apply in the case of transfer into the following qualifications.
3. **Transfer into the Bachelor of Business Analysis (BBA), Bachelor of Communication (BC), and Bachelor of Management Studies (BMS) degrees**
   Students will not normally be considered unless they have successfully completed a full-time year of study and obtained a minimum B average.

4. **Transfer into Law programmes**

4.1 The Te Piringa Faculty of Law Undergraduate Programmes Committee will have regard to equity considerations in making its decisions, but in all cases those offered places will have demonstrated their academic preparedness for the Faculty's programme of study. The Faculty does not set aside places for specific groups of applicants.

4.2 Students will be considered for transfer from another degree or tertiary institution on a case by case basis. Preference will be given to those who obtain the highest grades and whose performance provides evidence of literacy.

4.3 Those who have completed a first degree may apply for exemption from the non-Law requirements of the LLB and will be considered for admission to Law 1 and Law 2 concurrently.

5. **Transfer into the Bachelor of Health, Sport and Human Performance (BHSHP)**

5.1 There are a limited number of places available for transferring students within the BHSHP degree and this may vary from year to year.

5.2 Students will be considered for transfer into the BHSHP degree by the Director of the BHSHP Programme on a case by case basis. Preference will be given to candidates who have successfully completed a full-time year of study and obtained a B minimum average.

6. **Transfer into the Bachelor of Education (BEd) and Bachelor of Teaching (BTchg)**

6.1 Entry to the BEd and BTchg is available only to applicants who are chosen by the Division of Education's selection panels and who satisfy the requirements for admission to university.

6.2 Students will be considered for transfer from another qualification or tertiary institution by the relevant Programme Selection Committee on a case by case basis.

Part 5
Exclusion for Unsatisfactory Progress from Particular Papers

1. Students who have failed a paper, or any equivalent or substantially similar paper, on a second or subsequent enrolment will be excluded from the paper and will be ineligible to re-enrol in that paper.
2. Where a student is excluded from a paper that is a compulsory paper for a qualification the student will not be permitted to enrol in, or continue a current enrolment in, that qualification.

Part 6
Appeals

1. A person who

(a) is qualified for admission to the university but who is not accepted into his or her choice of qualification, or

(b) fails to meet the criteria for re-entry to their qualification, or

(c) is excluded from a paper

may apply to the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies in which the person wishes to enrol for a reconsideration of their decision.

2. A person whose application for reconsideration is declined by the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies may make a further appeal to the Deputy Vice-Chancellor Academic under delegated authority of the Academic Board.
3. An appeal, comprising a written statement of the circumstances of the appeal, together with supporting evidence, if available, must be submitted by the student to the Deputy Vice-Chancellor Academic not more than seven days after the date on which notification of the relevant decision is received.
4. A decision by the Deputy Vice-Chancellor Academic is notified in writing, and is final.

5. **Report to the Education Committee**
   The Deputy Vice-Chancellor Academic must submit an annual report to the Education Committee providing an overview of admission appeal decisions made during the relevant year, together with any consequent recommendations with respect to the Criteria for Admission to Particular Qualifications.

Notes:

1. *Many of the degrees offered at the University of Waikato have prerequisites on their core papers. Applicants who have not achieved specified prerequisites either through their study in NCEA at Level 2 and Level 3 or through their Foundation Studies programme will be required to take additional papers or foundation courses in order to satisfy these prerequisites. Applicants in this situation are advised that not all papers undertaken may count towards the completion of the degree and that the programme of study may take an additional period of time.*
2. *Applicants who have achieved an equivalent to New Zealand University Entrance through a qualification other than NCEA at Level 3 will have their admission assessed on a case by case basis.*
3. *Applicants who have achieved an equivalent to Discretionary Entrance through a qualification other than NCEA at Level 2 will have their admission assessed on a case by case basis.*
4. *Applicants who have achieved an equivalent to the University of Waikato Certificate of Foundation Studies will have their admission assessed based on an approved guaranteed credit arrangement or on a case by case basis.*

Study Enquiries

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Limitations Statute

Limitations on enrolments can be established under:

- section 255(4) of the Education and Training Act 2020 where the Council is satisfied that it is necessary to do so because of insufficiency of staff, accommodation or equipment, or
- section 525(4) of the Education and Training Act 2020 where the Council has established places for foreign students in a programme whose continued availability is dependent on the fees payable by foreign students enrolled in it.

The Council has delegated authority to approve limitations under section 255(4) to the Academic Board.

Schedule of Limitations on Enrolments for 2024

Limitations under Section 255(4) of the Education and Training Act 2020

Ministry-funded enrolments will be limited in a manner that allows the University to meet the Government's expectations with respect to its approved Mix of Provision for the year in question.

Applications from Ministry-funded students who meet the University's published deadlines for applications to enrol, as well as the admission, entry, re-entry and programme approval criteria for the relevant qualifications and papers, will be accepted according to the priority groups listed below until the relevant Mix of Provision target is achieved at the relevant level.

If places are still available after the published deadlines for applications to enrol, Ministry-funded students who have not met those deadlines, but who meet the admission, entry, re-entry and programme approval criteria for the relevant qualifications and papers, will be accepted in order of application up until the relevant targets have been met.

Undergraduate (Bachelors, Undergraduate and Graduate Certificates and Diplomas)

All these groups will be considered in priority order and, within each priority group, on academic merit.

1. Undergraduate returners (enrolled in undergraduate study in the previous year returning to continue an undergraduate qualification).
2. School Leavers (in secondary school in 2018 or 2019) who qualify for University Entrance (UE) or who are eligible for Discretionary Entrance in terms of the Criteria for Admission to Particular Qualifications.
3. Students transferring into degree programmes having successfully undertaken recognised partner pathway programmes in 2019 (including Certificate of University Preparation (CUP) and Toi Ohomai Institute of Technology guaranteed credit programmes).
4. Students who have previously been enrolled at the University of Waikato, returning after a break of up to two years to continue an undergraduate qualification.
   Applicants who have qualified for admission to university but who have been away from secondary school for up to two years.
   Special Admission applicants (students over 20 without UE).
   Other students with UE or equivalent.

Taught Postgraduate (500 level - except 594 theses)

All these groups will be considered in priority order and, within each priority group, on academic merit.

1. Taught postgraduate returners (enrolled in taught postgraduate study in the previous year returning to continue a postgraduate qualification).
2. Students who have previously been enrolled at the University of Waikato, commencing taught postgraduate study or returning (after a gap in study) to continue a postgraduate qualification.
   Students new to the University of Waikato.

Research Postgraduate (Doctoral, MPhil, Masters 594 theses)

Because research postgraduate students can apply to enrol at any point in the year, applications will be considered at regular intervals according to the following groups:
All these groups will be considered in priority order and, within each priority group, on academic merit.

1. Research postgraduate returners (enrolled in research postgraduate study in the previous year).
2. University of Waikato Doctoral and Masters Scholarship recipients.
3. Students who have previously been enrolled at the University of Waikato, commencing research postgraduate study or returning after a gap in study to continue research postgraduate study.
   Students new to the University of Waikato.

Notes:

1. *In order to be considered within any priority group, students must apply by the relevant deadlines, as set out in the Enrolment section and Change of Enrolment Regulations.*

2. *Within each level (undergraduate, taught postgraduate, research postgraduate), applicants who have not met the relevant deadlines will be considered in the same order of priority as indicated above after all of the students who have applied within the deadlines for that level have been considered.*

Limitations

Division of Arts, Law, Psychology and Social Sciences

Music: MUSIC525-24X (HAM) Advanced Opera Studies
5 students selected by an audition panel on the basis of exceptional vocal ability in the operatic context together with supporting evidence of their commitment.

Psychology: PSYCH581-24A (HAM) Psychological Assessment
25 students per trimester who meet the prerequisites and selected by the Paper Convenor, with priority given in up to eight places to students enrolled in the PGDipPsych(Clin).

Postgraduate Diploma in Psychology (Clinical)
New enrolments are limited by the number of placements that the School is able to secure with our Placement Partners. Placements for the programme are determined each year.
12 students are selected following the Postgraduate Diploma in Psychology (Clinical) selection process.

Postgraduate Diploma in Psychology (Community)
New enrolments are limited by the availability of registered Psychologists for intern placements. Professional supervision for the programme is determined each year.
6 students are selected following the Postgraduate Diploma in Psychology (Community) selection process.

Screen and Media Studies: MEDIA206 Introduction to Filmmaking
35 students per trimester selected by the Paper Convenor.

Division of Education

Counselling: COUNS542-24X (HAM) Counselling Practicum
25 students per year who have previously been selected into the Master of Counselling programme.

Counselling: COUNS544-24B (BLK) Discourse and Counselling Psychologies
20 students per paper occurrence offered who have previously been selected into the Master of Counselling programme.

Counselling: COUNS544-24X (BLK) Discourse and Counselling Psychologies
20 students per paper occurrence offered who have previously been selected into the Master of Counselling programme.

Counselling: COUNS545-24X (BLK) Professional Practice of Counselling
25 students per year who have previously been selected into the Master of Counselling programme.

Division of Health, Engineering, Computing and Science

Bachelor of Nursing

New enrolments are limited by the number of clinical placements that the School is able to secure with our Placement Partners. Placements for the programme are determined each year.
140 students are selected following the Bachelor of Nursing selection process.

Master of Nursing Practice

New enrolments are limited by the number of clinical placements that the School is able to secure with our Placement Partners. Placements for the programme are determined each year.
75 students are selected following the Master of Nursing Practice selection process.

Limitations under Section 525(4) of the Education and Training Act 2020

Enrolments from full-cost international students will be accepted on the basis that they pay full fees to fund their courses of study and, therefore, that they are not taking a place that would otherwise be available to a domestic student.

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Entry to the following qualifications is limited to full-cost international students:
Certificate of Attainment in Academic English
Certificate of Attainment in English Language
Certificate of Attainment in Foundation Studies

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Dissertations and Theses

Deadlines for the submission of dissertations and theses for graduate qualifications are prescribed in section 12 of the *Personal Programmes of Study Regulations.*

General information about the submission of MPhil and doctoral theses is published on the Higher Research Degrees website.

Deadlines for the submission of theses for the Master of Philosophy (MPhil) and doctoral degrees - Doctor of Philosophy (PhD), Doctor of Education (EdD), Doctor of Health Science (DHSc), Doctor of Juridical Science (SJD), and Doctor of Musical Arts (DMA) are determined on an individual basis. Details about terms of enrolment for these degrees are available from Te Mata Kairangi School of Graduate Research.

Students may obtain details about style, general layout, and important conventions to be followed in writing a thesis (referencing, bibliographies etc.) from their supervisor or relevant School or Faculty. The University of Waikato Library also publishes a guide to the presentation and submission of dissertations and theses which is available from the Library website.

Dissertations and Theses Regulations

1. **Title**
   These are the Dissertations and Theses Regulations 2020.

2. **Date of effect**
   These regulations are effective from 1 January 2020.

3. **Definitions**
   In these regulations

dissertation means a piece of written work that reports on the findings of a theoretical or empirical investigation and is undertaken in accordance with the regulations for an honours or first masters degree

first masters degree means a masters degree except for the Master of Philosophy (MPhil)

thesis means a piece of written work undertaken in accordance with the regulations for a first masters degree and equivalent to at least 90 points at 500 level, or a piece of written work undertaken in accordance with the regulations for a Master of Philosophy or doctoral degree. Applicants who intend to integrate a creative practice component with their thesis must comply with the Requirements for PhD with a Creative Practice Component, available from Te Mata Kairangi School of Graduate Research. A thesis is externally examined and if passed is considered to embody research of a kind and standard appropriate for the thesis to be lodged permanently in the University's digital repository, Research Commons, and is publicly accessible (unless embargoed under section 12 of these regulations).

4. **Word limit for dissertations**
   The maximum word limit for a dissertation is determined by the School of Faculty in which the dissertation is undertaken.

5. **Word limit for first masters theses**
   Unless the Head of School or Dean of the School or Faculty in which the thesis is undertaken approves otherwise in the case of an individual student or subject, the maximum word limit for a first masters thesis is 50,000 words.

6. **Word limit for Master of Philosophy (MPhil) theses**
   Unless the Postgraduate Research Committee approves otherwise in an individual case, the maximum word limit for an MPhil thesis is 50,000 words.

7. **Word limit for doctoral theses**
   Unless the Postgraduate Research Committee approves otherwise in an individual case, the maximum word limit is

   (a) for a PhD thesis, 100,000 words

   (b) for an EdD or SJD thesis, 60,000 words

   (c) for a DMA thesis, 50,000 words.

8. **Submission of dissertations**

   (1) When the dissertation is ready for examination, the student must submit two copies to the relevant Head of School or Dean of the School or Faculty.

   (2) Dissertations are not required to be bound, but must be formatted and presented in accordance with relevant School or Faculty policy.

   (3) The relevant Head of School or Dean may agree to accept part or all of a dissertation solely

in digital form.

9. **Submission of first masters theses**

(1) When it is ready for examination, a digital copy of the thesis, which will include an abstract of no more than 500 words, immediately following the title page and written in a form suitable for publication, must be submitted by the student to the Student Centre Team.

(2) The thesis must be accompanied by a declaration, signed by the student's chief supervisor, stating

(a) whether the thesis is, in the supervisor's opinion, ready for examination, and

(b) that the thesis embodies the student's own work, carried out under the supervisor's direct supervision, and

(c) that evidence of ethical approval or a statement confirming that it is not required, in accordance with the *Ethical Conduct in Human Research and Related Activities Regulations 2008* and/or the *Code of Ethical Conduct for the Use of Animals for Research Testing and Teaching 2014* had been provided.

(3) After a thesis has been examined, passed and returned to a student, the student must, within three weeks, submit a final digital copy of the thesis to the University's digital repository, Research Commons.

(4) After a thesis has been examined, passed, and submitted in final digital form the digital copy will be lodged permanently in the University's digital repository, and, unless the Deputy Vice-Chancellor Research has approved an embargo under section 12 of these regulations, will be publicly accessible.

10. **Submission of MPhil and doctoral theses**

(1) When it is ready for examination, a digital copy of the MPhil thesis or the doctoral thesis, which will include an abstract of no more than 500 words, immediately following the title page and written in a form suitable for publication, must be submitted by the student to Moodle, as per the submission for examination process outlined by Te Mata Kairangi School of Graduate Research.

(2) The thesis must be accompanied by a declaration, signed by the student's chief supervisor, stating

(a) whether the thesis is, in the supervisor's opinion, ready for examination, and

(b) that the thesis embodies the student's own work, carried out under the supervisor's direct supervision, and

(c) that evidence of ethical approval or a statement confirming that it is not required, in accordance with the *Ethical Conduct in Human Research and Related Activities Regulations 2008* and/or the *Code of Ethical Conduct for the Use of Animals for Research Testing and Teaching 2014* had been provided.

(3) After a thesis has been examined and passed, a student, before being entitled to have the

relevant degree formally conferred, must submit in final digital form, the copy to be lodged permanently in the University's digital repository, Research Commons, and, unless the Deputy Vice-Chancellor Research has approved an embargo under section 12 of these regulations, this copy will be publicly accessible.

11. **Digital format**

(1) The format for submission of the digital copy of a thesis required under subsection 9(1) and 10(1) of these regulations is set out in the University publication *Write and Submit a Thesis* a which is available from the Library website.

12. **Embargoes**

(1) Because freedom to exchange ideas and to publish acquired knowledge are fundamental to the purposes of a university, restrictions on freedom of access to dissertations and theses are acceptable only in very limited circumstances approved by the Deputy Vice-Chancellor Research.

(2) Embargoes of dissertations or theses, either in part or in full, are subject to written approval of the Deputy Vice-Chancellor Research.

(3) Embargo of a dissertation or thesis is normally approved only under the following circumstances:

(a) if it is pending publication

(b) if it is pending the filing of a patent

(c) to allow a funder to comment

(d) to protect pre-existing traditional knowledge of a whanau/hapu/iwi

(e) to protect pre-existing commercial agreements

(f) if there is a pre-existing contractual obligation

(g) if restriction is necessary under the Privacy Act 2020 or the Official Information Act 1982.

(4) An embargo will be approved only for a limited period.

(5) If the Deputy Vice-Chancellor Research has approved an embargo, only the author, title, abstract and other meta-data of the full digital copy held by the University may be publicly accessible through the University's digital repository, Research Commons.

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Facilities Management Division

Director
To be Appointed

Group Manager Facilities
Tony Dicks BSc(Eng) Natal MBA Durban-W PGDipHE Delft

Security Manager
Ray Hayward

Support Services Manager
Jayne Bentley

Manager Gallagher Academy of Performing Arts
Jeremy Bell MA Camb

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Financial Services Division

Chief Financial Officer
Andrew McKinnon BBS Massey CA

Manager Financial Management
Graham Hunter CA

Manager Financial Operations
Glen Munro BMS Waik CA

Manager Procurement
Virginia Duncan DipMgt NZIM BBus Wintec

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Human Resource Management Division

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Carole Gunn BA(Hons) MA Sus

HR Manager
Kathy Crawford

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Student and Information Services

Assistant Vice-Chancellor Student and Information Services
Michelle Jordan-Tong BA Waik MPMVic

Assistant Director Student Information Projects and Systems
Tania Mallett BSocSc(Hons) Waik

Business Manager
Tricia Finn PGDipMgtSt Waik

Information and Technology Services

Director
Eion Hall MBA PGDip Waik

Client Services Manager
Bryce Nicholls

Group Manager ICT Procurement & Waikato Print
Garron Smith

Information Systems Group Manager
Ian Drever

Infrastructure Manager

Dougal Mair DipBusSt Massey

Library

University Librarian
Ross Hallett MSc Waik DipLib Well

Associate University Librarian Teaching and Research Services
Sarah-Jane Saravani MA Otago DipLib Well PhD Curtin RLIANZA JP

Associate University Librarian Information Resources
Vye Perrone BA Cant MLIS Well PGCertEd Waik ALIANZA

Student Services Division

Director
Mike Calvert BEng UCL

Associate Director Student Experience and Administration Services
Mary-Jane Waddington BSocSc GradDip PRPGCertMgtWaik

Associate Director Student Success
Sonya Saunders DipCounselling IC BA Otago

Associate Director Student Accomodation
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Important Dates

Principal Dates
Teaching and Assessment Periods

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Student Life

Research

Industry

International

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University Overview and Charter

The University of Waikato
Divisions, Faculties and Schools of Studies
The University of Waikato Charter
The University's Commitment to the Treaty of Waitangi

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Student Life

Research

Industry

International

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The Academic Board
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Former Vice-Chancellors of the University of Waikato
Honorary Doctors of the University of Waikato
Recipients of the University of Waikato Medal
Recipients of Distinguished Alumni Awards
Emeritus Professors of the University of Waikato
Honorary Fellows of the University of Waikato
Staff of the University

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Student Life

Research

Industry

International

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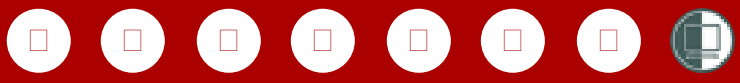

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Vice-Chancellor's Special Powers

1. The Vice-Chancellor may give such direction, or make such provision as they think fit for the relief of undue hardship where it is shown to their satisfaction
   (a) that an alteration or amendment to statutes or regulations involving a change in a course of study or in examination requirements has caused a student hardship, or
   (b) that official advice has been given and acted upon, and it is later found that a student's programme of study is not in accordance with the governing regulations and hardship would be caused if the student were to be compelled to comply with the full requirements of the regulations.
2. The Vice-Chancellor may, in consultation with the relevant Pro Vice-Chancellor, Head of School, Director or equivalent, give such direction or make such provision as they think fit where it is shown to their satisfaction that an unusual and particular case has arisen concerning a student's enrolment, in consideration of which no relevant provisions or regulations currently apply.
3. The Vice-Chancellor will report to the Academic Board any decisions made under these special powers.
4. A student may appeal to Council against a decision by the Vice-Chancellor under these special powers.
5. The Council decides appeals and makes any provisions that it considers appropriate.

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Student Life

Research

Industry

International

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Login

Admission, Enrolment and Fees

Admission Statute
Criteria for Admission to Particular Qualifications
English Language Requirements for Admission
Limitations Statute
Enrolment
Change of Enrolment Regulations
Regulations Governing Payment of Fees and Charges
Table of Fees and Charges
International Students

Study Enquiries

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Student Life

Research

Industry

International

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Research, Assessment and Graduation

Student Research Regulations
Ethical Conduct in Human Research and Related Activities Regulations
Dissertations and Theses
Assessment Regulations
Policy on the Use of Māori for Assessment
Graduation

Study Enquiries

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Qualification Regulations

These regulations apply to candidates beginning their studies in 2024. Candidates who first enrolled in a qualification prior to 2024 are eligible to complete that qualification either under the regulations which applied at the time of first enrolment or the regulations which apply at the time of re-enrolment. Candidates who are resuming their studies for a qualification after an extended absence are advised to consult the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies concerned at the time of re-enrolment regarding the requirements for completion. However, where there have been significant changes in the structure of a qualification or content of the major or specified programme during the candidate's absence, the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies may prescribe a specific programme of study which will be deemed to satisfy the requirements for completion of the qualification.

The Degrees, Diplomas and Certificates Statute
Personal Programmes of Study Regulations
Bachelors Degree Regulations
Bachelors Degree with Honours Regulations
Masters Degree Regulations
Higher Degree Regulations
Certificate Regulations
Diploma Regulations
Specialisations
Undergraduate Diploma and Certificate Fields
Enrolment for Individual Paper Credit (IPC)

Study Enquiries

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Research

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International

About Us

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Schedule of Papers

Prescriptions for Papers
Keys
Papers by Subject (Catalogue of Papers)
The University of Waikato at Tauranga
Off Campus Papers

Study Enquiries

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General Regulations and Procedures

Student Discipline Regulations
Student Complaints Procedures
Parking and Traffic Regulations
Miscellaneous Regulations

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General Services

School of Graduate Research - Scholarships
The University Library
Information and Technology Services
Student Services
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Student Life

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Research Institutes, Centres, Units and Groups

Research Institutes

Artificial Intelligence Institute
The Environmental Research Institute: Te Pūtahi Rangahau Taiao (ERI)
The Institute of Professional Learning: Te Whai Toi Tāngata (IPL)
The New Zealand Institute for Business Research: Te Pūtahi Rangahau O Umanga o Aotearoa (NZIBR)
Te Mata Punenga o Te Kotahi: Te Kotahi Research Institute (TKRI)
Te Ngira: Institute for Population Research
Te Puna Haumaru New Zealand Institute for Security and Crime Science
Wilf Malcolm Institute of Educational Research: Te Pūtahi Rangahau Mātauranga o Wilf Malcolm (WMIER)

Research Centres

Ahuora Centre for Smart Energy Systems
Centre for Educational Leadership Research: Te Puna Rangahau o te Whiringa (ELRC)
Centre for Environmental, Resources and Energy Law: Te Pūtahi o te Ture Taiāo (CEREL)
Centre for Global Studies in Education: Te Pūtahi Mātauranga ki te Ao (CGSE)
Early Years Research Centre: He Kōhanga Toi Tangata
International Centre for Terrestrial Antarctic Research (ICTAR)
Medical Research Centre
The Māori and Indigenous Governance Centre: Te Mata Hautū Taketake (MIGC)
Technology, Environmental, Mathematics and Science Education Research Centre: He Rangahau Toi Tangata
Waikato Centre for Advanced Materials and Manufacturing (WaiCAMM)

Research Units and Groups

Algal Biotechnology Group
Assessment Research Across the Years (ARAY)
Beijing Union University China-New Zealand Tourism Research Unit
Canadian-New Zealand Study Unit (CNZSU)
Coastal Marine Group (CMG)
Cyber Security Research Group (CROW)
Design Research Group (DRG)
Digital Library Group
Energy Informatics Group
Enterprise Innovation Unit
Formal Methods Group
Human-Computer Interaction Group
Information Systems and Databases Group (ISDG)
Lake Ecosystem Research New Zealand (LERNZ)
Leadership Unit
Machine Learning Group
Māori and Psychology Research Unit (MPRU)
Oceania Researchers in Cloud and Adaptive-systems (ORCA): Ohu Rangahau Kapua Aunoa
Responsible and Sustainable Management Unit
Thermophile and Microbial Biochemistry and Biotechnology Research Unit (TMBBU)
Transport Research Group (TRG)
Unit for Postgraduate Education Research (UPER)
Visual-video Research Interest Group
Waikato Applied Statistics Unit
Waikato Biogeochemistry and Ecohydrology Research (WaiBER)
Waikato Engineering Education Research Unit (EERU)
Waikato Environmental Geochemistry Group (WEG)
Waikato Experimental Economics Lab (WEEL)
Waikato Gender Research Network (WGRN)
Waikato Picturebook Research Unit (WPRU)
Waikato Public Law & Policy Research Unit
Waikato Radiocarbon Dating Laboratory
Waikato Research Centre for Resilient Infrastructure and Sustainable Construction (WaiRISC)
Waikato Robotics, Automation and Sensing Group (WaiRAS)
Water and Resilience Research Group

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Student Life

Research

Industry

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Academic, Consultancy and Service Units

Analytical Services

Waikato Radiocarbon Dating Laboratory

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Teaching and Assessment Periods 2024

Important Dates	Week	Month	Mon	Tue	Wed	Thu	Fri	Holidays & Events
3 Jan University Opens Trimester C resumes and H Teaching Period Starts	1	Jan	1	2	3	4	5	1-2 Jan New Years Holiday
	2	Jan	8	9	10	11	12	
	3	Jan	15	16	17	18	19	
	4	Jan	22	23	24	25	26	
	5	Jan/Feb	29	30	31	1	2	29 Jan Auckland Anniversary
9 Feb Trimester C and H Teaching Period Ends	6	Feb	5	6	7	8	9	6 Feb Waitangi Day
12-14 Feb Trimester C & H Teaching Period Study	7	Feb	12	13	14	15	16	

Week & 14-16 Exams								
19-23 Feb Enrolment/Teaching Recess	8	Feb	19	20	21	22	23	19-23 Feb Orientation Week
26 Feb Trimester A starts	9	Feb/Mar	26	27	28	29	1	
	10	Mar	4	5	6	7	8	
	11	Mar	11	12	13	14	15	
	12	Mar	18	19	20	21	22	
	13	Mar/Apr	25	26	27	28	**29**	29 Mar Good Friday
	14	Apr	**1**	**2**	3	4	5	1-2 Apr Easter & Uni Holiday
	15	Apr	8	9	10	11	12	
15 Apr Teaching Recess starts	16	Apr	15	16	17	18	19	
26 Apr Teaching Recess ends	17	Apr	22	23	24	**25**	26	25 Apr ANZAC Day
	18	Apr/May	29	30	1	2	3	
	19	May	6	7	8	9	10	
	20	May	13	14	15	16	17	
	21	May	20	21	22	23	24	24 May Open Day - Hamilton Campus TBC
31 May Trimester A ends	22	May	27	28	29	30	31	
4-7 Jun Study Week	23	Jun	**3**	4	5	6	7	3 Jun King's Birthday
10 Jun Examinations	24	Jun	10	11	12	13	14	

start								
21 Jun Examinations end	25	Jun	17	18	19	20	21	
24-28 Teaching Recess	26	Jun	24	25	26	27	**28**	27 Jun Open Day - Tauranga Campus TBC 28 Jun Matariki
1-5 Jul Enrolment	27	Jul	1	2	3	4	5	1-5 Jul Orientation Week
8 Jul Trimester B starts	28	Jul	8	9	10	11	12	
	29	Jul	15	16	17	18	19	
	30	Jul	22	23	24	25	26	
	31	Jul/Aug	29	30	31	1	2	
	32	Aug	5	6	7	8	9	
	33	Aug	12	13	14	15	16	
19 Aug Teaching Recess starts	34	Aug	19	20	21	22	23	
30 Aug Teaching Recess ends	35	Aug	26	27	28	29	30	
	36	Sep	2	3	4	5	6	
	37	Sep	9	10	11	12	13	12 Sep Kīngitanga Day
	38	Sep	16	17	18	19	20	
	39	Sep	23	24	25	26	27	
	40	Sep/Oct	30	1	2	3	4	
11 Oct Trimester B ends	41	Oct	7	8	9	10	11	

14-18 Oct Study Week	42	Oct	14	15	16	17	18	
21 Oct Examinations start	43	Oct	21	22	23	24	25	
1 Nov Examinations end	44	Oct/Nov	**28**	29	30	31	1	28 Oct Labour Day
4-8 Nov Teaching Recess	45	Nov	4	5	6	7	8	
11 Nov Trimester C and G Teaching Period starts	46	Nov	11	12	13	14	15	
	47	Nov	18	19	20	21	22	
	48	Nov	25	26	27	28	29	
	49	Dec	2	3	4	5	6	
	50	Dec	9	10	11	12	13	
20 Dec G Teaching Period ends	51	Dec	16	17	18	19	20	
23 Dec Trimester C Recess Starts	52	Dec	23	24	**25**	**26**	27	23-24 Dec University Holidays (TBC) 25-26 Dec Christmas Day and Boxing Day 27 Dec University Holiday

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Assessment Regulations

On this page

Part 1: General
Part 2: Conduct in Examinations
Part 3: Special Arrangements for Examinations
Part 4: Special Consideration for Missed Assessment, or Impaired Performance in Assessment
Part 5: Review of Grade and Return of Examination Script
Part 6: Grades and Annotations
Part 7: Breaches and Appeals
Part 8: Grade Reconsideration under COVID-19

Part 1
General

1. **Title**
   These are the Assessment Regulations 2016.

2. **Date of effect**
   These regulations are effective from 1 January 2016.

3. **Definitions**
   In these regulations

   Assessment means the internal assessment (details of which are prescribed in the relevant paper outline) and, if one is offered, the examination that a student must undertake in order to be awarded a grade for the paper concerned
   Chief Examiner means the person appointed by the relevant Head of School or Dean as the

chief examiner for the paper concerned; (the names of chief examiners are available from the relevant Pro Vice-Chancellor or Dean of the Faculty of Māori and Indigenous Studies)

Compulsory Assessment Item means an assessment item that is identified as compulsory in the relevant paper outline, and that a student must submit in order to be eligible to pass the paper

Examination means the portion of the assessment for a paper that a student undertakes under formally supervised conditions, at a time and place notified by the Student Centre

Examiner means the person or persons designated in the relevant paper outline as the lecturer or convenor of the paper concerned

Internal Assessment means the portion of the assessment for a paper that is assigned, supervised and marked internally within the relevant department; it may include assignments, practical work, work in tutorials, seminars, written or oral tests, recitals, performances or attendance requirements

Paper Outline means the document distributed by the relevant department providing detailed information about the nature and requirements of the paper

Plagiarism means presenting as one's own work the work of another, and includes the copying or paraphrasing of another person's work in an assessment item without acknowledging it as the other person's work through full and accurate referencing; it applies to assessment presented through a written, spoken, electronic, broadcasting, visual, performance or other medium

Special Examination means an examination prepared and scheduled for a student whose application for special consideration under section 17 of these regulations has been accepted as valid by the Special Consideration Committee.

4. **Application**

These regulations apply to papers at 0, 100, 200, 300, 400, 500, and 700 levels.

5. **Fees**

The fees referred to in these regulations are prescribed in the *Table of Fees and Charges*.

6. **Eligibility to submit assessment**

A student must be enrolled for a paper in order to be eligible to submit assessment in it.

7. **Use of particular languages for assessment**

(1) Unless specified otherwise in the relevant paper outline, students must submit assessment in either English or Māori.

(2) The presentation of assessment in Māori is subject to the *Policy on the Use of Māori for Assessment*.

8. **Plagiarism and cheating**

(1) Guidelines for sourcing and referencing styles appropriate to particular disciplines are available from the Faculties or School of Studies and the Library.

(2) Plagiarism is prohibited.

(3) It is not a defence against a charge of plagiarism for a student to argue that they did not act intentionally in appropriating the writing or work of another person; however, the extent to which the student is judged to have plagiarised intentionally, and the level and standard of scholarship that might reasonably be expected of the student, may be factors in the determination of any disciplinary action to be taken against the student.

(4) Cheating in any matter connected with assessment is prohibited.

9. **Use of the same material for different assessment items**

Unless approved otherwise by the examiner of the paper concerned, a student must not submit for assessment material that is substantially the same as material submitted for assessment for a different paper, or for a paper which the student has attempted and/or completed previously in substantially the same form and is repeating.

Part 2
Conduct in Examinations

10. **Presence and identification at examinations**

(1) A student may attend an examination only if he or she is enrolled for the paper for which it is prescribed.

(2) A student may not enter an examination to begin an examination after the first 45 minutes.

(3) Except with the permission of the examination supervisor, a student may not leave an examination room during the first 45 minutes or during the last 15 minutes.

(4) Students undertaking an examination must sign their examination script and identify themselves to the Examination Supervisor by producing either

(a) their student identity card, or

(b) another form of photo identification that can be authenticated by the Examination Supervisor.

(5) A student may not leave the examination room during an examination with the intention of returning unless supervised during the period of absence by the examination supervisor.

11. **Conduct in the examination room**

(1) A student undertaking an examination must follow the instructions in the examination paper as well as any instructions given by the Examination Supervisor.

(2) An electronic device that

(a) makes use of an audible alarm, or

(b) has facilities for transmission or reception of information, or

(c) is capable of storing and displaying information

is prohibited in the examination room, unless it is turned off and stored separately from the

student, or is an item authorised by an Examiner under subsection 11(3) of these regulations.

(3) A student may not bring into the examination room any of the following items unless authorised in writing by the Examiner:

(a) paper

(b) books

(c) calculators

(d) electronic devices, including dictionaries

(e) computers.

(4) If items are authorised under subsection 11(3) of these regulations, details of the type and the functions that may be used will be specified by the Examiner.

(5) Items brought into an examination room may be subject to scrutiny and their use during the examination may be monitored by the Examination Supervisor.

(6) A student undertaking an examination must not

(a) communicate with another student during the examination

(b) share material in the examination room.

12. **Communications with others about examinations**

(1) A student must not communicate with the examiner about the content of an examination between the time it is undertaken and the notification of confirmed grades.

(2) A student who wishes to raise an issue about an examination between the time it is undertaken and the notification of confirmed grades may do so by contacting the Student Centre.

Part 3
Special Arrangements for Examinations

13. **Applications and procedures**

(1) Applications under Part 3 are considered and decided upon by the Special Consideration Committee. Which is a committee of the Education Committee.

(2) The times and places of examinations are notified by the Student Centre.

(3) A student

(a) who has a learning or physical disability that is likely to affect his or her performance in an examination, or

(b) who, for any other reason that he or she considers to be compelling, requires a special arrangement to undertake an examination,

may apply to undertake the examination at a different time, a different place, or under special

conditions.

(4) The application must be submitted to the Student Centre, on the prescribed form, as soon as practicable after the teaching of the paper has started and the need for the special arrangement has been identified.

(5) If the need is identified too late to allow for a suitable arrangement to be made by the University, the student will be advised to apply for special consideration under Part 4 of these regulations.

(6) An application under Part 3 must be supported by evidence as stipulated on the application form.

(7) A student who makes an application under this Part may be requested by the Special Consideration Committee to undergo an evaluation by an independent professional person.

(8) The University makes any arrangements and meets any costs for an evaluation under subsection 13(7) of these regulations.

(9) If the Special Consideration Committee considers that

(a) the circumstances documented in the application are valid according to the criteria set down in subsection 13(3) of these regulations, and

(b) it is practicable to do so given the nature of the circumstances involved and the availability of resources, it will offer the student a special arrangement.

14. **Conditions attached to special arrangements**

(1) Unless approved otherwise by the Special Consideration Committee, a student will not be permitted to undertake an examination at a different time that is more than two days before or after the notified time for other candidates.

(2) A student who accepts an opportunity to undertake an examination at a different time is required to sign a statutory declaration promising not to communicate about the content of the examination with any other person between the time they undertake it and the time it is undertaken by the other candidates.

(3) The Special Consideration Committee may require, as a condition attached to the offer of a special arrangement, that the student contribute part or all of any associated costs.

Part 4
Special Consideration for Missed Assessment, or Impaired Performance in Assessment

15. **Grounds for applications for special consideration**

If, due to circumstances beyond their control (such as illness, injury, bereavement or trauma)

(a) a student has been prevented from presenting internal assessment,

(b) a student's performance in internal assessment has been seriously impaired,

(c) a student has been prevented from undertaking an examination,

(d) a student's performance in an examination has been seriously impaired, or

(e) a student's ability to prepare for an examination in the two weeks immediately preceding the examination has been seriously impaired, the student may apply for special consideration.

16. **Special consideration in respect of internal assessment**

(1) Applications for special consideration in respect of internal assessment are considered and decided by the Examiner of the paper for which the assessment is prescribed.

(2) An application for special consideration in respect of an internal assessment must be made in writing to the relevant Examiner not later than three days after the date on which it is due.

(3) The application must be supported by evidence that is acceptable to the Examiner; the evidence may be in the form of

(a) a medical certificate for an illness or injury affecting the period relevant to the particular assessment item, or

(b) evidence of any other circumstance and its effect on the student over the period relevant to the particular assessment item.

(4) If the Examiner accepts that the circumstances documented in the application are valid, they may

(a) estimate a mark for the assessment item, or

(b) if it is practicable to do so, offer the student an opportunity to submit or repeat the original assessment item or to submit an alternative assessment item.

(5) A student may not be awarded estimated marks under subsection 16(4) of these regulations for more than 33% of the overall internal assessment for a paper.

(6) If the Examiner does not offer any of the options under subsection 16(4) of these regulations, the student may apply under the *Change of Enrolment Regulations 2012* to withdraw from the paper on medical or compassionate grounds.

(7) A student may appeal to the Chief Examiner against any decision by an examiner under this section.

(8) An appeal to the Chief Examiner must be made in writing by the student not more than seven days after they have received notification of the relevant decision by the Examiner.

(9) Where an Examiner is also the Chief Examiner, a student may appeal directly to the Director of Student Systems and Administration under the provisions of section 24 of these regulations.

17. **Special consideration in respect of examinations**

(1) Applications for special consideration in respect of examinations are considered and decided

by the Special Consideration Committee.

(2) In order to be eligible for special consideration in respect of an examination, a student must have submitted all compulsory items of internal assessment for the relevant paper.

(3) An application for special consideration in respect of an examination must be submitted to the Student Centre on the prescribed form not later than three days after the date of the examination.

(4) The application must be accompanied by evidence of the circumstances relating to the application.

(5) In the case of injury, illness, bereavement or trauma, the evidence required under subsection 17(4) of these regulations must be in the form of a report that relates to a consultation within 24 hours of the examination between the student and a medical practitioner, midwife, dental surgeon or psychologist, or between the student and a counsellor who is recognised for this purpose by the Special Consideration Committee. (Details of the names of counsellors recognised for this purpose are available from the Student Centre.)

(6) In the case of any circumstance other than those described in subsection 17(5) of these regulations, the evidence must be in the form of a statement of the nature and time of the circumstance, written by the student.

(7) The Director of Student Systems and Administration may, at their discretion, request the student to submit a statutory declaration affirming details of the circumstances relating to the application.

(8) Where an application is accepted as valid by the Special Consideration Committee, the Chief Examiner will be requested by the Student Centre to consider the assessment of the student in the relevant paper.

(9) The Chief Examiner may at their discretion

(a) estimate a grade for the paper, or

(b) offer the student the opportunity to undertake a special examination.

(10) If the Chief Examiner does not estimate a grade for the paper under subsection 17(9) of these regulations, and it is not practicable to offer a special examination (either because of the nature of the assessment or the continuing circumstances of the student), the student may apply under the *Change of Enrolment Regulations 2012* to withdraw from the paper on medical or compassionate grounds.

(11) Where a student demonstrates to the Director of Student Systems and Administration that, because of circumstances beyond their control, they are not able to accept the offer of a special examination, the student may apply under the *Change of Enrolment Regulations 2012* to withdraw from the paper on medical or compassionate grounds.

Part 5
Review of Grade and Return of Examination Script

18. **Review of grade**

(1) A student who considers that a mistake has been made in the process of calculating or determining a grade for a paper may apply for a review of a grade.

(2) An application for review of grade must be submitted by the student on the prescribed form, together with the prescribed fee, to the Student Centre not more than 14 days after receiving notification of the grade.

(3) The application must be accompanied by all items of internal assessment for the relevant paper that have been returned to the student.

(4) A review of grade involves a re-marking of all items of assessment that contribute to the final grade and a re-calculation of marks, or the student may elect to have their exam script only reviewed.

(5) A review of grade results in a grade either being left unchanged, raised or lowered.

(6) The fee for a review of grade is refunded if the review results in a change of grade.

19. **Return of examination script**

(1) A student may apply for the return of his or her marked examination script.

(2) An application for the return of an examination script must be submitted to the Student Centre online, as prescribed in the *Copies of Examination Scripts*, no later than three months after the date of the examination concerned. Proof of identity and the prescribed fee must accompany this application.

(3) Non-publishable exam papers remain the property of the University. Students are only able to view a non-publishable paper exam script for 15 minutes under supervision. Proof of identity is required and no notes can be taken. This does not incur any charges.

(4) Examination scripts are destroyed by the University after the three-month deadline has elapsed.

Part 6
Grades and Annotations

20. **Grades**

(1) Grades are confirmed by Boards of Examiners or delegated authorities.

(2) The schedule of grades used by the University and the range of marks represented by each grade is as follows:

Pass Grades

A+

90-100%

A

85-89%

A-

80-84%

B+

75-79%

B

70-74%

B-

65-69%

C+

60-64%

C

55-59%

C-

50-54%

RP

Restricted pass

P

Ungraded pass

Fail Grades

D

40-49%

E

0-39%

F

Ungraded fail

(3) An IC annotation means “Incomplete”, and is awarded if a student

(a) does not submit a compulsory assessment item, or

(b) if an examination was prescribed, does not undertake the examination.

(4) An IC annotation is treated as a fail grade.

(5) A “ ... ” annotation is used on students’ academic records for theses and papers that may be undertaken over more than one year, and indicates that the enrolment is continuing into a

subsequent year.

(6) A restricted pass ("RP") grade may be awarded at the discretion of a Board of Examiners or delegated authority for a paper in which the student has achieved

(a) borderline performance, or

(b) a D grade compensated by overall good performance in the relevant subject or the relevant subject and closely related subjects.

Note: A paper for which a Restricted Pass (RP) has been awarded will not be accepted as meeting the prerequisite requirements for any other paper unless the Head of School or the Dean of the Faculty or School in which the other paper is offered approves otherwise.

(7) The NC annotation means "No Credit" and indicates that credit for the paper has been refused as a direct consequence of a finding of misconduct.

21. **Conceded credit**

(1) A Board of Examiners or delegated authority may award a conceded credit to a candidate for a bachelors degree who has

(a) undertaken the required number of papers for the degree,

(b) passed all compulsory papers, and

(c) passed all papers required for the major, specified programme or stream,

but who has narrowly failed one paper in the final year.

(2) The award of a conceded credit is based on the candidate's performance in the bachelors degree as a whole as well as the paper in question.

(3) The conceded credit is attached to the degree as a whole (and does not affect the fail grade in the paper in question).

(4) A student may be awarded one conceded credit only in a bachelors degree.

22. **Notification of confirmed grades**

(1) When assessment results are returned to a student those results will include a percentage mark, except where a P (ungraded pass) or F (ungraded fail) mark is given.

(2) Confirmed final grades are published confidentially in MyWaikato.

Part 7
Breaches and Appeals

23. **Breaches**

A breach of these regulations is misconduct under the *Student Discipline Regulations 2020* .

24. **Appeals**

(1) A student may appeal against any decision taken under these regulations.

(2) An appeal, comprising a written statement of the circumstances of the appeal, together with supporting evidence if available, must be submitted by the student in writing to the Director of Student Services Division not more than seven days after the date on which notification of the relevant decision is received.

(3) Appeals under this section are considered and decided by the Deputy Vice-Chancellor Academic by delegated authority of the Education Committee.

(4) A decision by the Deputy Vice-Chancellor Academic is notified in writing, and is final.

(5) Appeals under this section, that relate to papers required by the Postgraduate Certificate in Professional Accounting or the Chartered Accountancy endorsement within the Master of Professional Accounting, are considered and decided by the Chartered Accountants of Australia and New Zealand. A decision under this section is notified in writing, and is final.

Part 8
Grade Reconsideration under COVID-19

25. **Scope and application**

(1) Part 8 sets out the process for the reconsideration of a paper grade, in its entirety, due to circumstances related to COVID-19.

(2) This Part applies to papers where a date between 30 March 2020 and 28 June 2020 inclusive, falls between the paper's start and end dates inclusive. In exceptional circumstances, papers outside of this criteria may be considered.

(3) Part 8 does not apply to dissertation or thesis papers.

(4) An application under Part 8 does not affect the ability of a student to make an application under any other part of these regulations.

26. **Grounds for grade reconsideration**

If, due to circumstances related to COVID-19, and beyond their control,

(a) a student's performance in a paper has been impaired, and

(b) the student believes their final grade has not sufficiently taken account of that impairment,

the student may apply for grade reconsideration.

27. **Grade reconsideration process**

(1) An application for grade reconsideration must be made to the Grade Reconsideration Committee within 10 working days of a final grade being notified to the student.

(2) The application must describe the nature and circumstances of the impairment, with supporting evidence where applicable.

(3) Where the Grade Reconsideration Committee accepts an application for grade

reconsideration, the relevant Board of Examiners or delegated authority, will be required to reconsider the final grade of the student for the relevant paper.

(4) The Board of Examiners may at their discretion

(a) increase the final grade of the paper,

(b) offer the student the opportunity to undertake an alternative piece of assessment to replace assessment(s) from the relevant paper, or

(c) recommend to the Grade Reconsideration Committee that the student be allowed to withdraw on medical or compassionate grounds under the *Change of Enrolment Regulations 2012* .

(5) Where the Board of Examiners makes a recommendation under subsection 27(4)(c) of these regulations, the Grade Reconsideration Committee may, at their discretion, offer a withdrawal to the student.

(6) A student may appeal against any decision made by a Board of Examiners under this section.

(7) An appeal under subsection 27(6) of these regulations must be made by the student in writing to the Grade Reconsideration Committee no more than seven days after notification of the decision by the Board of Examiners is received.

28. **Breaches and Appeals**
For the avoidance of doubt, Part 7 of these regulations applies to the grade reconsideration process.

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Student Discipline Regulations

On this page

Part 1: General
Part 2: Authorities
Part 3: Procedures for Making, Investigating and Resolving Complaints of Student Misconduct
Part 4: Provisions for Appeal
Part 5: Reporting

Preamble

At the time they enrol, students are required to agree to abide by the regulations of the University of Waikato as published in the University of Waikato Calendar. The Student Discipline Regulations provide the framework for addressing alleged breaches of University regulations by students and for applying penalties where breaches are substantiated.

Members of the University community are entitled to operate and interact in an environment of safety and respect. It is expected that students will act with integrity and demonstrate respect for others.

If differences and disputes arise between members of the University community, it is expected that they will attempt to resolve such conflicts reasonably and co-operatively. Discipline procedures should be used only where other methods of resolving conflicts have been ineffective or would be inappropriate.

It is the policy of the University that all discipline procedures conform to the principles of natural justice. The procedures in these regulations have been adopted to safeguard the rights of individuals in this respect.

Student Discipline Regulations 2020

Part 1
General

1. **Title**

   These are the Student Discipline Regulations 2020.

2. **Date of effect**

   These regulations are effective from 2 December 2020.

3. **Purpose**

   The purpose of these regulations is to:

   (a) define student misconduct

   (b) explain procedures for making, investigating and resolving complaints of student misconduct, and

   (c) set out the penalties that may be applied where misconduct by a student is substantiated.

4. **Application**

   (1) These regulations apply to the conduct of students while they are enrolled as students of the University of Waikato.

   (2) For the purpose of these regulations, the period during which a student is deemed to be enrolled as a student is defined as:

      (a) the period in a given year from (inclusively) the Monday of the start week of the paper in the student's programme of study that starts earliest in that year, to the Sunday of the end week of the paper that ends last

      (b) any orientation period immediately prior to the start week of the student’s programme of study in a given year, and

      (c) any period in which the student is a resident of University of Waikato student accommodation.

   (3) The processes for dealing with complaints of misconduct may extend beyond the period defined in subsection (2).

   (4) These regulations apply to the conduct of students:

      (a) on any property or in any facility owned or managed by the University (including the halls of residence)

      (b) in the context of a University activity regardless of geographic location

      (c) where the conduct is related directly to the student's status as a student

      (d) where the conduct has harmed or has the potential to harm unfairly another member of

the University community, or

(e) where the conduct has harmed or has the potential to harm unfairly the reputation of the University.

(5) A student against whom a complaint of misconduct is made, either by a member of the University community or another person, is subject to the discipline procedures set down in these regulations.

(6) All authority under these regulations must be exercised in accordance with the principles of natural justice.

5. **Misconduct**

(1) A student commits misconduct if they:

(a) commit a serious breach of the obligation, shared by staff and other members of the University community, to act towards others reasonably, courteously, considerately and with good faith

(b) behave in a manner that significantly impedes or subverts the efficient functioning of the University in accordance with its statutory role

(c) behave in a manner that discredits, or has the potential to discredit, the University

(d) behave in a manner that constitutes physical, psychological, sexual or racial assault, harassment, discrimination or bullying of any person

(e) breach any regulation published in the University of Waikato Calendar

(f) fail to comply with any reasonable and lawful policy or instruction approved and notified by the Vice-Chancellor, Council, Academic Board, or delegated authority of the Vice-Chancellor, Council or Academic Board

(g) use University property, resources or funds for other than authorised purposes

(h) incur liability on the part of the University without authorisation

(i) behave in a manner that is likely to harm unfairly the reputation or professional prospects of another student or a member of staff

(j) behave in a manner that jeopardises the health or safety of another person

(k) knowingly mislead the University in any significant matter

(l) encourage, assist, or procure a person to commit misconduct, or

(m) otherwise breach the Code of Student Conduct.

6. **Definitions**

In these regulations:

bullying means unreasonable behaviour, repeated over time, which is deliberate and intended to humiliate, undermine or otherwise have a detrimental effect on the recipient(s) and/or pose a

risk to their health and safety even though it may not be unlawful

class means a lecture, tutorial, laboratory, workshop, practical session, practicum session, placement session, field trip or any other type of learning activity delivered or supervised by a staff member, including those conducted online

discrimination means conduct that results, or is likely to result, in less favourable treatment, or creates, or is likely to create, a less favourable environment, for a person or group of people on any of the prohibited grounds set out in section 21 of the Human Rights Act 1993 or on any other grounds

harassment means any unwelcome comment, conduct or gesture that is insulting, intimidating, humiliating, malicious, degrading or offensive. It might be repeated or an isolated incident that adversely affects someone's performance, contribution or work environment. It can include physical, degrading or threatening behaviour, abuse of power, isolation, discrimination, sexual harassment and racial harassment. It is behaviour that is unwanted by the recipient even if the recipient does not tell the perpetrator that the behaviour is unwanted. It may be unintentional

internal assessment means the portion of the assessment for a paper that is assigned, supervised and marked internally within the relevant Division or the Faculty of Māori and Indigenous Studies; it may include assignments, practical work, work in tutorials, seminars, written or oral tests, recitals, performances or attendance requirements

natural justice means the right to have a decision made by an unbiased decision-maker who observes fair and impartial procedures

programme of study means the selection of papers applied for or taken by a student in any one academic year for a particular qualification

student means a person enrolled at the University of Waikato

summary jurisdiction means a process for dealing with a complaint of misconduct, where a designated person has authority, individually, to obtain and hear evidence, arrive at a judgement and, within the terms of that authority as defined in these regulations, impose a penalty

University means the University of Waikato

University of Waikato student accommodation means a hall of residence (Bryant Hall, College Hall, Orchard Park and Student Village), apartment or other student accommodation operated by the University, and homestay accommodation facilitated by the University.

7. **Annotation of grades**

Where a student is refused credit for a paper as a whole as a penalty for misconduct, an NC (No Credit)
grade will be awarded for that paper.

Part 2
Authorities

8. **General**

(1) Unless otherwise specified under Part 3 of these regulations, authorities may determine their

own procedures for hearing and deciding complaints of misconduct, provided that they conform to the principles of natural justice, and may issue procedural directions.

(2) Authorities may suspend consideration of a complaint of misconduct until such time as any associated Police matter has been concluded.

9. **Authority of staff for discipline in classes**
A staff member delivering or supervising a class may dismiss from it, for its duration, any student who, in their judgement, has committed misconduct in that class.

10. **Authority of the Pro Vice-Chancellor of the Division of Health, Engineering, Computing and Science for discipline in laboratories**
The Pro Vice-Chancellor of the Division of the Health, Engineering, Computing and Science may exclude from any laboratory in the Division of Health, Engineering, Computing and Science, for up to five working days, any student who, in the Pro Vice-Chancellor's judgement, has committed misconduct in the laboratory.

11. **Authority of the University Librarian for discipline in the Library**
The University Librarian may exclude from the Library, for up to seven days, any student who, in the
Librarian's judgement, has committed misconduct in the Library.

12. **Authority of the Director of Student Systems and Administration for discipline in examinations**

(1) The Director of Student Systems and Administration may impose a formal warning and/or a fine of up to $100 on any student found to have brought into an examination room an electronic device where that device has, in an examination supervisor's judgement, made an audible noise during an examination.

(2) All other complaints of misconduct in examinations must be directed to the Chairperson of the Student Discipline Committee in accordance with section 14 of these regulations.

13. **Authority of the Director of Student Services and Pastoral Care, Associate Director Student Accommodation and delegated authorities for discipline in University of Waikato student accommodation**

(1) The Director of Student Services and Pastoral Care has general authority for order and discipline in University of Waikato student accommodation; the Director of Student Services and Pastoral Care has delegated this authority to the Associate Director Student Accommodation.

(2) The Associate Director Student Accommodation has delegated authority for day-to-day order and discipline in University of Waikato student accommodation to the relevant Residential Life Manager or equivalent.

(3) Where the Director of Student Services and Pastoral Care receives a complaint of

misconduct in University of Waikato student accommodation they may

(a) offer summary jurisdiction to the student, or

(b) refer the matter to the Student Discipline Committee.

(4) Where the Associate Director Student Accommodation receives a complaint of misconduct in University of Waikato student accommodation they may

(a) offer summary jurisdiction to the student, or

(b) refer the matter to the Director of Student Services and Pastoral Care, or

(c) refer the matter to the Student Discipline Committee.

(5) Where a Residential Life Manager or equivalent receives a complaint of misconduct in University of Waikato student accommodation they may

(a) offer summary jurisdiction to the student, or

(b) refer the matter to the Associate Director Student Accommodation

(c) refer the matter to the Director of Student Services and Pastoral Care, or

(d) refer the matter to the Student Discipline Committee.

(6) If the Director of Student Services and Pastoral Care, Associate Director Student Accommodation or Residential Life Manager or equivalent offers summary jurisdiction, the student may choose to

(a) accept the offer of summary jurisdiction, or

(b) have the matter referred to the Student Discipline Committee.

(7) Where the offer to exercise summary jurisdiction is accepted under this section, the Director of Student Services and Pastoral Care, Associate Director Student Accommodation or Residential Life Manager or equivalent must follow the summary jurisdiction procedures set out under section 22 of these regulations.

(8) Where the complaint of misconduct is referred to the Student Discipline Committee under this section, the Student Discipline Committee must follow the procedures set out under section 24 of these regulations.

14. **Authority of the Chairperson of the Student Discipline Committee**

(1) Where the Chairperson of the Student Discipline Committee receives a complaint of misconduct against a student, the Chairperson of the Student Discipline Committee may

(a) offer summary jurisdiction to the student

(b) offer a Tikanga Māori process to the student, or

(c) refer the matter to the Student Discipline Committee.

(2) If the Chairperson of the Student Discipline Committee offers summary jurisdiction or a Tikanga Māori process, the student may choose either

(a) to accept the offer of summary jurisdiction or a Tikanga Māori process, or

(b) to have the matter referred to the Student Discipline Committee.

(3) Subject to section 15 of these regulations, where the offer to exercise summary jurisdiction is accepted under this section, the Chair of the Student Discipline Committee must follow the summary jurisdiction procedures set out under section 22 of these regulations.

(4) Where the offer to exercise a Tikanga Māori process is accepted under this section, the Deputy Vice-Chancellor Māori must follow the procedures set out under section 23 of these regulations.

(5) Where the complaint of misconduct is referred to the Student Discipline Committee under this section, the Student Discipline Committee must follow the procedures set out under section 24 of these regulations.

(6) Subject to the agreement of the Vice-Chancellor, the Chairperson of the Student Discipline Committee may delegate their authority under these regulations.

15. **Authority of Academic Delegates**

(1) The authority of the Chairperson of the Student Discipline Committee to exercise summary jurisdiction under section 14 of these regulations may be delegated to an Academic Delegate, provided that

(a) the complaint involves alleged plagiarism or cheating in a pre-degree, 100 or 200 level item of internal assessment which is worth less than 33% of the total assessment for the paper concerned

(b) the student who is the subject of the complaint has not previously had a finding of misconduct against them under these regulations, and

(c) the student against whom the complaint is made accepts the delegated authority of the Academic Delegate.

(2) Where authority to exercise summary jurisdiction is delegated by the Chairperson of the Student Discipline Committee to an Academic Delegate under this section, the Academic Delegate must follow the summary jurisdiction procedures set out under section 22 of these regulations.

(3) The Chairperson of the Student Discipline Committee is responsible for maintaining a list of Academic Delegates appropriately trained in the summary jurisdiction procedures set out under section 22 of these regulations.

16. **Authority of the Student Discipline Committee**

(1) The Student Discipline Committee is a committee of the Academic Board with delegated authority to exercise the powers and responsibilities set out in these regulations in accordance with the procedures set out under section 24 of these regulations.

(2) The Student Discipline Committee comprises

(a) a staff member with appropriate expertise appointed as Chairperson for a designated term by the Vice-Chancellor

(b) two people appointed by the Chairperson of the Student Discipline Committee from a pool of twelve staff including four based in Tauranga, nominated by the Academic Board for terms of up to three years such that the terms of the members provide for continuity

(c) two students, one of whom is enrolled at the undergraduate level and one of whom is enrolled at the postgraduate level, appointed by the Chairperson of the Student Discipline Committee from a pool of eight students; the pool of students, five of whom are enrolled at the undergraduate level including two based in Tauranga, and three of who are enrolled at the postgraduate level including one based in Tauranga, is appointed by the Chairperson of the Student Discipline Committee after consultation with the student members of the Academic Board.

(3) The Chairperson of the Student Discipline Committee may appoint an adviser or advisers to assist at a hearing in relation to particular aspects of a case; the Chairperson may also co-opt the adviser or advisers as a member of the Student Discipline Committee for that hearing.

(4) One member of the pool of staff nominated by the Academic Board may be appointed by the Chairperson of the Student Discipline Committee as Deputy Chairperson; the Chairperson of the Student Discipline Committee may from time to time delegate their powers and responsibilities, as set out in these regulations, to the Deputy Chairperson.

(5) No meeting of the Student Discipline Committee may be held unless the Chairperson or Deputy Chairperson, at least one staff member and at least one student are present.

17. **Authority of the Student Discipline Appeals Committee**

(1) The Student Discipline Appeals Committee is a committee of Council with delegated authority to exercise the powers and responsibilities set out in these regulations in accordance with the procedures set out under section 27 of these regulations.

(2) The Student Discipline Appeals Committee comprises

(a) two members appointed by and from Council, and

(b) one other member, who is either a member of Council, or a staff member, Emeritus Professor or Honorary Fellow of the University, appointed by Council on the basis of their knowledge of legal processes, who is Chairperson.

(3) The Chairperson of the Student Discipline Appeals Committee may appoint an adviser to assist at a hearing in relation to particular aspects of a case; the Chairperson may also co-opt that adviser as a member of the Student Discipline Appeals Committee for that hearing.

(4) Subject to the agreement of the Chancellor, the Chairperson of the Student Discipline Appeals Committee may delegate their authority under these regulations.

18. **Authority of the Deputy Vice-Chancellor Māori**

(1) The Deputy Vice-Chancellor Māori has authority to determine the arrangements for the

Tikanga Māori process set out under section 23 of these regulations.

(2) Subject to the agreement of the Vice-Chancellor, the Deputy Vice-Chancellor Māori may delegate their authority under these regulations.

19. **Authority of the Vice-Chancellor**

(1) The Vice-Chancellor may exclude a student from the University, or limit access to any designated part, system or facility of the University, if the student has been convicted of a criminal offence and if, in the Vice-Chancellor's judgement, the nature of the offence impinges detrimentally, or has the potential to impinge detrimentally, on the University or its staff or students.

(2) The Vice-Chancellor may, on suspicion of possible misconduct, initiate an investigation of the conduct of a student, whether or not there has been a complaint of misconduct. Any investigation under this section and any procedure related to that investigation must be consistent with these regulations.

(3) The Vice-Chancellor may, on suspicion of possible misconduct or pending the resolution of a complaint of misconduct, suspend a student when and to whatever extent they consider it necessary from

(a) any University building, premises, grounds or University of Waikato student accommodation

(b) any class

(c) any event organised by the University

(d) use of any resource of the University.

(4) When considering whether to suspend a student under subsection (3) the Vice-Chancellor shall take into account the following:

(a) the best interest of the students, staff and other members of the University community

(b) the physical safety of the students, staff and other members of the University community

(c) the orderly conduct of teaching, research and administration of the University

(d) the protection of the property or resources of the University

(e) the potential effects of suspension on the student’s programme of study, and any other matters raised by the student

(f) any other matters the Vice-Chancellor considers appropriate in the circumstances.

(5) The Vice-Chancellor may delegate their authority under these regulations.

20. **Authority of Council**

(1) Council may withdraw or refuse to grant an academic award if it is satisfied that the candidate has committed misconduct in relation to the award while enrolled, or been otherwise dishonest in relation to the award.

(2) Council must consult with the Academic Board before taking a decision under this section; the advice of the Academic Board must be based on a recommendation by the Student Discipline Committee.

(3) The principles and processes followed by the Student Discipline Committee in formulating its recommendation to the Academic Board must be consistent with the principles and procedures outlined in these regulations for the investigation and hearing of allegations of misconduct.

(4) The Academic Board must make all reasonable effort to ensure that the candidate concerned receives prior notification of the advice that it intends to give to Council and is given an opportunity to make a written submission directly to Council.

(5) A decision by Council under this section is final.

Part 3
Procedures for Making, Investigating and Resolving Complaints of Student Misconduct

21. **Procedures for making a complaint**

(1) Any person may lodge a complaint of misconduct against a student.

(2) A complaint of student misconduct must be made in writing

(a) if it relates to student conduct in University of Waikato student accommodation, to the Director of Student Services and Pastoral Care, Associate Director Student Accommodation or relevant Residential Life Manager or equivalent

(b) if it is of the nature set out under section 15(1)(a) of these regulations and the authority of the Chairperson of the Student Discipline Committee has been delegated to an Academic Delegate under section 15(1), to the relevant Academic Delegate

(c) in cases other than (a) or (b), to the Chairperson of the Student Discipline Committee.

(3) If a person who is a party to a complaint of misconduct fails to respond to a communication by a relevant authority, provided the authority has made all reasonable effort to locate and contact that person and to provide adequate opportunity for a response, the authority may proceed to deal with the complaint at their discretion.

22. **Summary jurisdiction**

(1) Summary jurisdiction may be exercised by the following authorities:

(a) the Director of Student Services and Pastoral Care, Associate Director Student Accommodation or Residential Life Manager or equivalent under section 13 of these regulations

(b) the Chairperson of the Student Discipline Committee under section 14 of these regulations

(c) an Academic Delegate under section 15 of these regulations.

(2) A student who accepts summary jurisdiction may write an answer to the complaint.

(3) The complainant and the student

(a) must be given the opportunity to appear and give evidence at a summary jurisdiction meeting with the relevant authority

(b) may be required to attend, at the authority's discretion

(c) may be accompanied at the meeting by any other person to act as an adviser or support person, subject to any conditions that the authority may impose.

(4) Where an authority exercises summary jurisdiction, it determines whether the student has committed misconduct on

(a) the evidence provided by the complainant and the student, and

(b) any other evidence, written or oral, that they may seek or accept at their discretion, provided that this evidence is disclosed to the student and they are given the opportunity to comment on it.

(5) The authority may decide at any time to take no further action on a complaint of misconduct if, in their judgement

(a) the evidence provided by the complainant is insufficient

(b) the subject matter of the complaint is trivial

(c) the complaint is frivolous, vexatious, or not made in good faith, or

(d) the complaint falls outside the scope of these regulations.

(6) If, having investigated a complaint, an authority determines that a student has committed misconduct, they may take one or more of the following actions:

(a) issue to the student a warning containing a statement of the possible consequences if the act or behaviour that provoked the complaint is repeated

(b) require an undertaking from the student as to future behaviour while enrolled at the University and set in place provisions for monitoring the student's behaviour in keeping with the undertaking

(c) require the student to provide any appropriate and available remedy to relieve distress, or repair damage, or correct a mistake

(d) require the student to make a public or private apology, either written or spoken

in the case of summary jurisdiction exercised by the Director of Student Services and Pastoral Care, Associate Director Student Accommodation, Residential Life Manager or equivalent under section 13 of these regulations

(e) require the student to pay, by a given date, a sum of up to the equivalent of one week's

board or rent at the relevant University of Waikato student accommodation

(f) require the student to undertake community service work in the relevant University of Waikato student accommodation of whatever nature the authority thinks fit

(g) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Director of Student Services and Pastoral Care, Associate Director Student Accommodation, Residential Life Manager or equivalent and within a prescribed period

(h) impose an alcohol ban

(i) impose a visitor ban

(j) require the student to transfer to other University of Waikato student accommodation

(k) exclude the student from the relevant University of Waikato student accommodation for up to one year

(l) exclude the student from, or limit access to, a designated part or facility of the relevant University of Waikato student accommodation for up to one year.

in the case of summary jurisdiction exercised by the Chairperson of the Student Discipline Committee under section 14 of these regulations

(m) require the student to pay, by a given date, compensation or a fine of up to $500

(n) arrange for the student to be formally reprimanded by the relevant Pro Vice-Chancellor, a Deputy Vice-Chancellor or the Senior Deputy Vice-Chancellor, either in person or in writing

(o) suspend the student from attendance at any class or programme for up to one year

(p) exclude the student from, or limit access to, any designated part or facility of the University for up to one year

(q) if the misconduct is related to a particular paper or programme of the University,

  (i) require the student to repeat or complete additional assessment

  (ii) refuse or reduce credit for part or all of an individual item of assessment, or refuse credit for a paper as a whole

(r) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Chairperson of the Student Discipline Committee and within a prescribed period

(s) annotate the student's academic record accordingly, either permanently or for a period of time designated by the Chairperson of the Student Discipline Committee.

in the case of summary jurisdiction exercised by an Academic Delegate under section 15 of these regulations

(t) require the student to repeat or complete additional assessment

(u) refuse or reduce credit for part or all of an individual item of assessment

(v) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the authority and within a prescribed period.

(7) The authority must exercise their discretion in the matter as expeditiously as possible.

(8) The authority is responsible for communicating the outcome of the complaint, in writing, to the complainant, the student answering the complaint, and the Chairperson of the Student Discipline Committee as expeditiously as possible.

23. **Tikanga Māori**

(1) The spirit of tikanga is to seek resolutions to complaints in a Māori way that encourages a facilitated open exchange of views, in order to achieve a resolution that is agreed by all the parties involved.

(2) A complaint may only be addressed through the Tikanga Māori process if

(a) the complainant

(b) the student answering the complaint

(c) the Chairperson of the Student Discipline Committee, and

(d) the Deputy Vice-Chancellor Māori

agree to the arrangements determined under subsection (3).

(3) The Deputy Vice-Chancellor Māori is responsible for determining the arrangements for the Tikanga Māori process after discussion with the parties and for informing the parties of the nature and implications of the process.

(4) If, at any time after having agreed to the agreements determined under subsection (3), the complainant or the student answering the complaint wishes to withdraw from the Tikanga Māori process, they may do so only with the agreement of all other parties listed under subsection (2); in such cases, the complaint will be referred back to the Chairperson of the Student Discipline Committee for reconsideration under section 14 of these regulations.

(5) Under the Tikanga Māori process a resolution is negotiated by the complainant and the student answering the complaint.

(6) The process is facilitated by the Deputy Vice-Chancellor Māori, assisted by a tikanga panel appointed by the Deputy Vice-Chancellor Māori

(7) In negotiating a resolution under subsection (5), the complainant and the student answering the complaint are authorised to take any of the actions that are available under summary jurisdiction procedures, as provided under section 22 of these regulations.

(8) A resolution negotiated by the complainant and the student answering the complaint is final; there is no right of appeal.

(9) The Deputy Vice-Chancellor Māori is responsible for reporting the resolution negotiated under subsection (5), in writing, to the complainant, the student answering the complaint, and the Chairperson of the Student Discipline Committee as expeditiously as possible.

(10) The Chairperson of the Student Discipline Committee is responsible for ensuring that all appropriate records relating to the outcome are maintained.

(11) Failure to comply with a resolution negotiated under this section is misconduct.

24. **Procedures of the Student Discipline Committee**

(1) The Student Discipline Committee must convene as soon as is practicable to hear

(a) the evidence provided by the complainant and the student, and

(b) any other evidence, written or oral, that the Committee may seek or accept at its discretion, provided that this evidence is disclosed to the student and they are given the opportunity to comment on it.

(2) Written notice of the time, date and place of the hearing of the Student Discipline Committee, together with full details of the substance of the complaint, must be sent to the student against whom the complaint has been made, at least 14 days before the date of the hearing.

(3) The student who is the subject of the complaint may write an answer to the complaint.

(4) Both the complainant and the student answering the complaint

(a) must be given the opportunity to appear and give evidence at the Student Discipline Committee hearing

(b) may be required to attend, at the Committee's discretion

(c) may be accompanied at the hearing by another person to act as an adviser or support person, subject to any conditions that the Student Discipline Committee may impose.

(5) The Student Discipline Committee may decide at any time to take no further action on a complaint of misconduct if, in its judgement,

(a) the evidence provided by the complainant is insufficient

(b) the subject matter of the complaint is trivial

(c) the complaint is frivolous, vexatious, or not made in good faith, or

(d) the complaint falls outside the scope of these regulations.

(6) If misconduct is substantiated, the Student Discipline Committee may take one or more of the following actions:

(a) issue to the student a warning containing a statement of the possible consequences if the act or behaviour that provoked the complaint is repeated

(b) require an undertaking from the student as to future behaviour while they remain enrolled at the University and set in place provisions for monitoring the student's behaviour in keeping with the undertaking

(c) require the student to provide any appropriate and available remedy to relieve distress, or repair damage, or correct a mistake

(d) require the student to make a public or private apology, either written or spoken

(e) require the student to pay, by a given date, compensation or a fine of up to $1000

(f) arrange for the student to be formally reprimanded by the relevant Pro Vice-Chancellor, a Deputy Vice-Chancellor or the Senior Deputy Vice-Chancellor, either in person or in writing

(g) suspend the student from attendance at any class or programme for up to one year

(h) exclude the student from, or limit access to, any designated part or facility of the University for a specified period of time or permanently

(i) cancel a student's enrolment at the University, as a whole or in respect of any paper or programme, for a specified period of time or permanently

(j) if the misconduct is related to a particular paper or programme of the University,

(i) require the student to repeat or complete additional assessment

(ii) refuse or reduce credit for part or all of an individual item of assessment, or refuse credit for a paper as a whole

(k) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Student Discipline Committee and within a prescribed period

(l) annotate the student's academic record accordingly, either permanently or for a period of time designated by the Chairperson of the Student Discipline Committee.

(7) The Student Discipline Committee must exercise its jurisdiction in the matter as expeditiously as possible.

(8) The outcome must be communicated to the complainant and the student as expeditiously as possible.

(9) Failure to comply with a resolution negotiated or determined under this section is misconduct.

Part 4
Provisions for Appeal

25. **Provision for appeal to the Director of Student Services and Pastoral Care**

(1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Director of Student Services and Pastoral Care against any decision taken by the Associate Director Student Accommodation or Residential Life Manager or equivalent with authority for discipline in University of Waikato student accommodation under section 13 of these regulations.

(2) An appeal must be addressed and submitted in writing to the Director of Student Services and Pastoral Care.

(3) An appeal must be received by the Director of Student Services and Pastoral Care not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.

(4) An appeal may be made only on one or more of the following grounds:

(a) that the process used for addressing the alleged misconduct was unfair

(b) that the decision reached was manifestly at odds with the evidence

(c) that the remedy imposed was manifestly at odds with the misconduct

(d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.

(5) The Director of Student Services and Pastoral Care must hear the appeal as expeditiously as possible.

(6) The appellant and the authority that made the original discipline decision

(a) must be given the opportunity to appear and give evidence at the appeal hearing

(b) may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Director of Student Services and Pastoral Care may impose.

(7) Having heard an appeal, the Director of Student Services and Pastoral Care may

(a) dismiss the appeal and uphold the original decision

(b) vary the decision with respect to the original complaint

(c) require any appropriate and available remedy to settle the appeal.

(8) The Director of Student Services and Pastoral Care may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.

(9) The outcome must be communicated to the appellant, the authority that made the original discipline decision and the Chairperson of the Student Discipline Committee as expeditiously as possible.

(10) Failure to comply with a resolution negotiated or determined under this section is misconduct.

(11) The decision of the Director of Student Services and Pastoral Care on an appeal is final.

26. **Provision for appeal to the Chairperson of the Student Discipline Committee**

(1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Chairperson of the Student Discipline Committee against any decision taken by

(a) the Pro Vice-Chancellor of Health, Engineering, Computing and Science under section 10 of these regulations

(b) the University Librarian under section 11 of these regulations

(c) the Director of Student Services and Pastoral Care under section 12 or section 13 of these regulations, unless it is an appeal decision under section 27 of these regulations, or

(d) an Academic Delegate under section 15 of these regulations.

(2) An appeal must be addressed and submitted in writing to the Chairperson of the Student Discipline Committee, together with the prescribed fee; it must include a postal address and must be signed.

(3) An appeal must be received by the Chairperson of the Student Discipline Committee not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.

(4) An appeal may be made only on one or more of the following grounds:

(a) that the process used for addressing the alleged misconduct was unfair

(b) that the decision reached was manifestly at odds with the evidence

(c) that the remedy imposed was manifestly at odds with the misconduct

(d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.

(5) The Chairperson of the Student Discipline Committee must hear the appeal as expeditiously as possible.

(6) The appellant and the authority that made the original discipline decision

(a) must be given the opportunity to appear and give evidence at the appeal hearing

(b) may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Chairperson of the Student Discipline Committee may impose.

(7) Having heard an appeal, the Chairperson of the Student Discipline Committee may

(a) dismiss the appeal and uphold the original decision

(b) vary the decision with respect to the original complaint

(c) require any appropriate and available remedy to settle the appeal.

(8) The Chairperson of the Student Discipline Committee may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.

(9) The outcome must be communicated to the appellant and the authority that made the original

discipline decision as expeditiously as possible.

(10) Failure to comply with a resolution negotiated or determined under this section is misconduct.

(11) The decision of the Chairperson of the Student Discipline Committee on an appeal is final.

27. **Provision for appeal to the Student Discipline Appeals Committee**

(1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Student Discipline Appeals Committee, a committee of Council, against any decision made under these regulations

(a) by the Vice-Chancellor under section 19 of these regulations

(b) by the Chairperson of the Student Discipline Committee under section 22 of these regulations

(c) by the Student Discipline Committee under section 24 of these regulations.

(2) An appeal must be addressed and submitted in writing to the Secretary to the Student Discipline Appeals Committee, together with the prescribed fee; it must include an email address and must be signed.

(3) An appeal must be received by the Secretary to the Student Discipline Appeals Committee not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.

(4) An appeal may be made only on one or more of the following grounds:

(a) that the process used for addressing the alleged misconduct was unfair

(b) that the decision reached was manifestly at odds with the evidence

(c) that the remedy imposed was manifestly at odds with the misconduct

(d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.

(5) The Student Discipline Appeals Committee must hear appeals as expeditiously as possible.

(6) The appellant must be given the opportunity to appear and give evidence at the appeal hearing and may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Student Discipline Appeals Committee may impose.

(7) The other parties to the complaint, including the authority that made the original discipline decision, must also be given the opportunity to appear and give evidence.

(8) Having heard an appeal, the Student Discipline Appeals Committee may

(a) dismiss the appeal and uphold the original decision

(b) vary the decision with respect to the original complaint

(c) refer the complaint back to the authority that made the decision appealed against, for

rehearing.

(9) The Student Discipline Appeals Committee may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.

(10) The outcome must be communicated to the student and the other parties to the complaint, including the authority that made the original discipline decision, as expeditiously as possible.

(11) Failure to comply with a resolution negotiated or determined under this section is misconduct.

(12) The decision of the Student Discipline Appeals Committee on an appeal is final.

(13) At the discretion of the Chairperson of the Student Discipline Appeals Committee, the fee for an appeal may be refunded, either in full or in part, if the appeal is decided in the appellant's favour.

Part 5
Reporting

28. **Reports to the Academic Board**

The Chairperson of the Student Discipline Committee must submit an annual report through the Education Committee to the Academic Board, including

(a) an overview of summary jurisdiction decisions taken during the relevant year by the Chairperson of the Student Discipline Committee, Academic Delegates and any others who have exercised authority delegated by the Chairperson of the Student Discipline Committee

(b) an overview of decisions through the Tikanga Māori process

(c) an overview of decisions by the Student Discipline Committee

(d) an overview of appeals heard by the Chairperson of the Student Discipline Committee or their delegate

(e) an overview of student discipline matters, including any patterns or trends

(f) a statement about the appropriateness and effectiveness of current regulations, policies and processes concerning student discipline, and

(g) any recommendations with respect to current regulations, policies and processes concerning student discipline.

29. **Reports to Council**

The outcome of any appeal heard by the Student Discipline Appeals Committee must be reported to the next meeting of the Council.

30. **Confidentiality**

(1) All processes and decisions under these regulations are confidential to the parties involved and to staff responsible for administering student discipline processes and maintaining students' academic records.

(2) Relevant information may be made available to relevant Pro Vice-Chancellors, Heads of Schools, Deans and other staff responsible for student progress and for maintaining the University's academic standards and the integrity of its assessment processes.

(3) Relevant information may be made available to relevant staff responsible for the placement of students in work placements and practicums as part of a safety check (vetting) process.

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Table of Fees and Charges

Students should also refer to the *Regulations Governing Payment of Fees and Charges*.

Fees

Tuition and Resource Fees
Domestic tuition and resource fees are available from the Student Centre and are published in the online Catalogue of Papers. International fees are available online at Waikato International.

Charges (GST inclusive)

Admission Applications	
LLD, DLit and DSc applications ($500 for the Application Fee and $1500 for the Examination Fee)	$2000.00

Library Fines and Charges	
Associate Membership fee (per annum)	$100.00
Fines for late return of books	
- for an item from the *High Demand Collection*	$2.00 per hour or part thereof
- for an item issued on short-term loan	$3.00 a day
- for an item not returned by the due date shown on the recall notice	$3.00 a day

The borrower may be invoiced for the cost of replacement or repair for lost or damaged items (including a $10.00 administrative charge).
Interloans An item requested from another library on inter-library loan is subject to conditions as may be imposed by the lending library. Any staff or student not complying with these will have the privilege of using this service withdrawn.

Notes:	
1.	*The maximum fine charged for any single overdue book or any single failure to respond to a recall notice within the required period shall be limited to $30.00.*
2.	*Library fines may be paid at the Library Service Desk or online.*
3.	*Library invoices must be paid at the Fees Office or online.*
4.	*Borrowing facilities will be withheld from students and Approved Borrowers whose fines at any time exceed $10.00, and staff whose fines exceed $50.00.*
5.	*The borrower has the right to appeal to the Vice-Chancellor against any fines imposed, and such appeal shall proceed as the Vice-Chancellor determines.*

Miscellaneous Services	
Reinstatement of enrolment after cancellation	$60.00
RPL (Recognition of prior learning)	
- Challenge Examination (per paper)	$205.00
- Administration fee (per application)	$50.00

Examination Charges	
Review of grade under the *Assessment Regulations 2016* - per paper	$65.00

Scripts, Transcripts and Certificates	
Replacement identity card	$20.00
Academic transcripts	

	- first copy	$40.00
	- each additional copy (if requested at the same time as the first copy)	$20.00
	- faxing/scanning letters and transcripts	$10.00
Replacement degree/diploma or other qualification certificate		$100.00
All other official letters of certification		
	- first copy	$40.00
	- each additional copy (if requested at the same time as the first copy)	$20.00
	- faxing/scanning letters overseas	$10.00
Resubmission of thesis (MPhil & PhD)		$100.00
Copy of exam script		$15.00

Late Enrolment Charges	
Charge after deadline to complete enrolment (see *Enrolment* for the prescribed deadlines after which this charge applies)	$100.00

Late Payment Charges	
Payment of fees and charges made on the start of the trimester or thereafter will incur a charge of 10% or $100 (maximum $100)	10% or $100.00

Student Discipline Appeal Charges	
Appeal to the Chairperson of the Student Discipline Committee against a discipline decision under the *Student Discipline Regulations 2020*	$50.00
Appeal to the Council against a discipline decision under the *Student Discipline Regulations 2020*	$200.00

International Students Refund Administration Charge	
Refund of pre-paid tuition fees administration charge (see *International Students*, for the Pre-Paid Tuition Fees Policy)	

Other Charges	
Student Services Fee (compulsory)	
The Student Services Fee is changed on a per point basis	$7.72 per point

Student Health Service User Charges	
Domestic students enrolled with the Student Health Service (PHO) (per consultation)	$10.00
Domestic students not enrolled with the Student Health Service (PHO) Nurse appointment	
With a Community Services Card (per consultation)	$15.00
Without a Community Services Card (per consultation)	$20.00
Domestic students not enrolled with the Student Health Service (PHO) Doctor appointment	
With a Community Services Card (per consultation)	$30.00
Without a Community Services Card (per consultation)	$45.00
ACC consultation surcharges and repeat prescription charges also apply to domestic students not enrolled with the PHO.	
International Students using the Student Health Service (per consultation)	varies depending on consultation type
DNA (Did not arrive for scheduled appointment)	$10.00

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Policy on the Use of Māori for Assessment

Statement of Principle

1. In recognition of the status of the Māori language as a tāonga protected under the Treaty of Waitangi, and within the spirit of the Māori Language Act 1987, the University of Waikato endorses the right of its students to use the Māori language in written work for assessment within the University.
2. In keeping with the above and in accordance with its Charter commitments the University seeks to have sufficient suitable staff employed or available throughout its Divisions or the Faculty of Māori and Indigenous Studies to ensure that any work submitted in Māori would be assessed in that language by staff competent in the subject under examination and in the Māori language.
3. In the meantime, the use of the Māori language in assessment is subject to conditions set out in this policy statement.

Exceptions

4. There are occasions when, due to the nature of the skills being tested, work submitted for assessment may be required to be in a particular language. In such cases that requirement shall be made explicit in writing, either in the relevant subject entry or prescription in the University of Waikato Catalogue of Papers or in the paper outline distributed to candidates at the beginning of a paper.

Notice

5. Candidates who intend to present all or part of an examination or piece of internally assessed work in Māori are requested to give at least 14 day's notice of their intention of doing so in writing to the Student Centre. This notice of intention is desirable to allow the University the time and opportunity to make proper arrangements for marking including, when necessary, translation and external assessment. If less than 14 days' notice is given, the material presented in Māori will still

be accepted. The processing of it may, however, be delayed and the opportunity to have the script marked in the original language may be reduced.

6. Where a candidate who intends to present material in Māori has given the requested notice of intention, they will be informed as soon as reasonably possible, as to whether or not the assessment will be based on translation.

Potential for Delays

7. The University will do its best to make the results of an examination or item of internally assessed work presented in Māori available to the candidate within the ordinary time-frame. However the process of assessment in such cases, possibly including translation, may result in delays in the return of coursework or in the publication of results.

Māori-speaking Paper Examiners

8. The examination or internally assessed work will be assessed in Māori by the examiner for the paper if the examiner is considered by the Deputy Vice-Chancellor Māori or their nominee to be linguistically competent to do so.

Co-examiners

9. If the examiner of the relevant paper is not competent to assess in Māori, a co-examiner, competent in both the subject under examination and in Māori, may be appointed to conduct the assessment of work presented in Māori in consultation with the examiner.

Translation

10. If no person is available in the circumstances to assess the work in Māori, a translator will be appointed by the Deputy Vice-Chancellor Māori or their nominee in agreement with the appropriate chief examiner. The translator will be asked not to correct errors in the original nor to make any embellishments; however, ambiguities may be pointed out to the examiner. Where necessary the examiner may seek clarification of the translation of the paper from the translator but contact between the student and the translator is prohibited, as is contact between the student and the examiner. The assessment will then be carried out by the examiner of the paper on the basis of the translation.
    The University intends that resort to translation be made only when reasonable efforts to find an examiner capable of assessing the work in its original language have been exhausted.

11. In the process of appointing a translator, the Deputy Vice-Chancellor Māori or their nominee will take all reasonable steps to ensure that the translator is competent in the relevant subject under examination, as well as in the Māori language.

External Assessment

12. If the internal assessment and/or examination script is to be subject to external assessment, the other institution undertaking the external assessment will be requested to indicate whether an external assessor is available to conduct the assessment in Māori. If not, a translation will be obtained for the purpose by the University according to the process explained in sections 10 and 11 of these regulations.

Return of Scripts

13. When any translation is relied upon in the assessment of an examination, a candidate making proper application for the return of a script shall also receive any translation made of the script. When assessed coursework is normally returned to the student, any translation used is likewise to be returned.

Appeals and Reconsiderations

14. An appeal against a decision regarding linguistic or subject competence made under the provisions of sections 8 and 11 of these regulations shall be to the Senior Deputy Vice-Chancellor whose decision shall be final.

15. The regulatory provisions for reconsideration of final grade together with the established appeal provisions will apply, with the addition that the Māori Language Commission is regarded by the Council as the final authority on the accuracy of a translation.

Oral Work

16. The details of this policy apply to written internally assessed work and to examinations. When oral work is assessable, the same principles should apply; however, practicalities may necessitate more restricted policy details, such as a requirement on the candidate to give longer notice or a limitation on the use of Māori where oral work involves interaction with other candidates.

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Change of Enrolment Regulations

1. **Title**
   These are the Change of Enrolment Regulations 2012.

2. **Date of effect**
   These regulations are effective from 1 January 2020.

3. **Definitions**
   In these regulations

   change of enrolment means any of the following changes to the programme of study in which a student has originally enrolled for a given teaching period:
   the **addition** of a paper, with payment of the prescribed fees
   the **deletion** of a paper, with refund of the prescribed fees (the paper is deleted from the student's academic record)
   withdrawal from a paper, without refund of any fees (the paper remains on the student's academic record, annotated as 'withdrawn')
   change of qualification, major or specified programme.
   MyWaikato means the computer system, accessible to enrolled students, which enables them to apply for change of enrolment on the internet.

4. **Application**
   These regulations apply to papers at 0, 100, 200, 300, 400, 500 and 700 levels.

   Note: Policies and procedures with respect to change of enrolment for 800 (MPhil) and 900 (doctoral) level programmes are available from Te Mata Kairangi School of Graduate Research.

5. **Fees**

The fees referred to in these regulations are available online at www.waikato.ac.nz/study/costs.

6. **Teaching periods**
The teaching periods referred to in these regulations are defined in the Teaching and Assessment Periods 2023 section of the University of Waikato Calendar.

7. **COVID-19**
Pursuant to the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement, the University may delete a paper from a student's enrolments at any time if:

   (1) the student has not provided and maintained a valid Ministry of Health My Vaccine Pass as evidence of COVID-19 vaccination or exemption, and

   (2) the paper requires the student to undertake a future activity that would breach the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirements.

8. **Programme approval**
Any change of enrolment constitutes a change to a programme of study and requires the approval of the relevant Division or the Faculty of Māori and Indigenous Studies.

9. **Procedure for change of enrolment**

   (1) Applications for change of enrolment must be submitted to the relevant Division or the Faculty of Māori and Indigenous Studies that the student is enrolled in for consideration. They need to be submitted through MyWaikato.

   (2) Absence from classes or failure to submit items for assessment does not constitute withdrawal from a paper. A student who does not withdraw from a paper using the procedures outlined in these regulations remains enrolled for the paper and remains liable for any prescribed fees.

   (3) Attendance at classes and submission of items for assessment does not constitute enrolment in that paper.

10. **Timeframe for change of qualification, major or specified programme**
Provided that no changes are made to the selection of papers, a student may apply to change a qualification, major or specified programme at any time.

11. **Deadlines for adding papers (with payment of the prescribed fees)**

   (1) An application to add a (500 level) thesis must be submitted to the relevant Division or the Faculty of Māori and Indigenous Studies at least one month before the intended start date for the thesis.

   (2) An application to add an Executive Education paper must be submitted to the Waikato Management School at least one month before the start of the paper.

12. **Deadlines for substituting papers (with transfer of the prescribed fees)**
A student may apply to add a paper in place of a paper being deleted up until the relevant deadline listed in section 13 of these regulations provided that the paper to be added is of the same or lesser points value as the paper to be deleted.

Length of paper	Substitution Period	Deadline
Less than 17 weeks (including C trimester, G and H periods	1 week	Within 7 days of, and including the first day of the relevant teaching period
17 weeks or more (including A and B trimesters, D period)	2 weeks	Within 14 days of, and including, the first day of the relevant teaching period

1. **Deadlines for deleting papers (with a refund of the prescribed fees)**

(1) An application to delete a paper must be submitted to the relevant Division or the Faculty of Māori and Indigenous Studies by the following deadlines:

Length of paper	Deletion Period	Deadline
10 weeks or less (including G and H period)	1 week	Within 7 days of, and including the first day of the relevant teaching period
Up to, and including, 20 weeks (including A, B and C trimester)	2 weeks	Within 14 days of, and including, the first day of the relevant teaching period)
Up to, and including, 30 weeks	3 weeks	Within 21 days of, and including, the first day of the relevant teaching period
Up to, and including, 40 weeks	4 weeks	Within 28 days of, and including, the first day of the relevant teaching period
		Within 35 days of, and

More than 40 weeks	5 weeks	including, the first day of the relevant teaching period

(2) Where subjects provide for different levels of proficiency on first enrolment (e.g. Mathematics, languages), a student may apply to transfer, with a transfer of fees, from one paper to a closely related paper in the same subject up until the relevant deadline for withdrawal listed in section 14 of these regulations.

1. **Withdrawal from papers (without a refund of the tuition fee)**

(1) Unless exceptional circumstances apply (as provided for under section 15 of these regulations), a student who withdraws from a paper after the deadline for deletion (see section 13 of these regulations) is not entitled to a refund of the fees for that paper; if the fees have not been paid, the student remains liable for them.

(2) An application to withdraw from a pre-degree or undergraduate paper (0, 100, 200, 300, 400 levels or 700 level) after the deadline for deletion (see section 13 of these regulations) must be submitted to the relevant Division or the Faculty of Māori and Indigenous Studies by the following dates:

Type of paper	Withdrawal Period	Deadline
Trimester A or B	6 weeks	Within 42 days of, and including the first day of the relevant teaching period
Trimester C	3 weeks	Within 21 days of, and including, the first day of the relevant teaching period
Other, less than 17 weeks (including G and H periods)	3 weeks	Within 21 days of, and including, the first day of the relevant teaching period
Other, 17 weeks or more (including D period)	6 weeks	Within 42 days of, and including, the first day of the relevant teaching period

(3) A student may withdraw from a graduate paper (500 or 700 level, excluding Te Kura Toi Tangata School of Education 700 level) after the deadline for deletion (see section 13 of these regulations) at any time before the start of the examination or, if the paper is internally assessed, at any time before the due date for the final item of assessment.

1. **Late deletion or withdrawal under exceptional circumstances**

   Note: *Part 4 of the Assessment Regulations 2016 sets out the University's provisions for special consideration in assessment. Students considering withdrawal from papers because of exceptional circumstances beyond their control are encouraged to seek advice first from their relevant Division or the Faculty Māori and Indigenous Studies, or from the Student Centre, about whether they might be entitled to special consideration under the Assessment Regulations 2016.*

   (1) If, after the deadline for deletion or withdrawal, a student considers that he or she is unable to complete a paper because of exceptional circumstances beyond his or her control, the student may apply in writing to the Director of Student Systems and Administration for late deletion or withdrawal.

   (2) Applications for Medical or Compassionate withdrawals will only be considered within 12 months from the end date of the paper.

   (3) The application must be submitted to the Director of Student Systems and Administration and must include an account, with appropriate evidence if available, of the circumstances that prompted the application.

   (4) Applications under this section are considered and decided by the Director of Student Systems and Administration or an approved delegate.

   (5) If the application is approved, the Director of Student Systems and Administration or their approved delegate may also approve, at their discretion, a credit of some or all of the student's fees.

2. **Appeals**

   (1) A student may appeal against any decision taken under these regulations.

   (2) An appeal, comprising a written statement of the circumstances of the appeal, and supporting evidence if available, must be submitted in writing to the Deputy Vice-Chancellor Academic not more than seven days after the date on which the student receives notification of the relevant decision. Late appeals may be accepted at the discretion of the Deputy Vice-Chancellor Academic.

   (3) Appeals under this section are considered and decided by the Deputy Vice-Chancellor Academic, or his or her nominee, by delegated authority of the Academic Board.

   (4) A decision by the Deputy Vice-Chancellor Academic is notified in writing and is final.

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Regulations for the Degree of Bachelor of Arts (BA)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications.*

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Faculty of Arts and Social Sciences or the School of Māori and Pacific Development and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and 400 levels, including at least 240 points above 100 level and 80 points above 200 level.
6. Candidates must complete the requirements of a major.
   (a) Faculty of Arts and Social Sciences majors
   Anthropology
   Education Studies
   English
   Ethics
   Geography
   History
   International Languages and Culture

Linguistics
Mathematics
Music
Philosophy
Political Science
Psychology
Screen and Media Studies
Studies in Religion
Theatre Studies
Writing Studies

(b) School of Māori and Pacific Development majors
Māori and Pacific Development
Māori Cultural Studies/Tikanga Māori
Māori Language/Te Reo Māori
Māori Media and Communication

7. To complete the requirements of a major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
8. Candidates must also complete a supporting subject by gaining 70 points in a single subject other than the major, including at least 40 points above 100 level, except if taking a second major. In this case the requirement is satisfied within the overall programme requirements.
9. Candidates must complete at least 30 points from the papers listed in the appendices to these regulations, including 15 points chosen from Appendix A and 15 points chosen from Appendix B.
10. Candidates may complete a second major in any undergraduate major.
11. To complete the requirements of a second major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
12. Candidates may take up to 80 points from outside the field of the Degree.
13. Candidates may take a further 40 points from outside the field of the Degree if they are completing a second major from outside of the majors listed in section 6 of these regulations.
14. The field of the Degree comprises all of the majors listed in section 6 of these regulations as well as American Studies, Chinese, English as a Second Language, French, German, Japanese, New Zealand Studies/Akoranga Aotearoa, Religious Studies, Spanish and Treaty of Waitangi Studies/Akoranga Te Tiriti o Waitangi.

Variations

15. The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
16. The Dean or delegated authority may vary or waive these regulations in individual cases.

Transitional Arrangements

17. These regulations apply to all new applicants for the BA from 2011. Students who enrolled in the BA prior to 2011 may complete under the regulations listed in the 2010 Calendar.

Appendix A

Language and Culture

ARTS101 Old Worlds - New Worlds (15 points)
CHIN131 Chinese Language 1: Part A (15 points)
CHIN132 Chinese Language 2: Part B (15 points)
ESLA101 Academic Writing and Research (15 points)
ESLA102 Academic Oral Presentation (15 points)
FREN131 French for Beginners 1 (15 points)
FREN132 French for Beginners 2 (15 points)
GERM131 German for Beginners 1 (15 points)
GERM132 German for Beginners 2 (15 points)
JAPA131 Japanese 1: Part A (15 points)

JAPA132 Japanese 1: Part B (15 points)
LING131 Describing Language (15 points)
MAOR100 Te Reo Māori me ōna Tikanga: The Māori Language and its Customs (15 points)
MAOR101 Te Reo Māori: Intermediate 1 (15 points)
MAOR110 Te Reo Māori: Intermediate 2 (15 points)
MAOR111 Te Reo Māori: Introductory 1 (15 points)
MAOR112 Te Reo Māori: Introductory 2 (15 points)
SPAN131 Spanish for Beginners 1 (15 points)
SPAN132 Spanish for Beginners 2 (15 points)

Appendix B

Fundamental Arts and Humanities

ENGL104 Telling the Story (15 points)
HIST117 Global Histories: 1900 - the Present (15 points)
INTL101 International Languages and Cultures (15 points)
MPDV100 Introduction to Development Studies (15 points)
MUSI112 Introduction to Western Music (15 points)
PHIL150 The Big Questions: An Introduction to Philosophy (15 points)
POLS108 Political Life in the Ancient World: Citizens, Slaves and Emperors (15 points)
RELS101 Religion Today (15 points)
SMST102 Media Cultures (15 points)
THST101 On Stage: Theatre in New Zealand Theatres (15 points)
TIKA151 Te Raranga Kete: Introduction to Māori Fibre Arts (15 points)
TIKA157 Ngā Mahi a Rehia: Leisure Pursuits of the Māori (15 points) (15 points)
TIKA163 He Hinātore ki te Ao Māori: Introducing the Māori World (15 points)
TIKA164 TIKA164 Mai i Tuawhakarere ki te Ao Hurihuri (15 points)
TTWA150 Te Tiriti o Waitangi: An Introduction to the Treaty of Waitangi (15 points)

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Regulations for the Degree of Bachelor of Business Analysis (BBA)

Financial field

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications.*

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol with the Waikato Management School and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and 400 levels, including at least 240 points above 100 level and 80 points above 200 level.
6. Candidates must complete at least 75 points from the papers prescribed in Appendix A to these regulations.
7. Candidates must demonstrate competency in computing, writing and employment skills as prescribed in the Waikato Management School Student Handbook.
8. Candidates must complete the requirements of the field, Financial Analysis, and a major.

   Majors

   Accounting
   Economics

Finance

9. To complete the requirements of the field, candidates must complete the compulsory papers prescribed for that field in Appendix B to these regulations.
10. To complete the requirements of a major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the Waikato Management School Student Handbook.
11. Candidates must complete any Assurance of Learning requirements as prescribed in the Waikato Management School Student Handbook.
12. Candidates must also complete at least 40 points above 100 level in a subject or subjects other than the major.
13. Candidates may complete a second major in any undergraduate major.[1]
14. To complete the requirements of a second major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
15. Candidates may take up to 80 points from outside the field of the Degree.
16. Candidates may take a further 40 points from outside the field of the Degree if they are completing a second major from outside of the majors listed in section 8 of these regulations.
17. The field of the Degree comprises all of the majors listed in section 8 of these regulations as well as the papers listed in the appendices to these regulations.

Variations

18. The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
19. The Dean or delegated authority may vary or waive these regulations in individual cases.

Note:

1. *Students taking two majors from Accounting, Economics or Finance can count the compulsory paper ECON200 Macroeconomics and the Global Economy (20 points) or FINA201 Finance (20 points) towards their second major subject.*

Management Studies field

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree in this field must have gained 360 points towards the degree of Bachelor of Management Studies, including all the compulsory papers at 100, 200 and 300 level prescribed for that degree, and have met the academic requirements to enrol in the Bachelor of Management Studies with Honours as specified in the Waikato Management School Student Handbook.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol with the Waikato Management School and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300 and 400 levels, including at least 240 points above 100 level and 80 points above 200 level.
6. Candidates must complete at least 75 points from the papers prescribed in Appendix A to these regulations.
7. Candidates must demonstrate competency in computing, writing and employment skills as prescribed in the Waikato Management School Student Handbook.
8. Candidates must complete the requirements of the field, Management Studies, and a major in Management.
9. To complete the requirements of the field, candidates must complete the compulsory papers prescribed for that field in Appendix C to these regulations.
10. To complete the requirements of a major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also include HRMG241, MCOM200, MNGT221, STMG391 and 40 points at 300 level in a single subject offered by the Faculty of Management.
11. Candidates must also complete at least 40 points above 100 level in a subject or subjects other than the major.
12. Candidates may complete a second major in any undergraduate major.
13. To complete the requirements of a second major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet the specific requirements prescribed for the major

in the relevant subject entry in the University of Waikato Catalogue of Papers.

14. Candidates may take up to 80 points from outside the field of the Degree.
15. Candidates may take a further 40 points from outside the field of the Degree if they are completing a second major.
16. The field of the Degree comprises all of the majors listed in section 8 of these regulations as well as the papers listed in Appendices A and C to these regulations.

Variations

17. The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
18. The Dean or delegated authority may vary or waive these regulations in individual cases.

Appendix A

ACCT101 Accounting for Management (15 points)
ECON100 Business Economics and the New Zealand Economy (15 points)
ECON200 Macroeconomics and the Global Economy (20 points)
FINA201 Finance (20 points)
HRMG241 Organisational Behaviour (20 points)
MCOM200 Management Communication (20 points)
MKTG151 Introduction to Marketing (15 points)
MNGT221 Business Law, Ethics, Sustainability and the Treaty of Waitangi (20 points)
MSYS111 E-Business and Supply Chain Management (15 points)
STMG191 Introduction to Management (15 points)
STMG391 Strategic Management (20 points)

Appendix B

Compulsory Papers for the Financial Analysis Field

ACCT101 Accounting for Management (15 points)
ECON100 Business Economics and the New Zealand Economy (15 points)
ECON200 Macroeconomics and the Global Economy (20 points)
FINA201 Finance (20 points)
MATH166 Management Mathematics (15 points)
MSYS111 E-Business and Supply Chain Management (15 points)
STAT160 Management Statistics (15 points)
STMG191 Introduction to Management (15 points)

Appendix C

Compulsory Papers for the Management Studies Field

ACCT101 Accounting for Management (15 points)
ECON100 Business Economics and the New Zealand Economy (15 points)
ECON200 Macroeconomics and the Global Economy (20 points)
FINA201 Finance (20 points)
MKTG151 Introduction to Marketing (15 points)
MSYS111 E-Business and Supply Chain Management (15 points)
STAT160 Management Statistics (15 points)
STMG191 Introduction to Management (15 points)

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Regulations for the Degree of Bachelor of Communication Studies (BCS)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications.*

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol with the Waikato Management School and follow an approved programme of study.
5. Candidates must demonstrate competency in computing, writing and employment skills as prescribed in the Waikato Management School Student Handbook.
6. Candidates must gain 360 points at 100, 200, 300, and 400 levels, including at least 240 points above 100 level and 80 points above 200 level.
7. Candidates must complete the compulsory papers prescribed in the appendix to these regulations.
8. Candidates must complete the requirements of a major.

   Majors

   Leadership Communication
   Marketing
   Public Relations

9. To complete the requirements of a major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the

relevant subject entry in the Waikato Management School Student Handbook.

10. Candidates must complete any Assurance of Learning requirements as prescribed in the Waikato Management School Student Handbook.
11. Candidates must also complete at least 40 points above 100 level in a subject or subjects other than the major.
12. Candidates may complete a second major in any undergraduate major.[1]
13. To complete the requirements of a second major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
14. Candidates may take up to 80 points from outside the field of the Degree.
15. Candidates may take a further 40 points from outside the field of the Degree if they are completing a second major from outside of the majors listed in section 8 of these regulations.
16. The field of the Degree comprises all of the majors listed in section 8 of these regulations as well as the papers listed in the appendix to these regulations.

Variations

17. The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
18. The Dean or delegated authority may vary or waive these regulations in individual cases.

Note:

1. *BCS students who take a second major from those listed in section 8 of these regulations may credit MCOM220 Communication Theory (20 points) towards the second major.*

Appendix

Compulsory Papers

LING132 Introduction to Linguistic Communication (15 points)
MCOM102 Introduction to Communication in an Online Society (15 points)
MCOM122 Diversity Management and Communication Management (15 points)
MCOM133 Introduction to Corporate Communication (15 points)
MCOM220 Communication Theory and Research (20 points)
MKTG151 Introduction to Marketing (15 points)
and 15 points chosen from
MNGT100 Management and Sustainability (15 points)
STMG191 Introduction to Management (15 points)

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Regulations for the Degree of Bachelor of Computer Graphic Design (BCGD)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Faculty of Computing and Mathematical Sciences of the University of Waikato and follow an approved programme of study.
5. Candidates must complete a specified programme as prescribed in the Computer Graphic Design entry in the University of Waikato Catalogue of Papers.

Variations

6. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Menu

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Student Experience

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News & Events

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Section Contents

Regulations for the Degree of Bachelor of Computing and Mathematical Sciences (BCMS)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications.*

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is four years.
4. Candidates must enrol in the Faculty of Computing and Mathematical Sciences and follow an approved programme of study.
5. Candidates must gain 480 points at 100, 200, 300, and 400 levels, including at least 360 points above 100 level, 200 points above 200 level and 80 points above 300 level.
6. Candidates must complete the requirements of a major.

   Majors

   Computer Science
   Mathematics

7. To complete the requirements of a major, candidates must gain 180 points above 100 level in that major, including 120 points above 200 level and 60 points above 300 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
8. Candidates must also gain at least 50 points from the other subjects within the field of the Degree, with at least 20 points above 100 level, and at least 50 points from a Faculty or School of Studies other than the Faculty of

Computing and Mathematical Sciences, with at least 20 points above 100 level.

9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a second major, candidates must gain 180 points above 100 level in that major, including 120 points above 200 level and 60 points above 300 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
11. Candidates may take up to 185 points from outside of the field of the Degree.
12. The field of the Degree comprises all of the majors listed in section 6 of these regulations as well as Statistics.

Variations

13. The Dean or delegated authority may permit more than 185 points to be taken from outside of the field of the Degree in individual cases.
14. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Education (BEd)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications.*
3. Candidates must have been selected by the Faculty of Education as a suitable person to be a teacher.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is four years.
5. Candidates must enrol in the Faculty of Education and follow an approved programme of study.
6. Candidates must gain 480 points at 100, 200, and 300 levels, including at least 360 points above 100 level and at least 120 points above 200 level.
7. Candidates must complete the requirements of the major, Professional Education.
8. To complete the requirements of the major, candidates must comply with the requirements of a programme, details of which are prescribed in the Faculty of Education Teacher Education Handbook.

   Programmes

   Early Childhood[1]
   Primary[1]
   Secondary[2]
   Qualified Teachers[2]

   Candidates may not enrol in specific papers until they have passed certain programme requirements, as

9. outlined in the Faculty of Education Teacher Education Handbook.
10. Candidates must also complete at least 80 points above 100 level in an approved subject or subjects other than the major.
11. Candidates may complete a second major in an approved subject.
12. To complete the requirements of a second major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
13. Candidates may take up to 150 points from outside the field of the Degree.
14. The field of the Degree is defined in Appendix A to these regulations.

Variations

15. Candidates who have met the requirements set out by the New Zealand Teachers Council for registered teachers and who hold an NZQA approved level 5 or level 6 technology qualification prior to enrolment for the Degree may apply to the Dean of the Faculty of Education for exemption of up to 360 points at 100, 200 and 300 levels towards the Degree. Details of further exemptions available may be found in the Faculty of Education Teacher Education Handbook.
16. Candidates who have met the requirements for the award of qualifications listed in Appendix B to these regulations, prior to enrolment for the Degree, may apply to the Dean of the Faculty of Education for exemption of up to 240 points at 100 and 200 levels towards the Degree.
17. The Dean or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *There will be no new intake into this programme in 2012.*
2. *Enrolment in this programme is limited to candidates who are eligible for the exemption of points as set out under section 15 or section 16 of these regulations.*

Appendix A

The field of the Degree is defined as

(a) the papers offered by the Faculty of Education with the following subject codes: ALED, HDCO, MBED, MSTE, PCSS, PROF, SPLS, TEAL, TEDE, TEHD, TEMS, TEPC, TEPS, TESP, and

(b) the following approved papers for technology teachers:

BIOL241 Microbiology: Form, Function and Metabolism (20 points)
CHEM209 Chemistry: Human Perspectives (20 points)
COMP223 Information Discovery (20 points)
ENEL205 Analog Electronics and Circuit Analysis (20 points)
ENGG180 Foundations of Engineering (15 points)
ENGG282 Engineering Design (10 points)
ENME380 Mechanical Engineering Design (20 points)
ENME480 Advanced Product Development (10 points)
ENMP211 Materials 1 (20 points)
ENMP213 Mechanics of Materials 1 (20 points)
ENMP214 Manufacturing Processes (10 points)
ENMP215 Manufacturing Technology (10 points)
ENMP221 Engineering Thermodynamics (20 points)
ENMP222 Biotechnology: Food and Bioresources (20 points)
ENMP241 Environmental Technology 1 (20 points)
ENMP282 Science and Engineering Management A (10 points)
ENMP283 Science and Engineering Management B (10 points)
ENMP301 Special Topics in Technology (20 points)
ENMP322 Biotechnology (20 points)
ENMP341 Environmental Technology 2 (20 points)
ENMP381 Technological Innovation and its Management (20 points)
TOMG206 Food and Beverage Management (20 points)
TOMG216 Food and Beverage Management Placement (0 points)

Appendix B

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Regulations for the Degree of Bachelor of Electronic Commerce (BECom)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol with the Waikato Management School and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and 400 levels, including at least 240 points above 100 level and 80 points above 200 level.
6. Candidates must complete the compulsory papers prescribed in the appendix to these regulations.
7. Candidates must demonstrate competency in computing, writing and employment skills as prescribed in the Waikato Management School Student Handbook.
8. Candidates must complete the requirements of a major.

Majors

Accounting
Applied Computing
Electronic Business
Leadership Communication
Marketing

Public Relations
Strategic Management
Supply Chain Management

9. Candidates must complete any Assurance of Learning requirements as prescribed in the Waikato Management School Student Handbook.
10. To complete the requirements of a major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the Waikato Management School Student Handbook.
11. Candidates must also complete at least 40 points above 100 level in a subject or subjects other than the major.
12. Candidates may complete a second major in any undergraduate major.
13. To complete the requirements of a second major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
14. Candidates may take up to 80 points from outside the field of the Degree.
15. Candidates may take a further 40 points from outside the field of the Degree if they are completing a second major.
16. The field of the Degree comprises all of the majors listed in section 8 of these regulations as well as the papers listed in the appendix to these regulations.

Variations

17. The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
18. The Dean or delegated authority may vary or waive these regulations in individual cases.

Transitional Arrangements

19. These regulations apply to all new applicants for the BECom from 2012. Students who enrolled in the BECom prior to 2012 may complete under the regulations listed in the 2010 Calendar.

Appendix

Compulsory Papers

ACCT101 Accounting for Management (15 points)
MCOM102 Introduction to Communication in a Digital Age (15 points)
MKTG151 Introduction to Marketing (15 points)
MSYS111 E-Business and Supply Chain Management (15 points)
MSYS121 The World of Electronic Commerce (15 points)
MSYS219 Industry Experience 1 (20 points)
STMG191 Introduction to Management (15 points)

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Regulations for the Degree of Bachelor of Engineering (BE)

Students who enrol for the degree of Bachelor of Engineering with Honours (BE(Hons)) may be awarded the Bachelor of Engineering (BE), if, having passed all required courses and completed all other requirements for a BE(Hons), their performance in the courses is not of honours standard.

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Regulations for the Degree of Bachelor of Entrepreneurship (BEntre)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and 400 levels, including at least 240 points above 100 level, and 80 points above 200 level.
6. Candidates must complete the compulsory papers prescribed in the Appendix to these regulations.
7. Candidates must demonstrate competency in computing, writing, and employment skills as prescribed in the Waikato Management School Student Handbook.
8. Candidates must complete the requirements of the major, Entrepreneurship.
9. To complete the requirements of a major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the Waikato Management School Student Handbook.
10. Candidates must complete any Assurance of Learning requirements as prescribed in the Waikato Management School Student Handbook.
11. Candidates must also complete at least 40 points above 100 level in a subject or subjects other than the major.

12. Candidates may complete a second major in any undergraduate major.
13. To complete the requirements of a second major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
14. Candidates may take up to 8 points from outside the field of the Degree.
15. Candidates may take a further 40 points from outside the field of the Degree if they are completing a second major from outside of the majors listed in section 8 of these regulations.
16. The field of the Degree comprises the major listed in section 8 of these regulations, as well as the papers listed in the Appendix to these regulations.

Variations

17. The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
18. The Dean or delegated authority may vary or waive these regulations in individual cases.

Appendix

Compulsory Papers

ACCT101 Accounting for Management (15 points)
ECON100 Business Economics and the New Zealand Economy (15 points)
MCOM133 Introduction to Corporate Communication (15 points)
MKTG151 Introduction to Marketing (15 points)
STMG191 Introduction to Management (15 points)
STMG192 The Entrepreneur (15 points)

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Regulations for the Degree of Bachelor of Environmental Planning (BEP)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is four years[1].
4. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
5. Candidates must gain 480 points at 100, 200, 300, and 400 levels, including at least 360 points above 100 level, 220 points above 200 level and 100 points above 300 level.
6. Candidates must complete the requirements of the specified programme in Environmental Planning as prescribed in the appendix to these regulations.
7. Candidates must also complete the requirements of a planning stream, as prescribed for that stream in the relevant subject entry in the University of Waikato Catalogue of Papers.

Variations

8. The Dean or delegated authority may vary or waive these regulations in individual cases.

Note:

1. *Candidates who choose to withdraw from the BEP after completion of year three may be eligible to graduate with a BSocSc with a major in Geography.*

Appendix

Compulsory Papers
100 level
ENVP106 Introduction to Environmental Planning (15 points)
TTWA150 Te Tiriti o Waitangi: An Introduction to the Treaty of Waitangi (15 points)
and 45 points chosen from
BIOL102 The Biology of Organisms (15 points)
ECON100 Business Economics and the New Zealand Economy (15 points)
ECON110 Economics and Society (15 points)
ENVS101 Environmental Science (15 points)
ERTH103 Discovering Planet Earth (15 points)
ERTH104 Earth and Ocean Environments (15 points)
GEOG103 Resources and Environmental Sustainability (15 points)
POLS100 Playing Politics: Conflict, Cooperation and Choice (15 points)
POLS105 People and Policy (15 points)
SOCP102 Introduction to Social Policy (15 points)
200 level
ENVP206 Principles of Environmental Planning (20 points)
ENVP207 Spatial Analysis (20 points)
ENVP217 Environmental Ethics for Planners (20 points)
GEOG219 Māori Lands and Communities (20 points)
300 level
ENVP305 Māori Planning and Resource Management (20 points)
ENVP306 Planning in Aotearoa/New Zealand (20 points)
ENVP308 Planning Methods and Environmental Appraisal (20 points)
ENVP307 Planning for Sustainability (20 points)
400 level
ENVP403 Legal Principles and Processes for Planners (20 points)
ENVP404 Strategic Spatial Planning (20 points)
ENVP405 Professional Skills (20 points)
ENVP410 Planning Theory (20 points)
ENVP408 Plan Interpretation and Consent Processing (20 points)

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Regulations for the Degree of Bachelor of Laws (LLB)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is four years.
4. Candidates must enrol in the Faculty of Law and follow an approved programme of study.
5. Candidates must gain 480 points at 100, 200, 300, and 400 levels, including at least 360 points above 100 level, at least 240 points above 200 level and at least 140 points above 300 level. Candidates may take a single major in Law or a first major in Law and a second major in a subject from another Faculty or School of Studies.
6. Candidates may not normally enrol for Law Year 2 until they have passed all of the papers for Law Year 1, and may not enrol for Law Year 3 until they have passed all of the papers for Law Year 2.

LLB with a Single Major in Law

7. To complete the requirements of the LLB with a single major in Law, candidates must pass the following papers:

7.1 Law Year 1

(a) LAWS103 Legal Method (20 points)
LAWS106 Legal Systems and Societies (20 points)
LAWS107 Constitutional Law (20 points), and

(b) 60 points at 100 level in subjects other than Law, including 30 points at 100 level in a single subject from outside the Faculty of Law.

7.2 Law Year 2

(a) LAWS203 Jurisprudence (20 points)
LAWS204 Contracts (20 points)
LAWS206 Administrative Law (20 points)
LAWS207 Torts (20 points), and

(b) 40 points above 100 level in a subject from outside the Faculty of Law.

7.3 Law Year 3

(a) LAWS301 Crimes (20 points)
LAWS305 Corporate Entities (20 points) or LAWS426 Commercial Transactions (20 points)
LAWS306 Dispute Resolution (20 points)
LAWS307 Land Law (20 points)
LAWS308 Equity and Succession (20 points)

(b) 20 points at 400 level in Law.

7.4 Law Year 4

120 points at 400 level in Law.

8. To satisfy the New Zealand Council of Legal Education requirements, students wishing to proceed to a professionals programme and admission as a Barrister and Solicitor must complete a 400 level paper in Legal Ethics (10 points) as one of their 400 level Law papers.

LLB with a First Major in Law and a Second Major in a Subject from Another Faculty or School of Studies

9. To complete the requirements of the LLB with a First Major in Law and a Second Major in a Subject from Another Faculty or School of Studies, candidates must pass the following papers:

9.1 Law Year 1

LAWS103 Legal Method (20 points)
LAWS106 Legal Systems and Societies (20 points)
LAWS107 Constitutional Law (20 points)

9.2 Law Year 2

(a) LAWS203 Jurisprudence (20 points)
LAWS204 Contracts (20 points)
LAWS206 Administrative Law (20 points)
LAWS207 Torts (20 points)

9.3 Law Year 3

(a) LAWS301 Crimes (20 points)
LAWS305 Corporate Entities (20 points), or
LAWS426 Commercial Transactions (20 points)
LAWS306 Dispute Resolution (20 points)
LAWS307 Land Law (20 points)
LAWS308 Equity and Succession (20 points)

(b) 20 points at 400 level in Law.

9.4 Law Year 4

100 points at 400 level in Law.

10. Candidates must also pass the requirements of an approved major from another Faculty or School of Studies, as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.

Variations

11. Candidates who have completed the requirements for the award of a bachelors degree prior to enrolment for the degree of Bachelor of Laws may apply to the Dean of the Faculty of Law for exemption from the non-Law component of the Bachelor of Laws degree as set out in sections 7.1(b) and 7.2(b) of these regulations. Such candidates may take Law Year 1 and Law Year 2 concurrently.

12. The Dean or delegated authority may waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Management Studies (BMS)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is four years.
4. Candidates for the Degree must enrol in the Waikato Management School and follow an approved programme of study.
5. Candidates must gain 480 points at 100, 200, 300, and 400 levels, including at least 360 points above 100 level, 200 points above 200 level and 80 points above 300 level.
6. Candidates must complete the compulsory papers prescribed in the appendix to these regulations.
7. Candidates must demonstrate competency in computing, writing and employment skills as prescribed in the Waikato Management School Student Handbook.
8. Candidates must complete the requirements of a major.

Majors

Accounting
Agribusiness
Economics
Electronic Business

Finance
Hospitality Management
Human Resource Management
International Management
Leadership Communication
Marketing
Public Relations
Strategic Management
Supply Chain Management
Tourism Management

9. To complete the requirements of a major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level of which at least 40 points must be above 300 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the Waikato Management School Student Handbook.
10. Candidates must complete any Assurance of Learning requirements as prescribed in the Waikato Management School Student Handbook.
11. Candidates may complete a second major in any undergraduate major[1].
12. To complete the requirements of a second major from
    (a) within the Waikato Management School, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level of which at least 40 points must be above 300 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.[1]
    (b) outside the Waikato Management School, candidates must satisfy the requirements prescribed for that major in the University of Waikato Catalogue of Papers.
13. Candidates may take up to 120 points from outside the field of the Degree.
14. The field of the Degree comprises all of the majors listed in section 8 of these regulations as well as the papers listed in the appendix to these regulations.

Variations

15. The Dean or delegated authority may permit more that 120 points to be taken from outside the field of the Degree in individual cases.
16. The Dean or delegated authority may vary or waive these regulations in individual cases.

Note:

1. *BMS students who take a second major from those listed in section 8 of these regulations may credit MNGT221 Business Law, Ethics, Sustainability and the Treaty of Waitangi (20 points) towards the second major.*

Appendix

Compulsory Papers
ACCT101 Accounting for Management (15 points)
ECON100 Business Economics and the New Zealand Economy (15 points)
ECON200 Macroeconomics and the Global Economy (20 points)
FINA201 Finance (20 points)
HRMG241 Organisational Behaviour (20 points)
MCOM200 Management Communication (20 points)
MKTG151 Introduction to Marketing (15 points)
MNGT221 Business Law, Ethics, Sustainability and the Treaty of Waitangi (20 points)
MSYS111 E-Business and Supply Chain Management (15 points)
STAT160 Management Statistics (15 points)
STMG191 Introduction to Management (15 points)
STMG391 Strategic Management (20 points)
xxxx499/599 Report of an Investigation (20 points/30 points) or
MNGT496/596 A Management Internship: From Theory to Practice (20 points/30 points)
xxxx495 Industry Experience 4 (20 points)

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Regulations for the Degree of Bachelor of Māori and Pacific Development (BMPD)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the School of Māori and Pacific Development and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and 400 levels, including at least 240 points above 100 level and 80 points above 200 level.
6. Candidates must complete the requirements of a major.

   Majors

   Māori and Pacific Development
   Māori Cultural Studies/Tikanga Māori
   Māori Language/Te Reo Māori
7. To complete the requirements of a major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.

   Candidates must also complete a supporting subject by gaining 70 points in a single subject other than the major,

8. including at least 40 points above 100 level, except if taking a second major. In this case the requirement is satisfied within the overall programme requirements.
9. Candidates must gain at least 35 points from the core Māori and Pacific Development papers, at least 15 points in Te Reo Māori and at least 15 points in Tikanga Māori.
10. Candidates may complete a second major in any undergraduate major.
11. To complete the requirements of a second major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
12. Candidates may take up to 80 points from outside the field of the Degree.
13. Candidates may take a further 40 points from outside the field of the Degree if they are completing a second major from outside of the majors listed in section 6 of these regulations.
14. The field of the Degree comprises all of the majors listed in section 6 of these regulations as well as New Zealand Studies/Akoranga Aotearoa and Treaty of Waitangi Studies/Akoranga Te Tiriti o Waitangi.

Variations

15. The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
16. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Menu

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Student Experience

Research & Expertise

News & Events

Get in Touch

Section Contents

Regulations for the Degree of Bachelor of Media and Creative Technologies (BMCT)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Faculty of Arts and Social Sciences or the School of Māori and Pacific Development and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300 and 400 levels, including at least 240 points above 100 level and 80 points above 200 level.
6. Candidates must complete the compulsory papers prescribed in the appendix to these regulations.
7. Candidates must complete the requirements of a major.
   (a) *Faculty of Arts and Social Sciences majors*
   Creative Practices
   Creative Technologies
   Design Media
   Screen and Media Studies
   (b) *School of Māori and Pacific Development major*
   Māori Media and Communication

8. To complete the requirements of a major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
9. Candidates must also complete a supporting subject by gaining 70 points in a single subject other than the major, including at least 40 points above 100 level, except if taking a second major. In this case the requirement is satisfied within the overall programme requirements.
10. Candidates may complete a second major in any undergraduate major.
11. To complete the requirements of a second major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.[1]
12. Candidates may take up to 80 points from outside the field of the Degree.
13. Candidates may take a further 40 points from outside the field of the Degree if they are completing a second major from outside of the majors listed in section 7 of these regulations.
14. The field of the Degree comprises all of the majors listed in section 7 of these regulations.

Variations

15. The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
16. The Dean or delegated authority may vary or waive these regulations in individual cases.

Note:

1. *BMCT students who take a second major from those listed in section 7 of these regulations may credit CRPC301 Creative Technologies and Creative Practice Project (20 points) towards the second major.*

Appendix

Compulsory Papers

CGRD161 Effective Visual Communication (15 points)
CRPC101 Creative Technologies and Creative Practice (15 points)
CRPC301 Creative Technologies and Creative Practice Project (20 points)
SMST101 Digital Screens (15 points)

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Regulations for the Degree of Bachelor of Music (BMus)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.
3. Candidates must be accepted by the Chairperson of Music or delegated authority.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is three years.
5. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
6. Candidates must gain 360 points at 100, 200, 300, and 400 levels, including at least 240 points above 100 level and 80 points above 200 level.
7. Candidates must complete at least three streams of Music study by passing papers at 100, 200, and 300 levels in each stream. Candidates taking Performance must complete four streams. Compulsory papers and stream requirements are prescribed in the Music entry in the University of Waikato Catalogue of Papers.

   Streams

   Chamber Music
   Composition
   Digital Music
   Māori Musical Instruments in Traditional and Contemporary Contexts
   Māori Song and Dance in Traditional and Contemporary Contexts

Performance
Performance Techniques
Popular Music
Western Music History

8. Candidates may take up to 70 points from subjects other than Music.
9. Candidates must gain at least 90 points at 100 or 200 level across three streams before taking Music papers above 200 level.

Variations

10. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Science (BSc)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Faculty of Computing and Mathematical Sciences or the Faculty of Science and Engineering and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and 400 levels, including at least 240 points above 100 level and 80 points above 200 level.
6. Candidates must complete the requirements of a major.
   (a) *Faculty of Computing and Mathematical Sciences majors*
      Computer Science
      Mathematics
      Statistics
   (b) *Faculty of Science and Engineering majors*
      Animal Behaviour
      Biochemistry
      Biological Sciences

Biotechnology
Chemistry
Earth Sciences
Electronics
Environmental Planning
Environmental Sciences
Materials and Processing
Physics
Psychology

7. To complete the requirements of a major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
8. Candidates must gain at least 105 points at 100 level across at least four of the majors listed in section 6 of these regulations.
9. Candidates must also complete at least 40 points above 100 level in a subject or subjects other than the major, except if taking a second major. In this case the requirement is satisfied within the overall programme requirements.
10. Candidates may complete a second major in any undergraduate major.
11. To complete the requirements of a second major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
12. Candidates may take up to 80 points from outside the field of the Degree.
13. Candidates may take a further 40 points from outside the field of the Degree if they are completing a second major from outside of the majors listed in section 6 of these regulations.
14. The field of the Degree is defined in the appendix to these regulations.

Variations

15. The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
16. The Dean or delegated authority may waive the requirement of section 8 of these regulations to complete a second major in a subject outside the field of the Degree.
17. The Dean or delegated authority may vary or waive these regulations in individual cases.

Appendix

The field of the Degree is defined as

(a) the papers offered by the Faculty of Computing and Mathematical Sciences, and

(b) the papers offered by the Faculty of Science and Engineering, with the exception of AGRI202 Sustainable Agriculture (20 points) and ENGG201 Introduction to Engineering for Manufacturing (20 points), and

(c) the Philosophy papers PHIL102 Introduction to Logic (15 points) and PHIL208 Understanding Science: How and Why it Works (20 points), and

(d) the following Psychology papers:
PSYC102 Social and Developmental Psychology (15 points)
PSYC103 General and Experimental Psychology (15 points)
PSYC206 Animal Behaviour: Principles and Applications (20 points)
PSYC208 Psychological Research: Analysis, Design and Measurement (20 points)
PSYC225 Behavioural Psychology and Learning (10 points)
PSYC226 The Psychology of Perception (10 points)
PSYC227 Physiological Psychology (10 points)
PSYC230 Cognitive Psychology (10 points)
PSYC307 Research Methods (20 points)
PSYC314 Behaviour Analysis (20 points)
PSYC338 Abnormal Psychology (10 points)
PSYC340 Applied Cognition Psychology (10 points)
PSYC341 Visual Neuroscience and its Applications (10 points)

PSYC344 Physiology of Human Performance and Development (10 points)
PSYC389 Directed Study (10 points)
PSYC390 Directed Study (20 points)

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Regulations for the Degree of Bachelor of Science (Technology) (BSc(Tech))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is four years.
4. Candidates must enrol in the Faculty of Science and Engineering and follow an approved programme of study.
5. Candidates must gain 480 points at 100, 200, 300, and 400 levels, including at least 360 points above 100 level and 80 points, other than from Industry papers, above 200 level.
6. Candidates must complete the requirements of a major.

Majors

Animal Behaviour
Biochemistry
Biological Sciences
Biotechnology
Chemistry
Computer Science
Earth Sciences
Electronics

Environmental Planning
Environmental Sciences
Materials and Processing
Physics

7. To complete the requirements of a major, candidates must gain 120 points above 100 level in that subject, including 60 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
8. Candidates must gain at least 105 points at 100 level from at least four of the majors listed in section 6 of these regulations.
9. Candidates must also complete at least 40 points above 100 level in a subject or subjects other than the major, except if taking a second major. In this case the requirement is satisfied within the overall programme requirements.
10. Candidates must gain at least 35 points in management, as prescribed in the Faculty of Science and Engineering Undergraduate Handbook.
11. Candidates must gain 80 points above 100 level, including 60 points above 200 level, in placement papers which comprise 12 months' project work in industry or an applied field. Placement papers cannot count towards a major.[1]
12. Candidates may complete a second major in any undergraduate major.
13. To complete the requirements of a second major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
14. Candidates may take up to 120 points from outside the field of the Degree.
15. The field of the Degree is defined in the appendix to these regulations.

Variations

16. The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
17. The Dean or delegated authority may waive the requirement of section 8 of these regulations to complete a second major in a subject outside the field of the Degree.
18. The Dean or delegated authority may vary or waive these regulations in individual cases.

Note:

1. *The Dean will endeavour to arrange a placement that will allow candidates to undertake the project but will not guarantee to do so. Individual projects and supervisory arrangements are subject to the approval of the Dean.*

Appendix

The field of the Degree is defined as

(a) the papers offered by the Faculty of Computing and Mathematical Sciences, and
(b) the papers offered by the Faculty of Science and Engineering, with the exception of AGRI202 Sustainable Agriculture (20 points) and ENGG201 Introduction to Engineering for Manufacturing (20 points), and
(c) the Philosophy papers PHIL102 Introduction to Logic (15 points) and PHIL208 Understanding Science: How and Why it Works (20 points), and
(d) the following Psychology papers:
PSYC102 Social and Developmental Psychology (15 points)
PSYC103 General and Experimental Psychology (15 points)
PSYC206 Animal Behaviour: Principles and Applications (20 points)
PSYC208 Psychological Research: Analysis, Design and Measurement (20 points)
PSYC225 Behavioural Psychology and Learning (10 points)
PSYC226 The Psychology of Perception (10 points)
PSYC227 Physiological Psychology (10 points)
PSYC230 Cognitive Psychology (10 points)
PSYC307 Research Methods (20 points)
PSYC314 Behaviour Analysis (20 points)
PSYC338 Abnormal Psychology (10 points)
PSYC340 Applied Cognition Psychology (10 points)
PSYC341 Visual Neuroscience and its Applications (10 points)

PSYC344 Physiology of Human Performance and Development (10 points)
PSYC389 Directed Study (10 points)
PSYC390 Directed Study (20 points)

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Regulations for the Degree of Bachelor of Social Sciences (BSocSc)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and 400 levels, including at least 240 points above 100 level and 80 points above 200 level.
6. Candidates must complete the requirements of a major.

   Majors

   Anthropology
   Economics
   Education Studies
   Environmental Planning
   Ethics
   Geography
   History
   Human Development

Industrial Relations and Human Resource Management
Labour Studies
Linguistics
Māori and Pacific Development
Māori Cultural Studies/Tikanga Māori
Philosophy
Political Science
Population Studies
Psychology
Public Policy
Social Policy
Sociology
Studies in Religion
Tourism Studies
Women's and Gender Studies

7. To complete the requirements of a major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
8. Candidates must also complete a supporting subject by gaining 70 points in a single subject other than the major, including at least 40 points above 100 level, except if taking a second major. In this case the requirements of a supporting subject are satisfied within the overall programme requirements.
9. Candidates must complete at least 35 points, including at least 20 points above 100 level, from the methodology papers listed in the appendix to these regulations.
10. Candidates may complete a second major in any undergraduate major.
11. To complete the requirements of a second major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
12. Candidates may take up to 80 points from outside the field of the Degree.
13. Candidates may take a further 40 points from outside the field of the Degree if they are completing a second major from outside of the majors listed in section 6 of these regulations.
14. The field of the Degree comprises all of the majors listed in section 6 of these regulations as well as English as a Second Language and Pacific Studies.

Variations

15. The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
16. The Dean or delegated authority may vary or waive these regulations in individual cases.

Appendix

Methodology Papers
ECON204 Quantitative Methods for Economics and Finance (20 points)
GEOG228 Information Technology and Cartography (20 points)
GEOG301 Research in Geography, Tourism and Environmental Planning (20 points)
HIST206 History in Practice: Historical Methods and Research (20 points)
LBST202 Work and Employment in Capitalist Societies (20 points)
LING231 General Linguistics (20 points)
PHIL103 Critical Reasoning (15 points)
PHIL208 Understanding Science: How and Why it Works (20 points)
POLS100 Playing Politics: Conflict, Co-operation and Choice (15 points)
PSYC208 Psychological Research: Analysis, Design and Measurement (20 points)
PSYC307 Research Methods (20 points)
SSRP202 The Practice of Social Science Research (20 points)

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Regulations for the Degree of Bachelor of Social Work (BSW)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.
3. Candidates must have been selected by the Faculty of Arts and Social Sciences as a suitable person to be a social worker.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is four years.
5. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
6. Candidates must gain 480 points at 100, 200, 300, and 400 levels, including at least 360 points above 100 level and 220 points above 200 level and 100 points above 300 level.
7. Candidates must complete a specified programme as prescribed in the Social Work entry in the University of Waikato Catalogue of Papers.

Award of Honours

8. Candidates who have completed 480 points towards the degree of Bachelor of Social Work, including all compulsory papers at 100, 200, 300 and 400 levels, and including paper SOCW490, are eligible for consideration for the award of honours.
9. The degree of Bachelor of Social Work may be awarded with

(a) First Class Honours, or
(b) Second Class Honours (first division), or
(c) Second Class Honours (second division)
or without Honours

10. If awarded, the level of honours will be determined on the basis of candidates' grades in 400 level papers.

Variations

11. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Sport and Leisure Studies (BSpLS)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Faculty of Education and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and 400 levels, including at least 240 points above 100 level and 80 points above 200 level.
6. Candidates must complete at least 75 points at 100 level from Sport and Leisure Studies papers, including the compulsory papers prescribed in the appendix to these regulations.
7. Candidates must complete the requirements of the major, Sport and Leisure Studies.
8. To complete the requirements of a major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the Sport and Leisure Studies entry in the University of Waikato Catalogue of Papers.
9. Candidates must also complete at least 70 points, including at least 40 points above 100 level, in a subject or subjects other than the major.
10. Candidates may complete a second major in any undergraduate major.
    To complete the requirements of a second major, candidates must gain 120 points above 100 level in that major,

11. including 60 points above 200 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
12. Candidates may take up to 120 points from outside the field of the Degree.
13. The field of the Degree comprises the papers prescribed for the subject in the Sport and and Leisure Studies entry in the University of Waikato Catalogue of Papers.

Variations

14. The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
15. The Dean or delegated authority may vary or waive these regulations in individual cases.

Appendix

Compulsory Papers
SPLS101 Social and Cultural Aspects of Sport and Leisure (15 points)
SPLS102 Concepts of Sport and Leisure (15 points)
SPLS103 Physical Activity, Fitness and Lifestyle (15 points)
SPLS104 Principles of Human Movement (15 points)
SPLS107 Educating in Movement Settings (15 points)

And one of:
SPLS105 Dance, Leisure and Culture (15 points)

or
SPLS106 Movement Perspectives and Performance (15 points)

Note:

1. *Students enrolled in the BTchg/BSpLS conjoint degree are exempt from SPLS102.*

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Regulations for the Degree of Bachelor of Teaching (BTchg)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.
3. Candidates must have been selected by the Faculty of Education as a suitable person to be a teacher.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is three years.
5. Candidates must enrol in the Faculty of Education and follow an approved programme of study.
6. Candidates must gain 360 points at 100, 200, and 300 levels, including at least 240 points above 100 level and 80 points above 200 level.
7. Candidates must complete the requirements of the major, Professional Education.
8. To complete the requirements of the major, candidates must comply with the requirements of a programme, details of which are prescribed in the Faculty of Education Teacher Education Handbook.

   Programmes

   Early Childhood
   Early Childhood Ki Taiao
   Primary
   Primary Kākano Rua
   Secondary

Qualified and Registered Teachers

9. Candidates enrolled in the conjoint BTchg/BMPD may complete the requirements of the Māori Education supporting subject.[1]
10. Candidates may not enrol in specific papers until they have passed certain programme requirements, as outlined in the Faculty of Education Teacher Education Handbook.

Variations

11. The Dean or delegated authority may vary or waive these regulations in individual cases.

Note:

1. *Māori Education is available as a supporting subject only for the BTchg/BMPD conjoint degree.*

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Regulations for the Degree of Bachelor of Tourism (BTour)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Faculty of Arts and Social Sciences (for the Tourism and Society field) or the Waikato Management School (for the Tourism and Hospitality Management field) and follow an approved programme of study.
5. Candidates enrolled with the Waikato Management School must demonstrate competency in computing, writing and employment skills and complete any Assurance of Learning as prescribed in the Waikato Management School Student Handbook.
6. Candidates must gain 360 points at 100, 200, 300, and 400 levels, including at least 240 points above 100 level and 80 points above 200 level.
7. Candidates must pass the compulsory papers prescribed in Appendix A to these regulations.
8. Candidates must complete the requirements of a field and a major.
   (a) *Tourism and Hospitality Management (THMgt) field, with majors*[1]
   Hospitality Management[2]
   Tourism Management[2]

(b) *Tourism and Society (T&Soc) field, with majors*
Geography
Tourism Development

9. To complete the requirements of a field, candidates must complete the compulsory papers prescribed for that field in Appendix B to these reguations.
10. To complete the requirements of a major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers or the Waikato Management School Student Handbook.
11. Candidates must also complete at least 40 points above 100 level in a subject or subjects other than the major.
12. Candidates may complete a second major in any undergraduate major.[3]
13. To complete the requirements of a second major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
14. Candidates may take up to 80 points from outside the field of the Degree.
15. Candidates may take a further 40 points from outside the field of the Degree if they are completing a second major from outside of the majors listed in section 8 of these regulations.
16. The field of the Degree comprises all of the majors listed in section 8 of these regulations as well as the papers listed in the appendices to these regulations.

Progression Requirements

17. Candidates must gain at least 60 points at 100 level before enrolling in papers above 100 level, and at least 180 points at 100 and 200 level before enrolling in papers above 200 level.

Variations

18. The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
19. The Dean or delegated authority may vary or waive these regulations in individual cases.

Note:

1. *Field no longer available to new students.*
2. *Major no longer available to new students.*
3. *Students completing a single major may not count compulsory papers towards the major. Students completing a second major may credit the compulsory Work Placement or Directed Study towards the first major.*

Appendix A

Compulsory Papers
TOMG101 Introduction to Tourism and Hospitality (15 points)
TOST100 Touring Places; Placing Tourism (15 points)
and 20 points chosen from
FASS396 Work Placement (20 points)
MNGT496 A Management Internship: From Theory to Practice (20 points)
TOMG390 Practical Research in Tourism and Hospitality (20 points)
TOST390 Directed Study (20 points)

Appendix B

Compulsory Papers for the Tourism and Hospitality Management Field
STMG191 Introduction to Management (15 points)
and 45 points chosen from
ACCT101 Accounting for Management (15 points)
ECON100 Business Economics and the New Zealand Economy (15 points)
MKTG151 Introduction to Marketing (15 points)
MSYS121 The World of Electronic Commerce (15 points)

Compulsory Papers for the Tourism and Society Field
ANTH102 New Zealand and the Pacific (15 points)
GEOG101 People and Place: Introduction to Social and Cultural Geography (15 points)
GEOG103 Resources and Environmental Sustainability (15 points)
TIKA163 Te Ao Tawhito, Te Ao Hou: Introduction to Traditional and Contemporary Māori Society (15 points)
TOST201 Tourism Impacts (20 points)

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Regulations for Conjoint Degrees

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Every candidate must have met the admission requirements of each of the component degrees.
3. Admission may be at initial enrolment or after the candidate has passed or been credited with papers towards either component degree, but the candidate must not have been awarded either of the component degrees. Candidates cannot enrol in the BCMS(Hons), LLB(Hons) or BMS(Hons) at initial enrolment but are eligible to be considered for admission on successful completion of the Honours admission requirements.

Requirements for the Degrees

4. Candidates must enrol in a Faculty and/or School of Studies and follow an approved programme of study.
5. Each year and part of enrolment for the conjoint degrees are subject to the approval of the Deans of the Faculty and/or School of Studies in which the component degree is taken, and will depend on satisfactory progress in the previous levels and years of study.
6. Candidates must enrol in at least one paper for each of the component degrees each year, unless the requirements of one component degree have already been completed.
7. Each paper must be taken towards one component degree.
8. Only when all of the requirements of both component degrees have been satisfied may the two degrees be awarded.
9. Graduates of a conjoint degree programme may not cross-credit any of the papers contributing to the component degrees towards another University of Waikato qualification. Candidates enrolling in a conjoint degree programme will not be eligible to credit papers from a completed bachelors degree, graduate diploma or

postgraduate diploma.

Bachelor of Arts (BA) component

10. Candidates must gain 270 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 60 points above 200 level.
11. Candidates must complete the requirements of a major, as specified in sections 6 and 7 of the BA regulations.
12. Candidates must complete the requirements of a supporting subject, as specified in section 8 of the BA regulations.
13. Candidates may complete a second major in any undergraduate major, as specified in sections 9 and 10 of the BA regulations.
14. Candidates may take up to 60 points from outside the field of the Degree.
15. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.
16. The field of the Degree is as specified in section 14 of the BA regulations.

Bachelor of Business Analysis - Financial (BBA(Fin)) component

17. Candidates must gain 270 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 60 points above 200 level.
18. Candidates must complete at least 75 points in the papers prescribed in Appendix A of the BBA(Fin) regulations.
19. Candidates must demonstrate competency in computing, writing and employment skills, as prescribed in the Waikato Management School Student Handbook.
20. Candidates must complete the requirements of the field, Financial Analysis, as prescribed in sections 8 and 9 of the BBA(Fin) regulations.
21. Candidates must complete the requirements of a major, as specified in sections 8 and 10 of the BBA(Fin) regulations.
22. Candidates must complete 40 points above 100 level in a subject or subjects other than the major.
23. Candidates must complete any Assurance of Learning requirements as prescribed in the Waikato Management School Student Handbook.
24. Candidates may complete a second major in any undergraduate major, as specified in sections 12 and 13 of the BBA(Fin) regulations.
25. Candidates may take up to 60 points from outside the field of the Degree.
26. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.
27. The field of the Degree is as specified in section 16 of the BBA(Fin) regulations.

Bachelor of Communication Studies (BCS) component

28. Candidates must gain 270 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 60 points above 200 level.
29. Candidates must complete the compulsory papers prescribed in the appendix to the BCS regulations.
30. Candidates must demonstrate competency in writing and employment skills, as prescribed in the Waikato Management School Student Handbook.
31. Candidates must complete the requirements of a major, as specified in sections 8 and 9 of the BCS regulations.
32. Candidates must complete any Assurance of Learning requirements as prescribed in the Waikato Management School Student Handbook.
33. Candidates may complete a second major in any undergraduate major, as specified in sections 11 and 12 of the BCS regulations.
34. Candidates may take up to 60 points from outside the field of the Degree.
35. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.
36. The field of the Degree is as specified in section 15 of the BCS regulations.

Bachelor of Computer Graphic Design (BCGD) component

37. Candidates must gain 305 points at 100, 200 and 300 levels, including at least 200 points above 100 level and 100 points above 200 level.
38. Candidates must complete the requirements of the specified programme, Computer Graphic Design, as specified in section 6 of the BCGD regulations.

Bachelor of Computing and Mathematical Sciences (BCMS) component

39. Candidates must gain 360 points at 100, 200, 300 and 400 levels, including at least 270 points above 100 level, 175 points above 200 level and 60 points above 300 level.
40. Candidates must complete the requirements of a major, as specified in sections 6 and 7 of the BCMS regulations.
41. Candidates must gain at least 50 points from the other subjects within the field of the Degree, with at least 20 points above 100 level.
42. Candidates may complete a second major in any undergraduate major, as specified in sections 9 and 10 of the BCMS regulations.
43. Candidates may take up to 140 points from outside the field of the Degree.
44. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.
45. The field of the Degree is as specified in section 12 of the BCMS regulations.

Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons)) component

46. Candidates must gain 360 points at 100, 200, 300, 400 and 500 levels, including at least 270 points above 100 level, 180 points above 200 level and 90 points at 500 level.
47. Candidates must complete the requirements of a major, as specified in sections 7 and 8 of the BCMS(Hons) regulations.
48. Candidates must include either COMP520 Report of an Investigation (45 points) or MATH520 Report of an Investigation (45 points).
49. Candidates must gain at least 50 points from the other subjects within the field of the Degree, with at least 20 points above 100 level, and at least 50 points from a Faculty or School of Studies other than the Faculty of Computing and Mathematical Sciences, with at least 20 points above 100 level.
50. Candidates may complete a second major in any undergraduate major, as specified in sections 11 and 12 of the BCMS(Hons) regulations.
51. Candidates may take up to 140 points from outside the field of the Degree.
52. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.
53. The field of the Degree is as specified in section 14 of the BCMS(Hons) regulations.
54. The Degree may be awarded with a level of Honours, as specified in sections 15-18 of the BCMS(Hons) regulations.

Bachelor of Electronic Commerce (BECom) component

55. Candidates must gain 270 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 60 points above 200 level.
56. Candidates must complete the compulsory papers prescribed in the appendix to the BECom regulations.
57. Candidates must demonstrate competency in computing, writing and employment skills, as prescribed in the Waikato Management School Student Handbook.
58. Candidates must complete the requirements of a major, as specified in sections 8 and 9 of the BECom regulations.
59. Candidates must complete any Assurance of Learning requirements as prescribed in the Waikato Management School Student Handbook.
60. Candidates may complete a second major in any undergraduate major, as specified in sections 11 and 12 of the BECom regulations.
61. Candidates may take up to 60 points from outside the field of the Degree.
62. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.
63. The field of the Degree is as specified in section 15 of the BECom regulations.

Bachelor of Engineering with Honours (BE(Hons)) component[1]

64. For purposes of IPENZ accreditation the total points that must be achieved for the BE(Hons) component of a conjoint qualification will normally be 480 points, including ENGG492 Honours Research and Management Project (60 points), however the points requirement may be reduced depending on the second degree taken for the conjoint qualifiation. Students considering a conjoint qualification which includes the BE(Hons) should consult with the Faculty of Science and Engineering.
65. Candidates must complete the requirements of a specified programme, as specified in sections 7 and 8 of the

BE(Hons) regulations.

66. Candidates must also satisfy the Dean of the Faculty of Computing and Mathematical Sciences or the Dean of the Faculty of Science and Engineering that they have completed a minimum of 800 hours of industrial experience relevant to their specified programme.

67. The Degree may be awarded with a level of Honours, as specified in sections 10-12 of the BE(Hons) regulations.

Bachelor of Environmental Planning (BEP) component

68. Candidates must gain 415 points at 100, 200, 300 and 400 levels, including at least 340 points above 100 level, 220 points above 200 level and 100 points above 300 level.

69. Candidates must complete the requirements of the specified programme in Environmental Planning, as specified in section 6 of the BEP regulations.

70. Candidates must also complete the requirements of a planning stream, as specified in section 7 of the BEP regulations.

Bachelor of Laws (LLB) component

71. Candidates must gain 380 points at 100, 200, 300 and 400 levels, including at least 320 points above 100 level, at least 240 points above 200 level, and at least 140 points above 300 level.

72. Candidates must complete the requirements of the major, Law, as specified in section 7 of the LLB regulations.

Bachelor of Laws with Honours (LLB(Hons)) component

73. Candidates must gain 440 points at 100, 200, 300, 400 and 500 levels, including at least 380 points above 100 level, at least 300 points above 200 level, and at least 200 points above 300 level.

74. Candidates must complete the requirements of the major, Law, as specified in section 9 of the LLB(Hons) regulations.

75. The Degree may be awarded with a level of Honours, as specified in sections 13-16 of the LLB(Hons) regulations.

Bachelor of Management Studies (BMS) component

76. Candidates must gain 360 points at 100, 200, 300 and 400 levels, including at least 270 points above 100 level, 150 points above 200 level and 60 points above 300 level.

77. Candidates must complete the compulsory papers prescribed in the appendix to the BMS regulations.

78. Candidates must demonstrate competency in computing, writing and employment skills, as prescribed in the Waikato Management School Student Handbook.

79. Candidates must complete the requirements of a major, as specified in sections 8 and 9 of the BMS regulations.

80. Candidates must complete any Assurance of Learning requirements as prescribed in the Waikato Management School Student Handbook.

81. Candidates may complete a second major in any undergraduate major, as specified in sections 10 and 11 of the BMS regulations.

82. Candidates may take up to 90 points from outside the field of the Degree.

83. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.

84. The field of the Degree is as specified in section 13 of the BMS regulations.

Bachelor of Management Studies with Honours (BMS(Hons)) component

85. Candidates must gain 360 points at 100, 200, 300, 400 and 500 levels, including at least 270 points above 100 level, 150 points above 200 level and 90 points at 500 level.

86. Candidates must complete the compulsory papers prescribed in the appendix to the BMS(Hons) regulations.

87. Candidates must demonstrate competency in computing, writing and employment skills, as prescribed in the Waikato Management School Student Handbook.

88. Candidates must complete the requirements of a major, as specified in sections 9 and 10 of the BMS(Hons) regulations

89. Candidates must gain 90 points at 500 level in one or two of the subjects listed as majors for the Degree in section 9 of the BMS(Hons) regulations, including at least 30 points at 500 level in any of the candidate’s BMS major(s).

90. Candidates must complete any Assurance of Learning requirements as prescribed in the Waikato Management School Student Handbook.

91. Candidates may complete a second major in any undergraduate major, as specified in sections 11 and 12 of the BMS(Hons) regulations.

92. Candidates may take up to 90 points from outside the field of the Degree.
93. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.
94. The field of the Degree is as specified in section 16 of the BMS(Hons) regulations.
95. The Degree may be awarded with a level of Honours, as specified in sections 16-18 of the BMS(Hons) regulations.

Bachelor of Māori and Pacific Development (BMPD) component

96. Candidates must gain 270 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 60 points above 200 level.
97. Candidates must complete the requirements of a major, as specified in sections 6 and 7 of the BMPD regulations.
98. Candidates must complete the requirements of a supporting subject, as specified in section 8 of the BMPD regulations.
99. Candidates must gain at least 35 points from the core Māori and Pacific Development papers, at least 15 points in Te Reo Māori and at least 15 points in Tikanga Māori.
100. Candidates may complete a second major in any undergraduate major, as specified in sections 10 and 11 of the BMPD regulations.
101. Candidates may take up to 60 points from outside the field of the Degree.
102. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.
103. The field of the Degree is as specified in section 14 of the BMPD regulations.

Bachelor of Media and Creative Technologies (BMCT) component

104. Candidates must gain 270 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 60 points above 200 level.
105. Candidates must complete the requirements of a major, as specified in sections 7 and 8 of the BMCT regulations.
106. Candidates must complete the requirements of a supporting subject, as specified in section 9 of the BMCT regulations.
107. Candidates may complete a second major in any undergraduate major, as specified in sections 10 and 11 of the BMCT regulations.
108. Candidates may take up to 60 points from outside the field of the Degree.
109. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.
110. The field of the Degree is as specified in section 14 of the BMCT regulations.

Bachelor of Music (BMus) component

111. Candidates must gain 270 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 60 points above 200 level.
112. Candidates must complete at least three streams of Music, as specified in section 7 of the BMus regulations.

Bachelor of Science (BSc) component

113. Candidates must gain 270 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 60 points above 200 level.
114. Candidates must complete the requirements of a major, as specified in sections 6 and 7 of the BSc regulations.
115. Candidates must gain at least 75 points at 100 level across at least three of the majors listed in section 6 of the BSc regulations.
116. Candidates may complete a second major in any undergraduate major, as specified in sections 10 and 11 of the BSc regulations.
117. Candidates may take up to 60 points from outside the field of the Degree.
118. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.
119. The field of the Degree is as specified in the appendix to the BSc regulations.

Bachelor of Science (Technology) (BSc(Tech)) component

120. Candidates must gain 360 points at 100, 200, 300 and 400 levels, including at least 270 points above 100 level and 120 points above 200 level.

Candidates must complete the requirements of a major, as specified in sections 6 and 7 of the BSc(Tech)

121. regulations.
122. Candidates must gain at least 75 points at 100 level across at least three of the majors listed in section 6 of the BSc(Tech) regulations.
123. Candidates must gain at least 35 points in Management, as prescribed in the Faculty of Science and Engineering Undergraduate Handbook.
124. Candidates must gain 80 points above 100 level, including 60 points above 200 level, in placement papers which comprise 12 months' project work in industry or an applied field, as specified in section 11 of the BSc(Tech) regulations.
125. Candidates may complete a second major in any undergraduate major, as specified in sections 12 and 13 of the BSc(Tech) regulations.
126. Candidates may take up to 60 points from outside the field of the Degree.
127. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.
128. The field of the Degree is as specified in the appendix to the BSc(Tech) regulations.

Bachelor of Social Sciences (BSocSc) component

129. Candidates must gain 270 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 60 points above 200 level.
130. Candidates must complete the requirements of a major, as specified in sections 6 and 7 of the BSocSc regulations.
131. Candidates must complete the requirements of a supporting subject, as specified in section 8 of the BSocSc regulations.
132. Candidates must include at least 35 points from the methodology papers listed in the appendix to the BSocSc regulations.
133. Candidates may complete a second major in any undergraduate major, as specified in sections 10 and 11 of the BSocSc regulations.
134. Candidates may take up to 60 points from outside the field of the Degree.
135. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.
136. The field of the Degree is as specified in section 14 of the BSocSc regulations.

Bachelor of Sport and Leisure Studies (BSpLS) component

137. Candidates must gain 270 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 60 points above 200 level.
138. Candidates must complete the compulsory papers prescribed in the appendix to the BSpLS regulations.
139. Candidates must complete the requirements of the major, Sport and Leisure Studies, as specified in sections 7 and 8 of the BSpLS regulations.
140. Candidates may complete a second major in any undergraduate major, as specified in sections 10 and 11 of the BSpLS regulations.
141. Candidates may take up to 60 points from outside the field of the Degree.
142. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.
143. The field of the Degree is as specified in section 13 of the BSpLS regulations.

Bachelor of Teaching (BTchg) component

144. Candidates must gain 270 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 60 points above 200 level.
145. Candidates must complete the requirements of the major, Professional Education, as specified in sections 7 and 8 of the BTchg regulations.
146. Candidates enrolled in a conjoint BTchg/BMPD may complete the requirements of the Māori Education supporting subject.
147. Candidates may not enrol in specific papers until they have passed certain programme requirements, as outlined in the Faculty of Education Teacher Education Handbook.

Bachelor of Tourism (BTour) component

148. Candidates must gain 270 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 60 points above 200 level.

149. Candidates must complete the compulsory papers prescribed in the appendix to the BTour regulations.
150. Candidates enrolled in the Waikato Management School must demonstrate competency in writing and employment skills, as prescribed in the Waikato Management School Student Handbook.
151. Candidates must complete the requirements of a field and a major, as specified in sections 8-10 of the BTour regulations.
152. Candidates may complete a second major in any undergraduate major, as specified in sections 12 and 13 of the BTour regulations.
153. Candidates may take up to 60 points from outside the field of the Degree.
154. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.
155. The field of the Degree is as specified in section 16 of the BTour regulations.

Variations

156. The Deans or delegated authorities may vary or waive these regulations in individual cases.
157. Candidates undertaking a BTchg conjoint programme may include in the degree which is taken in partnership with the BTchg degree 80 points from outside the field of that degree in order to meet the requirements for Teaching Subject Studies.

Notes:

1. *The range of degrees that may be taken in partnership with the BE or BE(Hons) without additional papers being required may be limited.*
2. *Not all conjoint combinations will be available in 2015.*

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Regulations for the Degree of Bachelor of Arts with Honours (BA(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Arts of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Faculty of Arts and Social Sciences or the School of Māori and Pacific Development and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers:
   (a) *Faculty of Arts and Social Sciences subjects*
   Anthropology

Chinese
Education Studies
English
French
Geography
German
History
Japanese
Mathematics
Music
Philosophy
Political Science
Psychology
Screen and Media Studies
Theatre Studies

(b) *School of Māori and Pacific Development subjects*

Māori Cultural Studies/Tikanga Māori
Māori Language/Te Reo Māori
Māori Media and Communication

8. Candidates enrolled in the Faculty of Arts and Social Sciences must include at least 30 points in research, as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

12. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division), or
    (d) Third Class Honours.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

14. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Business Analysis with Honours - Financial (BBA(Hons)(Fin))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Business Analysis - Financial of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol with the Waikato Management School and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescibed in the relevant subject entry in the Waikato Management School Student Handbook:
   Subjects

Accounting
Economics
Finance

8. Candidates may take up to 30 points from outside the field of the Degree.
9. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
10. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
11. Candidates must complete any Assurance of Learning requirements as prescribed in the Waikato Management School Student Handbook.

Award of Honours

12. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division), or
    (d) Third Class Honours.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

14. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Communication Studies with Honours (BCS(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Communication Studies of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the Waikato Management School Student Handbook:
   Subjects

Management Communication
Marketing
Public Relations

8. Candidates must include at least 30 points in research, as prescribed in the Waikato Management School Student Handbook.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
12. Candidates must complete any Assurance of Learning requirements as prescribed in the Waikato Management School Student Handbook.

Award of Honours

13. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division), or
    (d) Third Class Honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

15. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Computer Graphic Design with Honours (BCGD(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Computer Graphic Design awarded by the University of Waikato, or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Faculty of Computing and Mathematical Sciences and follow an approved programme of study.
6. Candidates must complete a specified programme as prescribed in the Computer Graphic Design entry in the Faculty of Computing and Mathematical Sciences Handbook, and must pass all papers on the first attempt.

Award of Honours

7. In accordance with criteria approved for this purpose by the Academic Board, the Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division), or
   (d) Third Class Honours.

Variations

8. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates who have gained 360 points towards the degree of Bachelor of Computing and Mathematical Sciences, including 120 points above 200 level and all 100, 200, and 300 level compulsory papers prescribed for that degree, are eligible to be considered for admission to the degree of Bachelor of Computing and Mathematical Sciences with Honours. Admission is subject to the approval of the Dean of the Faculty of Computing and Mathematical Sciences.
3. Candidates who have been awarded the degree of Bachelor of Computing and Mathematical Sciences will not be admitted to this degree.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is four years.
5. Candidates must enrol in the Faculty of Computing and Mathematical Sciences and follow an approved programme of study.
6. Candidates must gain 480 points at 100, 200, 300, 400, and 500 levels, including at least 360 points above 100 level, 240 points above 200 level and 120 points at 500 level.
7. Candidates must complete the requirements of a major.

Majors

Computer Science
Mathematics

8. To complete the requirements of a major, candidates must gain 180 points above 100 level in that major, including 120 points above 200 level and 60 points at 500 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
9. Candidates must include either COMP520 Report of an Investigation (45 points) or MATH520 Report of an Investigation (45 points).
10. Candidates must also gain at least 50 points from the other subjects within the field of the Degree, with at least 20 points above 100 level, and at least 50 points from a Faculty or School of Studies other than the Faculty of Computing and Mathematical Sciences, with at least 20 points above 100 level.
11. Candidates may complete a second major in any undergraduate major.
12. To complete the requirements of a second major, candidates must gain 180 points above 100 level in that major, including 120 points above 200 level and 60 points at 500 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
13. Candidates may take up to 185 points from outside of the field of the Degree.
14. The field of the Degree comprises all of the majors listed in section 7 of these regulations as well as Statistics.

Award of Honours

15. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division).
16. If awarded, the level of honours will be determined on the basis of candidates' grades in 500 level papers.
17. In order to be eligible for consideration for the award of honours, the 500 level papers must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding two calendar years, from the date of first admission to the honours programme.
18. Candidates who do not meet the standard required for the award of honours may, on the recommendation of the Faculty of Computing and Mathematical Sciences Board of Examiners, be awarded the degree of Bachelor of Computing and Mathematical Sciences.

Variations

19. The Dean or delegated authority may permit more than 185 points to be taken from outside of the field of the Degree in individual cases.
20. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Electronic Commerce with Honours (BECom(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Electronic Commerce of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol with the Waikato Management School and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the Electronic Commerce entry in the Waikato Management School Student Handbook, including any compulsory papers.
8. Candidates may take up to 30 points from outside the field of the Degree.
9. The field of the Degree comprises the papers prescribed for the Degree in the Electronic Commerce entry in the

Waikato Management School Student Handbook.

10. Candidates must complete any Assurance of Learning requirements as prescribed in the Waikato Management School Student Handbook.

Award of Honours

11. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division), or
    (d) Third Class Honours.
12. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

13. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Engineering with Honours (BE(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is four years.
4. Candidates must enrol in the Faculty of Computing and Mathematical Sciences or the Faculty of Science and Engineering and follow an approved programme of study.
5. Candidates must gain at least 480 points at 100, 200, 300, and 400 level, with a maximum of 120 points at 100 level and including ENGG492 Honours Research and Management Project (60 points).
6. Candidates must complete the requirements of a specified programme.
   (a) *Faculty of Computing and Mathematical Sciences specified programme*
   Engineering Science[1]
   Software Engineering
   (b) *Faculty of Science and Engineering specified programmes*
   Chemical and Biological Engineering
   Electronic Engineering
   Materials and Process Engineering
   Mechanical Engineering

7. To complete the requirements of a specified programme, candidates must pass the papers prescribed for that programme in the relevant subject entry in the University of Waikato Catalogue of Papers.
8. Candidates must also satisfy the Dean of Computing and Mathematical Sciences and the Dean of Science and Engineering that they have completed a minimum of 800 hours of industrial experience relevant to their specified programme.

Award of Honours

9. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division).
   (d) No Honours
10. If awarded, the level of honours will be determined on the basis of the candidates' grades in the papers in Year 3 and 4 of the Engineering programme.

Variations

11. Candidates who have completed the requirements for the award of the Bachelor of Science, New Zealand Certificate of Engineering (NZCE), National Diploma in Engineering (NDE), or equivalent qualification, prior to enrolment for the degree of Bachelor of Engineering (Honours) may apply to the Dean of the Faculty of Computing and Mathematical Sciences and the Dean of the Faculty of Science and Engineering for exemption of up to 240 points at 100 and 200 levels towards the Bachelor of Engineering (Honours).
12. The Dean or delegated authority may vary or waive these regulations in individual cases.

Note:

1. *There will be no new intake into this programme in 2015.*

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Regulations for the Degree of Bachelor of Laws with Honours (LLB(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates who have completed Law Year 1 and Law Year 2, as listed in sections 7.1 and 7.2 of the regulations for the degree of Bachelor of Laws, are eligible to be considered for admission to the degree of Bachelor of Laws with Honours.
3. Candidates who have been awarded the degree of Bachelor of Laws will not be admitted to this degree.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is four years.
5. Candidates must enrol in the Faculty of Law and follow an approved programme of study.
6. Candidates must gain 540 points at 100, 200, 300, 400, and 500 levels, including at least 420 points above 100 level, at least 300 points above 200 level, and at least 200 points above 300 level. Candidates may take a single major in Law or a first major in Law and a second major in a subject from another Faculty or School of Studies.
7. Candidates must complete Law Year 5 within two years of the commencement of Law Year 4.
8. Candidates may not present a thesis or dissertation for the Degree without approval from the Dean of Law or delegated authority.

LLB(Hons) with a Single Major in Law

9. To complete the requirements of the LLB (Hons) with a single major in Law, candidates must pass the following papers:

9.1 Law Year 1
(a) LAWS103 Legal Method (20 points)
LAWS106 Legal Systems and Societies (20 points)
LAWS107 Constitutional Law (20 points), and
(b) 60 points at 100 level in subjects other than Law, including 30 points at 100 level in a single subject from outside the Faculty of Law.

9.2 Law Year 2
(a) LAWS203 Jurisprudence (20 points)
LAWS204 Contracts (20 points)
LAWS206 Administrative Law (20 points)
LAWS207 Torts (20 points), and
(b) 40 points above 100 level in a subject from outside the Faculty of Law.

9.3 Law Year 3
(a) LAWS301 Crimes (20 points)
LAWS305 Corporate Entities (20 points) or LAWS426 Commercial Transactions (20 points)
LAWS306 Dispute Resolution (20 points)
LAWS307 Land Law (20 points)
LAWS308 Equity and Succession (20 points), and
(b) 20 points at 400 level in Law.

9.4 Law Year 4
120 points at 400 level in Law.

9.5 Law Year 5
60 points at 500 level in Law.

10. To satisfy the New Zealand Council of Legal Education requirements, students wishing to proceed to a professionals programme and admission as a Barrister and Solicitor must complete a 400 level paper in Legal Ethics (10 points) as one of their 400 level Law papers.

LLB(Hons) with a First Major in Law and a Second Major in a Subject from Another Faculty or School of Studies

11. To complete the requirements of the LLB(Hons) with a First Major in Law and a Second Major in a Subject from Another Faculty or School of Studies, candidates must pass the following papers:

11.1 Law Year 1
LAWS103 Legal Method (20 points)
LAWS106 Legal Systems and Societies (20 points)
LAWS107 Constitutional Law (20 points), and

11.2 Law Year 2
LAWS203 Jurisprudence (20 points)
LAWS204 Contracts (20 points)
LAWS206 Administrative Law (20 points)
LAWS207 Torts (20 points), and

11.3 Law Year 3
(a) LAWS301 Crimes (20 points)
LAWS305 Corporate Entities (20 points) or LAWS426 Commercial Transactions (20 points)
LAWS306 Dispute Resolution (20 points)
LAWS307 Land Law (20 points)
LAWS308 Equity and Succession (20 points), and
(b) 20 points at 400 level in Law.

11.4 Law Year 4
100 points at 400 level in Law.

11.5 Law Year 5
60 points at 500 level in Law.

12. Candidates must also pass the requirements of an approved major from another Faculty or School of Studies, as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.

Award of Honours

13. The Degree may be awarded with
(a) First Class Honours, or

(b) Second Class Honours (first division), or
(c) Second Class Honours (second division).

14. If awarded, the level of honours will be determined on the basis of candidates' grades in Law Year 3, Law Year 4, and Law Year 5. Candidates' performance in Law Year 1 and Law Year 2 may be taken into account where additional clarification is required.
15. Candidates who do not meet the standard required for the award of honours may, on the recommendation of the Faculty of Law Board of Examiners, be awarded the degree of Bachelor of Laws.
16. Candidates who fail to display a sufficient aptitude in any of the Law Year 5 papers may, on the recommendation of the Faculty of Law Board of Examiners, have their eligibility for honours terminated or be awarded the degree of Bachelor of Laws.

Variations

17. Candidates who have completed the requirements for the award of a bachelors degree prior to enrolment for the degree of Bachelor of Laws may apply to the Dean of the Faculty of Law for exemption from the non-Law component of the Bachelor of Laws degree as set out in sections 7.1(b) and 7.2(b) of the regulations for the degree of Bachelor of Laws. Such candidates may take Law Year 1 and Law Year 2 concurrently.
18. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Management Studies with Honours (BMS(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates who have gained 360 points towards the degree of Bachelor of Management Studies, including all the compulsory papers at 100, 200, and 300 level prescribed for that degree, are eligible to be considered for admission to the degree of Bachelor of Management Studies with Honours. Admission is subject to the approval of the Dean of the Waikato Management School.
3. Candidates who have been awarded the degree of Bachelor of Management Studies will not be admitted to this degree.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is four years.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6. Candidates must gain 480 points at 100, 200, 300, 400, and 500 levels, including at least 360 points above 100 level, 200 points above 200 level, and 120 points at 500 level.
7. Candidates must complete the compulsory papers prescribed in the appendix to these regulations.
8. Candidates must demonstrate competency in computing, writing and employment skills as prescribed in the Waikato Management School Student Handbook.
9. Candidates must complete the requirements of a major.

Majors

Accounting

Agribusiness
Economics
Electronic Business
Finance
Hospitality Management
Human Resource Management
International Management
Management Communication
Marketing
Public Relations
Strategic Management
Supply Chain Management
Tourism Management

10. To complete the requirements of a major within the Waikato Management School, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level of which at least 30 points must be at 500 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the Waikato Management School Student Handbook.
11. Candidates may complete a second major in any undergraduate major[1].
12. To complete the requirements of a second major from outside the Waikato Management School, candidates must satisfy the requirements prescribed for that major in the University of Waikato Catalogue of Papers.
13. Candidates may take up to 120 points from outside the field of the Degree.
14. The field of the Degree comprises all of the majors listed in section 9 of these regulations as well as the papers listed in the appendix to these regulations.
15. Candidates must complete any Assurance of Learning requirements as prescribed in the Waikato Management School Student Handbook.

Award of Honours

16. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division).
17. If awarded, the level of honours will be determined on the basis of candidates' grades in 500 level papers.
18. Candidates who do not meet the standard required for the award of honours may, on the recommendation of the Waikato Management School Board of Examiners, be awarded the degree of Bachelor of Management Studies.

Variations

19. The Dean or delegated authority may vary or waive these regulations in individual cases.

Note:

1. *Students who complete two majors may count xxxx599 Report of an Investigation or MNGT596 Management Internship: from Theory to Practice towards a Waikato Management School major, provided it is relevant to that major and at least 30 additional points at 500 level is taken from papers in that subject.*

Appendix

Compulsory Papers

ACCT101 Accounting for Management (15 points)
ECON100 Business Economics and the New Zealand Economy (15 points)
ECON200 Macroeconomics and the Global Economy (20 points)
FINA201 Finance (20 points)
HRMG241 Organisational Behaviour (20 points)
MCOM200 Management Communication (20 points)
MKTG151 Introduction to Marketing (15 points)
MNGT221 Business Law, Ethics, Sustainability and the Treaty of Waitangi (20 points)
MSYS111 E-Business and Supply Chain Management (15 points)

STAT160 Management Statistics (15 points)
STMG191 Introduction to Management (15 points)
STMG391 Strategic Management (20 points)
and one of
xxxx599 Report of an Investigation (30 points)
MNGT596 Management Internship: from Theory to Practice (30 points)

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Calendar

Search

Menu

Home

About

Study at Waikato

Student Experience

Research & Expertise

News & Events

Get in Touch

Section Contents

Regulations for the Degree of Bachelor of Media and Creative Technologies with Honours (BMCT(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Media and Creative Technologies of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Faculty of Arts and Social Sciences or the School of Māori and Pacific Development and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the compulsory papers prescribed in the appendix to these regulations.
8. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers

prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers:

(a) *Faculty of Arts and Social Sciences subjects*
Creative Practices
Creative Technologies
Screen and Media Studies

(b) *School of Māori and Pacific Development subjects*
Māori Media and Communication

9. Candidates must include at least 30 points in research, as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.
10. Candidates may take up to 30 points from outside the field of the Degree.
11. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
12. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

13. The Degree may be awarded with
(a) First Class Honours, or
(b) Second Class Honours (first division), or
(c) Second Class Honours (second division), or
(d) Third Class Honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree.

Variations

15. The Dean or delegated authority may vary or waive these regulations in individual cases.

Appendix

Compulsory Papers

CRPC591 Creative Research Project (30 points) and,
CRPC502 Theory in Action (30 points) or,
SMST501 Researching the Media (30 points)

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Regulations for the Degree of Bachelor of Music with Honours (BMus(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Music of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in Music at levels considered appropriate by the Academic Board, and
   (c) in the case of Performance candidates, passed an audition.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the Music entry in the University of Waikato Catalogue of Papers, including any compulsory papers, with an emphasis on either Composition or Performance.
8. Candidates must include at least 30 points in research, as prescribed in the Music entry in the University of Waikato Catalogue of Papers.

9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the Music entry in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

12. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division), or
    (d) Third Class Honours.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

14. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Science with Honours (BSc(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Science or Bachelor of Science (Technology) of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and, normally, have completed the requirements in the minimum time for completion of that degree, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding two calendar years, from the date of first enrolment in the Degree.
5. Candidates must enrol in the Faculty of Computing and Mathematical Sciences or the Faculty of Science and Engineering and follow an approved programme of study.[1]
6. Candidates must gain 120 points at 500 level or above.
   Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers

7. prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers:
   (a) *Faculty of Computing and Mathematical Sciences subjects*
   Computer Science
   Mathematics
   Statistics
   (b) *Faculty of Science and Engineering subjects*
   Biological Sciences
   Chemistry
   Earth Sciences
   Materials and Processing
   Physics
   Psychology
8. Candidates must include at least 30 points in research, as prescribed in the relevant subject entry in the Catalogue of Papers.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. Where a candidate fails a paper, he or she will not be permitted to repeat the paper or take an alternative paper. A candidate who fails a paper will not be permitted to proceed with the Degree.

Award of Honours

12. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division), or
   (d) Third Class Honours.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

14. The Dean or delegated authority may vary or waive these regulations in individual cases.

Note:

1. Admission to the BSc(Hons) in the subjects offered by the Faculty of Science and Engineering is by invitation only from the Chairperson of the relevant department. Students interested in undertaking the BSc(Hons) in the Faculty of Science and Engineering should consult the Faculty of Science and Engineering Graduate Handbook for more information, and then the relevant Chairperson of Department.

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Regulations for the Degree of Bachelor of Social Sciences with Honours (BSocSc(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Social Sciences of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers:

   Subjects

   Anthropology
   Demography

Economics
Education Studies
Geography
Health Development and Policy
History
Human Development
Labour Studies
Māori Cultural Studies/Tikanga Māori
Philosophy
Political Science
Psychology
Public Policy
Resources and Environmental Planning
Social Policy
Sociology
Women's and Gender Studies

8. Candidates must include at least 30 points in research, as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

12. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division), or
    (d) Third Class Honours.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

14. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Search

Menu

Home

About

Study at Waikato

Student Experience

Research & Expertise

News & Events

Get in Touch

Section Contents

Regulations for the Degree of Bachelor of Sport and Leisure Studies with Honours (BSpLS(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Sport and Leisure Studies of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Faculty of Education and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the Sport and Leisure Studies entry in the University of Waikato Catalogue of Papers, including any compulsory papers.
8. Candidates may take up to 30 points from outside the field of the Degree.
9. The field of the Degree comprises the papers prescribed for the Degree in the Sport and Leisure Studies entry in the University of Waikato Catalogue of Papers.

10. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

11. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division), or
    (d) Third Class Honours.
12. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

13. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Search

Menu

Home

About

Study at Waikato

Student Experience

Research & Expertise

News & Events

Get in Touch

Section Contents

Regulations for the Degree of Bachelor of Teaching with Honours (BTchg(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Teaching of the University of Waikato, or
   (b) completed the requirements of a qualification considered by the Academic Board to be equivalent.[1]
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Faculty of Education and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the Teaching entry in the University of Waikato Catalogue of Papers, including any compulsory papers.
8. Candidates may take up to 30 points from outside the field of the Degree.
9. The field of the Degree comprises the papers prescribed for the Degree in the Teaching entry in the University of Waikato Catalogue of Papers.
   If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or

10. papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

11. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division), or
    (d) Third Class Honours.
12. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

13. The Dean or delegated authority may vary or waive these regulations in individual cases.

Note:

1. For the purpose of section 2(b) of these regulations, the Academic Board normally requires that the candidate shall
    i) have completed, at a satisfactory level of achievement, an appropriate teaching qualification, and
    ii) have completed the equivalent of three years of full-time study and have passed the equivalent of 360 points, including 80 points at 300 level.

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Regulations for the Degree of Bachelor of Tourism with Honours (BTour(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the degree must have
   (a) qualified for the award of the degree of Bachelor of Tourism of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Faculty of Arts and Social Sciences or the Waikato Management School and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers or the Waikato Management School Student Handbook:
   (a) *Faculty of Arts and Social Sciences subject*

Tourism Development

(b) *Waikato Management School subject*

Tourism and Hospitality Management

8. Candidates may take up to 30 points from outside the field of the Degree.
9. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
10. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
11. Candidates enrolled in the Waikato Management School must submit a Portfolio of Achievement as prescribed in the Waikato Management School Student Handbook.

Award of Honours

12. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division), or
    (d) Third Class Honours.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

14. The Dean or delegated authority may vary or waive these regulations in individual cases

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Regulations for the Degree of Master of Applied Psychology (MAppPsy)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Social Sciences of the University of Waikato with a major in Psychology or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in Psychology at levels considered appropriate by the Academic Board, and
   (c) satisfactorily completed 20 points at 300 level in Behaviour Analysis, Community Psychology, Organisational Psychology or equivalent. Candidates who have not met this requirement may be enrolled in the Bachelor of Social Sciences with Honours in Psychology in the first instance, with the possibility of transferring to the Master of Applied Psychology under the provisions of section 11 of these regulations.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is two years, or, in the case of candidates for whom an exemption from up to 120 points has been approved under the provisions of section 11 of these regulations, one year. The requirements of the Degree must be completed within eight consecutive years of first enrolling for the Degree, or, in the case of candidates for whom an exemption from up to 120 points has been

approved under the provisions of section 11 of these regulations, a lesser time may be required.

5. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
6. Candidates must gain 240 points at 500 level or above, including any compulsory papers prescribed in the Psychology entry in the University of Waikato Catalogue of Papers, in one of the following specified programmes:

Specified programmes

Behaviour Analysis
Community Psychology
Organisational Psychology

7. Candidates must include
   (a) a dissertation equivalent to 60 points, or
   (b) a thesis equivalent to 90 points, or
   (c) a thesis equivalent to 120 points.
8. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

9. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

10. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division).
11. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 240 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

12. Candidates who have completed the degree of Bachelor of Social Sciences with Honours of the University of Waikato in Psychology or for a qualification considered by the Academic Board to be equivalent, may be exempted from up to 120 points for the Degree, provided that their overall graduate programme of study conforms with the requirements of the specified programme prescribed for the Degree.
13. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Arts (MA)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Arts of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of the degree of Bachelor of Arts with Honours of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
   (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations in one calendar year or one and a half academic years. The normal minimum period of enrolment for candidates admitted under section 2(b) of these regulations is one academic year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Faculty of Arts and Social Sciences or the School of Māori and Pacific Development and follow an approved programme of study.
6. Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level or above.

Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level or above.

Candidates admitted under section 2(a) of these regulations must gain at least 60 points from one of the following subjects, including an approved research methods paper and any compulsory papers prescribed in the relevant

7. subject entry in the University of Waikato Catalogue of Papers. Candidates admitted under section 2(b) of these regulations must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers:
   (a) *Faculty of Arts and Social Sciences subjects*
      Anthropology
      Chinese
      Education Studies
      English
      French
      Geography
      German
      History
      International Relations and Security Studies[1]
      Japanese
      Mathematics
      Music
      Philosophy
      Political Science
      Psychology[2]
      Screen and Media Studies
      Theatre Studies
   (b) *School of Māori and Pacific Development subjects*
      Māori Cultural Studies/Tikanga Māori
      Māori Language/Te Reo Māori
      Māori Media and Communication
8. Candidates must include
   (a) a dissertation equivalent to 60 points, or
   (b) a thesis equivalent to 90 points, or
   (c) a thesis equivalent to 120 points.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.

If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or

11. papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

The University will appoint two examiners for the candidate's thesis; one examiner external to the University and

12. active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division),

   or without honours.

14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.

Variations

15. The Dean or delegated authority may vary or waive these regulations in individual cases.

Note:

1. Students who wish to present International Relations and Security Studies for the Degree are normally required to

have completed the Postgraduate Diploma in International Relations and Security Studies.

2. *Psychology will not be available to candidates admitted under section 2(a) of these regulations.*

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Regulations for the Degree of Master of Arts (Applied) (MA(Applied))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of a university degree or a qualification considered by the Academic Board to be equivalent, and
   (b) normally, qualified for the award of the Postgraduate Diploma in Second Language Teaching of the University of Waikato or for a qualification considered by the Academic Board to be equivalent.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the Applied Linguistics entry in the University of Waikato Catalogue of Papers, including any compulsory papers.
8. Candidates may include
   (a) a dissertation equivalent to 30 points, or

(b) a dissertation equivalent to 60 points, or
(c) a thesis equivalent to 90 points.

9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the Applied Linguistics entry in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
(a) First Class Honours, or
(b) Second Class Honours (first division), or
(c) Second Class Honours (second division),
or without honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.
15. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than three years from the date of first enrolment in the Degree.

Variations

16. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Calendar

Search

Menu

Home

About

Study at Waikato

Student Experience

Research & Expertise

News & Events

Get in Touch

Section Contents

Regulations for the Degree of Master of Business Administration (MBA)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   - (a) qualified for the award of a bachelors degree of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, or
   - (b) demonstrated to the Academic Board that they have adequate training, experience and ability to proceed with the MBA, or
   - (c) qualified for the award of the degree of Bachelor of Management Studies with Honours of the University of Waikato with at least Second Class Honours (first division) or for a qualification considered by the Academic Board to be equivalent, or
   - (d) qualified for the award of the Postgraduate Diploma in Management Studies with an average grade of at least B+, or for a qualification considered by the Academic Board to be equivalent,

   and
   - (e) produced sufficient evidence to satisfy the Academic Board of adequate training and experience in the field of management or administration, and
   - (f) be accepted by the Dean of the Waikato Management School, who will consult with the Director of the MBA Programme as appropriate, and
   - (g) be subject to the completion of any qualifying papers or additional work as may be required by the Academic Board, either prior to admission or concurrently.

Requirements for the Degree

3. Candidates admitted under sections 2(a) or 2(b) of these regulations must gain 240 points at 500 level as prescribed for Part One and Part Two of the MBA programme in the Corporate and Executive Education entry in the University of Waikato Catalogue of Papers, and attend three co-curricular workshops and an exit residency at the end of Part One and the end of Part Two of the programme.
4. Candidates admitted under section 2(c) or 2(d)of these regulations must gain 120 points at 500 level as prescribed for Part Two of the MBA programme in the Corporate and Executive Education entry in the University of Waikato Catalogue of Papers, and attend three co-curricular workshops and an exit residency at the end of Part Two of the programme.
5. Candidates must complete any Assurance of Learning requirements as prescribed in the Waikato Management School Student Handbook.
6. Candidates admitted under sections 2(a) or 2(b) of these regulations must normally pass all of the papers prescribed for Part One with an average grade of at least B+ in order to be eligible to enrol in Part Two.[1]
7. If a candidate fails a paper, he or she may be required to undertake additional assessment to improve the grade to a pass on one occasion only. A candidate who fails more than once will not be permitted to proceed with the Degree.

Award of Honours

8. The Degree may be awarded with Distinction.
9. Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree, including any failed paper.

Variations

10. The Dean or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *Candidates who are ineligible to enrol in Part Two may be eligible to graduate with a Postgraduate Diploma in Management Studies.*
2. *Prospective candidates should consult the Director of the MBA programme well before the commencement of the Degree programme to ensure that they have fulfilled the requirements for admission. The Director will set deadlines and entry test requirements as required.*

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Regulations for the Degree of Master of Business and Management (MBM)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   - (a) qualified for the award of a bachelors degree of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
   - (b) be accepted by the Dean of the Waikato Management School, who will consult with the Director of the MBM Programme as appropriate, and
   - (c) be subject to the completion of any qualifying papers or additional work as may be required by the Academic Board, either prior to admission or concurrently.

Requirements for the Degree

3. Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level as prescribed for the MBM programme in the Corporate and Executive Education entry in the University of Waikato Catalogue of Papers.
4. Candidates must complete any Assurance of Learning requirements as prescribed in the Waikato Management School Student Handbook.
5. If a candidate fails a paper, he or she may be required to undertake additional assessment to improve the grade to a pass on one occasion only. A candidate who fails more than once will not be permitted to proceed with the Degree.

Award of Honours

6. The Degree may be awarded with Distinction.
7. Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree, including any failed paper.

Variations

8. The Dean or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *Prospective candidates should consult the Director of the MBM well before the commencement of the Degree programme to ensure that they have fulfilled the requirements for admission. The Director will set deadlines and entry test requirements as required.*

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Regulations for the Degree of Master of Business and Management Specialised (MBMS)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   - (a) qualified for the award of a bachelors degree of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
   - (b) be accepted by the Dean of the Waikato Management School, who will consult with the Director of the MBM Programme as appropriate, and
   - (c) be subject to the completion of any qualifying papers or additional work as may be required by the Academic Board, either prior to admission or concurrently.

Requirements for the Degree

3. Candidates must gain 240 points at 500 level as prescribed for the MBMS programme in the Corporate and Executive Education subject entry in the University of Waikato Catalogue of Papers.
4. Candidates must complete the requirements for the MBMS, including any compulsory papers, and for a Field of Study as listed in the Waikato Management School Student Handbook.

Fields

Accounting
Agribusiness
Finance

International Hospitality Management
International Management
Public Relations

5. Candidates must complete any Assurance of Learning requirements as prescribed in the Waikato Management School Student Handbook.
6. If a candidate fails a paper, he or she may be required to undertake additional assessment to improve the grade to a pass on one occasion only. A candidate who fails more than once will not be permitted to proceed with the Degree.

Award of Honours

7. The Degree may be awarded with Distinction.
8. Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree, including any failed paper.

Variations

9. The Dean or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *Prospective candidates should consult the Director of the MBMS well before the commencement of the Degree programme to ensure that they have fulfilled the requirements for admission. The Director will set deadlines and entry test requirements as required.*

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Calendar

Search

Menu

Home

About

Study at Waikato

Student Experience

Research & Expertise

News & Events

Get in Touch

Section Contents

Regulations for the Degree of Master of Clinical Animal Behaviour (MCAB)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Arts, or Bachelor of Social Sciences, or Bachelor of Science, or for the award of the degree of Bachelor of Arts with Honours, or Bachelor of Science with Honours awarded by the University of Waikato, with a major in a relevant subject or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in Psychology, or Biology, or another approved subject at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one calendar year or one and a half academic years. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
6. Candidates must gain 180 points at 500 level or above, including any compulsory papers prescribed in the Clinical Animal Behaviour entry in the University of Waikato Catalogue of Papers.

7. Candidates must include
   (a) a professional practice equivalent to 60 points, and
   (b) a dissertation equivalent to 60 points.
8. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.[1]

Award of Honours

9. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division), or without honours.
10. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.

Variations

11. The Dean or delegated authority may vary or waive these regulations in individual cases.

Notes

1. *Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Certificate or Postgraduate Diploma.*

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Calendar

Search

Menu

Home

About

Study at Waikato

Student Experience

Research & Expertise

News & Events

Get in Touch

Section Contents

Regulations for the Degree of Master of Computer Graphic Design (MCGD)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Computer Graphic Design awarded by the University of Waikato with a minimum average grade of B+, or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of the degree of Bachelor of Computer Graphic Design with Honours awarded by the University of Waikato, or for a qualification considered by the Academic Board to be equivalent, or
   (c) qualified for the award of the Postgraduate Diploma in Computer Graphic Design awarded by the University of Waikato, or for a qualification considered by the Academic Board to be equivalent,
   and
   (d) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of

enrolment for candidates admitted under sections 2(b) or 2(c) of these regulations is one academic year.

5. Candidates must enrol in the Faculty of Computing and Mathematical Sciences and follow an approved programme of study.
6. Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level. Candidates admitted under sections 2(b) or 2(c) of these regulations must gain 120 points at 500 level.
7. Candidates must complete a specified programme as prescribed in the Computer Graphic Design entry in the Faculty of Computing and Mathematical Sciences Student Handbook, and must pass all papers on the first attempt.
8. Candidates must include a dissertation or thesis in their programme of study.

Award of Honours

9. In accordance with criteria approved for this purpose by the Academic Board, the Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division),
   or without honours.

Variations

10. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Calendar

Search

Menu

Home

About

Study at Waikato

Student Experience

Research & Expertise

News & Events

Get in Touch

Section Contents

Regulations for the Degree of Master of Counselling (MCouns)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of a bachelors degree of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
   (b) provided evidence of at least two years' prior experience and/or professional preparation in counselling, and
   (c) been selected as a suitable person for the Counselling programme.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is two years.
5. Candidates must enrol in the Faculty of Education and follow an approved programme of study.
6. Candidates must gain 240 points at 500 level from the papers offered for the Degree, including any compulsory papers prescribed in the Counselling entry in the University of Waikato Catalogue of Papers.
7. The programme of study must comprise
   (a) 120 points from the compulsory papers for the Degree, including a practicum, and a thesis equivalent to 120 points, or
   120 points from the compulsory papers for the Degree, including a practicum, and a thesis equivalent to 90

(b) points and a further 30 points from the prescribed papers, or
(c) 120 points from the compulsory papers for the Degree, including a practicum, and a dissertation equivalent to 60 points and a further 60 points from the prescribed papers, or
(d) 240 points from the prescribed papers, including at least 120 points from the compulsory papers for the Degree and including the practicum.[1]

8. Candidates must arrange their own practicum placement in order to meet the requirements of section 7 of these regulations. The arrangements must be approved by the Coordinator of Counsellor Education.
9. Candidates must pass the practicum component to be eligible for the award of the Degree.
10. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
11. Where a candidate fails a paper, he or she may be permitted to repeat the paper or take an alternative paper on one occasion only. A candidate who fails more than one paper will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division),
    or without honours.
14. Candidates who fail a paper will not be eligible for the award of honours.

Variations

15. Candidates who have completed the Postgraduate Diploma in Counselling of the University of Waikato or a qualification considered by the Academic Board to be equivalent, will be exempted from 180 points for the Degree.
16. Candidates may, with approval, substitute 60 points from other subjects listed in the University of Waikato Catalogue of Papers in place of those prescribed for the Degree.
17. The Dean or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *Candidates who complete a Master of Counselling by coursework alone would not ordinarily be permitted to apply for admission directly to doctoral study.*
2. *The intake for this programme is limited. Intending candidates should make enquiries regarding application and selection procedures to the Coordinator of Counselling Education by 31 October at the latest in the year prior to that in which they intend studying.*

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Regulations for the Degree of Master of Cyber Security (MCS)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Science, or Bachelor of Science (Technology) of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of the degree of Bachelor of Computing and Mathematical Sciences, or the Bachelor of Engineering, or the Bachelor of Computing and Mathematical Sciences with Honours, or the Bachelor of Engineering with Honours, or the Bachelor of Science with Honours, or for the award of the Postgraduate Diploma of the University of Waikato in a relevant subject, or for a qualification considered by the Academic Board to be equivalent, and
   (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal period of enrolment for completion of the Degree for candidates admitted under section 2(b) of the regulations is one academic year.

5. Candidates must enrol in the Faculty of Computing and Mathematical Sciences and follow an approved programme of study.
6. Candidates admitted under 2(a) of these regulations must gain 180 points at 500 level or above. Candidates admitted under 2(b) of these regulations must gain 120 points at 500 level or above.
7. Candidates must complete the compulsory papers prescribed in the Computer Science entry in the University of Waikato Catalogue of Papers.
8. Candidates must include
   (a) a dissertation equivalent to 60 points, or
   (b) a thesis equivalent to 90 points
9. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

10. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

11. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division),
    or without honours.
12. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree, including any failed paper.

Variations

13. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Disability and Inclusion Studies (MDInS)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the Bachelor of Teaching or Bachelor of Social Sciences, or for the award of a bachelors degree and a teaching qualification, of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of a Postgraduate Diploma in Disability and Inclusion Studies, or for a qualification considered by the Academic Board to be equivalent, and
   (c) satisfied the prerequisites for postgraduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(b) of the regulations is one academic year.
5. Candidates must enrol in the Faculty of Education and follow an approved programme of study.

6. Candidates who are admitted under section 2(a) of these regulations must gain 180 points at 500 level.
   Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level.
7. Candidates must complete the papers prescribed for the Degree in the Disability and Inclusion Studies entry in the University of Waikato Catalogue of Papers, including an approved research methods paper and any compulsory papers.
8. Candidates must include
   (a) a thesis equivalent to 120 points, or
   (b) a thesis equivalent to 90 points or
   (c) a dissertation equivalent to 60 points, or
   (d) a directed study equivalent to 30 points
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the Disability and Inclusion Studies entry in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division),
   or without honours.
14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.
16. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

Variations

17. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Education (MEd)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of the Bachelor of Teaching or for the award of a bachelors degree and a teaching qualification, of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of the Bachelor of Teaching with Honours, or for the award of a bachelors degree with honours and a teaching qualification, or for the award of a Postgraduate Diploma in a subject relevant for the Master of Education, or for a qualification considered by the Academic Board to be equivalent, and
   (c) satisfied the prerequisites for postgraduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(b) of the regulations is one academic year.

5. Candidates must enrol in the Faculty of Education and follow an approved programme of study.
6. Candidates who are admitted under section 2(a) of these regulations must gain 180 points at 500 level. Candidates admitted under section 2(b) of these regulations must complete 120 points at 500 level.
7. Candidates must complete the papers prescribed for the Degree in the Education entry in the University of Waikato Catalogue of Papers, including an approved research methods paper and any compulsory papers.
8. Candidates must include
   (a) a thesis equivalent to 120 points, or
   (b) a thesis equivalent to 90 points or
   (c) a dissertation equivalent to 60 points or
   (d) a directed study equivalent to 30 points
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the Education entry in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division),
   or without honours.
14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.
16. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

Variations

17. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Educational Leadership (MEdLeadership)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of the Bachelor of Teaching, or for the award of a bachelors degree and a teaching qualification of the University of Waikato, or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of the degree of Bachelor of Teaching with Honours, or for the award of a bachelors degree with honours and a teaching qualification, or for the award of a Postgraduate Diploma in Educational Leadership, or for a qualification considered by the Academic Board to be equivalent, and
   (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(b) of the regulations is one academic year.

5. Candidates must enrol in the Faculty of Education and follow an approved programme of study.
6. Candidates who are admitted under section 2(a) of these regulations must gain 180 points at 500 level. Candidates admitted under section 2(b) of these regulations must gain a further 120 points at 500 level.
7. Candidates must complete the papers prescribed for the Degree in the Educational Leadership entry in the University of Waikato Catalogue of Papers, including an approved research methods paper and any compulsory papers.
8. Candidates must include
   (a) a thesis equivalent to 120 points, or
   (b) a thesis equivalent to 90 points, or
   (c) a dissertation equivalent to 60 points, or
   (d) a directed study equivalent to 30 points
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the Educational Leadership entry in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division),
   or without honours.
14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.
16. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

Variations

17. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Electronic Commerce (MECom)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Electronic Commerce of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of the degree of Bachelor of Electronic Commerce with Honours or for the award of a Postgraduate Diploma in a subject relevant for the Master of Electronic Commerce, or for a qualification considered by the Academic Board to be equivalent, and
      (i) have completed a paper in research methods, and
      (ii) have demonstrated their research and academic writing skills with the previous successful completion of a dissertation or significant research project at graduate level,
   and
   (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a)

4. of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(b) of the regulations is one year.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6. Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level.
7. Candidates must complete the papers prescribed for the Degree in the Electronics Commerce entry in the Waikato Management School Student Handbook, including any compulsory papers.
8. Candidates admitted under section 2(a) of these regulations must complete a paper in research methods, as listed in the Waikato Management School Student Handbook, and 30 points of research in the first 120 points taken for the Degree.
9. Candidates must include
   (a) a dissertation equivalent to 60 points, or
   (b) a thesis equivalent to 90 points, or
   (c) a thesis equivalent to 120 points
   in the last 120 points taken for the Degree.
10. Candidates admitted under section 2(a) of these regulations may take up to 60 points from outside the field of the Degree. Candidates admitted under section 2(b) of these regulations may take up to 30 points from outside the field of the Degree.
11. The field of the Degree comprises the papers prescribed for the Degree in the Electronic Commerce entry in the Waikato Management School Student Handbook.
12. Candidates must complete any Assurance of Learning requirements as prescribed in the Waikato Management School Student Handbook.
13. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

14. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate’s thesis research or supervision.

Award of Honours

15. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division),
   or without honours.
16. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers presented for the Degree.

Variations

17. The Dean or delegated authority may vary or waive these regulations in individual cases.

Note:

1. *Candidates who are not permitted to proceed with the Degree may be eligible to graduate with a Postgraduate Diploma.*

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Regulations for the Degree of Master of Engineering (ME)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Engineering or Bachelor of Engineering with Honours of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Faculty of Computing and Mathematical Sciences or the Faculty of Science and Engineering and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must include
   (a) a thesis equivalent to 90 points, or
   (b) a thesis equivalent to 120 points.

8. The thesis must be taken in the subject Engineering.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree is defined in the appendix to these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division),
    or without honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.
15. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding two calendar years, from the date of first enrolment in the Degree.

Variations

16. The Dean or delegated authority may vary or waive these regulations in individual cases.

Appendix

The field of the Degree is defined as

(a) *Faculty of Computing and Mathematical Sciences subjects*
    Computer Science
    Mathematics
(b) *Faculty of Science and Engineering subjects*
    Electronics
    Engineering
    Materials and Processing
    Physics

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Section Contents

Regulations for the Degree of Master of Environment and Society (MEnvSoc)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have

(a) qualified for the award of the degree of Bachelor of Arts, or Bachelor of Social Sciences of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, or

(b) qualified for the award of the degree of Bachelor of Arts with Honours, or Bachelor of Social Sciences with Honours, or Bachelor of Environmental Planning, or for the award of the Postgraduate Diploma of the University of Waikato in a relevant subject, or for a qualification considered by the Academic Board to be equivalent, and

and

(d) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for candidates admitted under 2(b) of these regulations is one academic year. The requirements of the Degree must

be completed within four consecutive years of first enrolling for the Degree.

5. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.

6. Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level or above.
Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level or above.

7. (a) Candidates admitted under section 2(a) of these regulations must gain at least 60 points from the papers listed in Appendix A to these regulations, and at least 30 points from the papers listed in Appendix B to these regulations, including any compulsory papers prescribed in the Environment and Society entry in the University of Waikato Catalogue of Papers.

(b) Candidates admitted under section 2(b) of these regulations must gain at least 30 points from the papers listed in Appendix A to these regulations, including any compulsory papers prescribed in the Environment and Society entry in the University of Waikato Catalogue of Papers.

8. Candidates must include
   (a) a dissertation equivalent to 60 points, or
   (b) a thesis equivalent to 90 points, or
   (c) a thesis equivalent to 120 points.[1]

9. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.[2]

Examination of thesis (90 points and above)

10. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

11. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division),
   (d) or without honours.

12. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of grades for all of the papers completed for the Degree, including any failed paper.

Variations

13. The Dean or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *Candidates admitted under 2(a) may include a 120 point thesis only with the approval of the Dean or delegated authority. Candidates admitted under 2(b) will not normally be able to include a research component of more than 90 points.*
2. *Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Certificate or Postgraduate Diploma.*

Appendix A

ANTH521Environmental Anthropology (15 points)
ECON515Economics and the Environment (30 points)
ENVP505Māori Environmental Management (15 points)
ENVP510Planning Theory (15 points)
GEOG520Human Dimensions of Environmental Change (30 points)
HIST512Themes in Environmental and World Garden History (30 points)
POLS537Environmental Politics and Public Policy (30 points)
POLS504Gender, Justice and the Environment (15 points)

Appendix B

ACCT507Accounting, Sustainability and a Changing Environment (30 points)
ANTH512Anthropology and Development (15 points)
BIOL560Freshwater Ecology (15 points)
BIOL562Marine and Estuarine Ecology (15 points)
BIOL570Plant Ecology (15 points)

DEVS502Sustainable Resource Issues (30 points)
ECON539Environmental and Resource Economics (15 points)
ENVS524Environmental Evaluation (15 points)
GEOG515Māori Geography (30 points)
GEOG521Advanced Tourism and Development (30 points)
LAWS570Comparative Environmental Law and Politics (30 points)
MCOM584Sustainable Futures (30 points)
STER513Environmental and Sustainability Education (30 points)
STMG580Strategies for Sustainablity (30 points)
TOMG502Tourism Development and the Environment (30 points)

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Regulations for the Degree of Master of Environmental Planning (MEP)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   - (a) qualified for the award of the degree of Bachelor of Environmental Planning of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, or
   - (b) qualified for the award of the degree of Bachelor of Social Sciences with Honours of the University of Waikato in Resources and Environmental Planning or for a qualification considered by the Academic Board to be equivalent, or
   - (c) qualified for the award of the Postgraduate Diploma of the University of Waikato in Environmental Planning or for a qualification considered by the Academic Board to be equivalent, or
   - (d) in exceptional circumstances, qualified for the award of an approved qualification including, or together with, approved graduate papers and evidence of at least two years' work experience in a field relevant to planning, and
   - (e) satisfied the prerequisites for graduate study in Environmental Planning at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within five consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above, including a dissertation equivalent to 60 points, or a thesis equivalent to 90 points, or a thesis equivalent to 120 points as prescribed for the Degree in the Environmental Planning entry in the University of Waikato Catalogue of Papers.
7. Candidates must enrol for and undertake the requirements of the Degree in accordance with the guidelines contained in the Faculty of Arts and Social Sciences Graduate Handbook for the degree of Master of Environmental Planning.
8. The procedures and criteria for assessing the personal and professional competencies central to the satisfactory completion of the Degree are prescribed in the Faculty of Arts and Social Sciences Graduate Handbook for the degree of Master of Environmental Planning.
9. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

10. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

11. The Degree may be awarded with Distinction.
12. Candidates who fail a paper will not be eligible for the award of honours.

Variations

13. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Environmental Sciences (MEnvSci)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   - (a) qualified for the award of the degree of Bachelor of Science, or Bachelor of Science (Technology) of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, or
   - (b) qualified for the award of the degree of Bachelor of Science with Honours, or for the award of the Postgraduate Diploma of the University of Waikato in a relevant subject, or for a qualification considered by the Academic Board to be equivalent, and

   and
   - (d) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for candidates admitted under 2(b) of these regulations is one academic year.
5. Candidates must enrol in the Faculty of Science and Engineering and follow an approved programme of study.

6. Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level or above.
Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level or above..

7. (a) Candidates admitted under section 2(a) of these regulations must gain at least 60 points from the papers listed in Appendix A to these regulations, including SCIE501 or another approved research methods paper and the remaining 45 points across at least three of the listed subjects. They must also gain an additional 30 points from the papers listed in either Appendix A or Appendix B to these regulations.

(b) Candidates admitted under section 2(b) of these regulations must gain at least 30 points from the papers listed in Appendix A to these regulations, and a further 30 points listed in either Appendix A or Appendix B to these regulations, including any compulsory papers prescribed in the Environmental Sciences entry in the University of Waikato Catalogue of Papers.

8. Candidates must include[1]
   (a) a dissertation equivalent to 30 points, or
   (b) a thesis equivalent to 60 points, or
   (c) a thesis equivalent to 90 points.

9. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.[2]

Examination of thesis (90 points and above)

10. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

11. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division),
   (d) or without honours.

12. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of grades for all of the papers completed for the Degree, including any failed paper.

Variations

13. The Dean or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *Candidates admitted under 2(b) will not normally be able to include a research component of more than 60 points.*
2. *Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Certificate or Postgraduate Diploma.*

Appendix A

BIOL503Data Analysis and Experimental Design (15 points)
BIOL560Freshwater Ecology (15 points)
BIOL561Aquatic Ecosystem Modelling (15 points)
BIOL562Marine and Estuarine Ecology (15 points)
BIOL563Aquatic Field Methods (15 points)
BIOL564Restoration Ecology (15 points)
BIOL570Plant Ecology (15 points)
BIOL573Conservation Biology (15 points)
CHEM516Isotope Geochemistry (15 points)
CHEM517Applied and Environmental Analytical Chemistry A (15 points)
CHEM527Applied and Environmental Analytical Chemistry B (15 points)
ENMP543Environmental Technology Water and Wastewater 1 (15 points)
ENMP544Environmental Technology Water and Wastewater 2 (15 points)
ENVS524Environmental Evaluation (15 points)
ERTH533Soil and Greenhouse Gases (15 points)
ERTH535Land and Soil Evaluation (15 points)
ERTH547Hydrology and Water Resources (15 points)

ERTH5484Ecohydrology (15 points)
ERTH562Coastal Sedimentation (15 points)
ERTH563Coastal and Estuarine Processes (15 points)
ERTH564Coastal and Freshwater Modelling: Physical Approaches (15 points)
ERTH565Time Series Analysis for Environmental Scientists (15 points)
SCIE501Research Methods in the Sciences (15 points)

Appendix B

ACCT507Accounting, Sustainability and a Changing Environment (30 points)
ACCT541Forensic Accounting (30 points)
ANTH512Anthropology and Development (15 points)
DEVS502Sustainable Resource Issues (30 points)
ECON539Environmental and Resource Economics (15 points)
ECON589Directed Study (15 points)
ECON515Economics and the Environment (30 points)
ENVP505Māori Planning and Resource Development (15 points)
GEOG520Human Dimensions of Environmental Change (30 points)
GEOG538Automated Spatial Analysis using GIS (15 points)
GEOG548Advanced Spatial Modelling (15 points)
GEOG558Applied Geographic Information Systems for Research and Planning(15points)
GEOG568Applications of Geographic Information Systems (15 points)
HIST512Gardens, Environments and People (30 points)
LAWS521Environmental Regulation and Reform (30 points)
LAWS531International Environmental Law (30 points)
MCOM584Sustainable Futures (30 points)
MNGT501Research Methods in Management Studies (30 points)
POLS537Environmental Politics and Public Policy (30 points)
POLS504Gender, Justice and the Environment (15 points)
STMG580Strategies for Sustainablity (30 points)
TOMG502Tourism Development and the Environment (30 points)

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Regulations for the Degree of Master of Information Technology (MInfoTech)

This qualification is awarded jointly by the University of Auckland and the University of Waikato.

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for the award of:

either

(a) (i) qualified for the award of the degree of Bachelor of Computing and Mathematical Sciences, Bachelor of Science, or Bachelor of Science (Technology) of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, or

or

(ii) (a) a relevant Bachelors (Honours) degree of the University of Waikato, or a degree qualification considered by the Academic Board to be equivalent

and

(b) the Postgraduate Certificate in Information Technology with an average grade of B+ or higher

or

(b) (i) a relevant Bachelors degree of the University of Waikato, or a degree qualification considered by the Academic Board to be equivalent, with an average grade of B+ or higher in 80 points at 300 level or above including at least 40 points in Computer Science or a related field

or

a relevant Bachelors degree of the University of Waikato, or a degree qualification considered by the

(ii) (a) Academic Board to be equivalent

(b) the Postgraduate Certificate in Information Technology with an average grade of B+ or higher provided that the Postgraduate Certificate in Information Technology has not been awarded.

Requirements for the Degree

3. Candidates admitted under section 2(a) of these regulations must
   (a) gain 120 points at 500 level or above
   and
   (b) complete the requirements of the degree in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an enrolment period not exceeding four calendar years from the date of first enrolment in the Degree
   and
   (c) not exceed 150 points for the total enrolment for this Degree.
4. Candidates admitted under section 2(b) of these regulations must
   (a) gain 180 points at 500 level or above
   and
   (b) complete the requirements of the degree in not more than 18 consecutive months of full-time study, or, in the case of part-time study, an enrolment period not exceeding six calendar years from the date of first enrolment in the Degree
   and
   (c) not exceed 210 points for the total enrolment for this Degree.
5. Candidates must enrol in the Faculty of Computing and Mathematical Sciences and follow an approved programme of study.
6. Candidates must complete the papers prescribed for the Degree in the Computer Science entry in the University of Waikato Catalogue of Papers, including any compulsory papers.
7. If these requirements include papers the same as, or similar to, those already passed by a candidate, alternative papers must be substituted as approved by the Dean or delegated authority.
8. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
9. A student admitted to this programme must complete the University of Waikato Academic Integrity Module.

Award of Honours

10. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division),
    or without honours.
11. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of grades for all of the papers completed for the Degree, including any failed paper.

Variations

12. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Laws (LLM)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Laws or a combined Law degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Faculty of Law and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the Law entry in the University of Waikato Catalogue of Papers, including any compulsory papers.
8. Candidates may include
   (a) a dissertation equivalent to 30 points, or

(b) a dissertation equivalent to 60 points, or
(c) a thesis equivalent to 90 points, or
(d) a thesis equivalent to 120 points.

9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the Law entry in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
(a) First Class Honours, or
(b) Second Class Honours (first division), or
(c) Second Class Honours (second division),
or without honours.
14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree.
16. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding two calendar years, from the date of first enrolment in the Degree.

Variations

17. Candidates who have qualified for the degree of Bachelor of Laws with Honours at the University of Waikato or for a qualification considered by the Academic Board to be equivalent, or who have otherwise provided evidence that satisfies the Academic Board of his or her ability to do so, may be permitted to take the Degree by 120 point thesis alone.
18. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Laws in Māori/Pacific and Indigenous Peoples' Law (LLM(Māori/Pacific and Indigenous Peoples))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Laws or a combined Law degree of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Faculty of Law and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the Law entry in the University of Waikato Catalogue of Papers, including any compulsory papers.

8. Candidates may include
   (a) a dissertation equivalent to 30 points, or
   (b) a dissertation equivalent to 60 points, or
   (c) a thesis equivalent to 90 points, or
   (d) a thesis equivalent to 120 points.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the Law entry in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division),
   or without honours.
14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree.
16. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding two calendar years, from the date of first enrolment in the Degree.

Variations

17. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Search

Menu

Home

About

Study at Waikato

Student Experience

Research & Expertise

News & Events

Get in Touch

Section Contents

Regulations for the Degree of Master of Management Studies (MMS)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Business Analysis, Bachelor of Communication Studies, Bachelor of Electronic Commerce, Bachelor of Management Studies or Bachelor of Tourism of the University of Waikato, or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of the degree of Bachelor of Business Analysis with Honours, Bachelor of Communication Studies with Honours, Bachelor of Electronic Commerce with Honours, Bachelor of Management Studies with Honours or Bachelor of Tourism with Honours, or for the award of a Postgraduate Diploma in a subject relevant for the Master of Management Studies, or for a qualification considered by the Academic Board to be equivalent, and
   (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of

enrolment for completion of the Degree for candidates admitted under section 2(b) of the regulations is one year.

5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.

6. Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level.

7. Candidates admitted under section 2(a) of these regulations must gain at least 120 points from one of the following subjects or interdisciplinary programmes, including any compulsory papers listed in the relevant subject entry in the Waikato Management School Student Handbook. Candidates admitted under section 2(b) of these regulations must gain at least 60 points from one of the following subjects or interdisciplinary programmes, including any compulsory papers listed in the relevant subject entry in the Waikato Management School Student Handbook.

   (a) *Subjects*

   Accounting
   Agribusiness
   Economics
   Finance
   Human Resource Management
   International Management
   Leadership Communication
   Management Systems
   Marketing
   Public Relations
   Strategic Management
   Tourism Management

   (b) *Interdisciplinary programmes*

   Applied Economics and Finance
   Management and Sustainability
   Social Enterprise

8. Candidates must include
   (a) a directed study or dissertation equivalent to 30 points, or
   (b) a dissertation equivalent to 60 points, or
   (c) a thesis equivalent to 90 points, or
   (d) a thesis equivalent to 120 points

   in their main academic area and a research methodology paper worth at least 15 points, as prescribed in the Waikato Management School Student Handbook.[1]

9. Candidates admitted unders section 2(a) of these regulations may take up to 60 points from outside the field of the Degree. Candidates admitted under section 2(b) of these regulations may take up to 30 points from outside the field of the Degree.

10. The field of the Degree comprises all the subjects and interdisciplinary programmes listed in section 7 of these regulations.

11. Candidates must submit a Portfolio of Achievement as prescribed in the Waikato Management School Student Handbook.

12. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

13. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate’s thesis research or supervision.

Award of Honours

14. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division),

   or without honours.

   Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades

15. for all of the papers presented for the Degree.

Variations

16. The Dean or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *Candidates admitted under section 2(b) of these regulations may have fulfilled the requirement to complete a research methodology paper in their qualifying qualification.*
2. *Candidates who are not permitted to proceed with the Degree may be eligible to graduate with a Postgraduate Diploma.*

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Regulations for the Degree of Master of Māori and Pacific Development (MMPD)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Māori and Pacific Development, or the degree of Bachelor of Arts of the University of Waikato, or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of the degree of Bachelor of Arts with Honours, or for the award of a Postgraduate Diploma in Development Studies, Postgraduate Diploma in Te Reo Māori, or Postgraduate Diploma in Tikanga Māori of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
   (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one year or one and a half academic years. The normal minimum period of enrolment for candidartes admitted under section 2(bb) of these regulations is one academic year. The requirements of the

Degree must be completed within four consecutive years of first enrolling for the Degree.

5. Candidates must enrol in the School of Māori and Pacific Development and follow an approved programme of study.

6. Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level or above.
Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level or above.

7. Candidates admitted under section 2(a) of these regulations must gain at least 60 points from one of the following subjects, including an approved research methods paper and any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers. Candidates admitted under section 2(b) of these regulations must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers:

Subjects

Development Studies
Māori Cultural Studies/Tikanga Māori
Māori Language/Te Reo Māori

8. Candidates must include
   (a) a dissertation equivalent to 60 points, or
   (b) a thesis equivalent to 90 points, or
   (c) a thesis equivalent to 120 points.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.

11. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate’s thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division),
   or without honours.

14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.

15. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding two calendar years, from the date of first enrolment in the Degree.

Variations

16. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Media and Creative Technologies (MMCT)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Media and Creative Technologies of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one calendar year or one and a half academic years.
5. Candidates must enrol in the Faculty of Arts and Social Sciences or the School of Māori and Pacific Development and follow an approved programme of study.
6. Candidates must gain 180 points at 500 level or above.
7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers:
   (a) *Faculty of Arts and Social Sciences subjects*

Creative Practices
Creative Technologies
Screen and Media Studies

(b) *School of Māori and Pacific Development subjects*
Māori Media and Communication

8. Candidates must enrol in 180 points at 500 level or above, including a creative research thesis equivalent to 90 points and a theory paper equivalent to 30 points, as prescribed for the Degree in the Creative Practices, Creative Technologies, Screen and Media Studies and Māori Media and Communication entries in the University of Waikato Catalogue of Papers, and including any compulsory papers listed in the relevant subject entry.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
(a) First Class Honours, or
(b) Second Class Honours (first division), or
(c) Second Class Honours (second division),
or without honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 180 points completed by the candidate while enrolled for the Degree.

Variations

15. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Music (MMus)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Music with Honours of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in Music, at levels considered appropriate by the Academic Board, and
   (c) been accepted by the Chairperson of Music.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.
4. Acceptance into the Degree is subject to the availability of a suitable supervisor for the programme of study required under section 7 of these regulations.

Requirements for the Degree

5. The normal minimum period of enrolment for completion of the Degree is one year.
6. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
7. Candidates must gain 120 points at 500 level or above, comprising either
   7.1 MUSI514 Acoustic and Electroacoustic Composition Portfolio, or
   7.2 MUSI524 Advanced Performance.

8. A candidate whose work presented for the Degree under section 7 of these regulations is considered by examiners not to be of a pass standard will have his or her work returned for resubmission at a later date.

Award of Honours

9. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division).
10. A candidate who has resubmitted his or her work under the provision of section 8 of these regulations will not be eligible for the award of honours.
11. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

12. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Professional Accounting (MPAcct)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of a bachelors degree, or for the award of a bachelors degree with honours, or for a programme of study considered by the Academic Board to be equivalent,
   and
   (b) satisfied the prerequisites for graduate study at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is 14 months.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6. Candidates admitted must gain 220 points at 500 level and must include any compulsory papers listed in the Accounting subject in the Waikato School of Management Student Handbook.
7. Candidates must include:
   (a) Stage One: Core Knowledge and Skills (120 points) and
   (b) Stage Two: Advanced Professional Knowledge (60 points) and
   Stage Three: Professional Development Capstone, including either a Research Project or Professional

(c) Internship (40 points)

8. Candidates must complete any Assurance of Learning requirements as prescribed in the Waikato Management School Student Handbook.

9. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.[1]

Award of Honours

10. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division),
    or without honours.

11. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree, including any failed paper.

Variations

12. The Dean or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Certificate or Postgraduate Diploma.*

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Regulations for the Degree of Master of Professional Management (MPM)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Business Analysis, Bachelor of Communication Studies, Bachelor of Electronic Commerce, Bachelor of Management Studies or Bachelor of Tourism in the field Tourism and Hospitality Management of the University of Waikato, or for a programme of academic study considered by the Academic Board to be equivalent to one of these qualifications, or
   (b) qualified for the award of the degree of Bachelor of Business Analysis with Honours, Bachelor of Communication Studies with Honours, Bachelor of Electronic Commerce with Honours, Bachelor of Management Studies with Honours or Bachelor of Tourism with Honours in the field Tourism and Hospitality Management, or for the award of Postgraduate Diploma in a subject relevant for the Master of Professional Management, or for a qualification considered by the Academic Board to be equivalent
   and
   (c) satisfied the prerequisites for graduate study in the field being presented for the Degree at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidatess admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal period of enrolment for competion of the Degree for candidates admitted under section 2(b) of the regulations is one academic year.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study. Candidates admitted under section 2(a) of these regulations must gain at least 180 points from one of the following fields, including any compulsory papers listed in the relevant subject entry in the Waikato Management School
6. Student Handbook. Candidates admitted under section 2(b) of these regulations must gain at least 120 points from one of the following fields, incuding any compulsory papers listed in the relevant subject entry in the Waikato Management School Student Handbook.
   (a) *Fields*
      Agribusiness
      Finance
      International Management
      Public Relations
      International Hospitality Management
7. Candidates admitted under section 2(a) of these regulations must include the papers required for their field for:
   (a) Stage One: Core Knowledge and Skills (60 points) and
   (b) Stage Two: Advanced Professional Knowledge (75 points) and then
   (c) Stage Three: Applied Research and Professional Internship (45 points)

   Candidates admitted under section 2(b) of these regulations must include the papers required for their field for:
   (a) Stage Two: Advanced Professional Knowledge (75 points) and then
   (b) Stage Three: Applied Research and Professional Internship (45 points)
8. Candidates must submit a Portfolio of Achievement as prescribed in the Waikato Management School Student Handbook.
9. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one ocasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceeed with the Degree.

Award of Honours

10. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division),

    or without honours.
11. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.

Variations

12. The Dean or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *Candidates who are not permitted to proceed with the Degree may be eligible to graduate with a Postgraduate Certificate or Postgraduate Diploma.*

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Regulations for the Degree of Master of Science (MSc)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Science, or Bachelor of Science (Technology) of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of the degree of Bachelor of Computing and Mathematical Sciences, or Bachelor of Computing and Mathematical Sciences with Honours, or Bachelor of Science with Honours, or for the award of the Postgraduate Diploma of the University of Waikato in a relevant subject, or for a qualification considered by the Academic Board to be equivalent,
   and
   (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to admission or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal period of enrolment for

completion of the Degree for candidates admitted under section 2(b) of these regulations is one academic year.

5. Candidates must enrol in the Faculty of Computing and Mathematical Sciences or the Faculty of Science and Engineering and follow an approved programme of study.

6. Candidates admitted under section 2(a) of these regulations must gain at least 180 points at 500 level or above. Candidates admitted under section 2(b) of these regulations must gain at least 120 points at 500 level or above.

7. Candidates admitted under section 2(a) of these regulations must gain at least 90 points from one of the following subjects, including SCIE501 or another approved research methods paper, and any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers. Candidates admitted under section 2(b) of these regulations must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers:

   (a) *Faculty of Computing and Mathematical Sciences subjects*
   - Computer Science
   - Mathematics
   - Statistics

   (b) *Faculty of Science and Engineering subjects*
   - Biological Sciences
   - Chemistry
   - Earth Sciences
   - Electronics
   - Materials and Processing
   - Physics
   - Psychology
   - Science and Technology Education

8. Candidates may take up to 45 points from outside the field of the Degree.

9. The field of the Degree comprises all the subjects listed in section 7 of these regulations.

10. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

11. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division),
   or without honours.

12. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the papers presented for the Degree, including any failed paper.

Variations

13. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Science (Research) (MSc(Research))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Computing and Mathematical Sciences, Bachelor of Science, or Bachelor of Science (Technology) of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of a Postgraduate Diploma of the University of Waikato in a relevant subject with an average grade of at least B, or for a qualification considered by the Academic Board to be equivalent,[1] or
   (c) qualified for the award of the degree of Bachelor of Computing and Mathematical Sciences with Honours or Bachelor of Science with Honours of the University of Waikato with at least Second Class Honours (second division) or for a qualification considered by the Academic Board to be equivalent, or
   (d) demonstrated to the Academic Board that they have adequate training, experience and ability to proceed with the degree,
   and
   (e) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board, and
   (f) be subject to the completion of any qualifying papers or additional work as may be required by the Academic Board, either prior to admission or concurrently.

Requirements for the Degree

3. Candidates must enrol in the Faculty of Computing and Mathematical Sciences or the Faculty of Science and Engineering and follow an approved programme of study.
4. Candidates must gain 240 points at 500 level or above.
5. Candidates must complete the requirements of a subject.
   (a) *Faculty of Computing and Mathematical Sciences subjects*
   Computer Science
   Mathematics
   Statistics
   (b) *Faculty of Science and Engineering subjects*
   Biological Sciences
   Chemistry
   Earth Sciences
   Electronics
   Environmental Sciences
   Materials and Processing
   Physics
   Psychology
   Science and Technology Education
6. To complete the requirements of a subject, candidates must gain at least 120 points in that subject, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.
7. Candidates must include
   (a) a thesis equivalent to 90 points, or
   (b) a thesis equivalent to 120 points, or
   (c) a thesis equivalent to 150 points.
8. Candidates admitted under sections 2(a) or 2(d) of these regulations must
   (a) gain 240 points at 500 level as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers, and
   (b) pass all of the papers taken for the first 120 points for the Degree with an average grade of at least B in order to be eligible to continue with the Degree.[1, 2]
9. Candidates admitted under sections 2(a) or 2(d) of these regulations may take up to 60 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 5 of these regulations.
11. Candidates admitted under sections 2(b) or 2(c) of these regulations will be granted exemption from up to 120 points for the Degree and must gain at least 120 points at 500 level as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.
12. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

13. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate’s thesis research or supervision.

Award of Honours

14. Candidates admitted under sections 2(a) or 2(d) of these regulations may be eligible for the award of Honours. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division),
   or without honours.
15. Candidates who fail a paper will not be eligible for the award of honours.
16. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree.
17. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an

equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

Variations

18. The Dean or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *Some subjects require a higher grade average. Candidates should consult the appropriate subject convenors for advice.*
2. *Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Diploma in a relevant subject.*

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Regulations for the Degree of Master of Science (Technology) (MSc(Tech))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   - (a) qualified for the award of the degree of Bachelor of Science (Technology) of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, or
   - (b) qualified for the award of the degree of Bachelor of Science of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, or
   - (c) qualified for the award of a Postgraduate Diploma of the University of Waikato in a relevant subject with an average grade of at least B, or for a qualification considered by the Academic Board to be equivalent,[1] or
   - (d) demonstrated to the Academic Board that they have adequate training, experience and ability to proceed with the degree,

   and
   - (e) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board, and
   - (f) be subject to the completion of any qualifying papers or additional work as may be required by the Academic Board, either prior to admission or concurrently.
3. In exceptional circumstances, candidates without the normal qualifications for admission may be considered for admission on the basis of relevant training and experience, normally comprising
   - (a) the completion of an appropriate technical qualification at a level considered satisfactory by the Academic

Board, and
(b) the subsequent completion of at least two years of appropriate industrial or technical experience, and
(c) the completion of the management papers required under section 10 of the BSc(Tech) regulations.

4. Candidates who qualified for admission under section 2(b) of these regulations are required to pass, either prior to admission or concurrently, core undergraduate work placement and management papers as prescribed in the Faculty of Science and Engineering Undergraduate Handbook.

Requirements for the Degree

5. Candidates must enrol in the Faculty of Science and Engineering and follow an approved programme of study.
6. Candidates must gain 240 points at 500 level or above.
7. Candidates must complete the requirements of a subject.

Subjects

Biological Sciences
Chemistry
Computer Science
Earth Sciences
Electronics
Materials and Processing
Physics

8. To complete the requirements of a subject, candidates must gain at least 120 points in that subject, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.
9. Candidates must include
   (a) a thesis equivalent to 90 points, or
   (b) a thesis equivalent to 120 points, or
   (c) a thesis equivalent to 150 points

   in the last 150 points taken for the Degree.
10. Candidates admitted under sections 2(a), 2(b) or 2(d) of these regulations must
    (a) gain 240 points at 500 level as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers, and
    (b) pass all of the papers taken for the first 120 points for the Degree with an average grade of at least B in order to be eligible to continue with the Degree.[1, 2]
11. Candidates admitted under sections 2(a), 2(b) or 2(d) of these regulations may take up to 60 points from outside the field of the Degree.
12. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
13. Candidates admitted under section 2(c) of these regulations will be granted exemption from up to 120 points for the Degree and must gain at least 120 points at 500 level as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.
14. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

15. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate’s thesis research or supervision.

Award of Honours

16. Candidates admitted under sections 2(a), 2(b) or 2(d) of these regulations may be eligible for the award of Honours. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division),

    or without honours.
17. Candidates who fail a paper will not be eligible for the award of honours.
18. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree.

19. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

Variations

20. The Dean or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *Some subjects require a higher grade average. Candidates should consult the appropriate subject convenors for advice.*
2. *Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Diploma in a relevant subject.*

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Regulations for the Degree of Master of Social Sciences (MSocSc)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Social Sciences of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of the degree of Bachelor of Social Sciences with Honours of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
   (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for candidates admitted under section 2(b) of these regulations is one academic year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study. Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level or above.

6. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level or above.
7. Candidates admitted under section 2(a) of these regulations must gain at least 60 points from one of the following subjects, including an approved reserach methods paper and any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers. Candidates admitted under section 2(b) of these regulations must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed int he relevant subject entry in the University of Waikato Catalogue of Papers.

Subjects

Anthropology
Demography
Economics
Education Studies
Geography
Health Development and Policy
History
Human Development
Labour Studies
Māori Cultural Studies/Tikanga Māori
Philosophy
Political Science
Psychology
Public Policy
Social Policy
Sociology
Women's and Gender Studies

8. Candidates must include
   (a) a dissertation equivalent to 60 points, or
   (b) a thesis equivalent to 90 points, or
   (c) a thesis equivalent to 120 points.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division),
    or without honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.

Variations

15. The Dean or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *Psychology will not be available to candidates admitted under section 2(a) of these regulations.*

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Regulations for the Degree of Master of Sport and Leisure Studies (MSpLS)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Sport and Leisure Studies of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of the degree of Bachelor of Sport and Leisure Studies with Honours, or for the award of a Postgraduate Diploma in Sport and Leisure Studies, or for a qualification considered by the Academic Board to be equivalent, and
   (c) satisfied the prerequisites for postgraduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(b) of the regulations is one academic year.
5. Candidates must enrol in the Faculty of Education and follow an approved programme of study.

6. Candidates who are admitted under section 2(a) of these regulations must gain 180 points at 500 level. Candidates admitted under section 2(b) of these regulations must gain a further 120 points at 500 level.
7. Candidates must complete the papers prescribed for the Degree in the Sport and Leisure Studies entry in the University of Waikato Catalogue of Papers, including an approved research methods paper and any compulsory papers.
8. Candidates must include
   (a) a thesis equivalent to 120 points, or
   (b) a thesis equivalent to 90 points, or
   (c) a dissertation equivalent to 60 points, or
   (d) a directed study equivalent to 30 points
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the Sport and Leisure Studies entry in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division),
   or without honours.
14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.
16. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

Variations

17. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Teaching and Learning (MTchgLn)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) satisfied the requirements of a bachelors degree, or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of a bachelors degree with honours, or for the award of a postgraduate diploma in a subject relevant to the Master of Teaching and Learning, or for a qualification considered by the Academic Board to be equivalent, and
   (c) satisfied the prerequisites for postgraduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board, and
   (d) been selected as a suitable person to train as a teacher.
3. Candidates for the
   (a) secondary endorsement must have passed appropriate papers to at least 300 level in one or more teaching subject for the Secondary School curriculum.
   (b) Māori medium endorsement must demonstrate fluency in both written and spoken Te Reo Māori at the level identified for applicants for Māori immersion ITE as described in the programme handbook.
4. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

5. The normal minimum period of enrolment for completion of the Degree is one calendar year.
6. Candidates must enrol in the Faculty of Education and follow an approved programme of study.
7. Candidates must gain at least 180 points at 500 level.
8. Candidates must complete the papers prescribed for the Degree in the Teaching entry in the University of Waikato Catalogue of Papers, including any compulsory papers.
9. If a candidate fails a paper or papers, he or she will not be permitted to proceed with the Degree.
10. The programme of study must normally be completed within two years of admission, or three years of part-time study.
11. The programme of study must comply with the requirements of a stream, details of which are prescribed in the Faculty of Education's handbook for the current year. The streams are:
    Primary
    Secondary
    Māori medium

Award of Honours

12. The Degree may be awarded with Distinction
13. Except with the approval of the Academic Board, the award will be calculated on the basis of the grades for all the papers completed for the Degree.

Variations

14. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Master of Philosophy (MPhil)

The regulations below set down the requirements for award of the MPhil degree.
Formal policies and procedures related to enrolment and examination for the MPhil, along with information about administrative matters, are available from the School of Graduate Research and on the University of Waikato website.
These regulations, policies and procedures are administered by the University's Postgraduate Research Committee.

Regulations for the Degree of Master of Philosophy (MPhil)

1. The Degree is awarded to candidates who have successfully completed approved and supervised research, and presented the results lucidly in a thesis which
   (a) critically investigates an approved topic of substance and significance, and
   (b) demonstrates expertise in the methods of research and scholarship, and
   (c) displays intellectual independence, and
   (d) makes an original contribution to the research area.
2. To qualify to enrol for the MPhil, an applicant must
   (a) have qualified for the award of a bachelors degree with honours or a masters degree, and must have achieved at least second class honours (first division) or distinction, or
   (b) have passed qualifying papers at a satisfactory level, or
   (c) in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Research Committee that he or she has adequate skills and knowledge to proceed with the proposed research.
3. Applicants for the MPhil must apply on the prescribed form which is available from the School of Graduate Research.

4. Applications for admission to the MPhil and the conditions of enrolment are subject to approval by the Postgraduate Research Committee under delegated authority of the Academic Board.
5. As one of the preconditions for the approval of an application, the Postgraduate Research Committee will establish that the necessary supervision and resources can be provided for the chosen topic.
6. For each MPhil candidate, the Postgraduate Research Committee appoints a supervisory panel, each MPhil candidate must have a minimum of two supervisors, one of whom is a continuing staff member of the Universtiy and the chief supervisor.
7. Candidates are required to maintain contact with their supervisory panel throughout the entire period of their enrolment in the degree.
8. If at any time subsequent to the approval of an application the University encounters changes to its staffing or resources, it will make all reasonable efforts to ensure that these do not disadvantage the candidate. However, changes to staffing and resources can mean that a candidate's conditions of enrolment are subject to change or termination.
9. Applicants approved to enrol in the MPhil by the Postgraduate Research Committee must enrol in the relevant Faculty and, subject to progress which meets expectations, pursue their research for
   (a) a minimum of one year, and a maximum of two years, if they are enrolled on a full-time basis, or
   (b) a minimum of two years, and a maximum of four years, if they are enrolled on a part-time basis or
   (c) a term approved by the Postgraduate Research Committee which represents a combination of full-time and part-time study.
10. Candidates are required to maintain continuous enrolment throughout the entire period of their degree.
11. Notwithstanding section 9 of these regulations, a candidate may apply to the Postgraduate Research Committee for a suspension from enrolment for a maximum period of twelve months full-time equivalent. A candidate is not entitled to supervision or any University resources during a period of suspension and does not incur tuition fees.
12. A candidate may apply to the Postgraduate Research Committee for an extension of enrolment for a maximum period of twelve months full-time equivalent during their higher degree programme.
13. The Postgraduate Research Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate progress which meets Faculty expectations and/or comply with any regulations or policies which relate to enrolment for the Degree.
14. Candidates must submit six-monthly reports on the progress of their research work.
15. An MPhil thesis may consist of the candidate's published or unpublished material, or a combination. All such materials have been produced within the term of enrolment.
16. A candidate must indicate in the thesis any part that has been used or presented for any other degree.
17. Candidates must comply with the *Dissertations and Theses Regulations 2015* which set out the University's requirements with respect to the submission and presentation of theses.
18. The Postgraduate Research Committee appoints two examiners who are external to the University and not directly connected with the candidate or the candidate's research. At least one of the external examiners is based overseas. In the case of divergent examination outcomes, the Postgraduate Research Committee will appoint a third examiner.
19. The Postgraduate Research Committee makes a final decision on the award of the Degree. On the basis of the final reports of the examiners, the Postgraduate Research Committee may resolve
   (a) that the thesis be accepted in its present form as fulfilling the requirements for the degree of Master of Philosophy, or
   (b) that the thesis be accepted as fulfilling the requirements for the degree of Master of Philosophy subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiner, to the satisfaction of the chief supervisor, or
   (c) that the thesis be accepted subject to the candidate completing substantial amendments to the satisfaction of the examiner or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks, or
   (d) that an oral examination of the candidate be conducted, and a further report, based on the oral examination, be provided by the examiners to the Postgraduate Research Committee, or
   (e) that the thesis is not acceptable in its present form and will be returned to the candidate, who may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or
   (f) that the candidate has failed to meet the required standard and that no degree be awarded.
20. A candidate will be permitted to revise and re-submit a thesis only once and only one oral examination will be held.

21. Applicants or candidates for the MPhil who wish to appeal a decision by the Postgraduate Research Committee, or who have a concern about supervision or any other aspect of their candidature, may raise the matter under the *Higher Degree Appeals and Complaints Regulations*.
22. The Postgraduate Research Committee may vary or waive these regulations in individual cases. The Postgraduate Research Committee is required to report any decisions under this authority to the Research Committee.

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Doctor of Philosophy (PhD)

The regulations below set down the requirements for award of the PhD degree.
Formal policies and procedures related to enrolment and examination for the PhD, along with information about administration matters, are available from the School of Graduate Research and on the University of Waikato website.
These regulations, policies and procedures are administered by the University's Postgraduate Research Committee.

Regulations for the Degree of Doctor of Philosophy (PhD)

1. The Degree is awarded to candidates who have successfully completed approved and supervised research, and presented the results lucidly in a thesis which
   (a) critically investigates an approved topic of substance and significance, and
   (b) demonstrates expertise in the methods of research and scholarship, and
   (c) displays intellectual independence, and
   (d) makes a substantial original contribution to the research area.
2. To qualify to enrol for the PhD, an applicant must
   (a) have qualified for the award of a bachelors degree with honours or a masters degree, and must have achieved at least second class honours (first division) or distinction, or
   (b) have qualified for the degree of Master of Philosophy, or
   (c) have enrolled for the degree of Master of Philosophy and demonstrated that he or she is able to transfer to the PhD, or
   (d) have passed qualifying papers at a satisfactory level, or
   (e) in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Research

Committee that he or she has adequate skills and knowledge to proceed with the proposed research.

3. Applicants for the PhD must apply on the prescribed form which is available from the School of Graduate Research.
4. Applications to enrol for the PhD and the conditions of enrolment are subject to approval by the Postgraduate Research Committee under delegated authority of the Academic Board.
5. As one of the preconditions for the approval of an application to enrol, the Postgraduate Research Committee will establish that the necessary supervision and resources can be provided for the chosen research topic.
6. For each PhD candidate, the Postgraduate Research Committee appoints a supervisory panel. Each PhD candidate must have a minimum of two supervisors, one of whom is a continuing staff member of the University and the chief supervisor.
7. Candidates are required to maintain contact with their supervisory panel throughout the entire period of the enrolment in their degree.
8. If at any time subsequent to the approval of an application the University encounters changes to its staffing or resources, it will make all reasonable efforts to ensure that these do not disadvantage the candidate. However, changes to staffing and resources can mean that a candidate's conditions of enrolment are subject to change or termination.
9. Applicants approved to enrol in the PhD by the Postgraduate Research Committee must enrol in the relevant Faculty and, subject to progress which meets expectations, pursue their research for
   (a) a minimum of three years, and a maximum of four years, if they are enrolled on a full-time basis, or
   (b) a minimum of six years, and a maximum of eight years, if they are enrolled on a part-time basis, or
   (c) a term approved by the Postgraduate Research Committee which represents a combination of full-time and part-time study.
10. Candidates are required to maintain continuous enrolment throughout the entire period of their degree.
11. Enrolment of all new candidates for the PhD approved by the Postgraduate Research Committee is conditional for an initial period of six months. Confirmation of enrolment by the Postgraduate Research Committee after the initial period of six months is subject to the submission by the candidate of
   (a) an acceptable research proposal, and
   (b) a presentation of the proposed research to a confirmation of enrolment panel, and
   (c) evidence of ethical approval or a statement confirming that it is not required, in accordance with the *Ethical Conduct in Human Research and Related Activities Regulations 2008*, and
   (d) a recommendation from the supervisors, Chair of Department/School and Dean's nominee that the candidate proceed into unconditional enrolment.
12. Candidates may apply to the Postgraduate Research Committee for an extension to the conditional enrolment period of up to six months full-time equivalent. If the candidate's enrolment is not confirmed within twelve months of initial enrolment it may be terminated.
13. Following confirmed enrolment, candidates must submit six-monthly reports on the progress of their research work.
14. Not withstanding section 9 of these regulations, a candidate may apply to the Postgraduate Research Committee for a suspension from enrolment for a maximum period of twelve months full-time equivalent. A candidate is not entitled to supervision or any University resources during a period of suspension and does not incur tuition fees.
15. A candidate may apply to the Postgraduate Research Committee for an extension of enrolment for a maximum period of twelve months full-time equivalent during their higher degree programme.
16. The Postgraduate Research Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate progress which meets Faculty expectations and/or comply with any regulations or policies which relate to enrolment for the Degree.
17. A PhD thesis may consist of the candidate's published or unpublished material, or a combination of both. All such materials must have been produced within the term of enrolment.
18. A candidate must indicate in the thesis any part that has been used or presented for any other degree.
19. Applicants who intend to integrate a creative practice component with their thesis must comply with the Requirements for PhD with a Creative Practice Component, available from the School of Graduate Research.
20. Applicants who intend to submit a PhD with publication must comply with the Requirements for PhD with Publication, available from the School of Graduate Research.
21. Candidates must comply with the *Dissertations and Theses Regulations 2015* which set out the University's requirements with respect to the submission and presentation of theses.

22. The Postgraduate Research Committee appoints at least two examiners for the candidate's thesis who are external to the University and not directly connected with the candidate or the candidate's research. At least one of the external examiners is based overseas. In the case of divergent examination outcomes, the Postgraduate Research Committee will appoint a third examiner.
23. The Postgraduate Research Committee makes a decision to proceed to oral examination based on the recommendations and reports of the examiners following the written examination.
24. In order for an oral examination of the candidate to be held at least two examiners should recommend that the thesis proceed to oral examination. The Postgraduate Research Committee may resolve
    (a) that the thesis should proceed to oral examination, does not require significant revisions;
    (b) that the thesis should proceed to oral examination, revisions anticipated;
    (c) that the thesis should not proceed to oral examination. The candidate should be asked to re-enrol for a minimum of 6 months to undertake the major revisions indicated in the examiners reports and in due course to re-submit the thesis for re-examination;
    (d) that the thesis should not proceed to oral examination and should not be accepted for the doctoral degree but is acceptable as fulfilling the requirements for the degree of Master of Philosophy (subject to amendments of a minor nature); or
    (e) that the thesis should not proceed to oral examination and should not be accepted for the award of a doctoral degree.
25. The Postgraduate Research Committee makes a final decision on the award of the Degree. On the basis of the final report of the examiners following the oral examination, the Postgraduate Research Committee may resolve
    (a) that the thesis be accepted in its present form as fulfilling the requirements for the degree of Doctor of Philosophy, or
    (b) that the thesis be accepted as fulfilling the requirements for the degree of Doctor of Philosophy, subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiners, to the satisfaction of the chief supervisor, or
    (c) that the thesis be accepted subject to the candidate completing amendments to the satisfaction of the examiners or chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks of the oral examination, or
    (d) that the thesis is not acceptable in its present form and should be returned to the candidate, who may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or
    (e) that the thesis not be accepted for the degree of Doctor of Philosophy, but be accepted as fulfilling the requirements for the degree of Master of Philosophy, or
    (f) that the candidate has failed to meet the required standard and that no degree be awarded.
26. A candidate may revise and re-submit a thesis only once and only one oral examination will be held.
27. A candidate may apply to the Postgraduate Research Committee at any time between enrolment and submission of the thesis to transfer from a PhD to an MPhil.
28. Applicants or candidates who wish to appeal a decision by the Postgraduate Research Committee, or who have a concern about supervision or any other aspect of their candidature may raise the matter under the *Higher Degree Appeals and Complaints Regulations*, which can be found at the end of these Regulations.
29. The Postgraduate Research Committee may vary or waive these regulations in individual cases. The Postgraduate Research Committee is required to report any decisions under this authority to the Research Committee.

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Doctor of Education (EdD)

The regulations below set down the requirements for award of the EdD degree.
Formal policies and procedures related to enrolment and examination for the EdD, along with information about administration matters, are available from the School of Graduate Research and on the University of Waikato website.
These regulations, policies and procedures are administered by the University's Postgraduate Research Committee.

Regulations for the Degree of Doctor of Education (EdD)

1. The Degree is awarded to candidates who have successfully completed a programme of coursework and research in two parts as follows:
   1.1 Part 1 - Research Portfolio
   Candidates must gain a pass grade in the paper DSOE995 Research Portfolio.
   1.2 Part 2 - Thesis
   Candidates must undertake approved and supervised research, and present the results lucidly in a thesis which
   (i) critically investigates an approved topic of substance and significance, and
   (ii) demonstrates expertise in the methods of research and scholarship, and
   (iii) displays intellectual independence, and
   (iv) makes a substantial original contribution to the research area.
2. To qualify to enrol for the EdD, applicants must have qualified for the award of a recognised teaching or allied professional qualification and must produce evidence of at least three years of competent service as an education practitioner. Applicants must also

(a) have qualified for the award of a bachelors degree with honours or a masters degree, and must have achieved at least second class honours (first division) or distinction, or
(b) have qualified for the award of the degree of Master of Philosophy, or
(c) have passed qualifying papers at a satisfactory level, or
(d) in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Research Committee that he or she has adequate skills and knowledge to proceed with the proposed research.

3. Applicants for the EdD must apply on the prescribed form which is available from the School of Graduate Research.
4. Applications to enrol for the EdD and the conditions of enrolment are subject to approval by the Postgraduate Research Committee under delegated authority of the Academic Board.
5. As one of the preconditions for the approval of an application to enrol, the Postgraduate Research Committee will establish that the necessary supervision and resources can be provided for the chosen topic.
6. If at any time subsequent to the approval of an application the University encounters changes to its staffing or resources, it will make all reasonable efforts to ensure that these do not disadvantage the candidate. However, changes to staffing and resources can mean that a candidate's conditions of enrolment are subject to change or termination.
7. Applicants whose applications to enrol for the EdD are approved by the Postgraduate Research Committee must enrol in the Faculty of Education and, subject to progress which meets expectations, pursue their coursework and research for
   (a) at least three years, if they are enrolled on a full-time basis, or
   (b) at least six years, if they are enrolled on a part-time basis, or
   (c) a term approved by the Postgraduate Research Committee which represents a combination of full-time and part-time study.
8. Enrolment is approved, in the first instance for:
   (a) a maximum of one year in Part 1 and a maximum of four years in Part 1 and Part 2 if the candidate is registered on a full-time basis, or
   (b) a maximum of two years in Part 1 and a maximum of eight years in Part 1 and Part 2 if the candidate is registered on a part-time basis, or
   a term approved by the Postgraduate Research Committee which represents a combination of full-time and part-time study.
9. Candidates are required to maintain continuous enrolment throughout the entire period of their degree.
10. Initial enrolment is in Part 1. When the Dean of the Faculty of Education has confirmed that candidates have passed Part 1 to the prescribed standards, candidates may apply for enrolment in Part 2.
11. On the recommendation of the Dean of the Faculty of Education and on successful completion of a presentation about the proposed research to a confirmation of enrolment panel, candidates who have completed Part 1 but whose results are not yet confirmed may be permitted to apply to the Postgraduate Research Committee for conditional enrolment in Part 2. Confirmation of enrolment by the Postgraduate Research Committee is subject to confirmation that the candidate has passed Part 1 to the prescribed standards.
12. For each candidate who proceeds to Part 2 of the EdD, the Postgraduate Research Committee appoints a supervisory panel. Each EdD candidate must have a minimum of two supervisors, one of whom is a continuing staff member of the University and the chief supervisor.
13. Candidates are required to maintain contact with their supervisory panel throughout the entire period of the enrolment in their degree.
14. Candidates enrolled for Part 2 of the EdD must submit six-monthly reports on the progress of their research work.
15. Notwithstanding section 8 of these regulations, a candidate may apply to the Postgraduate Research Committee for a suspension from enrolment for a maximum period of twelve months full-time equivalent. A candidate is not entitled to supervision or any University resources during a period of suspension and does not incur tuition fees.
16. A candidate may apply to the Postgraduate Research Committee for an extension of enrolment for a maximum period of twelve months full-time equivalent during their higher degree programme.
17. The Postgraduate Research Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate progress which meets Faculty expectations and/or comply with any regulations or policies which relate to enrolment for the Degree.
18. An EdD thesis may consist of the candidate's published or unpublished material, or a combination of both. All such materials must have been produced within the term of enrolment.

19. Candidates must indicate in the thesis any component that has been used or presented for any other degree.
20. Candidates must comply with the *Dissertations and Theses Regulations 2015* which set out the University's requirements with respect to the submission and presentation of theses.
21. The Postgraduate Research Committee appoints at least two examiners for the candidate's thesis who are external to the University and not directly connected with the candidate or the candidate's research. At least one of the examiners is based overseas. In the case of divergent examination outcomes, the Postgraduate Research Committee will appoint a third examiner.
22. The Postgraduate Research Committee makes a decision to proceed to oral examination based on the recommendations and reports of the examiners following the written examination.
23. In order for an oral examination of the candidate to be held at least two examiners should recommend that the thesis proceed to oral examination. The Postgraduate Research Committee may resolve
    (a) that the thesis should proceed to oral examination, does not require significant revisions;
    (b) that the thesis should proceed to oral examination, revisions anticipated;
    (c) that the thesis should not proceed to oral examination. The candidate should be asked to re-enrol for a minimum of 6 months to undertake the major revisions indicated in the examiners reports and in due course to re-submit the thesis for re-examination;
    (d) that the thesis should not proceed to oral examination and should not be accepted for the doctoral degree but is acceptable as fulfilling the requirements for the degree of Master of Education or Master of Philosophy (subject to amendments of a minor nature); or
    (e) that the thesis should not proceed to oral examination and should not be accepted for the award of a doctoral degree.
24. The Postgraduate Research Committee makes a final decision on the award of the Degree. On the basis of the final report of the examiners following the oral examination, the Postgraduate Research Committee will resolve
    (a) that the thesis be accepted in its present form as fulfilling the requirements of Part 2 for the EdD, or
    (b) that the thesis be accepted as fulfilling the requirements of Part 2 for the EdD subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiners, to the satisfaction of the chief supervisor, or
    (c) that the thesis be accepted as fulfilling the requirements of Part 2 for the EdD subject to the candidate completing substantial amendments to the satisfaction of all the examiners or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks, or
    (d) that the thesis is not acceptable in its present form and be returned to the candidate, who may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or
    (e) that the thesis is not acceptable for the EdD but should be accepted as fulfilling the requirements of the degree of Master of Education or Master of Philosophy, or
    (f) that the candidate has failed to meet the required standard and that no degree be awarded.
25. A candidate may revise and re-submit a thesis only once and only one oral examination will be held.
26. Candidates who have completed Part 1 of the Degree, but who have not qualified to proceed to Part 2 may apply to the Dean of the Faculty of Education to transfer to the Postgraduate Diploma of Education
27. Candidates may apply to the Dean of the Faculty of Education, at any time during Part 2 of the EdD before submission of the thesis, to transfer to the MEd.
28. Candidates may apply to the Postgraduate Research Committee, at any time during Part 2 of the EdD before submission of the thesis, to transfer to the MPhil.
29. Applicants or candidates for the EdD who wish to appeal a decision by the Postgraduate Research Committee, or who have a concern about supervision or any other aspect of their candidature, may raise the matter under the *Higher Degree Appeals and Complaints Regulations*.
30. The Postgraduate Research Committee may vary or waive these regulations in individual cases. The Postgraduate Research Committee is required to report any decisions under this authority to the Research Committee.‘

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Calendar

Search

Menu

Home

About

Study at Waikato

Student Experience

Research & Expertise

News & Events

Get in Touch

Section Contents

Doctor of Juridical Science (SJD)

The regulations below set down the requirements for award of the SJD degree.
Formal policies and procedures related to enrolment and examination for the SJD, along with information about administration matters, are available from the School of Graduate Research and on the University of Waikato website.
These regulations, policies and procedures are administered by the University's Postgraduate Research Committee.

Regulations for the Degree of Doctor of Juridical Science (SJD)

1. The Degree is awarded to candidates who have successfully completed a programme of coursework and research in two parts as follows:
   - 1.1 Part 1 - Research Portfolio
     Candidates must gain a pass grade in the paper LAWS995 Research Portfolio.
   - 1.2 Part 2 - Thesis
     Candidates must undertake approved and supervised research, and present the results lucidly in a thesis which
     - (i) critically investigates an approved topic of substance and significance, and
     - (ii) demonstrates expertise in the methods of research and scholarship, and
     - (iii) displays intellectual independence, and
     - (iv) makes a substantial original contribution to the research area.
2. To qualify to enrol for the SJD, applicants must
   - (a) have qualified for the award of a bachelors degree with honours or a masters degree, and must have achieved at least second class honours (first division) or distinction, or

(b) have qualified for the award of the degree of Master of Philosophy, or
(c) have passed qualifying papers at a satisfactory level, or
(d) in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Research Committee that he or she has adequate skills and knowledge to proceed with the proposed research.

3. Applicants for the SJD must apply on the prescribed form which is available from the School of Graduate Research.
4. Applications to enrol for the SJD and the conditions of enrolment are subject to approval by the Postgraduate Research Committee under delegated authority of the Academic Board.
5. As one of the preconditions for the approval of an application to enrol, the Postgraduate Research Committee will establish that the necessary supervision and resources can be provided for the chosen topic.
6. If at any time subsequent to the approval of an application the University encounters changes to its staffing or resources, it will make all reasonable efforts to ensure that these do not disadvantage the candidate. However, changes to staffing and resources can mean that a candidate's conditions of enrolment are subject to change or termination.
7. Candidates whose applications to enrol for the SJD are approved by the Postgraduate Research Committee must enrol in the Faculty of Law and, subject to progress which meets expectations, pursue their coursework and research for
   (a) at least three years, if they are enrolled on a full-time basis, or
   (b) at least six years, if they are enrolled on a part-time basis, or
   (c) a term approved by the Postgraduate Research Committee which represents a combination of full-time or part-time study.
8. Enrolment is approved, in the first instance for
   (a) a maximum of one year in Part 1 and a maximum of four years in Part 1 and Part 2 if the candidate is registered on a full-time basis, or
   (b) a maximum of two years in Part 1 and a maximum of eight years in Part 1 and Part 2 if the candidate is registered on a part-time basis, or
   (c) a term approved by the Postgraduate Research Committee which represents a combination of full-time and part-time study.
9. Candidates are required to maintain continuous enrolment throughout the entire period of their degree.
10. Initial enrolment is in Part 1. When the Dean of the Faculty of Law has confirmed that candidates have passed Part 1 to the prescribed standards, candidates may apply for enrolment in Part 2.
11. On the recommendation of the Dean of the Faculty of Law and on successful completion of a presentation about the proposed research to a confirmation of enrolment panel, candidates who have completed Part 1 but whose results are not yet confirmed may be permitted to apply to the Postgraduate Research Committee for conditional enrolment in Part 2. Confirmation of enrolment by the Postgraduate Research Committee is subject to confirmation that the candidate has passed Part 1 to the prescribed standards.
12. For each candidate who proceeds to Part 2 of the SJD, the Postgraduate Research Committee appoints a supervisory panel. Each SJD candidate must have a minimum of two supervisors, one of whom is a continuing staff member of the University and the chief supervisor.
13. Candidates are required to maintain contact with their supervisory panel throughout the entire period of the enrolment in their degree.
14. Candidates enrolled for Part 2 of the SJD must submit six-monthly reports on the progress of their research work.
15. Notwithstanding section 8 of these regulations, a candidate may apply to the Postgraduate Research Committee for a suspension from enrolment for a maximum period of twelve months full-time equivalent. A candidate is not entitled to supervision or any University resources during a period of suspension and does not incur tuition fees.
16. A candidate may apply to the Postgraduate Research Committee for an extension of enrolment for a maximum period of twelve months full-time equivalent during their higher degree programme.
17. The Postgraduate Research Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate progress which meets Faculty expectations or comply with any regulations or policies which relate to enrolment for the Degree.
18. An SJD thesis may consist of the candidate's published or unpublished material, or a combination of both. All such material must have been produced within the term of enrolment.
19. Candidates must indicate in the thesis any component that has been used or presented for any other degree.
20. Candidates must comply with the *Dissertations and Theses Regulations 2015* which set out the University's

requirements with respect to the submission and presentation of theses.

21. The Postgraduate Research Committee appoints at least two examiners for the candidate's thesis who are external to the University and not directly connected with the candidate or the candidate's research. At least one of the external examiners is based overseas. In the case of divergent examination outcomes, the Postgraduate Research Committee will appoint a third examiner.

22. The Postgraduate Research Committee makes a decision to proceed to oral examination based on the recommendations and reports of the examiners following the written examination.

23. In order for an oral examination of the candidate to be held at least two examiners should recommend that the thesis proceed to oral examination. The Postgraduate Research Committee may resolve
    (a) that the thesis should proceed to oral examination, does not require significant revisions;
    (b) that the thesis should proceed to oral examination, revisions anticipated;
    (c) that the thesis should not proceed to oral examination. The candidate should be asked to re-enrol for a minimum of 6 months to undertake the major revisions indicated in the examiners reports and in due course to re-submit the thesis for re-examination;
    (d) that the thesis should not proceed to oral examination and should not be accepted for the doctoral degree but is acceptable as fulfilling the requirements for the degree of Master of Laws or Master of Philosophy (subject to amendments of a minor nature); or
    (e) that the thesis should not proceed to oral examination and should not be accepted for the award of a doctoral degree.

24. The Postgraduate Research Committee makes a final decision on the award of the Degree. On the basis of the final report of the examiners following the oral examination, the Postgraduate Research Committee will resolve
    (a) that the thesis be accepted in its present form as fulfilling the requirements of Part 2 for the SJD, or
    (b) that the thesis be accepted as fulfilling the requirements of Part 2 for the SJD subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiners, to the satisfaction of the chief supervisor, or
    (c) that the thesis be accepted as fulfilling the requirements of Part 2 for the SJD subject to the candidate completing substantial amendments to the satisfaction of all the examiners or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks, or
    (d) that the thesis is not acceptable in its present form and be returned to the candidate, who may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or
    (e) that the thesis is not acceptable for the SJD but should be accepted as fulfilling the requirements of the degree of Master of Laws or Master of Philosophy, or
    (f) that the candidate has failed to meet the required standard and that no degree be awarded.

25. A candidate may revise and re-submit a thesis only once and only one oral examination will be held.

26. Candidates who have completed Part 1 of the Degree, but who have not qualified to proceed to Part 2 may apply to the Dean of the Faculty of Law to transfer to the Postgraduate Diploma of Law.

27. Candidates may apply to the Dean of the Faculty of Law, at any time during Part 2 of the SJD before submission of the thesis, to transfer to the LLM.

28. Candidates may apply to the Postgraduate Research Committee, at any time during Part 2 of the SJD before submission of the thesis, to transfer to the MPhil.

29. Applicants or candidates for the SJD who wish to appeal a decision by the Postgraduate Research Committee, or who have a concern about supervision or any other aspect of their candidature, may raise the matter under the *Higher Degree Appeals and Complaints Regulations*.

30. The Postgraduate Research Committee may vary or waive these regulations in individual cases. The Postgraduate Research Committee is required to report any decisions under this authority to the Research Committee.

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Doctor of Musical Arts (DMA)

The regulations below set down the requirements for award of the DMA degree.
Formal policies and procedures related to enrolment and examination for the DMA, along with information about administration matters, are available from the School of Graduate Research and on the University of Waikato website.
These regulations, policies and procedures are administered by the University's Postgraduate Research Committee.

Regulations for the Degree of Doctor of Musical Arts (DMA)

1. The Degree is awarded to candidates who have successfully completed a programme of performance and research in two parts as follows:
   1.1 *Part 1 - Performance*
   Candidates must
   (i) present one public recital in their first year, and
   (ii) two public recitals and a seminar on their proposed research during their second year of study, and
   (iii) give a public performance of a major concerto or equivalent during their third year of study, and
   (iv) present a final research-based public recital, which will be examined.
   1.2 *Part 2 - Thesis*
   Candidates must undertake approved and supervised research, and present the results lucidly in a thesis which
   (i) critically investigates an approved topic of substance and significance, and
   (ii) demonstrates expertise in the methods of research and scholarship, and
   (iii) displays intellectual independence, and

(iv) makes a substantial original contribution to the research area.

2. To qualify to enrol for the DMA, applicants must
   (a) have qualified for the award of a Master of Music (MMus) degree, and must have achieved at least second class honours (first division), and
   (b) pass an audition.
3. Applicants for the DMA must apply on the prescribed form which is available from the School of Graduate Research.
4. Applications to enrol for the DMA and the conditions of enrolment are subject to approval by the Postgraduate Research Committee under delegated authority of the Academic Board.
5. As one of the preconditions for the approval of an application to enrol, the Postgraduate Research Committee will establish that the necessary supervision and resources can be provided for the chosen research topic.
6. If at any time subsequent to the approval of an application the University encounters changes to its staffing or resources, it will make all reasonable efforts to ensure that these do not disadvantage the candidate. However, changes to staffing and resources can mean that a candidate's conditions of enrolment are subject to change or termination.
7. Candidates whose applications to enrol for the DMA are approved by the Postgraduate Research Committee must enrol in the Faculty of Arts and Social Sciences and, subject to progress which meets expectations, pursue their performance and research for
   (a) at least three years, if they are enrolled on a full-time basis, or
   (b) at least six years, if they are enrolled on a part-time basis, or
   (c) a term approved by the Postgraduate Research Committee which represents a combination of full-time and part-time study.
8. Enrolment is approved, in the first instance
   (a) for a maximum of four years in Part 1 and Part 2 if the candidate is registered on a full-time basis, or
   (b) for a maximum of eight years in Part 1 and Part 2 if the candidate is registered on a part-time basis, or
   (c) a term approved by the Postgraduate Research Committee which represents a combination of full-time and part-time study.
9. Enrolment of all new candidates for the DMA approved by the Postgraduate Research Committee is conditional for an initial period of six months. Confirmation of enrolment by the Postgraduate Research Committee after the initial period of six months is subject to the submission by the candidate of
   (a) an acceptable research plan, and
   (b) a report by the supervisors recommending confirmation of enrolment, and
   (c) evidence of ethical approval or a statement confirming that it is not required, in accordance with the Ethical Conduct in Human Research and Related Activities 2008.
   (d) the final full-length (90 minutes) research-based public recital for Part 1 will be assessed by a panel appointed by the University at the recommendation of the Convenor of Music consisting of an internal moderator (who is not the candidate's supervisor) and two external examiners of international repute. Overseas examiner(s) will receive a CD or DVD recording of the final performance.
10. The panel will advise the Postgraduate Research Committee if the requirements of Part 1 have been met. If it is deemed that the final recital is not of an acceptable standard the panel may recommend to the Postgraduate Research Committee that the student re-present the recital after a further period of enrolment, or that the standard has not been met.
11. Candidates are required to maintain continuous enrolment throughout the entire period of their degree.
12. For each DMA candidate the Postgraduate Research Committee appoints a supervisory panel. Each DMA candidate must have a minimum of two supervisors, one of whom is a continuing staff member of the University and the chief supervisor.
13. Candidates are required to maintain contact with their supervisory panel throughout the entire period of the enrolment in their degree.
14. Candidates enrolled for the DMA must submit six-monthly reports on the progress of their research work.
15. Notwithstanding section 8 of these regulations, a candidate may apply to the Postgraduate Research Committee for a suspension from enrolment for a maximum period of twelve months full-time equivalent. A candidate is not entitled to supervision or any University resources during a period of suspension and does not incur tuition fees.
16. A candidate may apply to the Postgraduate Research Committee for an extension of enrolment for a maximum period of twelve months full-time equivalent during their higher degree programme.

17. The Postgraduate Research Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate progress which meets Faculty expectations or comply with any regulations or policies which relate to enrolment for the Degree.
18. The DMA thesis may consist of the candidate's published or unpublished material, or a combination of both. All such materials must have been produced within the term of enrolment.
19. Candidates must indicate in the thesis any component that has been used or presented for any other degree.
20. Candidates must comply with the *Dissertations and Theses Regulations 2015* which set out the University's requirements with respect to the submission and presentation of theses.
21. The Postgraduate Research Committee appoints at least two examiners for the candidate's thesis who are external to the University and not directly connected with the candidate or the candidate's research. At least one of the external examiners is based overseas. In the case of divergent examination outcomes, the Postgraduate Research Committee will appoint a third examiner.
22. The Postgraduate Research Committee makes a decision to proceed to oral examination based on the recommendations and reports of the examiners following the written examination.
23. In order for an oral examination of the candidate to be held at least two examiners should recommend that the thesis proceed to oral examination. The Postgraduate Research Committee may resolve
    (a) that the thesis should proceed to oral examination, does not require significant revisions;
    (b) that the thesis should proceed to oral examination, revisions anticipated;
    (c) that the thesis should not proceed to oral examination. The candidate should be asked to re-enrol for a minimum of 6 months to undertake the major revisions indicated in the examiners reports and in due course to re-submit the thesis for re-examination;
    (d) that the thesis should not proceed to oral examination and should not be accepted for the doctoral degree but is acceptable as fulfilling the requirements for the degree of Master of Philosophy (subject to amendments of a minor nature); or
    (e) that the thesis should not proceed to oral examination and should not be accepted for the award of a doctoral degree.
24. The Postgraduate Research Committee makes a final decision on the award of the Degree. On the basis of the final report of the examiners following the oral examination, the Postgraduate Research Committee will resolve
    (a) that the thesis be accepted in its present form as fulfilling the requirements of Part 2 for the DMA, or
    (b) that the thesis be accepted as fulfilling the requirements of Part 2 for the DMA subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiners, to the satisfaction of the chief supervisor, or
    (c) that the thesis be accepted as fulfilling the requirements of Part 2 for the DMA subject to the candidate completing substantial amendments to the satisfaction of all the examiners or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks, or
    (d) that the thesis is not acceptable in its present form and should be returned to the candidate, who may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or
    (e) that the thesis is not acceptable for the DMA but should be accepted as fulfilling the requirements of the degree of Master of Philosophy, or
    (f) that the candidate has failed to meet the required standard and that no degree be awarded.
25. A candidate may revise and re-submit a thesis only once and only one oral examination will be held.
26. Candidates may apply to the Postgraduate Research Committee, at any time during Part 2 of the DMA before submission of the thesis, to transfer to the Master of Philosophy.
27. Applicants or candidates for the DMA who wish to appeal a decision by the Postgraduate Research Committee, or who have a concern about supervision or any other aspect of their candidature, may raise the matter under the *Higher Degree Appeals and Complaints Regulations*.
28. The Postgraduate Research Committee may vary or waive these regulations in individual cases. The Postgraduate Research Committee is required to report any decisions under this authority to the Research Committee.

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Calendar

Search

Menu

Home

About

Study at Waikato

Student Experience

Research & Expertise

News & Events

Get in Touch

Section Contents

Regulations for Higher Doctorates - the Degrees of Doctor of Laws (LLD), Doctor of Literature (DLit) and Doctor of Science (DSc)

Part 1 Eligibility

1. A higher doctorate, namely a Doctor of Laws, Doctor of Literature or Doctor of Science, may be awarded to a candidate who has successfully presented for examination a collection of work, or a specially composed thesis based on such work, which constitutes an original, substantial and distinguished contribution to scholarship and establishes the candidate as an international authority in the particular field of study.

Part 2 Application

2. An applicant for a higher doctorate must:
   - (a) be a graduate of the University of Waikato,
   - (b) or if not a graduate of the University of Waikato, must have qualified for the award of a degree from another New Zealand university or for a qualification considered by the Academic Board to be equivalent,
   - (c) or have a significant academic association with the University of Waikato, and
   - (d) be submitting work which is related to the current teaching and research expertise of the University of Waikato.
3. An application must be submitted to the Postgraduate Research Committee (through the School of Graduate Research) and include:
   - (a) a copy of the work on which the application is based,
   - (b) a short discourse on the nature of the work,

(c) a statutory declaration which states:
  (i) in the case of co-authored work, the name(s) of the co-author(s) and the nature and extent of the applicant's particular contribution to the work
  (ii) the details of any other qualification for which the work, in whole or part, has been submitted.
(d) the application fee prescribed in the Table of Fees and Charges section of the University of Waikato Calendar.

4. The Postgraduate Research Committee has authority to determine whether an application meets the criteria set out in sections 2 and 3.
5. If the Postgraduate Research Committee determines that an application does not meet the criteria set out in sections 2 and 3, the applicant will be notified in writing and the Postgraduate Research Committee will take no further action with respect to the application.
6. If the Postgraduate Research Committee determines that an application meets the criteria set out in sections 2 and 3, the Chair of the Postgraduate Research Committee will consult confidentially with staff of the University who have academic expertise in the relevant field about whether, in their opinion, the work is likely to meet the criteria set out in section 1 and will report accordingly to the Postgraduate Research Committee.
7. On the basis of the consultations undertaken and reported under section 6, the Postgraduate Research Committee will determine whether the application should proceed to examination.
8. If the Postgraduate Research Committee determines that the application will not proceed to examination, the applicant will be notified in writing and the Postgraduate Research Committee will take no further action with respect to the application.
9. If the Postgraduate Research Committee determines that an application will proceed to examination, the candidate will be required to submit three further copies of the work on which the application is based, together with the examination fee prescribed in the Table of Fees and Charges section of the University of Waikato Calendar.

Part 3 Examination

10. Three examiners, at least two of whom are external to the University, will be appointed by the Postgraduate Research Committee, on the nomination of the Dean of the Faculty that it considers to be most closely aligned with the applicant's field of expertise.
11. Each examiner will submit an examiner's report and recommend either:
  (a) that the degree be awarded, or
  (b) that the degree not be awarded.
12. The Postgraduate Research Committee will consider the examiners' reports and recommendations and make a recommendation to the Research Committee as to whether the degree should be awarded.
13. The Research Committee has authority to decide whether the degree will be awarded.
14. If the degree is awarded, one set of the relevant work will be retained by the University and placed in the Library.

Part 4 Re-Applications

15. An applicant who is not permitted to proceed to examination, or who is not awarded the degree, may not re-apply for a higher doctorate until a period of five years has lapsed since the first application and may re-apply only once.

Part 5 Provisions for Appeal to the Research Committee

16. An applicant or candidate for a higher doctorate who wishes to appeal a decision by the Postgraduate Research Committee in relation to the application or examination may do so in writing to the Research Committee.
17. An appeal may be made only on one or both of the following grounds:
  (a) that the process used to make the decision in relation to the application or examination was incorrect or unfair, or
  (b) that the decision in relation to the application or examination was manifestly at odds with the information on which it was based.
18. An appeal lodged under section 16 must comprise a written statement of the circumstances of, and grounds for, the appeal, together with supporting evidence, if available, and must be lodged with the Secretary to the Research Committee (through the Research Office) not more than 21 days from the date of notification of the decision being appealed.
19. The Research Committee will hear and decide on the appeal.
20. The Chair of the Research Committee will ensure that no-one considering the appeal was a party to the original decision.
21. A decision by the Research Committee on an appeal lodged under section 16 will be notified to the candidate in

writing and is final.

Part 6 Provisions for Appeal to the Academic Board

22. A candidate for a higher doctorate who wishes to appeal a decision by the Research Committee in relation to the award of the degree may do so in writing to the Academic Board.
23. An appeal to the Academic Board may be made only on one or both of the following grounds:
    (a) that the process used to make the decision in relation to the award of the degree was incorrect or unfair, or
    (b) that the decision in relation to the award of the degree was manifestly at odds with the information on which it was based.
24. An appeal under section 22 must comprise a written statement of the circumstances of, and grounds for, the appeal, together with supporting evidence, if available, and must be lodged with the Secretary to the Academic Board (the Director of the Academic Office) not more than 21 days from the date of notification of the decision being appealed.
25. The Academic Board may delegate authority to hear and decide the appeal on its behalf to a sub-committee comprising:
    (a) the Chair of the Academic Board (or nominee), and
    (b) two members of the Academic Board.
26. The Chair of the Academic Board will ensure that no members of a sub-committee appointed under section 25 were party to the original decision.
27. A decision by, or on behalf of, the Academic Board on an appeal lodged under section 22 will be notified to the candidate in writing and is final.

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Higher Degree Appeals and Complaints Regulations

Higher Degrees of the University of Waikato comprise the following degrees:

Master of Philosophy (MPhil)
Doctor of Education (EdD)
Doctor of Juridical Science (SJD)
Doctor of Musical Arts (DMA)
Doctor of Philosophy (PhD)

1. These regulations apply to applicants and candidates for higher degrees at the University of Waikato.
2. Applicants or candidates for higher degrees who wish to appeal a decision by the Postgraduate Research Committee in relation to enrolment for the degree, whether at the conditional or confirmed stage of the enrolment process, or in relation to its examination, may do so in writing to the Research Committee.
3. An appeal under section 2 must comprise a written statement of the circumstances of, and grounds for, the appeal, together with supporting evidence, if available, and must be lodged with the Secretary to the Research Committee not more than 21 days from the date of notification of the decisions.
4. Where an appeal is lodged under section 2, the Research Committee may delegate authority to hear and decide on the appeal on its behalf to a sub-committee comprising:
   (a) the Chair of the Research Committee (or nominee), and

(b) two members of the Research Committee

The Chair of the Research Committee must ensure that none of those considering the appeal is a party to the original decision.

5. A decision by, or on behalf of, the Research Committee on an appeal lodged under section 2 is notified to the applicant or candidate in writing, and is final.

6. Candidates for higher degrees who have a concern about supervision or any other aspect of their candidature (other than decisions in relation to enrolment for the degree or its examination) may, in the first instance, seek a resolution by raising the matter with his/her supervisor, Faculty/School postgraduate studies representative, or other relevant staff member (e.g. Chairperson of Department/School, Associate Dean (Postgraduate, Dean) in his/her Faculty/School.

7. Where it has not been possible to resolve the concern under section 6, the candidate may make a written complaint to the Chair of the Postgraduate Research Committee.

8. A written complaint under section 7 must include an appropriately detailed explanation of the concern, together with supporting evidence if available, and must be lodged with the Secretary to the Postgraduate Research Committee.

9. A decision by the Chair of the Postgraduate Research Committee with respect to a complaint under section 7 will be notified in writing to the candidate within 21 days of the receipt of the written complaint.

10. A candidate who wishes to appeal a decision by the Chair of the Postgraduate Research Committee under section 9 may do so in writing to the Research Committee.

11. An appeal under section 10 must comprise a written statement of the circumstances of, and grounds for, the appeal, together with supporting evidence, if available, and must be lodged with the Secretary to the Research Committee within 21 days of the date of notification of the decision.

12. Where an appeal is lodged under section 10, the Research Committee may delegate authority to hear and decide on the appeal on its behalf to a sub-committee comprising:

(a) the Chair of the Research Committee (or nominee), and

(b) two members of the Research Committee

The Chair of the Research Committee must ensure that none of those considering the appeal is a party to the original complaint.

13. A decision by, or on behalf of, the Research Committee on an appeal lodged under section 10 is notified to the candidate in writing and is final.

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Regulations for the Certificate of Attainment in English Language (CertAttainEngLang)

Admission

1. There are no formal prerequisites for admission to the Certificate of Attainment in English Language.
2. Admission to the Certificate is subject to the approval of the Director of the Waikato Pathways College.
3. The level at which admission to the Certificate is approved will be determined by the Director of the Waikato Pathways College and will depend on the student's proficiency in written and spoken English.

Requirements for the Certificate

4. The Certificate of Attainment in English Language is taught at three levels. Every candidate must enrol in the Waikato Pathways College and may complete one or more levels in sequence. The programme of study for each level comprises 43 points. Candidates will receive a Certificate of Attainment for each level passed.
5. Candidates who gain the required 43 points at Levels 1, 2 or 3 will be awarded the Certificate of Attainment in English Language.
6. The prescription for each level of study for the Certificate is prescribed in the Pathways Programmes entry in the University of Waikato Catalogue of Papers.
7. The programme of every candidate is subject to the approval of the Director of the Waikato Pathways College.
8. Every candidate must complete to the satisfaction of the Academic Board such class work, practical work, assignments, tests, and oral and written examinations as may be required.

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Regulations for the Certificate of Attainment in Academic English (CertAttainAcadEng)

Admission

1. Candidates for the Certificate of Attainment in Academic English must have achieved the equivalent of an academic IELTS overall score of 4.0 or higher.
2. Admission to the Certificate is subject to the approval of the Director of the Waikato Pathways College.
3. The level at which admission to the Certificate is approved will be determined by the Director of the Waikato Pathways College and will depend on the student's proficiency in written and spoken English.

Requirements for the Certificate

4. The Certificate of Attainment in Academic English is taught at five levels. Every candidate must enrol in the Waikato Pathways College and may complete one or more levels in sequence. The programme of study for each level comprises 43 points. Candidates will receive a Certificate of Attainment for each level passed.
5. Candidates who gain the required 43 points at Levels 4, 5, 6, 7 or 8 will be awarded the Certificate of Attainment in Academic English.
6. The prescription for each level of study for the Certificate is prescribed in the Pathways Programmes entry in the University of Waikato Catalogue of Papers.
7. The programme of every candidate is subject to the approval of the Director of the Waikato Pathways College.
8. Every candidate must complete to the satisfaction of the Academic Board such class work, practical work, assignments, tests, and oral and written examinations as may be required.

Credit Transfers

9. A candidate may apply for credit of one unspecified 100 level paper towards a bachelors degree in respect of the Certificate of Attainment awarded at Level 8. The application must be accompanied by the prescribed fee.

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Regulations for the Certificate of Attainment in Foundation Studies (CertAttainFoundSt)

Admission

1. There are no formal prerequisites for admission to the Certificate programme. However, candidates for the Certificate must produce evidence which satisfies the Director of the Waikato Pathways College that they are proficient in English language to the equivalent of IELTS 5.5 with a minimum of Level 5 in the Writing Band. Students who have achieved an IELTS score of at least 5.5 with a minimum of 5.5 in writing may be eligible for an exemption of up to 60 points towards the Certificate. Candidates must also have reached a standard of education at least equivalent to NCEA Level 2 in a New Zealand secondary school.
2. Every candidate for the Certificate must be accepted by the Director of the Waikato Pathways College.

Requirements for the Certificate

3. The normal minimum period of enrolment for completion of the Certificate is two semesters.
4. Candidates must enrol in the Waikato Pathways College and follow an approved programme of study.
5. Candidates must gain 120 points, including 45 points from the three compulsory papers, as prescribed in the Pathways Programmes entry in the University of Waikato Catalogue of Papers.
6. Every candidate for the Certificate must complete to the satisfaction of the Academic Board such class work, practical work, assignments, tests, and oral and written examinations as may be required.

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Regulations for the Certificate of University Preparation (CUP)

Admission

1. Candidates for the Certificate should normally have completed Year 13 in a New Zealand Secondary School or its equivalent.
2. Every candidate for the Certificate must be accepted by the Director of the Waikato Pathways College.

Requirements for the Certificate

3. The normal minimum period of enrolment for completion of the Certificate is one semester full-time or its equivalent in part-time study. All study should be completed within one academic year.
4. Candidates must enrol in the Waikato Pathways College and follow an approved programme of study.
5. Candidates must gain 60 points, including any compulsory papers.
6. Candidates must complete the requirements of a stream, as set out in the appendix to these regulations. The programme of study must include 30 points from the compulsory papers listed under Part A and 30 points selected from the papers listed under Part B for the stream the candidate is enrolled in. Candidates may, on the basis of academic advice and approval, be permitted to choose elective papers from the other stream.

Variations

7. The Director or delegated authority may vary or waive these regulations in individual cases.

Appendix

General Stream

Part A: Compulsory Study Skills Papers
CUPR001 Introduction to Study Skills (15 points)
CUPR002 Introduction to Critical Thought and Expression (15 points)

Part B: Elective Papers
CAFS004 Bridging Calculus (15 points)
CAFS005 Bridging Statistics (15 points)
CAFS006 Bridging Accounting (15 points)
CAFS007 Bridging Economics (15 points)
CAFS014 Bridging Psychology (15 points)
CUPR003 Bridging Arts (15 points)
CUPR004 Bridging Social Sciences (15 points)
CAFS009 Bridging Biology (15 points)
CAFS010 Bridging Chemistry (15 points)
CAFS011 Bridging Physics (15 points)
CUPR008 Bridging Mathematics and Statistics (15 points)
CUPR025 Bridging General Science (15 points)
CUPR026 Te Huarahi Bridging Māori (15 points)

Huarahi Māori Stream

Part A: Compulsory Study Skills Papers
CUPR001 Introduction to Study Skills (15 points)
CUPR002 Introduction to Critical Thought and Expression (15 points)

Part B: Elective Papers
CUPR026 Te Huarahi Bridging Māori (15 points)
Plus one paper from the general stream electives above.

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Regulations for the Certificate (Cert)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Certificate must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Certificate

3. The normal minimum period of enrolment for completion of the Certificate is one year.
4. Candidates for the Certificate must enrol in a Faculty or School of Studies and follow an approved programme of study.
5. Candidates must gain 120 points at 100 level or above in the Certificate fields listed in section 8 of these regulations.
6. Candidates must gain at least 90 points in one field.
7. Candidates must meet the field requirements, as set out in the appendix to these regulations.
8. The Certificate fields are [1]
   - Arts (Cert(Arts))
   - Communication Studies (Cert(CS))
   - Education (Cert(Ed))[2]
   - Environmental Planning (Cert(EnvPlan))
   - Law (Cert(Law))[2]
   - Management (Cert(Mgt))
   - Māori and Pacific Development (Cert(MPD))

Science (Cert(Sc))
Social Sciences (Cert(SocSc))
Sport and Leisure Studies (Cert(SpLS))
Tourism (Cert(Tour))

9. The Certificate awarded will be endorsed in the field in which at least 90 points are gained.

Variations

10. The Dean or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *The subjects and/or papers that comprise each Certificate field are set out in the Undergraduate Diploma and Certificate Fields.*
2. *A Certificate is not offered in this field in 2016.*

Appendix

Field Requirements

Communication Studies

1. Candidates must gain at least 75 points from the 100 level compulsory papers for the BCS.

Management

1. Candidates must complete a specialisation, as prescribed in the Waikato Management School Student Handbook.

Tourism

1. Candidates must gain at least 75 points from the compulsory papers for the BTour and one of the BTour degree fields, including either TOMG101 or TOST100.

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Regulations for the Graduate Certificate (GradCert)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Graduate Certificate must have
   (a) qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, or
   (b) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience, and ability to proceed with the proposed programme.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Graduate Certificate

4. The normal minimum period of enrolment for completion of the Graduate Certificate is one semester.
5. Candidates must enrol in a Faculty or School of Studies and follow an approved programme of study.
6. Candidates must gain 60 points at 100 level or above, including at least 40 points at 300 level or above, in the Graduate Certificate subjects.
7. Candidates must gain at least 40 points from one of the subjects listed in Schedule A.
8. The Graduate Certificate subjects are

Schedule A

Accounting (GradCert(Acc))
Animal Behaviour (GradCert(AniBeh))
Anthropology (GradCert(Anth))
Applied Computing (GradCert(AppComp))
Biochemistry (GradCert(Biochem))
Biological Sciences (GradCert(BioSc))
Biotechnology (GradCert(Biotech))
Chemistry (GradCert(Chem))
Chinese (GradCert(Chin))
Computer Graphic Design (GradCert(CGD))
Computer Science (GradCert(CompSc))
Creative Practices (GradCert(CreatePrac))
Creative Technologies (GradCert(CreateTech))
Design Media (GradCert(DesignMedia))
Earth Sciences (GradCert(EarthSc))
Economics (GradCert(Econ))
Education Studies (GradCert(EdSt))
Electronic Business (GradCert(EBus))
Electronic Commerce (GradCert(ECom))[1]
Electronics (GradCert(Elec))
Engineering (GradCert(Eng))[1]
English (GradCert(Engl))
Environmental Planning (GradCert(EnvPlan))
Environmental Sciences (GradCert(EnvSc))
Ethics (GradCert(Ethics))
Finance (GradCert(Fin))
French (GradCert(Fren))
Geography (GradCert(Geog))
German (GradCert(Germ))
History (GradCert(Hist))
Hospitality Management (GradCert(HospMgt)[1]
Human Development (GradCert(HumDev))
Human Resource Management (GradCert(HRM))
Industrial Relations and Human Resource Management (GradCert(IR&HRM))
International Languages and Culture (GradCert(IntLang&Culture)
International Management (GradCert(IntMgt))
Japanese (GradCert(Jap))
Labour Studies (GradCert(LabSt))
Law (GradCert(Law))
Leadership Communication (GradCert(LComm))
Linguistics (GradCert(Ling))
Management (GradCert(Mgt))
Māori and Pacific Development (GradCert(MPD))
Māori Cultural Studies/Tikanga Māori (GradCert(Tikanga))
Māori Language/Te Reo Māori (GradCert(ReoMāori))
Māori Media and Communication (GradCert(MāoriMedia))
Marketing (GradCert(Mrkt))
Materials and Processing (GradCert(Mat&Proc))
Mathematics (GradCert(Math))
Music (GradCert(Mus))
Philosophy (GradCert(Phil))
Physics (GradCert(Phys))
Political Science (GradCert(PolSc))
Population Studies (GradCert(PopSt))

Psychology (GradCert(Psych))
Public Policy (GradCert(PP))
Public Relations (GradCert(PR))
Screen and Media Studies (GradCert(SMSt))
Social Policy (GradCert(SocPol))
Sociology (GradCert(Socy))
Spanish (GradCert(Span))
Sport and Leisure Studies (GradCert(SpLS))
Statistics (GradCert(Stats))
Strategic Management (GradCert(StratMgt))
Studies in Religion (GradCert(StudRel))
Supply Chain Management (GradCert(SCM))
Theatre Studies (GradCert(TheatSt))
Tourism Development (GradCert(TourDev))
Tourism and Hospitality Management (GradCert(THMgt))
Tourism Management (GradCert(TourMgt))[1]
Tourism Studies (GradCert(TourSt))
Women's and Gender Studies (GradCert(WomGenSt))
Writing Studies (GradCert(WritSt))

Schedule B

English as a Second Language
Pacific Studies
Treaty of Waitangi Studies/Akoranga Te Tiriti o Waitangi

9. The Graduate Certificate awarded will be endorsed in the subject in which at least 40 points are gained.

Variations

10. The Dean or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *A Graduate Certificate is not offered in this subject in 2016.*

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Search

Menu

Home

About

Study at Waikato

Student Experience

Research & Expertise

News & Events

Get in Touch

Section Contents

Regulations for the Postgraduate Certificate (PGCert)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Postgraduate Certificate must have
   (a) qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, and have completed study at an advanced level in the subject to be taken for the Postgraduate Certificate, or
   (b) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience, and ability to proceed with the proposed programme
   and
   (c) satisfied the prerequisites for graduate study in the subject being taken for the Postgraduate Certificate.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Postgraduate Certificate

4. The normal minimum period of enrolment for completion of the Postgraduate Certificate is one semester.
5. Candidates must enrol in a Faculty or School of Studies and follow an approved programme of study.
6. Candidates must gain 60 points at 500 level or above in one of the Postgraduate Certificate subjects.
7. The Postgraduate Certificate subjects are
   Accounting (PGCert(Acc))

Agribusiness (PGCert(AgBus))
Anthropology (PGCert(Anth))
Applied Linguistics (PGCert(AppLing))
Biological Sciences (PGCert(BioSc))
Chemistry (PGCert(Chem))
Chinese (PGCert(Chin))
Computer Science (PGCert(CompSc))
Counselling (PGCert(Couns))[1]
Demography (PGCert(Dem))
Development Studies (PGCert(DevSt))
Disability and Inclusion Studies (PGCert(DInS))
Earth Sciences (PGCert(EarthSc))
Economics (PGCert(Econ))
Education (PGCert(Ed))
Education Studies (PGCert(EdSt))
Educational Leadership (PGCert(EdLeadership))
Electronic Commerce (PGCert(ECom))
Electronics (PGCert(Elec))
Engineering (PGCert(Eng))
English (PGCert(Engl))
Environment and Society (PGCert(EnvSoc))
Environmental Planning (PGCert(EnvPlan))
Environmental Sciences (PGCert(EnvSci))
Finance (PGCert(Fin))
French (PGCert(Fren))
Geography (PGCert(Geog))
German (PGCert(Germ))
Health Development and Policy (PGCert(HealthDevPol))
History (PGCert(Hist))
Human Development (PGCert(HumDev))
Human Resource Management (PGCert(HRM))
International Management (PGCert(IntMgt))
International Relations and Security Studies (PGCert(IRSSt))
Japanese (PGCert(Jap))
Labour Studies (PGCert(LabSt))
Law (PGCert(Law))
Leadership Communication (PGCert(LComm))
Management (PGCert(Mgt))
Management and Sustainability (PGCert(MgtStn))
Management Studies (PGCert(MgtSt))
Management Systems (PGCert(MgtSys))
Māori Cultural Studies/Tikanga Māori (PGCert(Tikanga))
Māori Language/Te Reo Māori (PGCert(ReoMāori))
Māori Media and Communication (PGCert(MāoriMedia))
Marketing (PGCert(Mrkt))
Materials and Processing (PGCert(Mat&Proc))
Mathematics (PGCert(Math))
Music (PGCert(Mus))
Philosophy (PGCert(Phil))
Physics (PGCert(Phys))
Political Science (PGCert(PolSc))
Psychology (PGCert(Psych))
Public Policy (PGCert(PP))
Public Relations (PGCert(PR))

School Principalship (PGCert(SchPrinc))
Science and Technology (PGCert(ScTech))
Screen and Media Studies (PGCert(SMSt))
Second Language Teaching (PGCert(SLT))
Social Enterprise (PGCert(SocEnt))
Social Policy (PGCert(SocPol))
Sociology (PGCert(Socy))
Sport and Leisure Studies (PGCert(SpLS))
Statistics (PGCert(Stats))
Strategic Management (PGCert(StratMgt))
Tertiary Teaching (PGCert(TertTchg))[2]
Theatre Studies (PGCert(TheatSt))
Tourism and Hospitality Management (PGCert(THMgt))
Women's and Gender Studies (PGCert(WomGenSt))

8. The Postgraduate Certificate awarded will be endorsed in the subject in which it is gained.
9. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Certificate.

Variations

10. The Dean or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *A Postgraduate Certificate is not offered in this subject in 2016.*
2. *In addition to the admission requirements prescribed in section 2 of these regulations, candidates in this subject must meet additional criteria set out in Part 2 of the Criteria for Admission to Particular Qualifications.*

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Regulations for the Postgraduate Certificate in Counselling in Counselling Supervision (PGCertCouns(CounsSup)) and Postgraduate Certificate in Counselling in Family Counselling (PGCertCouns(FamCouns))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Postgraduate Certificate must have
   (a) qualified for the award of a bachelors degree of the University of Waikato and a related professional qualification of at least one year's duration or a qualification considered equivalent by the Academic Board, and
   (b) satisfied the prerequisites for graduate study at levels considered appropriate by the Academic Board, including any prerequisite compulsory papers as prescribed in the Faculty of Education Graduate Studies in Education handbook or the Counselling entry in the University of Waikato Catalogue of Papers, and
   (c) satisfied the requirements for selection to the specific endorsement sought, as stated in the Faculty of Education Graduate Studies in Education handbook or the Counselling entry in the University of Waikato Catalogue of Papers.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Postgraduate Certificate

4. The normal minimum period of enrolment for completion of the Postgraduate Certificate is one semester.
5. Candidates must enrol in the Faculty of Education and follow an approved programme of study.
6. Candidates must gain 60 points at 500 level from the papers prescribed for the Postgraduate Certificate, including any compulsory papers as prescribed in the Faculty of Education Graduate Studies in Education handbook or the Counselling entry in the University of Waikato Catalogue of Papers.
7. The Postgraduate Certificate will be awarded with one of the following endorsements:
   Counselling Supervision (PGCertCouns(CounsSup))[1]
   Family Counselling (PGCertCouns(FamCouns))
8. Candidates who fail a paper may repeat it once. Candidates who fail more than one paper or who fail the same paper twice may not proceed with the Postgraduate Certificate.

Credit Transfers

9. Candidates who have been awarded a Postgraduate Certificate may relinquish it for credit of up to 60 points towards an appropriate Faculty of Education postgraduate qualification, at the discretion of the Dean.

Note:

1. There will be no new intake into the PGCertCouns(CounsSup) in 2016.

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Regulations for the Postgraduate Certificate in Information Technology (PGCertInfoTech)

This qualification is awarded jointly by the University of Auckland and the University of Waikato.

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Postgraduate Certificate must have qualified for the award of
   either
   (a) a relevant Bachelors (Honours) degree of the University of Waikato, or a degree qualification considered by the Academic Board to be equivalent
   or
   (b) a relevant Bachelors degree of the University of Waikato, or a degree qualification considered by the Academic Board to be equivalent.

Requirements for the Postgraduate Certificate

3. Candidates must
   (a) gain 60 points at 500 level or above
   and
   (b) complete the requirements of the postgraduate certificate in not more than one semester of full-time study, or, in the case of part-time study, an enrolment period not exceeding four semesters from the semester of initial enrolment.
4. The total enrolment for this postgraduate certificate must not exceed 90 points.

5. Candidates must enrol in the Faculty of Computing and Mathematical Sciences and follow an approved programme of study.
6. A candidate enrolled in this postgraduate certificate must pass 60 points from the papers, excluding internship or project papers, as prescribed in the Computer Science entry in the University of Waikato Catalogue of Papers.
7. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more 30 points in total will not be permitted to proceed with the Certificate.
8. A student admitted to this programme must complete the University of Waikato Academic Integrity Module.

Variations

9. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Diploma (Dip)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Diploma must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Diploma

3. The normal minimum period of enrolment for completion of the Diploma is one year.
4. Candidates must enrol in a Faculty or School of Studies and follow an approved programme of study.
5. Candidates must gain 120 points at 100 level or above, including 80 points at 200 level or above, in the Diploma fields listed in section 8 of these regulations.
6. Candidates must gain at least 80 points in one field.
7. Candidates must meet the relevant field requirements, as set out in the appendix to these regulations.
8. The Diploma fields are[1]
   - Arts (Dip(Arts))
   - Communication Studies (Dip(CS))
   - Education (Dip(Ed))
   - Environmental Planning (Dip(EnvPlan))
   - Law (Dip(Law))
   - Management (Dip(Mgt))
   - Māori and Pacific Development (Dip(MPD))
   - Science (Dip(Sc))

Social Sciences (Dip(SocSc))
Sport and Leisure Studies (Dip(SpLS))
Tourism (Dip(Tour))

9. The Diploma awarded will be endorsed in the field in which at least 80 points are gained.

Variations

10. The Dean or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *The subjects and/or papers that comprise each Diploma field are set out in the Undergraduate Diploma and Certificate Fields.*

Appendix

Field Requirements

Communication Studies

1. Candidates must gain at least 80 points from subjects offered for the BCS.
2. At least 40 points at 200 level must be taken in one subject area offered for the BCS.
3. The following papers are compulsory:
   MCOM102 Introduction to Communication in a Digital Age (15 points)
   MCOM133 Introduction to Corporate Communication (15 points)
   MCOM220 Communication Theory (20 points)
   and at least 15 points from:
   LING132 Introduction to Linguistic Communication (15 points)
   MCOM122 Diversity Management and Communication (15 points)
   Any remaining papers may be selected from the compulsory papers for the BCS and/or from the subject papers that make up the field of Communication Studies as prescribed in the University of Waikato Catalogue of Papers.

Law

1. The following papers are compulsory:
   LAWS103 Legal Method (20 points)
   LAWS106 Legal Systems and Societies (20 points)
   LAWS201 Public Law A (20 points)
   LAWS204 Contracts (20 points)
   LAWS207 Torts (20 points)
2. Candidates must also complete an additional 20 points in Law at 200 level or above.
3. The Dean or delegated authority may permit up to 40 points to be taken from outside the field of the Diploma in individual cases.

Management

1. Candidates must complete a specialisation and demonstrate competency in computing and in writing, as prescribed in the Waikato Management School Student Handbook.

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Regulations for the Graduate Diploma (GradDip)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Graduate Diploma must have
   (a) qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, or
   (b) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience and ability to proceed with the proposed programme.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Graduate Diploma

4. The normal minimum period of enrolment for completion of the Graduate Diploma is one year.
5. Candidates must enrol in a Faculty or School of Studies and follow an approved programme of study.
6. Candidates must gain 120 points at 100 level or above, including at least 80 points at 300 level or above, in the Graduate Diploma subjects.
7. Candidates enrolled in the Waikato Management School must demonstrate competency in writing and complete any Assurance of Learning requirements as prescribed in the Waikato Management School Student Handbook.
8. Candidates must gain at least 80 points from one of the subjects listed in Schedule A.
9. The Graduate Diploma subjects are

Schedule A

Accounting (GradDip(Acc))
Adult Education and Training (GradDip(AdEdT))
Agribusiness (GradDip(AgBus))
Animal Behaviour (GradDip(AniBeh))
Anthropology (GradDip(Anth))
Applied Computing (GradDip(AppComp))
Biochemistry (GradDip(Biochem))
Biological Sciences (GradDip(BioSc))
Biotechnology (GradDip(Biotech))
Chemistry (GradDip(Chem))
Chinese (GradDip(Chin))
Computer Graphic Design (GradDip(CGD))
Computer Science (GradDip(CompSc))
Creative Practices (GradDip(CreatePrac))
Creative Technologies (GradDip(CreateTech))
Design Media (GradDip(DesignMedia))
Dispute Resolution (GradDip(DR))
Earth Sciences (GradDip(EarthSc))
Economics (GradDip(Econ))
Education (GradDip(Ed))
Education Studies (GradDip(EdSt))
Electronic Business (GradDip(EBus))
Electronic Commerce (GradDip(ECom))
Electronics (GradDip(Elec))
Engineering (GradDip(Eng))
English (GradDip(Engl))
Entrepreneurship and Innovation (GradDip(Entre&Inn))
Environmental Planning (GradDip(EnvPlan))
Environmental Sciences (GradDip(EnvSc))
Ethics (GradDip(Ethics))
Finance (GradDip(Fin))
French (GradDip(Fren))
Geography (GradDip(Geog))
German (GradDip(Germ))
History (GradDip(Hist))
Hospitality Management (GradDip(HospMgt))[1]
Human Development (GradDip(HumDev))
Human Resource Management (GradDip(HRM))
International Languages and Culture (GradDip(IntLang&Culture)
Industrial Relations and Human Resource Management (GradDip(IR&HRM))
International Management (GradDip(IntMgt))
Japanese (GradDip(Jap))
Labour Studies (GradDip(LabSt))
Law (GradDip(Law))
Leadership Communication (GradDip(LComm))
Linguistics (GradDip(Ling))
Management (GradDip(Mgt))
Management and Sustainability (GradDip(MgtStn))
Māori and Pacific Development (GradDip(MPD))
Māori Cultural Studies/Tikanga Māori (GradDip(Tikanga))
Māori Language/Te Reo Māori (GradDip(ReoMāori))
Māori Media and Communication (GradDip(MāoriMedia))
Marketing (GradDip(Mrkt))
Materials and Processing (GradDip(Mat&Proc))

Mathematics (GradDip(Math))
Music (GradDip(Mus))
New Zealand Legal Studies (GradDip(NZLegSt))
Philosophy (GradDip(Phil))
Physics (GradDip(Phys))
Political Science (GradDip(PolSc))
Population Studies (GradDip(PopSt))
Psychology (GradDip(Psych))
Public Policy (GradDip(PP))
Public Relations (GradDip(PR))
Screen and Media Studies (GradDip(SMSt))
Social Policy (GradDip(SocPol))
Sociology (GradDip(Socy))
Spanish (GradDip(Spanish))
Sport and Leisure Studies (GradDip(SpLS))
Statistics (GradDip(Stats))
Strategic Management (GradDip(StratMgt))
Studies in Religion (GradDip(StudRel))
Supply Chain Management (GradDip(SCM))
Theatre Studies (GradDip(TheatSt))
Tourism Development (GradDip(TourDev))
Tourism and Hospitality Management (GradDip(THMgt))
Tourism Management (GradDip(TourMgt))[1]
Tourism Studies (GradDip(TourSt))
Women's and Gender Studies (GradDip(WomGenSt))
Writing Studies (GradDip(WritSt))

Schedule B

English as a Second Language
Pacific Studies
Treaty of Waitangi Studies/Akoranga Te Tiriti o Waitangi

10. The Graduate Diploma awarded will be endorsed in the subject in which at least 80 points are gained.

Variations

11. The Dean or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *A Graduate Diploma is not offered in this subject in 2016.*

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Regulations for the Graduate Diploma of Teaching (GradDipT)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Graduate Diploma must have
   (a) satisfied the requirements of a university degree or another qualification recognised by the New Zealand Teachers Council as acceptable for provisional registration as a teacher in a primary or secondary school, and
   (b) been selected as a suitable person to train as a teacher.

Requirements for the Graduate Diploma

3. The normal minimum period of enrolment for completion of the Graduate Diploma is one year.
4. Candidates must enrol in the Faculty of Education and follow an approved programme of study.
5. Candidates must gain at least 120 points at 700 level.
6. The subject for the Graduate Diploma is Professional Education.
7. The programme of study of each candidate must comply with the requirements of a stream, details of which are prescribed in the Faculty of Education's handbooks for the current year. The streams are
   Early Childhood
   Primary
   Secondary
8. Candidates must
   complete to the satisfaction of the Academic Board such classwork, practical work, assignments, tests,

(a) reports, and oral and written examinations as may be required in any paper being taken, and
(b) gain a pass in every paper presented for the Graduate Diploma, and
(c) complete the programme in one year

9. The Graduate Diploma will be awarded without classification as to honours or distinction.
10. The Graduate Diploma shall be endorsed to indicate the particular stream completed by the candidate from those defined in section 7 of these regulations.

Variations

11. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Postgraduate Diploma (PGDip)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Postgraduate Diploma must have
   (a) qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, and have completed study at an advanced level in the subject to be taken for the Postgraduate Diploma, or
   (b) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience and ability to proceed with the proposed programme
   and
   (c) satisfied the prerequisites for graduate study in the subject(s) being taken for the Postgraduate Diploma.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Postgraduate Diploma

4. The normal minimum period of enrolment for completion of the Postgraduate Diploma is one year.
5. Candidates must enrol in a Faculty or School of Studies and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above in the Postgraduate Diploma subjects.
7. Candidates must gain at least 90 points in one subject.
8. The Postgraduate Diploma subjects are

Accounting (PGDip(Acc))
Agribusiness (PGDip(AgBus))
Anthropology (PGDip(Anth))
Applied Linguistics (PGDip(AppLing))
Biological Sciences (PGDip(BioSc))
Chemistry (PGDip(Chem))
Chinese (PGDip(Chin))
Computer Science (PGDip(CompSc))
Counselling (PGDip(Couns))[1]
Cyber Security (PGDip(CyberSec))
Demography (PGDip(Dem))
Development Studies (PGDip(DevSt))
Disability and Inclusion Studies (PGDip(DInS))
Earth Sciences (PGDip(EarthSc))
Economics (PGDip(Econ))
Education (PGDip(Ed))
Education Studies (PGDip(EdSt))
Educational Leadership (PGDip(EdLeadership))
Electronic Commerce (PGDip(ECom))
Electronics (PGDip(Elec))
Engineering (PGDip(Eng))
English (PGDip(Engl))
Entrepreneurship and Innovation (PGDip(Entre&Inn))
Environment and Society(PGDip(EnvSoc))
Environmental Planning (PGDip(EnvPlan))
Environmental Sciences (PGDip(EnvSci))
Finance (PGDip(Fin))
French (PGDip(Fren))
Geography (PGDip(Geog))
German (PGDip(Germ))
Health Development and Policy (PGDip(HealthDevPol))
History (PGDip(Hist))
Human Development (PGDip(HumDev))
Human Resource Management (PGDip(HRM))
International Management (PGDip(IntMgt))
International Relations and Security Studies (PGDip(IRSSt))
Interpreting and Translating Māori (PGDip(Int&Trans))[2]
Japanese (PGDip(Jap))
Labour Studies (PGDip(LabSt))
Language and Literacy Education (PGDip(LangLitEd))
Law (PGDip(Law))
Leadership Communication (PGDip(LComm))
Management (PGDip(Mgt))
Management and Sustainability (PGDip(MgtStn))
Management Studies (PGDip(MgtSt))
Management Systems (PGDip(MgtSys))
Māori Cultural Studies/Tikanga Māori (PGDip(Tikanga))
Māori Language/Te Reo Māori (PGDip(ReoMāori))
Māori Media and Communication (PGDip(MāoriMedia))
Marketing (PGDip(Mrkt))
Materials and Processing (PGDip(Mat&Proc))
Mathematics (PGDip(Math))
Mathematics Education (PGDip(MathEd))
Music (PGDip(Mus))

Philosophy (PGDip(Phil))
Physics (PGDip(Phys))
Political Science (PGDip(PolSc))
Psychology (PGDip(Psych))
Public Policy (PGDip(PP))
Public Relations (PGDip(PR))
Science Education (PGDip(ScEd))
Science and Technology Education (PGDip(ScTechEd))
Screen and Media Studies (PGDip(SMSt))
Second Language Teaching (PGDip(SLT))
Social Enterprise (PGDip(SocEnt))
Social Policy (PGDip(SocPol))
Sociology (PGDip(Socy))
Sport and Leisure Studies (PGDip(SpLS))
Statistics (PGDip(Stats))
Strategic Management (PGDip(StratMgt))
Technology Education (PGDip(TechEd))
Theatre Studies (PGDip(TheatSt))
Tourism and Hospitality Management (PGDip(THMgt))
Women's and Gender Studies (PGDip(WomGenSt))

9. Candidates enrolled in the Waikato Management School must submit a Portfolio of Achievement as prescribed in the Waikato Management School Student Handbook.
10. The Postgraduate Diploma awarded will be endorsed in the subject in which at least 90 points are gained.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Diploma.

Award of Honours

12. The Postgraduate Diploma may be awarded with Distinction.

Variations

13. The Dean or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *A Postgraduate Diploma is not offered in this subject in 2016.*
2. *In addition to the admission requirements prescribed in section 2 of these regulations, candidates in this subject must meet additional criteria set out in Part 2 of the Criteria for Admission to Particular Qualifications.*

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Regulations for the Postgraduate Diploma in Computer Graphic Design (PGDipCGD)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Postgraduate Diploma must have
   (a) qualified for the award of the degree of Bachelor of Computer Graphic Design, awarded by the University of Waikato, or for a qualification considered by the Academic Board to be equivalent, or
   (b) in exceptional circumstances, have produced evidence which satisfies the Academic Board that they have adequate training and ability to proceed to the Postgraduate Diploma programme.
3. Selection into the Postgraduate Diploma is on the basis of criteria approved for this purpose by the Academic Board.
4. The Academic Board may prescribe qualifying papers or additional work which must be completed either prior to completion or concurrently if it considers any candidate to be insufficiently prepared for the Postgraduate Diploma programme.

Requirements for the Postgraduate Diploma

5. The normal minimum period of enrolment for completion of the Postgraduate Diploma is one year.
6. Candidates must enrol in the Faculty of Computing and Mathematical Sciences and follow an approved programme of study.
7. Candidates must complete a specified programme as prescribed in the Computer Graphic Design entry in the Faculty of Computing and Mathematical Sciences Handbook, and must pass all papers on the first attempt.

Award of Honours

8. In accordance with criteria approved for this purpose by the Academic Board, the Postgraduate Diploma may be awarded with Distinction.

Variations

9. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Postgraduate Diploma in the Practice of Psychology (PGDipPracPsych)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Postgraduate Diploma must have
   (a) qualified for the award of the degree of Master of Applied Psychology from the University of Waikato or for a qualification considered by the Academic Board to be equivalent,

   and either
   (b) specialised in the masters degree in the area of study of the proposed endorsement for the Postgraduate Diploma, or
   (c) satisfied the Chairperson of Psychology that they have undertaken sufficient graduate taught and research papers to undertake the proposed endorsement.
3. Candidates must be in ongoing employment (paid or unpaid) in an organisation which provides them with the opportunity to practice significantly in the area of study of the proposed endorsement for the Postgraduate Diploma.
4. Candidates must be accepted by the Chairperson of the Psychology Department. Admission to the programme will depend in each individual case on
   (a) the papers passed by the candidate for the masters degree and their relevance as qualifying papers, and
   (b) evidence of the suitability of the candidate's current and ongoing employment, and
   (c) the availability of suitable supervision.

Requirements for the Postgraduate Diploma

5. The normal minimum period of enrolment for completion of the Postgraduate Diploma is one year.

6. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
7. In order to complete the requirements of the Postgraduate Diploma, candidates must
   (a) gain 120 points in papers at 500 level, including any compulsory papers, as prescribed in the Psychology entry in the University of Waikato Calendar, and
   (b) prior to completion of the qualification, produce evidence to the Chairperson of Psychology of having undertaken appropriate full-time practical work for a period equivalent to one year.
8. The Postgraduate Diploma will be awarded with one of the following endorsements:
   Applied Behaviour Analysis (PGDipPracPsych(ABA))
   Community Psychology (PGDipPracPsych(Comm))
   Organisational Psychology (PGDipPracPsych(OrgPsych))

Variations

9. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Postgraduate Diploma in Psychology (Clinical) (PGDipPsych(Clin))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Postgraduate Diploma must have
   (a) normally completed the degree of Bachelor of Social Sciences with Honours of the University of Waikato in Psychology, or a qualification considered by the Academic Board to be equivalent, or
   (b) been granted the right to proceed to the Postgraduate Diploma under the admission ad eundem statum regulations.
3. Candidates for the Postgraduate Diploma must
   (a) be concurrently enrolled in one of the degrees of Master of Social Sciences, Master of Philosophy, or Doctor of Philosophy of the University of Waikato, or a qualification considered by the Academic Board to be equivalent, with a research topic approved by the Chairperson of the Department of Psychology, and shall complete the requirements of the concurrent degree before being eligible for the award of the Postgraduate Diploma, or
   (b) have completed one of the degrees of Master of Social Sciences, Master of Philosophy or Doctor of Philosophy of the University of Waikato, or a qualification considered by the Academic Board to be equivalent, with a research topic approved by the Chairperson of the Department of Psychology.
4. The admission of every candidate for the Postgraduate Diploma shall require the approval of the Chairperson of the Psychology Department.

Requirements for the Postgraduate Diploma

5. The normal minimum period of enrolment for completion of the Postgraduate Diploma is three years.

6. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
7. The programme of study of each candidate, including, where appropriate, the concurrent programme of study for the Bachelor of Social Sciences with Honours degree, shall require the approval of the Academic Board.
8. Every candidate for the Postgraduate Diploma shall
   (a) complete 80 points as prescribed in the Psychology entry in the University of Waikato Catalogue of Papers and shall pass the appropriate examinations, and
   (b) undertake such practical and placement work as may be prescribed by the Academic Board, and
   (c) undertake an internship of one year's duration (60 points) in a setting approved by the Academic Board or present evidence, satisfactory to the Academic Board, of equivalent training.
9. The University will endeavour to arrange placements which will allow a candidate to undertake the practical and placement work referred to in sections 8(b) and 8(c) of these regulations but cannot guarantee to make such arrangements in a given year. If an approved internship position cannot be arranged, placement of a student may be deferred, normally for a maximum of 12 months. As placements become available priority will be given to students for whom they have been deferred.
10. Every candidate must, before presenting himself or herself for the final examination for the Postgraduate Diploma, possess a certificate from the Chairperson of the Psychology Department that he or she has satisfactorily completed the requirements of sections 8(b) and 8(c) of these regulations.
    The procedures and criteria for assessing the personal and professional competencies central to the satisfactory completion of the requirements referred to in sections 8(b) and 8(c) of these regulations shall be as prescribed from time to time in the department's graduate handbook and the appropriate paper outlines.
11. Every candidate for the Postgraduate Diploma shall present himself or herself for such final oral, practical, or other examination as may be required by the Academic Board.

Variations

12. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations Governing Payment of Fees and Charges

Fees and Charges Payable

1. A student is deemed enrolled and liable for payment of fees upon signing and acceptance of an Enrolment Agreement, Notification of Change, or other document(s) by which acceptance into a paper or papers is formally agreed.
2. Every person must pay fees and charges (as set out in the *Table of Fees and Charges* in the University of Waikato Calendar) according to arrangements and terms agreed at the time of enrolment in the Enrolment Agreement or Notification of Change.
3. Students who do not attend a paper in which they have formally accepted a place will be liable for payment of the fees for that paper, unless the withdrawal procedures as detailed in the *Change of Enrolment Regulations 2012* are followed.
4. Unless the Director of Finance determines otherwise, where a student defaults on a payment and does not pay the outstanding amount within 28 days of the due date that student's enrolment will be cancelled.
5. Cancellation of a student's enrolment does not discharge any outstanding debt.
6. Unless special arrangements are agreed by the Director of Finance, the following penalties apply in addition to the cancellation of the student's enrolment while a debt remains outstanding:
   (a) the student is not entitled to use the Library, attend lectures, participate in laboratory classes, or otherwise make use of university facilities
   (b) the student's academic results are withheld
   (c) the student may not re-enrol at this university
   (d) the student is not entitled to have their academic record transferred to any other institution

(e) the award of any qualification is deferred

(f) the student's outstanding debt may be referred to a debt recovery agency for collection. The University also reserves the right to recover any additional costs in relation to this debt collection from the student.

7. A student whose enrolment is cancelled for reasons of non-payment of fees may subsequently apply for reinstatement of enrolment, provided
   (a) the application is submitted to the Director of Finance within four weeks of the date of the cancellation
   (b) all outstanding fees, charges, and surcharges are paid before or at the time that the application is submitted, and
   (c) the service charge for the reinstatement of enrolment after cancellation, as prescribed in the *Table of Fees and Charges*, is paid.
8. An enrolment that is reinstated under this section is deemed to have been continuous.
9. The tuition and resource fees for a particular paper fall due on the payment date for the trimester in which teaching for that paper starts, or, where beginning outside of these trimesters, the first day of the teaching period of the particular paper.

Payment by Trimester

10. These provisions for payment of tuition and resource fees by trimester do not apply to students who pay by Student Loan.
11. Unless the tuition and resource fees are being paid by Student Loan, a student who enrols for more than one trimester may elect to pay tuition and resource fees by trimester.
12. Payment dates are prescribed for each of the trimesters, namely H - Summer School 1, A Trimester, B Trimester and C Trimester.
13. The tuition and resource fees for a particular paper fall due on the payment date for the trimester in which teaching for that paper starts.
14. Students who have made arrangements to pay by trimester and who discontinue any of their papers remain liable for all payments as they fall due, unless they submit an application to delete the relevant paper by the prescribed deadline (see the *Change of Enrolment Regulations 2012*).
15. All fees and charges other than tuition and resource fees fall due as part of the students' first payment.
16. A surcharge of 10% or $100, whichever is lower, will be levied on any fees that are outstanding at the start date of the trimester. This applies to Summer School 1, A, B and C Trimester start dates respectively.

Appeals

17. A student may appeal to the Vice-Chancellor against any decision by the Director of Finance

under these regulations.

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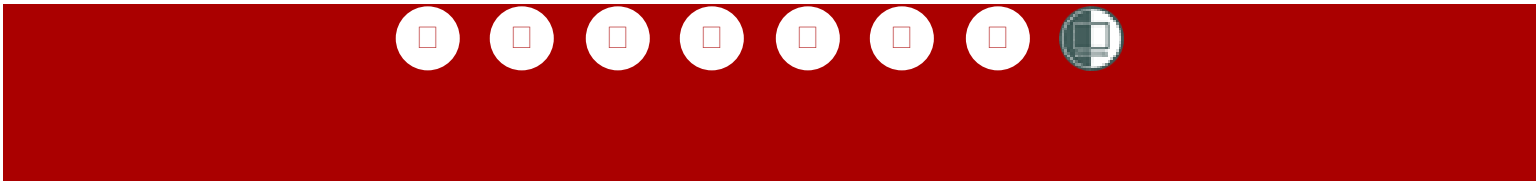

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Research Institutes, Centres, Units and Groups

Research Institutes

The Environmental Research Institute (ERI)
The Institute for Business Research (IBR)
The Institute of Professional Learning: Te Whai Toi Tāngata (IPL)
The National Institute of Demographic and Economic Analysis (NIDEA)
Te Mata Punenga o Te Kotahi : Te Kotahi Research Institute (IWI)
Wilf Malcolm Institute of Educational Research (WMIER)

Research Centres

Centre for Biodiversity and Ecology Research (CBER)
Centre for Environmental, Resources and Energy Law: Te Pūtahi o te Ture Taiāo (CEREL)
Centre for Global Studies in Education (CGSE)
Early Years Research Centre
International Centre for Terrestrial Antarctic Research (ICTAR)
The Māori and Indigenous Governance Centre
Centre for Māori and Pacific Development Research (CMPDR)
Mediarena Centre for Research
The National Centre of Literacy and Numeracy for Adults
Relational Learning Centre

Centre for Open Software Innovation (COSI)
Technology, Environmental, Mathematics and Science Education Research Centre (TEMS Education Research Centre)
Waikato Centre for Advanced Materials (WaiCAM)

Research Units and Groups

Audience Research Unit (ARU)
Canadian-New Zealand Studies Unit (CNZSU)
Coastal Marine Group (CMG)
Cyber Security Research Group (CROW)
Historical Research Unit (HRU)
Learning, Behaviour and Welfare Research Unit (LBWRU)
Māori and Psychology Research Unit (MPRU)
Solar Energy Research Group (SERG)
Text and Translation Research Unit (TTRU)
Thermophile and Microbial Biochemistry and Biotechnology Unit (TRU)
Traffic and Road Safety Research Group (TARS)
Waikato Agritech Group
Waikato Applied Statistics Unit
Waikato Engineering Education Research Unit
Waikato Gender Research Network (WGRN)
Waikato Research on Doctoral Education Unit (RoDE)
Waikato Stable Isotope Unit (WSIU)
WAND Network Research Group (WAND)

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The University of Waikato Delegation of Powers Statute

1. **Title**
   This is the University of Waikato Delegation of Powers Statute 2014.

2. **Date of effect**
   (1) This Statute is effective from 1 January 2014.
   (2) This Statute supersedes the University of Waikato Delegation of Powers Statute 2012.

3. **Definitions**
   In this statute:

   Academic Board means the University of Waikato Academic Board established by the Council under schedule 11, clause 18 of the Education and Training Act 2020
   Council means the Council of the University of Waikato established under section 271 of the Education and Training Act 2020
   staff means staff employed by the University of Waikato.

4. **Purpose**
   (1) The purpose of this Statute is to set out the powers of delegation that exist in the University of Waikato under the Education and Training Act 2020, as set out in various policies, codes, regulations, committee constitutions and terms of reference, employment agreements and separate agreements made between the relevant parties.
   (2) The powers of the Council and the Vice-Chancellor to delegate under this Statute are subject to the provisions of the Education and Training Act 2020

5. **Delegations by the Council**

(1) The Council may from time to time delegate any of its functions or powers to the Vice-Chancellor or to a committee.

(2) The Academic Board is established by the Council under schedule 11, clause 18 of the Education and Training Act 2020 to exercise powers delegated to it by the Council.

(3) A delegation by the Council does not affect or prevent the performance of any function or the exercise of any power by the Council or affect the responsibility of the Council for the actions of the Vice-Chancellor or any committee under the delegation.

6. **Delegations by the Vice-Chancellor**

(1) The Vice-Chancellor may from time to time delegate any of his or her functions or powers to the Academic Board.

(2) The Vice-Chancellor may also from time to time delegate any of his or her functions or powers to staff, either

(a) as set out in the relevant employment agreements

(b) in separate agreements made with staff from time to time

(c) through the establishment of advisory committees to the Vice-Chancellor

(d) through the determination of codes, policies and regulations.

(3) Where the function or power was originally delegated to the Vice-Chancellor by the Council, a delegation by the Vice-Chancellor under section 6(1) or (2) above is subject to the prior approval of the Council.

(4) A delegation by the Vice-Chancellor does not affect or prevent the performance of any function or exercise of any power by the Vice-Chancellor, or affect the responsibility of the Vice-Chancellor for the actions of any staff member or committee under the delegation.

7. **Delegations by the Academic Board and other committees**

Where the Council or the Vice-Chancellor has delegated any functions or powers to the Academic Board or another committee, the Academic Board or other committee may, subject to the prior approval of the Council or the Vice-Chancellor, as the case may be, delegate those functions or powers to

(a) a sub-committee, or

(b) a staff member.

8. **Details of Delegations**

(1) Delegations by the Council to the Vice-Chancellor are as set out in the Council's *Governance and Management Guidelines*.

(2) Delegations of functions and powers by the Council and the Vice-Chancellor to committees of the University, and by those committees to staff, are as set out in the constitutions and terms

of reference of those committees and published in the University of Waikato Committee Directory on the *Committees* page.

(3) Delegations by the Council, the Academic Board and other committees and by the Vice-Chancellor through the determination of codes and policies are as set out in the provisions of those codes and policies and published in the *University of Waikato Official Information*.

(4) Delegations by the Vice-Chancellor to staff through the determination of regulations are as set out in the provisions of those regulations and published in the *University of Waikato Calendar*.

9. **Power to alter or revoke**

The particular delegations made under this Statute may be altered or revoked at any time by the party that made that delegation at its sole discretion.

10. **Reporting Requirements**

(1) The reporting requirements relating to the relevant delegated functions and powers are as set out in the particular policies, codes, regulations, committee terms of reference and staff agreements, and must be followed.

(2) If no such reporting requirements exist, the staff member or committee to whom a function or power has been delegated must report as instructed by the party that delegated it.

11. **Monitoring**

(1) Responsibility for monitoring the performance of functions and exercise of powers by the Vice-Chancellor under delegation by the Council rests with the Council.

(2) Responsibility for monitoring the performance of functions and exercise of powers by staff under delegation by the Vice-Chancellor rests with the Vice-Chancellor.

(3) The Assistant Vice-Chancellor (Executive) is responsible for ensuring that

(a) the University's committee framework provides for systematic reporting by committees against their delegated functions and powers as required in their terms of reference, and by staff to whom delegations have been made by those committees

(b) a programme of systematic monitoring of policy and regulatory compliance is in place in accordance with delegations of powers set down in the University's policy and regulatory frameworks.

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English Language Requirements for Admission

The University accepts a number of alternative English language tests to meet the English language entry requirements. These tests are listed here.

Applicants whose first language is not English or Māori are required to provide satisfactory evidence of English language proficiency. Scores can vary according to the qualification sought.

Applicants who have achieved University Entrance through NCEA are not required to provide further evidence of English language proficiency.

1. **Admission to CertAttainFoundSt**
   The following minimum scores are considered to be evidence of such competence:
   - an Academic IELTS overall score of 5.5 (with at least 5.0 in the Writing band), or
   - a TOEFL iBT (Internet Based TOEFL) minimum score of 46 with a writing score of 14, or
   - a TOEFL iBT Home Edition minimum score of 46 with a writing score of 14, or
   - a B grade or better at Level 6 in the Certificate of Attainment in Academic English, or
   - a PTE Academic overall score of 36 and no band score lower than 29, or
   - a Language-Cert International ESOL (LRWS) B2 Communicator with a pass and no less than pass in each skill, or
   - awarded a New Zealand Certificate in English Language (Applied) (Level 3), or
   - a Language-Cert International ESOL (LRWS) B1 Achiever with a high pass and no less than pass in each skill, or
   - a Trinity College London Integrated Skills in English (ISE) II with no less than a pass in any band, or

a B1 and B2 (formally known as Cambridge English: Proficiency (CPE)) with an overall score of 162 and no bands below 154, or

- a C2 Proficiency (formally known as Cambridge English: Proficiency (CPE)) with an overall score of 162 and no bands below 154, or
- a Michigan English Test (formally known as Michigan English Language Assessment Battery (MELAB)) minimum score of 50.

All other evidence is considered on a case by case basis.

2. **Admission to International Diploma**
   The following minimum scores are considered to be evidence of such competence:
   - an Academic IELTS overall score of 5.5 (with no less than 5.0 in any band) or equivalent.
   - a TOEFL iBT (Internet Based TOEFL) minimum score of 46 with a Writing score of 14, or
   - a B grade or better with a B in Writing at Level 6 in the Certificate of Attainment in Academic English, or
   - a PTE Academic overall score of 36 and no band score less than 29, or
   - a Language-Cert International ESOL (LRWS) B1 Achiever with a high pass and no less than pass in each skill, or
   - a Language-Cert International ESOL (LRWS) B2 Communicator with a pass and no less than pass in each skill, or
   - awarded a New Zealand Certificate in English Language (Applied) (Level 3), or
   - a Trinity College London Integrated Skills in English (ISE) II with no less than a merit in any band, or
   - a B1 and B2 (formally known as Cambridge English: Proficiency (CPE)) with an overall score of 162 and no bands below 154, or
   - a Michigan English Test (formally known as Michigan English Language Assessment Battery) (MELAB)) minimum score of 50.

   All other evidence is considered on a case by case basis.

3. **Admission to the Diploma in Postgraduate Preparation - Pre-Masters**
   The following minimum scores are considered to be evidence of such competence:
   - an Academic IELTS overall score of 6.0 (with no less than 5.5 in any band) or equivalent.
   - a TOEFL iBT (Internet Based TOEFL) score of 80 with a Writing score of 21, or
   - a TOEFL iBT Home Edition overall score of 80 with a writing score of 21, or
   - a B grade or better at Level 7 in the Certificate of Attainment in Academic English, or
   - a PTE Academic overall score of 46 with no band less than 36, or
   - a Language-Cert International ESOL (LRWS) B2 Communicator with 33-37 score per skill, or
   - awarded a New Zealand Certificate in English Language (Academic) (Level 4), or
   - a Trinity College London Integrated Skills in English (ISE) II with distinction in all four components, or
   - a B2 (formally known as Cambridge English: Proficiency (CPE)) with an overall

score of 169 and no bands below 162, or

- a C2 Proficiency (formally known as Cambridge English: Proficiency (CPE)) with an overall score of 169 and no bands below 162, or
- a Michigan English Test (formally known as Michigan English Language Assessment Battery (MELAB)) minimum score of 54.

All other evidence is considered on a case by case basis.

4. **Admission to all undergraduate qualifications, all graduate certificates, and all graduate diplomas except where otherwise stated below (exceptions are stated below for: LLB, BNurs, Initial Teacher Education (ITE) qualifications, and any other graduate programmes)**
   The following minimum scores are considered to be evidence of such competence:
   - an Academic IELTS overall score of 6.0 (with no bands below 5.5), or
   - a TOEFL iBT (Internet Based TOEFL) score of 80 with a Writing score of 21, or
   - a TOEFL iBT Home Edition score of 80 with a Writing score of 21, or
   - a B grade or better at Level 7 in the Certificate of Attainment in Academic English, or
   - a PTE Academic overall score of 46 with no band less than 36, or
   - a Language-Cert International ESOL (LRWS) B2 Communicator Expert with 33-37 score per skill, or
   - awarded a New Zealand Certificate in English Language (Academic) (Level 4), or
   - a Trinity College London Integrated Skills in English (ISE) II with distinction in all four components, or
   - a B2 First (formally known as Cambridge English: First (FCE)) with an overall score of 169 and no bands below 162, or
   - a C2 Proficiency (formally known as Cambridge English: Proficiency (CPE)) with an overall score of 169 and no bands below 162, or
   - a Michigan English Test (formally known as Michigan English Language Assessment Battery (MELAB)) minimum score of 54.

   All other evidence is considered on a case by case basis.

5. **Admission to LLB**
   The following minimum scores are considered to be evidence of such competence:
   - an Academic IELTS overall score of 6.5 (with no less than 6.0 in any band), or
   - a TOEFL iBT (Internet Based TOEFL) score of 90 with a Writing score of 21, or
   - a B grade or better at Level 8 in the Certificate of Attainment in Academic English, or
   - a PTE Academic overall score of 56 with no band less than 46.

   All other evidence is considered on a case by case basis.

6. **Admission to BNurs**
   The following minimum scores are considered to be evidence of such competence:
   - an Academic IELTS overall score of 6.5 (with no bands below 6.5).

All other evidence is considered on a case by case basis.

7. **Admission to other graduate, and all postgraduate programmes (including higher degrees)**
   It is generally recommended that students have:
   - an Academic IELTS Overall score of at least 6.5 (with no less than 6.0 in any band), or
   - a TOEFL iBT (Internet Based TOEFL) score of 90 with a Writing score of 21, or
   - a TOEFL iBT Home Edition overall score of 90 with a Writing score of 21, or
   - a B grade or better at Level 8 in the Certificate of Attainment in Academic English, or
   - a PTE Academic overall score of 56 with no band less than 46, or
   - a Language Cert International ESOL (LRWS) C1 Expert with an overall high pass and no less than a pass in each skill, or
   - a Language Cert International ESOL (LRWS) B2 Communicator with 38-50 score per skill, or
   - awarded a New Zealand Certificate in English Language (Academic) (Level 5), or
   - a Trinity College London Integrated Skills in English (ISE) III with a pass in all four components, or
   - a B2 First (formally known as Cambridge English: First (FCE)) with an overall score of 176 and no bands below 169, or
   - a C2 Proficiency (formally known as Cambridge English: Proficiency (CPE)) with an overall score of 176 and no bands below 169, or
   - a Michigan English Test (formally known as Michigan English Language Assessment Battery (MELAB)) minimum score of 59.

   However, some qualifications, such as the LLD and SJD, require a higher score. The English language proficiency requirements for admission to particular qualifications are at the discretion of the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies concerned.

8. **Admission to MNursPrac**
   The following minimum score is considered to be evidence of such competence:
   - an Academic IELTS overall score of 7.0 (with no less than 7.0 in any band); and

   All other evidence is considered on a case by case basis.

9. **Admission to all Initial Teacher Education (ITE) programmes (BTchg, GradDipTchg, PGDipTchg) and MTchgLn**
   The following minimum scores are considered to be evidence of such competence:
   - an Academic IELTS overall score of 7.0 (with no less than 7.0 in any band)
   - International Baccalaureate full diploma in English medium (24 points minimum). This must be completed at an IB school;
   - Cambridge International Examinations minimum 120 points on the UCAS Tariff plus meeting the CIE literacy requirements;
   - Awarded Cambridge Certificate in Teaching English to Speakers of Other Languages (CELTA);
   - Awarded Trinity College London Certificate in Teaching English to Speakers of Other

Languages (CertTESOL);

- Cambridge English exams C2 Proficiency (CPE) or C1 Advanced (CAE) or Cambridge English exams B2 First (FCE). A minimum score of 185, with no band score less than 185;
- International Second Language Proficiency Ratings (ISLPR). A minimum score of 4 in all modules;
- Pearson Test of English (PTE) Academic. A minimum score of 65 in all four modules;
- Trinity ISE III (3). A pass with Merit in all four modules;
- LanguageCert C2 Mastery IESOL. A pass in all four modules;
- LanguageCert C1 Expert IESOL. A high pass in all four modules;
- a TOEFL iBT (Internet Based TOEFL) Must meet the following overall score of 98 and the following scores in each module: Listening - 24; Reading - 24; Writing - 27; Speaking – 23.

All other evidence is considered on a case by case basis.

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Personal Programmes of Study Regulations

These regulations apply to candidates beginning their studies in 2022. Candidates who first enrolled in a qualification prior to 2022 are eligible to complete that qualification either under the regulations which applied at the time of first enrolment or the regulations which apply at the time of re-enrolment. Candidates who are resuming their studies for a qualification after an extended absence are advised to consult the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies concerned at the time of re-enrolment regarding the requirements for completion. However, where there have been significant changes in the structure of a qualification or content of the major or specified programme during the candidate's absence, the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies may prescribe a specific programme of study which will be deemed to satisfy the requirements for completion of the qualification.

1. **Title**
   These are the Personal Programmes of Study Regulations 2012.

2. **Date of effect**
   These regulations are effective from 1 January 2013.

3. **Delegation of powers**
   The powers and authority of the Academic Board referred to in these regulations have been delegated in certain matters under the *Delegation of Powers Statute 2014.*

4. **Definitions**
   In these regulations

paper means a segment of work in a particular subject and is identified by means of a unique code number. Papers are delivered through lectures, tutorials, practicals and such other coursework as may be required by the department concerned
programme of study means the selection of papers taken by a candidate in any one academic year for a particular qualification
equivalent papers are in effect the same papers, one of which was taught in the past with a different paper code
restricted papers share a significant amount of common content. Candidates may therefore receive credit for only one of the papers listed. Restricted papers may not necessarily be used to satisfy prerequisite or corequisite requirements
a **prerequisite** must be passed before a candidate may enrol in the paper for which the prerequisite is specified. (A paper for which a Restricted Pass (RP) has been awarded will not be accepted as meeting the prerequisite requirements for any other paper unless the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies in which the other paper is offered approves otherwise)
a **corequisite** must be taken either prior to or concurrently with the paper for which the corequisite is specified
internal assessment means all or some of the following: essays, assignments and reports of various kinds, practical work, work in tutorials and/or seminars and tests
a **field** means a general area of academic study that includes a number of related subjects
a **subject** is a grouping of papers with a common academic theme, defined in terms of the listings under individual subject headings in the University of Waikato Catalogue of Papers. A department may offer more than one subject
a **major** means a principal area of study a candidate has chosen for a bachelors degree and is selected from those listed in the relevant degree regulations. A candidate is required to take a defined and substantial number of papers in the major at a range of levels up to and including 300 or 400 level
a **minor** means an additional subject to the major and is a requirement of some bachelors degrees
a **supporting subject** means an additional subject to the major, usually of at least 60 points in a single minor subject
a **specialisation** means a recognised pathway within a qualification or major which provides an area of focus within the qualification or major
points is the term used to express the student workload of a paper or programme. A normal full-time academic year comprises 120 points or 1.0 EFTS (Equivalent Full-time Student)

5. **Application**

These regulations apply to undergraduate certificates, undergraduate diplomas, bachelors degrees, bachelors with honours degrees, graduate certificates, graduate diplomas, postgraduate certificates, postgraduate diplomas, masters degrees and individual paper credits.

6. **Admission and re-entry**

(1) In order to be eligible to be enrolled at the University of Waikato, candidates must meet the

requirements of Section 255 of the Education and Training Act 2020.

(2) The criteria for admission to the University of Waikato in a given year are determined by the Council and are set out in the *Admission Statute 2016.*

(3) The criteria for admission to a particular qualification in a given year are determined by the Academic Board and are set out in the *Criteria for Admission to Particular Qualifications* and the qualification regulations.

(4) To ensure that a candidate is adequately prepared for a graduate qualification, the Academic Board will require relevant papers in the relevant subject or subjects of the qualifying bachelors degree to have been passed at grades which it deems appropriate.

(5) Candidates are usually required to have majored in their bachelors degree in the main subject to be presented for a graduate degree. This requirement may be waived in cases where no more than one or two papers in a given subject are proposed to be incorporated into the candidate's graduate degree.

(6) In exceptional circumstances, based on academic merit, candidates who have no more than 30 points left to complete the requirements of a qualifying degree may be permitted to enrol in a graduate degree, provided that they have completed all of the requirements of the major or main subject of the qualifying degree. The graduate degree will not be deemed to have been completed until the qualifying degree has also been completed.

(7) The Academic Board may approve limitations on enrolment for programmes or papers due to insufficiency of staffing or resources. Limitations and the criteria for selection are published in the *Limitations Statute*.

(8) A candidate who has been awarded a particular qualification in one major or subject may only be re-admitted to the same qualification in another major or subject.

(9) The criteria for re-entry for returning students are determined by the Academic Board and are set out in Part 3 of the Criteria for Admission to Particular Qualifications.

(10) In addition, the Academic Board may decline to re-enrol a candidate whose progress during the preceding year or years has not been to the satisfaction of the Academic Board.

7. **Enrolment in a programme of study**

(1) The Academic Board may prescribe qualifying or additional papers which must be passed by a candidate either prior to, or concurrently with, the minimum requirements for a qualification. Qualifying or additional papers may be required if the candidate is considered by the Academic Board to be inadequately prepared in a core subject area.

(2) Enrolment in a programme of study or paper is subject to the approval of the Academic Board. Such approval will be determined on the basis of the candidate's academic background as well as staffing and resources.

(3) The personal programme of study of every candidate is subject to the approval of the Academic Board.

(4) The papers for qualifications and their prescriptions are defined in the University of

Waikato Catalogue of Papers. Before enrolling for a paper, candidates must meet any requirements specified in the relevant prescription unless approved otherwise by the Academic Board.

(5) Particular regulations governing qualifications may be varied or waived by approval of the Academic Board.

8. **Maximum student workload**

(1) The normal maximum full-time student workload for an academic year (excluding C trimester) is 120 points.

(2) For the purposes of calculating workload, a paper that runs for the duration of two full trimesters has a workload equivalent to half of its points value during each of the trimesters in which it is taught.

(3) The normal maximum full-time student workload for C trimester is 45 points.

(4) Approval of the Academic Board is required for a candidate to enrol in a programme of study which has a workload equivalent to more than the normal maximum full-time workload.

9. **Completion of a qualification**

(1) The minimum requirements for the completion of a qualification are defined in the relevant regulations.

(2) With the approval of the Academic Board, a candidate may be permitted to complete the requirements of a qualification in less than the minimum period of enrolment prescribed in the relevant regulations. Approval will depend on the candidate's academic record and on the availability of suitable teaching and supervision arrangements.

10. **Eligibility for Honours or Distinction**

In order to qualify for Honours or Distinction in a particular qualification, a candidate may be required to complete the requirements within a prescribed time period of first enrolling for the qualification.

11. **Dissertations and theses**

(1) The *Dissertations and Theses Regulations 2020* governing the presentation of dissertations and theses apply in these regulations and any dissertation or thesis required for a graduate qualification must be presented in accordance with these regulations.

(2) Enrolment in a dissertation or thesis, or a qualification which requires the completion of a dissertation or thesis, is subject to the availability of a suitable supervisor for the dissertation or thesis.

(3) For dissertations and theses, one or more supervisors will be appointed by the Academic Board. If the chief supervisor is also an examiner of the dissertation or thesis, at least one other examiner (who is not also a supervisor) will be appointed.

(4) A dissertation or thesis must embody the results obtained by the candidate in an investigation

relating to some branch of the subject or subjects being presented, or, with the approval of the Academic Board, shall take some other form proposed by the candidate's supervisors and approved by the relevant Head of School or Dean concerned. The chief supervisor or sole supervisor will be required to certify that the dissertation or thesis embodies the candidate's own work carried out under the supervisor's direct supervision.

(5) Dissertations and theses are assessed in terms of the points value they represent.

12. **Date for submission of dissertations, theses and research reports**

(1) The deadline for the submission of any dissertation or research report will be 4.00pm on the last working day of the paper occurrence which completes the candidate's enrolment in the total points required for the dissertation or research report.

(2) The deadline for the submission of any thesis will be 11.59pm on the last day of the paper occurrence which completes the candidate's enrolment in the total points required for the thesis.

(3) Candidates who expect that they will not submit their dissertation, thesis or research report by the due date may apply to the relevant Head of School or Dean or delegated authority for an extension of time without the requirement for re-enrolment, provided that the application for an extension is lodged prior to the deadline for submission.

(4) Extensions will not normally be awarded for periods of more than 21 days beyond the relevant due date.

(5) Candidates who do not submit their dissertation, thesis or research report by the due date, and who have not applied for and been awarded an extension, will be required to re-enrol for a minimum period to be determined by the relevant Head of School or Dean or delegated authority and will be liable for a further payment of tuition and any other fees and charges for the period of re-enrolment.

13. **Resubmission of dissertations and theses**

(1) A dissertation or thesis for a graduate qualification that receives a narrow fail may be returned to the candidate with the offer of an opportunity to revise and re-submit. The decision to offer such an opportunity is at the discretion of the relevant Head of School or Dean and is based on a number of factors, including the likelihood that the revision will be successful, and the availability of suitable supervisors and examiners.

(2) An offer by a Head of School or Dean under subsection 13(1) of these regulations will be in writing, and any conditions attached to the offer will be explicit. The period allowed for the revision will be no more than the equivalent of one trimester and the deadline for submission will be prescribed. If the offer to revise and submit is accepted, the candidate will be eligible to receive a maximum grade of C and, in the case of a masters degree, will not be eligible for the award of Honours.

(3) A candidate's acceptance of an offer to revise and re-submit and associated conditions must be in writing. The candidate must then re-enrol for the equivalent of one trimester and pay fees accordingly. For administrative and fees purposes, the candidate will enrol for the

particular enrolment period in which the deadline for re-submission falls.

(4) A 'provisional fail' is recorded against the first dissertation or thesis enrolment for the period of revision. The ‘provisional fail’ grade is replaced by a final grade (either a fail grade or a C grade, depending on the outcome), after the revision and re-examination processes are concluded.

(5) The opportunity to revise and re-submit a particular dissertation or thesis may be offered to a candidate only once.

14. **Credit - transfer credit and cross credit**

(1) **Transfer credit** means credit towards a University of Waikato qualification for papers passed at another tertiary institution.

(2) **Cross credit** means credit towards a University of Waikato qualification for papers passed towards another University of Waikato qualification.

(3) A candidate who has passed papers at an appropriate level at the University of Waikato or another tertiary institution may apply for credit in respect of those papers towards a University of Waikato qualification.

(4) Applications for credit must be submitted on the online qualification application, together with the prescribed fee.

(5) Applications for credit from another institution must be accompanied by a verified copy of an academic record. If the original document is not in English, the academic record must be accompanied by an official English translation of the record. The University reserves the right to request an original copy of an academic record.

(6) The policy on the level and amount of credit which may be awarded from a completed qualification is determined by the Academic Board and is set out below:

(a) Credit from a completed qualification is normally only available towards a bachelors degree.

(b) Credit is not normally awarded from a completed graduate or postgraduate qualification.

(c) Credit from a completed qualification will normally be limited to no more than one third of the completed qualification.

(d) Credit towards a University of Waikato bachelors degree from a completed qualification will normally be limited to no more than one third of the University of Waikato degree. For the purposes of this regulation, one third of a bachelors degree is considered to be 120 points at 100 and 200 levels, including a maximum of 60 points at 200 level. Where appropriate, the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies may, at their discretion, permit 20 further points at 100 or 200 level to be credited towards a four-year bachelors degree where the Pro Vice-Chancellor of the relevant Division or the Dean of Faculty of Māori and Indigenous Studies deems a paper to be relevant to the candidate’s programme of study.

(e) Credit will not normally be awarded for 300 or 400 level papers required for a major in an

undergraduate degree.

(f) No paper may count towards more than two qualifications.

(7) The decision to award credit in individual cases will be made by the Pro Vice-Chancellor of the relevant Division or the Dean of Faculty of Māori and Indigenous Studies.

(8) In making decisions on credit, the Pro Vice-Chancellor of the relevant Division or the Dean of Faculty of Māori and Indigenous Studies will consider the relevance and level of the papers completed, the regulations of the University of Waikato qualification concerned, and the credit guidelines maintained by the Student Services.

(9) Regardless of the total number of papers which an applicant has passed at other institutions, the total credit awarded will not be more than half of the total requirement of the University of Waikato qualification concerned, unless this is approved under subsections 14(10) or 14(11) of these regulations.

(10) In individual cases, the Pro Vice-Chancellor of the relevant Division or the Dean of Faculty of Māori and Indigenous Studies or delegated authority may vary subsection 14(9) of these regulations and award credit for up to two thirds of the University of Waikato qualification concerned.

(11) In individual cases, the Education Committee, under delegated authority of the Academic Board, may award credit for more than two thirds of a University of Waikato qualification, or for more than half of an undergraduate degree that includes 300 and/or 400 level papers for a major.

(12) Applicants wishing to appeal a Pro Vice-Chancellor's or the Dean of the Faculty of Māori and Indigenous Studies decision on credit may apply to the Director of Student Services.

(13) The consideration of an appeal will involve the Pro Vice-Chancellor or the Dean of the Faculty of Māori and Indigenous Studies concerned being requested to reconsider the decision. Further appeals against the outcome of a reconsideration will be referred to the Education Committee for consideration on behalf of the Academic Board.

15. **Completion of a University of Waikato qualification at another New Zealand university**
A candidate who, based on the assessment of the Pro Vice-Chancellor of the relevant Division or the Dean of Faculty of Māori and Indigenous Studies, has completed the major part of a qualification at the University of Waikato and then moved to another district may, in some cases, complete the University of Waikato qualification by taking the remaining papers at another university in New Zealand. Prior approval of the specific papers, in writing, must be obtained from the Director of Student Services of this University and the prescribed charge paid. The candidate must advise the Registrar of the other university of the purpose of the enrolment and the papers concerned must be taken on a Certificate of Proficiency (COP) basis at that university. The candidate’s academic record will not be transferred.

16. **Completion of a qualification of another New Zealand university at the University of**

Waikato

A candidate who has completed the major part of a qualification at another New Zealand university may, in some cases, be permitted by that university to complete the qualification by passing specified papers at the University of Waikato. Any such approval must be given in writing by the 'home' university and the candidate will take the papers concerned on an Individual Paper Credit (IPC) basis at the University of Waikato. The candidate's academic record will not be transferred.

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Ethical Conduct in Human Research and Related Activities Regulations

Preamble

Any member of the University community who participates in research and specified related activities is required to conduct the research and/or related activities in a manner that conforms with ethical standards set down by the University, by relevant national and international professional bodies, and by the law of the country in which the research is undertaken.

These regulations apply specifically to the following activities: research, teaching, consulting, evaluation, and publications which involve collecting data about and from people and organisations. These regulations also apply to any research where there are ethical issues that are not addressed by the Animal Ethics Committee *Code of Ethical Conduct for the Use of Animals for Research, Testing and Teaching*.

Students are referred also to the University's *Student Discipline Regulations 2020* in this Calendar, and the *Guidelines for Professional Practice and Community Contact in the Conduct of University Research or Related Activities* (see Appendix 1 to these regulations), and the Higher Research Degrees website, as amended from time to time: http://www.waikato.ac.nz/students/research-degrees/.

Staff are referred also to the University's *Staff Code of Conduct*.

Students and staff are also referred to the resources on *Human Research Ethics*, available from the Research & Enterprise Office.

Ethical Conduct in Human Research and Related Activities Regulations

1. **Title**

   These are the Ethical Conduct in Human Research and Related Activities Regulations 2008.

2. **Purpose**

   Ethical issues arise when University research and/or related activities involve the interests and rights of others. The purpose of these regulations is to facilitate ethical conduct which respects the rights of people, communities, companies, trusts, and other organisations. These regulations explain the standards of ethical conduct and the procedures that apply for the maintenance and monitoring of these standards. All applications to the University's human research ethics review committees will be reviewed for approval on the basis of their compliance with these regulations.

3. **Date of effect**

   These regulations are effective from 1 July 2008.

4. **Scope**

   (1) These regulations apply to all

   (a) staff of the University of Waikato

   (b) students of the University of Waikato, and

   (c) any other person authorised to undertake research and/or a related activity on behalf of the University of Waikato, including those employed or contracted in wholly-owned subsidiary entities.

   (2) Research collaborators or partners are expected to apply for approval of their research and/or related activities from their organisation and must also apply to the relevant University of Waikato Divisional or Faculty of Māori and Indigenous Studies committee.

   (3) Under these regulations, all research and/or related activities are required to have formal ethics review and approval.

   (4) Applications for approval are not required for normal teaching activities; but are required for specific teaching that involves the participation of a student or students and has the potential for harm (see section 13 of these regulations), or that involves collection of data from students.

   (5) Applications are not required for University teaching evaluations or for University reviews and quality assurance activities; however, such activities do have ethical implications and should be conducted in a professional way consistent with the University *Staff Code of Conduct* and should be consistent with the spirit of these regulations.

5. **Definitions**

   In these regulations

   research means an inquiry of an investigative, experimental, or critical nature which is driven by a question, hypothesis, or intellectual position capable of rigorous assessment, and the

findings of which are open to scrutiny and formal evaluation. It may include any intellectual or creative work published, exhibited, presented, or performed in a written, spoken, electronic, broadcasting, visual, performance, or other medium

related activities may include teaching, consulting, evaluation, and publication when these activities involve collecting data about and from people and organisations. These activities are defined as follows:

teaching means teaching in lectures, tutorials, demonstrations, and related educational research

consulting means the provision of advice to a client, such advice being based upon the pre-existing professional knowledge and skills of the consultant

evaluation means the systematic collection and analysis of information to make judgements, usually about the effectiveness, efficiency, and/or appropriateness of the research and/or related activity

publication means any intellectual or creative work published, exhibited, presented, or performed in a written, spoken, electronic, broadcasting, visual, performance, or other medium

participant means a live human being or group of live human beings who participate in research and/or related activities whether by observation, questioning, participation in an experiment, provision of specimens or human tissue samples, or by any other means

organisation means a social unit of people systematically arranged and managed to meet a need or to pursue collective goals on a continuing basis. Examples include firms, iwi groupings, schools, and professional societies

researcher means the person undertaking research and/or related activities

harm includes physical, psychological, social, economic, or cultural harm to participants

field research means research conducted in person in a natural setting outside of a laboratory.

6. **Application procedures**

(1) A staff member, student, or authorised person must not commence research or a related activity until it has been approved by the appropriate authority and in accordance with these regulations.

(2) Researchers must submit applications for approval for their research or related activity to one of the delegated relevant Divisional or Faculty of Māori and Indigenous Studies committees (see section 22 of and Appendix 2 to these regulations) within the University.

(3) Where applications are made to an external ethics committee, an application must also be submitted to, and approved by, the relevant delegated committee within the University (see section 22(3) of and Appendix 5 to these regulations).

(4) Applications for approval of research and/or related activities must be submitted in the form prescribed for the relevant Division or the Faculty of Māori and Indigenous Studies (see Appendix 3 to these regulations).

(5) If an ethical issue relating to the research and/or related activity that was not envisaged at the beginning arises during its course, the researcher must stop the research and/or related activity, consult the appropriate authority, and apply for approval. The researcher must not

begin the research and/or related activity again until the necessary approval has been obtained.

(6) For situations where prior, free, express, and informed consent from participants may not be possible, see sections 10 and 11 of these regulations for guidance in making application for approval of the research or a related activity.

7. **Responsibility for ethics in research and related activities**

(1) Individual staff, students, and authorised persons are responsible for ensuring their research and/or related activities comply with these regulations.

(2) If a researcher is a student, the staff member responsible for supervising the student's research must take all reasonable steps to ensure that the student complies with these regulations.

(3) Paper convenors may apply for ethics approval for an entire paper if it involves students in that paper engaging in research or related activities. Such applications must cover all anticipated research or related activities the student may engage in, and the convenor's, lecturers' and/or tutors' responsibilities. Applications must identify ethical issues and describe practices for addressing them.

8. **Value of research or related activities and the public interest**

(1) A researcher must be able to justify to their peers the goals and methodology of the research and/or related activity in terms of its reasonably anticipated benefits balanced against any foreseeable risk of harm to the participants.

(2) A researcher must normally make available the findings of research in the public domain. Any exception to this must be approved in writing by the Senior Deputy Vice-Chancellor, or by a person to whom authority is delegated in writing by the Senior Deputy Vice-Chancellor (see section 12 of the *Dissertations and Theses Regulations 2020*).

9. **Informed consent of participants**

(1) Researchers must gain participants' prior, free, express, and informed consent in a culturally and socially appropriate manner, unless in the case of approved exceptions. For proxy consent from authorised representatives, see subsection (4)(e) and (4)(f) of this section of these regulations. Exceptions regarding large sample surveys and similar research methods, some cases of field research, and the possibility of gaining informed consent after data collection are dealt with in sections 10, 11 and 14 of these regulations.

(2) A researcher must establish explicit processes for reaching agreement with participants. A researcher must not involve a participant in any research and/or related activities unless the researcher is satisfied that the participant has understood the nature of their involvement and freely agreed to it in accordance with the principles outlined in this section.

(3) A researcher must not use explicit or implicit coercion to obtain the agreement, and must not use inducement to obtain the agreement except in accordance with section 18 of these regulations.

(4) Unless sections 10, 11 or 14 of these regulations apply, a researcher must adhere to the following principles with respect to informed consent of participants:

(a) A researcher must inform prospective participants of all information relevant to the decision to participate including

(i) their right to decline to participate in the research and/or related activities or any portion or any part of these

(ii) the form in which the findings will be published

(iii) duration and security of data storage

(iv) their right to withdraw any information they have provided up until analysis has commenced on their data

(v) their right to access and correct personal information

(vi) the process for withdrawing information they have provided.

(b) The more readily identifiable the participants may be, the more formal the consent should be. Where participants are asked to answer questionnaires that might identify them, answer questions in a formal interview, undergo formal tests, or where they are subjected to formal observation and recording procedures, the process for obtaining informed consent, and the form of the consent, should be similarly formal and recorded in writing or some other reproducible form. Where the participation is more anonymous the consent may be less personalised and less explicit (see section 10 of these regulations).

(c) If the research or related activity involves manipulation of, or intervention in, the physical or psychological state of a participant, the participant's consent, or, if subsection (e) of this section applies, the consent of the person with authorised responsibility for the participant, must be recorded in writing or some other reproducible form.

(d) Because some research and/or related activities involve collectives, a researcher must recognise the complexities of relationships between individuals and collectives. In some cultures it is common for the leader of a collective to make a decision in respect of participation on behalf of its members. If an individual in a collective wishes to participate or not to participate in the research and/or related activity, regardless of a decision taken on behalf of the collective, the individual's wishes must be respected and all reasonable care taken to ensure that those wishes are also respected by other members of the collective.

(e) If a prospective participant is reasonably judged incapable of giving informed consent, the researcher must obtain the proxy consent from the person who has responsibility for the prospective participant's welfare, taking particular care to protect the participant's interests and also taking into account any potential conflict of interest between them and the person whose consent is required.

(f) A researcher who seeks the proxy consent of another person on behalf of a prospective

participant under subsection (e) of this section must make all reasonable effort to involve the prospective participant themselves in the process and the decision about consent.

(g) Staff, students, and other approved persons must obtain informed consent when recording images of participants, participants' possessions, or research and/or related activity in which participants are involved, unless the recording of images is of lawful activity occurring in a public place and is culturally appropriate.

(h) A researcher must provide the information under subsection (a) of this section plainly and in the language and medium that is appropriate for the prospective participants.

(i) A researcher must inform participants of their right of access to any data that may have been collected from or about them.

(j) A researcher must inform participants of their right to complain about the conduct of the research and/or related activity and must also inform them of the process for making a complaint.

10. **Large random sample surveys and informed consent**

(1) A researcher who intends to collect data involving large numbers of people is not required to adhere to all the principles concerning informed consent outlined in section 9(4) of these regulations if the research method makes adherence to all these principles impractical or undesirable and if such a requirement is likely to impact adversely on the researcher's ability to generate reliable information.

(2) However, the researcher must declare and justify an intention not to adhere to the principles in section 9(4) of these regulations in the application for approval submitted under section 6 of these regulations.

(3) In these situations the researcher must provide the following information, as a minimum, to a participant before the research or related activity begins

(a) the anticipated length of the research or related activity

(b) the general purpose of the research or related activity

(c) the forms in which the data might be published

(d) an assurance that the participant will not be identified in any publication or dissemination of research findings.

11. **Field research and informed consent**

(1) 'Field' research in this context means research conducted in person in a natural setting outside of a laboratory.

(2) In field research situations, prior, free, express, and informed consent must be gained in a culturally and socially appropriate manner from participants.

(3) In some forms of field research using such methods as participant observation, participatory research and action research, where obtaining prior, free, express, and informed consent

from all participants would be inappropriately intrusive or impractical for social, cultural, or methodological reasons, it is acceptable not to gain such consent.

(4) However, the researcher must take care to apply other ethical principles, especially minimising the risk of harm to participants and maintaining the anonymity of participants. It may also be appropriate in such cases that informed consent be sought afterwards but prior to the publication of research findings, from people who have in the course of information collection come to the attention of the researcher.

12. **Archiving of data, privacy, storage, and use of information**

(1) All non-identifying data (eg data sets and transcripts) used for publication must be securely kept long enough to allow for academic examination, challenge, or peer review. This period would normally be at least five years. Identifying data such as consent forms, photographs, and videos will be securely stored consistent with agreements made under section 9(4)(a) of these regulations. The responsibility for data storage lies with the department or other equivalent academic unit.

(2) Where the research and/or related activity is conducted in New Zealand, the researcher must comply with the Privacy Act 1993 and the Official Information Act 1982, and must adhere to the following principles consistent with that legislation

(a) participants and informants must not be publicly identified or identifiable without their explicit consent

(b) participants must be informed (unless sections 10, 11 and 14 of these regulations apply) that they will not be identified in any publication or dissemination of the research findings without their explicit consent

(c) researchers must take all reasonable precautions to prevent unauthorised use, access, modification, or disclosure of personal information

(d) data identifying participants must not be kept for longer than required for the purpose for which it is collected (see subsection (1) of this section)

(e) except in circumstances specified in the relevant legislation, personal information may be used only for the purpose for which it is collected.

(3) Where the research and/or related activity is conducted in a country other than New Zealand, the researcher must comply with any legislation that applies in that country with respect to privacy and storage of personal information.

(4) Even where the research and/or related activity is conducted in a country other than New Zealand, the researcher must comply as far as possible with the spirit of the Privacy Act 1993 and the Official Information Act 1982; however, if there are contradictions between the legislation of New Zealand and the other country, the legislation of the other country must prevail

(5) A researcher must include in an application submitted under section 4(3) of these regulations a statement about the conditions under which, and the period for which, any personal

information collected for the research and/or related activity is to be stored.

(6) Data must not be made available to persons or for purposes that are not named on the application.

13. **Minimisation of harm**

(1) A researcher must make particular effort to identify physical, psychological, social, economic, or cultural harm to participants before seeking their consent to participation.

(2) A researcher must minimise both the risk of harm to a participant and the potential for negative consequences of the harm.

(3) 'Harm' in this context includes pain, stress, emotional distress, fatigue, embarrassment, and exploitation.

(4) Unless it would be impractical or undesirable to do so in the terms described in section 10 of these regulations, a researcher must consult participants to ascertain any risk of harm that they themselves may identify or concerns that they themselves may have.

(5) If, during the course of the research and/or related activity, it is apparent to the researcher that the risk of harm to the participant is greater than originally envisaged, the researcher must inform the participant and re-evaluate the research and/or related activity in terms of the principles outlined in this section.

14. **Limitation of deception**

(1) Deception of participants conflicts with the principle of informed consent, but in some research and/or related activities it may be necessary to withhold information about the purpose of the research and/or related activity or the procedures involved.

(2) Research and/or related activities involving deception of participants will be approved only if the researcher demonstrates in the application for ethics review that the deception is absolutely essential to the goals of the research and/or related activity.

(3) A researcher who undertakes research and/or related activities involving deception of a participant must ensure that the participant is provided with an explanation of the true purpose of the research and/or related activity and the reason for the deception as soon as practicable after the participation.

15. **Social and cultural sensitivity**

(1) A researcher must respect the cultural, social, and language preferences and sensitivities of the participant.

(2) Where the research and/or related activity potentially affects individuals or groups who are significantly different in culture from the researcher, the researcher must consult an appropriate person before the research and/or related activity begins about appropriate cultural procedures and approaches to the research and/or related activity and about informing the participant or community concerned of the research findings.

(3) An application for ethics review under these regulations must demonstrate how the

researcher has responded to the advice received from the person consulted.

(4) Appropriate consultation and subsequent responses on matters of social and cultural sensitivity are the responsibility of the researcher.

16. **Exploitation of relationships**

(1) A researcher must not exploit the relationship between researcher and participant.

(2) A researcher must resist any initiative by a participant to exploit the relationship between researcher and participant.

(3) 'Exploitation' in this context means the seeking or obtaining of money, goods, services, favours, information or relationships that have no direct bearing on the stated research and/or related activity aims or data gathering.

(4) Where a researcher is a staff member and the prospective participant a student, the researcher must not exploit that relationship and must strive to ensure that the student is not disadvantaged through their participation or refusal to participate, academically, professionally, or otherwise.

17. **Respect for property rights**

(1) A researcher must ensure that procedures or publications associated with the research and/or related activity do not infringe legally determined property rights.

(2) A researcher must ensure that procedures or publications associated with the research and/or related activity do not infringe culturally determined property rights to the extent possible and reasonable in all circumstances.

(3) Property rights in this context may apply to land, goods, works of art and craft, images, and intangible materials such as spiritual treasures, music, information, and intellectual property (see Appendix 4 of these regulations).

(4) A researcher must identify and address any issues associated with property rights and ownership of data at the time they seek informed consent and monitor these issues throughout the research process.

18. **Payment for participation**

A researcher must not pay participants for their participation, or arrange for participants to be paid, in money, goods, services, prizes, favours, or in any other form of remuneration or form of hospitality appropriate to the engagement, either directly or indirectly, unless the payment is approved by the appropriate approving authority (see section 22 of and Appendix 2 to these regulations).

19. **Professional codes of ethics**

A researcher must ensure that their research or related activity complies with any professional code of ethical practice or standard relevant to the research and/or related activity.

20. **University research and/or related activities in schools and early childhood services**

A researcher involved in research and/or related activities in schools or early childhood services must comply with the *Guidelines for Observation and Research in Schools and Early Childhood Services* (see Appendix 5 to these regulations).

21. **Declaration of potential conflict of interest**

(1) A researcher must, in an application submitted under section 4 of these regulations, declare any potential conflict of interest.

(2) 'Conflict of interest' occurs where a researcher or related party is, or is reasonably likely to

(a) obtain an unfair, inappropriate, or unethical professional, commercial, or personal advantage as a result of or in connection with the research and/or related activity

(b) be in a position in relation to the activity or the participants that could appear to affect the researcher's impartiality in the research and/or related activity;

(c) obtain a direct or indirect pecuniary benefit or interest as a result of or in connection with the research or related activity.

(3) If the research and/or related activity is commissioned or sponsored, the researcher must ensure that the commission or the sponsorship

(a) is declared to the participants and in any published findings

22. **Authority for ethical approval and monitoring**

(1) Authority for administering these regulations rests with the University of Waikato Human Research Ethics Committee.

(2) The University of Waikato Human Research Ethics Committee makes recommendations to the Vice-Chancellor through the Academic Board for the promotion, review, and monitoring of ethical practice in University research and/or related activities and for monitoring compliance with these regulations.

(3) Each Division and the Faculty of Māori and Indigenous Studies has one or more committees with responsibility at the Divisional or Faculty of Māori and Indigenous level, delegated by the University of Waikato Human Research Ethics Committee, for

(a) the approval of research and/or related activities with human participants in the relevant Division or the Faculty of Māori and Indigenous Studies (health and disability research involving human participants must also be reviewed by the University of Waikato Human Research Ethics Committee).

(b) compliance with these regulations in the relevant Division or the Faculty of Māori and Indigenous Studies

(c) maintaining records of University research and/or related activity with human participants in the relevant Division or the Faculty of Māori and Indigenous Studies in the form required by the University of Waikato Human Research Ethics Committee

(d) reporting to the University of Waikato Human Research Ethics Committee in the form

required by that Committee.

(4) The Pro Vice-Chancellor of the relevant Division or the Dean of Faculty of Māori and Indigenous Studies recommends to the University of Waikato Human Research Ethics Committee for approval the committee structure for the respective area, and the Terms of Reference, constitution, membership, and procedures of any committee involved consistent with these regulations (see Appendix 2 to these regulations).

(5) Responsibility for the following matters in any organisational unit outside a Division or the Faculty of Māori and Indigenous Studies is delegated by the University of Waikato Human Research Ethics Committee to the Director of that unit

(a) ensuring applications for approval of research and/or related activities with human participants in the unit are submitted to the University of Waikato Human Research Ethics Committee

(b) compliance with these regulations in the unit

(c) maintaining records of human research and/or related activities with human participants in the unit in the form required by the University of Waikato Human Research Ethics Committee

(d) reporting to the University of Waikato Human Research Ethics Committee in the form required by that Committee.

(6) A committee at the relevant Division or the Faculty of Māori and Indigenous Studies level, or a Director of a unit outside a Division or the Faculty of Māori and Indigenous Studies, may consult with the University of Waikato Human Research Ethics Committee at any time and may request that the University of Waikato Human Research Ethics Committee review any relevant matter, or review any decision taken under delegated authority.

23. **Researcher appeals against decisions concerning applications for approval**

(1) Having made an application under these regulations, a researcher may appeal to the University of Waikato Human Research Ethics Committee against any decision taken at the relevant Divisional or the Faculty of Māori and Indigenous Studies level.

(2) A researcher may appeal to the Academic Board against any decision by the University of Waikato Human Research Ethics Committee under these regulations.

(3) The Academic Board may determine its own procedures for hearing and deciding the appeal provided that they conform with the principles of natural justice, and may delegate authority to hear and decide an appeal on its behalf.

(4) The decision of the Academic Board (or delegated authority) on an appeal is final.

24. **Addressing concerns and complaints**

(1) A concern or complaint about the research and/or related activities to which these regulations apply may be referred to the University of Waikato Human Research Ethics Committee.

(2) If a concern or complaint arises, the University of Waikato Human Research Ethics

Committee may require that the relevant research and/or related activity be discontinued until the issue is resolved.

(3) If the University of Waikato Human Research Ethics Committee considers that the issue is sufficiently serious, it may refer the matter to the Vice-Chancellor who may arrange for it to be dealt with as applicable

(a) under the *Student Discipline Regulations 2020*, as amended from time to time

(b) as a breach of the *Staff Code of Conduct*

(c) as the Vice-Chancellor thinks fit.

(4) If the University of Waikato Human Research Ethics Committee considers that the issue is not sufficiently serious to be referred to the Vice-Chancellor, it may take informal action, at its discretion, to deal with the complaint or dispute.

25. **Appeal provision**

(1) A person may appeal to the Academic Board against any matters dealt with under section 23 or section 24 of these regulations by the University of Waikato Human Research Ethics Committee under these regulations.

(2) The Academic Board determines its own procedures for hearing and deciding the appeal conforming with the principles of natural justice, and delegates authority to hear and decide an appeal on its behalf.

(3) The decision of the Academic Board (or delegated authority) on an appeal is final.

Appendix 1

Guidelines for Professional Practice and Community Contact in the Conduct of University Research or Related Activities

Appendix 2

Delegated Ethics Committees

Appendix 3

Application Format

Appendix 4

Intellectual Property in Research

Appendix 5

Guidelines for Observation and Research in Schools and Early Childhood Services (under review)

Appendix 6

Referring Human Ethics Applications to a Health and Disability Ethics Committee (under review)

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Calendar

Search

Menu

- Home
- About
- Study at Waikato
- Student Experience
- Research & Expertise
- News & Events
- Get in Touch

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Menu

- Home
- About
- Study at Waikato
- Student Experience
- Research & Expertise
- News & Events
- Get in Touch

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Search

Menu

- Home
- About
- Study at Waikato
- Student Experience
- Research & Expertise
- News & Events
- Get in Touch

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Menu

- Home
- About
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- Student Experience
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On this page:

December 2023 | January 2024 | February | March | April | May | June | July | August | September | October | November | December

December 2023		
Friday	1	Deadline for enrolment applications by all students enrolling in H Teaching Period papers (3 January 2024 to 18 February 2024)
Tuesday	5	Council
Wednesday	6	Academic Board
Thursday	7	Māori Academic Board of Studies Pacific Strategic Committee
Friday	8	Deadline for completion of enrolment for papers that commence during H Teaching Period (3 January 2024 to 18 February 2024)
Wednesday	15	G Teaching Period ends
Thursday	18	Trimester C Recess begins

January 2024		
Monday	1	*New Year's Day*
Tuesday	2	*New Year's Day observed*
Wednesday	3	University reopens H Teaching Period begins C Trimester resumes
Wednesday	24	Curriculum Committee
Monday	29	*Auckland Anniversary Day*
Wednesday	31	Research Committee
February 2024		
Tuesday	6	*Waitangi Day*
Friday	9	2023/2024 Trimester C and H Teaching Period end
Monday	12	2024 Trimester B Special Examinations 2023/2024 Trimester C and H Teaching Period Study Week/Examinations begin
Thursday	13	Education Committee
Sunday	18	2023/2024 Trimester C and H Teaching Period Examinations end
Monday	19	Teaching Recess begins Enrolment week begins Deadline for enrolment applications for papers that commence during Trimester A (26 February 2024 to 23 June 2024)
Wednesday	21	Divisional Board, Division of Health, Engineering, Computing and Science
Thursday	22	Divisional Board, Division of Arts, Law, Psychology and Social Sciences Divisional Board, Division of Education Divisional Board, Division of Management

Friday	23	Deadline for completion of enrolment for papers that commence during Trimester A (26 February 2024 to 23 June 2024) Teaching Recess ends
Monday	26	Trimester A begins Academic Board
Tuesday	27	Council
Wednesday	28	Māori Academic Board of Studies
Thursday	29	Pacific Strategic Committee
March 2024		
Monday	4	Confirmed H Teaching Period results available to students
Wednesday	13	Curriculum Committee
Wednesday	27	Research Committee
Thursday	28	Academic Quality Committee
Friday	29	*Good Friday*
April 2024		
Monday	1	*Easter Monday*
Tuesday	2	*University Holiday*
Tuesday	9	Education Committee
Monday	15	Teaching Recess begins H Teaching Period Special Examinations begin
Tuesday	16	Council Graduation - Hamilton begins (The Pā)
Friday	19	Graduation - Hamilton ends H Teaching Period Special Examinations end
Tuesday	23	Graduation - Tauranga
Wednesday	24	Academic Board

Thursday	25	*Anzac Day*
Friday	26	Teaching Recess Ends
May 2024		
Thursday	2	Pacific Strategic Committee
Wednesday	8	Divisional Board, Division of Health, Engineering, Computing and Science Māori Academic Board of Studies
THursday	9	Divisional Board, Division of Arts, Law, Psychology and Social Sciences Divisional Board, Division of Education Divisional Board, Division of Management
Thursday	23	Curriculum Committee
Friday	24	Curriculum Committee Deadline for all applications for Trimester A Out-of-Time/Other Location and Special Arrangement examinations
Friday	24	Open Day - Hamilton Campus
Saturday	25	Open Day - Hamilton Campus
Wednesday	29	Divisional Board, Division of Health, Engineering, Computing and Science
Thursday	30	Divisional Board, Division of Arts, Law, Psychology and Social Science Divisional Board, Division of Education Divisional Board, Division of Management
Friday	31	Trimester A Ends
June 2024		
Monday	3	*King's Birthday*
Tuesday	4	Study week begins

Wednesday	5	Māori Academic Board of Studies
Thursday	6	Pacific Strategic Committee
Friday	7	Study week ends Open Day - Tauranga Campus
Monday	10	Trimester A Examinations begin
Tuesday	11	Council
Wednesday	19	Curriculum Committee
Friday	21	Trimester A Examinations end
Monday	24	Teaching Recess begins
Wednesday	26	Research Committee
Thursday	27	Academic Quality Committee
Friday	28	*Matariki holiday observed*
July 2024		
Monday	1	Deadline for all enrolment applications for papers that commence during Trimester B (8 July 2024 to 3 November 2024)
Friday	5	Deadline for completion of enrolment for papers that commence during Trimester B (8 July 2024 to 3 November 2024) Teaching Recess Ends
Monday	8	Trimester B begins
Wednesday	10	Education Committee Board of Examiners
Monday	15	Boards of Examiners Confirmed Trimester A results available to students
Thursday	25	Academic Board
Wednesday	31	Divisional Board, Division of Health, Engineering, Computing and Science

August 2024		
Thursday	1	Divisional Board, Division of Arts, Law, Psychology and Social Sciences Divisional Board, Division of Education Divisional Board, Division of Management
Tuesday	6	Council
Wednesday	7	Māori Academic Board of Studies
Thursday	8	Pacific Strategic Committee
Monday	19	Teaching Recess begins
Wednesday	21	Curriculum Committee
Monday	26	Trimester A Special Examinations begin
Wednesday	28	Research Committee
Thursday	29	Academic Quality Committee
Friday	30	Teaching Recess ends
September 2024		
Thursday	5	Education Committee
Friday	6	Trimester A Special Examinations end
Thursday	12	*Kīngitanga Day*
Wednesday	25	Academic Board
Friday	27	Deadline for all applications for Trimester B Out-of-Time/Other Location and Special Arrangement Examinations
October 2024		
Wednesday	2	Divisional Board, Division of Health, Engineering, Computing and Science
Thursday	3	Divisional Board, Division of Arts, Law, Psychology and

		Social Sciences Divisional Board, Division of Education Divisional Board, Division of Management
Tuesday	8	Council
Wednesday	9	Māori Academic Board of Studies
Thursday	10	Pacific Strategic Committee
Friday	11	Trimester B ends
Monday	14	Study week begins
Friday	18	Study week ends
Monday	21	Trimester B Examinations begin
Wednesday	23	Curriculum Committee
Monday	28	*Labour Day*
November 2024		
Friday	1	Trimester B Examinations end
Monday	4	Teaching Recess begins Research Committee Deadline for enrolment applications for papers that commence during Trimester C (11 November 2024 to 16 February 2025) Deadline for enrolment applications by all students enrolling in G Teaching Period (111 November 2024 to 22 December 2024)
Wednesday	6	Research Committee
Thursday	7	Academic Quality Committee
Friday	8	Deadline for completion of enrolment for papers that commence during Trimester C (11 November 2024 to 16 February 2025) Deadline for completion of enrolment for papers that

		commence during G Teaching Period (11 November 2024 to 22 December 2024) Trimester B ends
Monday	11	Trimester C and G Teaching Period begins
Wednesday	13	Education Committee
Thursday	14	Board of Examiners
Friday	15	Board of Examiners
Monday	25	Confirmed 2024 results available to students for most undergraduate papers
December 2024		
Tuesday	3	Council
Wednesday	4	Academic Board
Thursday	5	Māori Academic Board of Studies Pacific Strategic Committee
Friday	20	G Teaching Period ends
Monday	23	Trimester C recess begins (TBC)

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The University of Waikato

Te Whare Wānanga o Waikato is committed to academic quality, research excellence and innovative teaching programmes. It prides itself on maintaining internationally relevant, globally significant research and degree programmes while remaining very much a university that keeps the needs of the Waikato and Bay of Plenty the regions at the forefront.

The University of Waikato is distinct from other universities because the Hamilton campus is located on land returned to Waikato-Tainui following the tribe's 1995 settlement with the government. The Tauranga campus, which was opened in early 2019, is situated on Ngāi Tamarāwaho land. This distinctiveness is underpinned by the University's commitment to working in partnership with Waikato-Tainui and the iwi of Tauranga Moana specifically and through the Treaty of Waitangi to all iwi.

Vice-Chancellor Professor Neil Quigley is leading the University through a new phase of development. This includes strengthening programmes to meet national and international skills shortages, addressing global issues, such as water quality, indigenous studies and cyber security, and enhancing teaching and research quality in health and high performance sport.

Research is a key focus for the University. Students are taught in research-intensive environments by experienced lecturers, and much importance is placed on fostering an active research community and producing critical-thinking, future-focused graduates who are globally aware.

The University is the tertiary partner of the Avantidrome in Cambridge and the Adams Centre for High Performance in Mount Maunganui. Staff and postgraduate students based in these facilities work closely with High Performance athletes and the community, to enhance their performance.

The University campus in Tauranga works with tertiary partners in the Bay of Plenty region, Toi Ohomai Institute of Technology and Te Whare Wānanga o Awanuiārangi, to deliver study

programmes and research activity that provide students with pathways to lifelong learning. Tauranga is also home to the University's Coastal Marine Field Station where staff and students undertake research to enhance water quality, increase kaimoana stocks, and improve the environmental impacts on marine life.

The University of Waikato stands proudly on the world stage as an institution providing a future-focused internationally-relevant education and plays an active part in global research. The latest Quacquarelli Symonds (QS) World University Rankings place Waikato 250th and among the top 20% of institutions ranked by QS, with ten subjects ranked in the top 300. In the Times Higher Education (THE) World University Rankings, Waikato sits in the 401-500 band, =4th in New Zealand.

The University also ranks highly for student satisfaction. The International Student Barometer survey showed more than 90% of international students surveyed who studied at the University of Waikato were satisfied with their experience and over 80% would recommend the University of Waikato to others. International students were particularly satisfied with the University's response to Covid-19, with over 90% of students rating this positively.

Part of the University's success is due to the high priority it places on student pastoral care. The development and wellbeing of every student is an important dimension of the institution's uniqueness. Staff have a strong reputation for excellence and take an innovative approach to student support. Staff have a track-record of effectiveness for supporting students as they transition to university study.

While the University of Waikato has renowned strength in the teaching and research of te reo Māori and tikanga Māori, its Māori teaching and research expertise can also be found across the various disciplines including Māori psychology, business, education, law, social sciences, science and computer science.

The Māori student communities on campus are vibrant and are key contributors to campus events, and there are many University programmes and activities dedicated to supporting Māori student achievement and success.

Over the past few years, the University implemented a new curriculum, which was reviewed and revitalised to ensure teaching continues to be relevant to student, employer and societal needs. As a result, work-integrated learning programmes and compulsory work experience are now included in all undergraduate degrees.

Helping to support students making the transition to university-level study is the University's Study Advising programme which is designed to help new students over their first year of undergraduate study. Every first year student is automatically allocated a dedicated staff member – a Study Advisor. Most Study Advisor's will be from the student's main area of study, but all have roles aimed at helping students to succeed in their study goals.

The University of Waikato is dedicated to supporting student success. Along with the Study Advising Programme, we have a variety of pastoral services, that are available to students to help them achieve their educational goals.

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Divisions, Faculties and Schools of Studies

The University's academic units comprises the Division of Arts, Law, Psychology and Social Sciences; Division of Health, Engineering, Computing and Science; Division of Education; Division of Management; Faculty of Māori and Indigenous Studies; and the University of Waikato College.

Te Wānanga o Ngā Kete Division of Arts, Law, Psychology and Social Sciences

The division incorporates Te Kura Toi the School of Arts, Te Kura Whatu Oho Mauri the School of Psychology, Te Kura Aronui the School of Social Sciences and Te Piringa the Faculty of Law, as well as two research institutes, Te Ngira National Institute for Population Research and Te Puna Haumaru The New Zealand Institute for Security and Crime Science. Programmes of study are informed by high level research expertise across the Division and our unique blend of disciplines enables students to engage with research leaders and practitioners on issues of local and global importance.

Our graduates are flexible and creative thinkers, self-directed and highly organised, excellent communicators and team workers, and innovators for change. Programmes incorporate explicit path-ways into the workforce as well as to higher degrees. We offer a wide range of qualifications from undergraduate certificates, diplomas and degrees through to masters and doctorate degrees. Academic excellence is the cornerstone of teaching and learning in programmes that develop students' essential skills and expertise.

Te Kura Toi **School of Arts** provides teaching and research focused on understanding the human condition, the unique ways we experience the world, and the different forms of culture manifested from our ingenuity, imagination, resourcefulness and intellectual creativity. Research covers areas including languages and linguistics, global studies, music, dance, theatre, screen, media and creative technologies.

Te Kura Whatu Oho Mauri **School of Psychology** teaches across a wide range of psychology

paths, from neuroscience to social psychology, with specialist graduate pathways including a professional qualification in clinical psychology. Research in the school has a strong and diverse profile, extending across areas of the discipline such as, Kaupapa Māori, behavioural, community, clinical and forensic psychology.

Te Kura Aronui **School of Social Sciences** actively promotes the University's core motto 'For the People'. Through a wide range of subjects and qualifications from undergraduate to postgraduate level, social sciences encourage critical thinking and the analysis of how individuals and groups in society relate to each other. The School's researchers cover disciplines including anthropology, criminology, geography, environmental planning, history, philosophy, political science, social and public policy, and sociology.

Te Piringa **Faculty of Law**'s founding goals of professionalism, biculturalism, and the study of law in context. The Faculty offers a Bachelor of Laws (LLB) degree and a BA in Law, two LLM programmes, Diploma in Law, MPhil, PhD, SJD, Magister Juris and LLD degrees, and, in conjunction with the Waikato Management School, the Graduate Diploma in Dispute Resolution. The Faculty's research makes a significant and lasting contribution to the understanding and development of law internationally and nationally across areas from Māori and indigenous research to international and environmental law.

Te Ngira **Institute for Population Research** is the Aotearoa New Zealand national institute of demographic and population-focused research. It undertakes research that informs choices and responses to the demographic, social and economic interactions that are shaping the future, and offers undergraduate and postgraduate qualifications in population studies.

Te Puna Haumaru **The New Zealand Institute for Security and Crime Science** engages in research that aims to prevent and reduce crime, and increase our security and safety. We achieve these aims by bringing together disciplines from across the university, including computer science, data analytics, law, Māori and indigenous studies, political science, psychology and social policy. We are a partner in the Evidence-Based Policing Centre, and work with a variety of other agencies. We offer undergraduate papers in Security and Crime Science.

Division of Health, Engineering, Computing and Science

The Division incorporates four schools (Health, Engineering, Computing and Mathematical Sciences, and Science), as well as two research institutes, The Environmental Research Institute (ERI) and Te Ipu o te Mahara - The **Artificial Intelligence Institute**.

Te Huataki Waiora **School of Health** provides qualifications that offer students who are passionate about health, hauora and wellbeing the opportunity to develop knowledge and skills to enhance the lives of individuals and communities. Students have the opportunity to explore new ideas and ways of looking at issues that impact health, wellbeing and performance outcomes, which will prepare them to move into a wide range of employment opportunities. We work closely with partners across the community — such as local DHBs, Sport NZ and regional sports trusts, iwi, community health organisations, and high performance sport — to ensure we are at the forefront of innovation in the

health, human performance, and sports sectors. These collaborative partnerships provide both our students with exciting opportunities to bring the latest theories and practices to life.

Within this context of Te Huataki Waiora Nursing Programmes are accredited by the New Zealand Nursing Council. They provide a responsive and contemporary approach to professional qualifications that lead to registration as a nurse, postgraduate and advanced specialty qualifications and doctoral research. These programmes reflect the priorities of the Waikato and Midland Region incorporating bicultural principles, mental health, lifespan and the care continuum.

Te Kura Mata-Ao School of Engineering offers the full range of professional engineering programmes from the traditional disciplines of Civil, Mechanical, Chemical and Biological, Electrical and Electronic[1], and Materials and Process Engineering, to the developing areas of Software, Mechatronics[1], and Environmental Engineering. Undergraduate programmes are available in the Bachelor of Engineering with Honours (BE(Hons)), the Diploma in Engineering Management, and Certificate in Engineering Professional Practice. Six of the programmes are fully accredited by Engineering New Zealand and the Washington Accord.
Graduate degrees, which may be awarded with Honours, include Master of Engineering and Master of Engineering Practice.
Te Kura Mata-Aho also provides strong research-led education, hosting six world-class research groups in Advanced Materials and Manufacturing (WaiCAMM); Robotics, Automation & Sensing (WaiRAS); Resilient Infrastructure & Sustainable Construction (WaiRISC); Energy System Integration (ESI); Cold-formed Steel Structures Group and Water & Resilience, with combined external funding of over $40 million.

Notes:

[1]Mechatronics and Electrical and Electronic received provisional accreditation in 2023.

Rorohiko me ngā Pūtaiao Pāngarau School of Computing and Mathematical Sciences provides a stimulating environment of quality teaching programmes and world-class research, producing graduates well-matched for the challenges of the contemporary and future workplace.

The School of Computing and Mathematical Sciences offers qualifications in design, computer science, software engineering, mathematics, and data analytics. At undergraduate level, the degrees available are the Bachelor of Computer Science, Bachelor of Science, and the Bachelor of Design. Students interested in software engineering can study towards a four-year Bachelor of Engineering with Honours in Software Engineering.

Advanced degrees offered within the School include the Bachelor of Science with Honours, Bachelor of Design with Honours, Master of Science, Master of Science (Research), Master of Design, Master of Cyber Security, Master of Information Technology, and the PhD.

Te Aka Mātuatua School of Science is one of New Zealand's leading Science faculties, offering a broad range of science disciplines with a unifying commitment to te taumata pūtaiao or the pursuit of

outstanding science. Across our Hamilton and Tauranga campuses, our students and staff have access to unique natural environments and world-class facilities.

Undergraduate degrees are the Bachelor of Science and the Bachelor of Science (Technology). Both may be awarded with Honours. Graduate degrees include the Master of Science and Master of Science (Research). Doctoral study and research lead to the Doctor of Philosophy.

The School of Science's research is driven by the pursuit of outstanding science that has relevance in the real world. Our researchers are genuinely world-class and tackle some of the biggest challenges facing us in the Waikato and Bay of Plenty regions, Aotearoa, and the world. Our research falls within five overarching themes: Applied Climate Change; Connected Land, Water, and Life; Hazards and Extreme Environments; Science for Innovation, and Mātauranga Māori.

The School of Science hosts the Environmental Research Institute, the Marine Field Station in Tauranga, the Radiocarbon Dating Lab, and the International Centre for Terrestrial Antarctic Research.

The School of Science provides a range of analytical and consultancy services, including Mass Spectrometry, Chromatography, Particle Size Analysis, Water and Soil Analysis, Genetic Analysis, Electrofishing, Research Vessels and much more.

Division of Education

Te Kura Toi Tangata **School of Education** provides degree programmes in teacher education, social sciences in education, educational leadership, disability and inclusion, counselling, human development, digital learning and education and society. It distinguishes itself among other education schools through its tradition and reputation for innovation, leadership and research.

The School was the first teachers' college of education in New Zealand to merge with a university, the first to offer a teacher education programme online, and the first to offer a masters degree in initial teacher education.

Te Kura Toi Tangata School of Education offers a portfolio of qualifications at undergraduate, graduate, and postgraduate levels. Three- and four-year degree programmes in teacher education, along with one-year graduate and postgraduate diploma programmes in teacher education, prepare competent, knowledgeable and critically reflective beginning teachers. These programmes have Teaching Council New Zealand approval, enabling graduates to register as teachers in New Zealand. A range of specialist postgraduate certificates, diplomas and masters degrees provide qualified teachers with programmes that are practice-related and designed for professionals. The School also offers a Bachelor of Social Sciences with majors in Digital Learning, Education and Society and Human Development involving critical inquiry into the theories and practices of lifelong education and the study of human development across the life span. Counsellor Education programmes take a distinctive orientation emphasising what are often called narrative approaches in counselling and therapy. The Master of Counselling is approved by the New Zealand Association of Counsellors.

The Division has a strong commitment to research-informed practice with three institutes: Poutama Pounamu, Wilf Malcolm Institute of Educational Research (WMIER) and Te Whai Toi Tangata Institute of Professional Learning (IPL); and four research centres: the Early Years Research Centre (EYRC), the Centre for Educational Leadership Research (CELR), the Centre for Global Studies in Education (CGSE); and the Technology, Environmental, Mathematics, and Science Education Research Centre (TEMS).

Division of Management

Te Raupapa Waikato Management School is respected nationally and internationally for its influential practice, practical programmes, relevant research and focus on connecting students with businesses. The School's purpose is to empower people to grow thriving businesses, a thriving society, and a thriving world, by growing knowledge, capability and character. Strong international relationships mean that teaching and research reflect global best business practice, while an engaged alumni and close links with the business community expose students to real-world challenges and employment opportunities. Waikato Management School students graduate with the essential business skills and knowledge to become private and public sector leaders. They think critically, carefully and creatively, and act responsibly and ethically.

The School is a member of an elite group of business schools that have earned "Triple Crown" status - the leading international acknowledgment of excellence in business education, and testament to the quality of the qualifications the School offers. It is accredited by AACSB International (the US-based Association to Advance Collegiate Schools of Business), the world's longest established assessor of business education, EQUIS (EFMD Quality Improvement System) and AMBA (The Association of MBAs). Only 1% of the world's business schools have met the strict standards of all three accreditation bodies and earned this distinction of excellence.

Waikato Management School offers a wide range of business education at all levels of study.

Te Pua Wānanga ki te Ao, Faculty of Māori and Indigenous Studies

Te Pua Wānanga ki te Ao the **Faculty of Māori and Indigenous Studies** teaches Māori and Indigenous Studies, Te Reo Māori, and Pacific and Indigenous Studies. These subjects can be taken as a major or minor within a BA, BSocSc or BCC, or for a diploma or certificate. The Diploma in Te Tohu Paetahi is a one-year full-time Māori language immersion programme taught in a whānau-orientated environment. At the postgraduate level, the Faculty offers the Bachelor of Arts with Honours, Master of Arts, Master of Social Sciences, MPhil, PhD, and a number of graduate and postgraduate certificates and diplomas.

The Faculty is world-renowned for its strength in research and teaching. Our academics have national and international academic profiles; several have won teaching and research awards, one services on the Waitangi Tribunal, many have won prestigious research funding, and in 2019 we hosted the largest Indigenous Studies conference in the world. Students can benefit from this expertise by pursuing research at masters and doctoral levels with us. A number of Faculty scholarships are available for all levels of study, including a scholarship to study overseas for a trimester.

University of Waikato College

The University of Waikato College delivers the University's international pre-masters and international diploma programmes, foundation and bridging programmes, English language programmes for students with English as an additional language, and study tours for international individuals and groups. The College has a key role in contributing to the distinctiveness, excellence and international connectedness of the University.

Certificate of Attainment in Academic English

The Certificate of Attainment in English Language is a full-time course of 23 hours per week for 10 weeks, with one intensive block of 30 hours per week for 8 weeks. There are a number of intakes each year. Students are placed according to a recent English Language test result (such as IELTS) in an appropriate level from Intermediate to Advanced. On successful completion of the course, students receive a University of Waikato Certificate of Attainment in Academic English. All students study a core programme that helps students improve their reading, writing, listening and speaking skills. Higher level classes focus on skills needed for successful university study such as academic writing, listening and note-taking, academic reading, and oral presentation skills. Attaining specific grades in the upper levels of the programme gives students the English language requirement to enter foundation studies, the international and premasters diplomas, and University undergraduate and postgraduate programmes.
For more information, see **University of Waikato College**.

Certificate of Attainment in English Language

The Certificate of Attainment in English Language is a full-time course of 23 hours per week for 10 weeks. There are a number of intakes each year. Students are placed according to a recent English Language test result (such as IELTS) in an appropriate level from Elementary to Pre- Intermediate. On successful completion of the course, students receive a University of Waikato Certificate of Attainment in English Language. All students study a core programme that helps students improve their reading, writing, listening and speaking skills. Attaining the programme gives students the English language entry requirement to enter the Certificate of Attainment in Academic English.
For more information, see **University of Waikato College**.

General English

General English is a course designed for students to improve their everyday English and is suitable for students preparing to enter the Academic English programme. The programme includes core language skills and vocabulary, fluency and accuracy in listening, speaking, reading and writing. General English is a full-time programme of 23 hours per week or part-time for 15 hours per week. Students can start most Mondays (except New Zealand public holidays) and study for 3 weeks to 6 months.
For more information, see **University of Waikato College**.

International Study Groups

With over 25 years of experience, the University of Waikato College is a leader in the field of providing unique and specialist English language programmes for international students. Some groups join an existing English language programme, while some have a tailor-made English language learning experience based on their individual requirements. Groups are able to take part in extracurricular activities, weekend excursions and hear from guest speakers.
For more information, see **University of Waikato College**.

Certificate of Attainment in Foundation Studies

The Certificate of Attainment in Foundation Studies is a full-time one or two trimester programme for international students who do not meet the academic entry requirements for undergraduate study at a New Zealand university. Students will learn the skills neccessary for successful tertiary study within New Zealand, with compulsory English language and elective papers across a range of study areas. On campus classes include New Zealand students to encourage international students to improve their English and make New Zealand friends.
For more information, see **University of Waikato College**.

Certificate of University Preparation

The Certificate of University Preparation programme is a full-time one-trimester programme for New Zealand domestic students who do not meet the entry requirements for study at a university, or who need additional academic preparation. Students will be introduced to an adult learning environment including lectures, tutorials and workshops. The Certificate of University Preparation is an academically approved qualification that covers academic skills and capabilities, and introduces students to their discipline subjects through elective papers.
For more information, see **University of Waikato College**.

International Diploma (Business) and International Diploma (Computer Science)

The International Diplomas provide pathways for international students into the second year of some degrees. The International Diploma (Business) consists of the first year of the Bachelor of Business, with additional supporting papers in academic English and academic study skills. The International Diploma (Computer Science) provides a similar preparation that leads to the Bachelor of Science in two computing majors or the Bachelor of Computer Science.
For more information, see **University of Waikato College**.

Diploma in Postgraduate Preparation (Pre-masters)

This pre-masters programme prepares international students for postgraduate studies at the University of Waikato, providing entry into several masters programmes in the Waikato Management School, the Division of Arts, Law, Psychology and Social Sciences, and the Division of Health, Engineering, Computing and Science.
For more information, see **University of Waikato College**.

International English Language Testing System (IELTS) Office

The College hosts one of the largest IELTS testing centres in New Zealand. IELTS is designed to assess the English language proficiency of candidates who need to study or work in English.

Further information is available on the website: www.waikato.ac.nz/pathways/about-us/ielts-testing. Further information about IELTS is available on the website: www.ielts.org

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The University's Commitment to the Treaty of Waitangi

The direction and goals which underpin the University's commitment to Māori and the Treaty of Waitangi are outlined in the University's Treaty of Waitangi Statement Strategy and Te Ruataki Māori Advancement Plan. The general areas of priority include:

- building on the University's reputation for making a unique and significant contribution to the educational success of Māori;
- enhancing the teaching and research capacity of Māori academic staff, with a focus on leadership and academic excellence;
- providing a distinctive University of Waikato experience for both staff and students which draws on kaupapa Māori and the heritage of our region;
- positioning the University as a leader in research relevant to the needs and aspirations of iwi and Māori communities.

As reflected in our Charter and Vision, the University has been committed to the Treaty of Waitangi from the outset. We are determined to build on this commitment and on our reputation as a leader in partnership with Māori - to further enhance the relevance and value of the University to Māori communities and to the nation as a whole.

Further information is available on the website: http://www.waikato.ac.nz/maori/

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The Council

The University of Waikato Council is constituted under Part 4, subpart 3 of the Education and Training Act 2020. Members are appointed under the relevant provisions of the Council constitution in accordance with the University of Waikato Council Appointments Statute 2019.

Constitution and Membership

Four members appointed by the Minister responsible for Part 4 of the Education and Training Act 2020

Ms Meleane Burgess (to 30.09.2025)
Mr Simon Graafhuis (to 09.12.2023)
Mr Graeme Milne (to 11.06.2025)
Dr Joan Forret (to 08.04.2026)

The Vice-Chancellor of the University of Waikato

Professor Neil Quigley

One member appointed by the Council after consultation with Te Rōpū Manukura

Ms Parekawhia McLean (to 06.12.2025)

One member appointed by the Council after consultation with Te Arikinui

Te Puhi Ariki, Ngā wai hono i te po Paki (to 30.09.2027)

One staff member elected by the staff

Ms Michelle Blake (to 31.07.2027)

One student member elected by the students

Ms Lushomo Thebe (to 31.12.2023)

Three members appointed directly by the Council, chosen by the Council

Rt Hon. Sir Anand Satyanand (to 30.06.2025)
Ms Susan Hassall (to 15.03.2024)
Ms Mary-Anne Macleod (to 01.04.2026)

Secretary to Council

Mr Brandon McGibbon

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The Academic Board

Ex Officio Members

1. The Vice-Chancellor, who is chairperson
2. The Senior Deputy Vice-Chancellor
3. The Deputy Vice-Chancellor Academic
4. The Deputy Vice-Chancellor Māori
5. The Deputy Vice-Chancellor Research
6. The Pro Vice-Chancellor of each Division
7. The Pro Vice-Chancellor Teaching and Learning
8. The Assistant Vice-Chancellor Pacific
9. The Dean of the School of Graduate Research
10. The Heads of School
11. The Associate Dean Academic of each Division
12. The Associate Dean Research of each Division
13. The Academic Director, Tauranga
14. The Director of the University of Waikato College
15. The University Librarian
16. The staff member of Council (if not already a member under another provision of the constitution)
17. The President of the Waikato Students' Union

18. The Vice-President of the Waikato Students' Union
19. The Vice-President Māori of the Waikato Students' Union

Elected Members

20. Two professors, elected by and from each Divisional Board for terms of three years.
21. Two academic staff members elected by and from each Divisional Board for terms of three years, such that the terms of the members provide for continuity.
22. Three academic staff members elected by and from Māori Academic Board of Studies for a term of three years, as specified in the constitution of the Māori Academic Board of Studies.
23. One academic staff member elected by and from the Te Piringa – Faculty of Law Board of Studies for a term of three years.
24. Two students elected by and from the student members of each Divisional Board for terms of one year. The students may not be members of staff.
25. One student elected by and from the student members of Māori Academic Board of Studies for a term of one year. The student may not be a member of staff.

Appointed Members

26. One postgraduate student appointed by the chairperson of the Academic Board in consultation with the Dean of the School of Graduate Research for a term of one year. The student may not be a member of staff.
27. One academic staff member appointed by the Vice-Chancellor on the nomination of the TEU for a term of three years.

Co-opted Members

28. Up to four members may be co-opted by the Academic Board on the advice of the Vice-Chancellor for particular purposes. In considering co-option under this provision, the Academic Board will give attention to any gaps in the current membership in terms of diversity and inclusion, and the range of disciplinary perspectives represented.

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Former Chancellors of the University of Waikato

1964-1969	Denis Rogers OBE ED JP MBChB *NZ* HonD *Waikato*
1970-1972	J.Bruce McKenzie ED FCANZ
1973-1978	Henry R. Bennett CBE QSO MBChB *NZ* DPM *Melb* FANZCP MCCM (NZ) FFPHM (RACP) HonD *Waikato*
1979-1980	C.Douglas Arcus LLB *Auck*
1981-1985	The Hon Sir David L. Tompkins KNZM LLB *NZ* HonD *Waikato* QC
1986-1987	Henry R. Bennett CBE QSO MBChB *NZ* DPM *Melb* FANZCP MCCM (NZ) FFPHM (RACP) HonD *Waikato*
1988-1991	Dame Mary J. Drayton DCNZM MBE MA DipEd *NZ* HonD *Waikato*
1992-1997	Gerald D.G. Bailey QSO LLB *Cant* HonD *Waikato*
1998-2002	Caroline Bennett BSc *Otago* BEd DipEd MEdAdmin *Massey* HonD *Waikato*
2003-2005	John A. Gallagher CNZM KStJ JP
2006	John B. Jackman BAgSci *Lincoln*

2007-2019	Rt Hon James Bolger ONZ HonD *Waikato*

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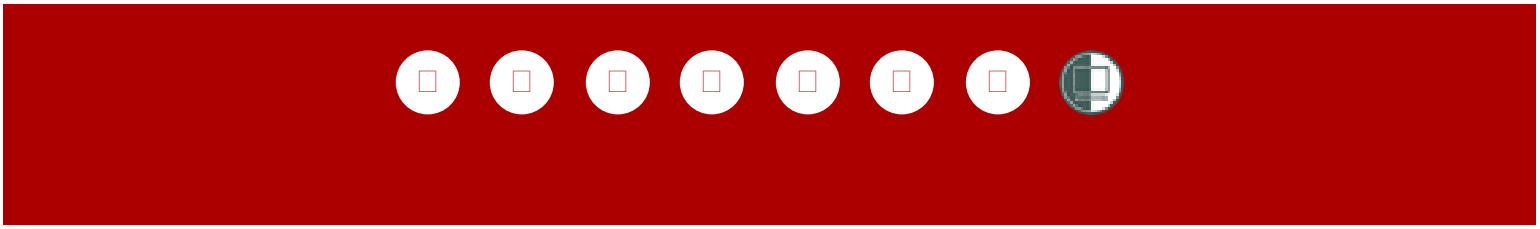

Former Vice-Chancellors of the University of Waikato

1964-1984	Sir Donald R. Llewellyn KNZM CBE JP DPhil *Oxf* DSc *Birm* HonD *Waikato (Foundation Vice-Chancellor)*
1985-1994	Wilfred G. Malcolm CBE MA *NZ* BA *Camb* PhD *Well* HonD *Waikato*
1994-2004	Bryan C. Gould CNZM BA LLM *Auck* BCL MA *Oxf* HonD *Waikato*
2005-2014	Roy J. Crawford CNZM BSc(Hons) PhD DSc *Belf* HonD *Waikato*

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Honorary Doctors of the University of Waikato

1967	Lord Ballantrae KT GCMG GCVO DSO OBE
1968	Pei Te Hurinui Jones
1969	Sir Arthur de Terrotte Nevill KBE CB
1971	Donald Wilfred Arcus
1971	Denis Rogers OBE
1971	Richard Bristowe Waddington
1979	Dame Te Atairangikaahu ONZ DBE
1979	Frank Maine Bateson OBE
1980	Jack Stanford Allan MNZM
1982	Henry Rongomau Bennett CBE QSO
1983	Henare Tuwhangai QSM
1984	Sir Ross Malcolm Jansen KBE
1985	Sir Donald Rees Llewellyn KNZM CBE
1986	Dame Phyllis Myra Guthardt DBE

1986	Dorothy Jessie Stafford OBE
1986	Dame Rangimārie Hetet DBE
1987	The Hon Sir David Lance Tompkins KNZM
1990	Norman William Kingsbury CNZM
1992	Janet Frame ONZ CBE
1992	Edwin George Morgan
1993	Dame Mary Josephine Drayton DNZM MBE
1993	Donald Murray Stafford CBE
1994	The Hon Dame Silvia Rose Cartwright PCNZM DBE QSO
1994	The Hon Sir Edward Taihakurei Junior Durie KNZM
1994	Dame Malvina Lorraine Major ONZ GNZM DBE
1994	Waea Mauriohooho
1994	Charlotte Rachel Anwyl Wallace OBE
1995	Elizabeth Ursula Alley
1995	Wilfred Gordon Malcolm CBE
1995	Jeanette King
1995	Huirangi Eruera Waikerepuru
1996	Dame Kiri Te Kanawa ONZ DBE AC
1996	Dame Katerina Te Heikoko Mataira DNZM
1997	The Hon Sir Peter Tapsell KNZM MBE
1997	Hiko Hohepa
1997	The Rt Rev Manuhuia Augustus Bennett ONZ CMG
1998	Kevin Roberts CNZM
1998	Paul Woodford Day

1999	Sir Douglas Arthur Montrose Graham KNZM
1999	Koro Tainui Wetere CBE
1999	Gerald David Gibb Bailey QSO
2001	Neil Finn OBE
2001	Tim Finn OBE
2002	Ida Margaret Gaskin CNZM
2002	Michael King OBE
2002	Michael MacRae Hanna
2002	Hirini Melbourne ONZM
2003	Tui Adams
2004	The Hon Margaret Anne Wilson DCNZM
2004	David Gordon Edgar QSO
2004	Caroline Bennett QSO
2004	Apirana Tūāhae Mahuika
2004	Hare Wakakaraka Puke
2005	James Te Wharehuia Milroy CNZM QSO
2005	Margaret Mahy ONZ
2006	Kenneth Owen Arvidson
2006	Jeffrey Alexander Jones
2006	Sir Howard Leslie Morrison OBE
2006	Bryan Charles Gould CNZM
2006	Sir Edmund Percival Hillary KG ONZ KB
2007	Diggeress Rangituatahi Te Kanawa CNZM QSO
2008	Brian Richard Perry OBE
2008	John Allan Gallagher CNZM KStJ JP

2008	Sir William Murray Gallagher KNZM MBE
2008	Rudolf Hendrik Kleinpaste
2008	Sir Tīmoti Samuel Kāretu KNZM QSO
2008	Tessa Duder OBE
2009	Heni Materoa Sunderland
2009	Zena Daysh CNZM
2009	Peter Godfrey Scott Sergel MNZM
2009	Hamish Keith CNZM OBE
2009	Sir Wilson James Whineray KNZM OBE
2009	Dame Lynley Stuart Dodd DNZM
2010	Max Martin Gibbs
2010	Margaret Bedggood Mulgan QSO
2010	Roka Pahewa Paora QSM
2010	Jon Mayson CNZM
2011	James Judd
2011	Catherine Moana Dewes ONZM
2011	Dame Jools Topp DNZM
2011	Dame Lynda Topp DNZM
2012	Campbell Smith MNZM
2012	Roger Hill
2013	Gordon Keith Stephenson CNZM
2013	Bernard Thomas Crosby ONZM
2013	Dame Susan Elizabeth Anne Devoy DNZM CBE
2013	Sir Patrick Hogan KNZM CBE
2014	Warren Scotter

2014	Sir Dryden Spring
2015	Richard William Tonks MNZM
2015	Morehu Ngatoko Rahipere MNZM
2016	Robert (Roy) James Crawford CNZM
2016	Archbishop Sir David John Moxon KNZM
2016	Emeritus Bishop Denis George Browne CNZM
2016	Kīngi Tuheitia
2017	Charles Hines Daugherty ONZM FRSNZ
2017	Ian George Jowett
2017	Maxwell Harold Gimblett ONZM
2017	The Rt Hon Helen Elizabeth Clark ONZ
2019	Derek Arana Te Ahi Lardelli ONZM
2019	The Rt Hon James Brendan Bolger ONZ
2020	Lisa Feldman Barrett
2021	Paul Hunt
2021	Sir Harawira Tiri Gardiner KNZM

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Recipients of the University of Waikato Medal

1992	Anthony Trevelyan Rogers QSO
1994	Cecil Douglas Arcus
1994	Kenneth Eric Jury ONZM
1994	John Thomas Kneebone CMG
1994	Brian Richard Perry OBE
1994	Hare Wakakaraka Puke
1994	Eric Ashley Taylor
1994	Sister Heeni Wharemaru
1995	Sir Robert Arthur Owens KNZM CBE
1995	Mary Gordon
1995	Val Going
1997	Laurence John Denny
1999	Jennifer Alexandra Alford
1999	Pam Banks

1999	Ann MacKay
2000	Stafford John Smith
2002	Yolande Neilson
2002	Jeremy Callaghan
2003	Marie Fenwick
2003	Robert Barrington Grant
2004	Jack Charles (Dufty) Wilson
2006	Paul Malcolm Dell
2009	Michael Law
2010	Terry Healy MNZM
2012	Dame Jocelyn Barbara Fish DNZM CBE
2013	Bill Flower
2015	Brian Linehan
2017	Judy Carmichael
2019	William Ford
2019	John Cronin MNZM
2022	Bryce Cooper
2022	Ngareta Timutimu MNZM
2023	Robert McGowan QSM
2023	William Rogers

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Recipients of Distinguished Alumni Awards

2007	Theresa Gattung CNZM
2007	Clare McTamney
2007	Deryck Shaw MNZM
2008	HE Lt Gen Rt Hon Sir Jerry Mateparae GNZM QSO
2008	Dr David Derek Sikua
2008	Sir Peter Vela ONZM
2009	Dr Judy McGregor CNZM
2009	Alyn Ware
2009	Annabelle White
2010	Sam Knowles
2010	Dr Craig Nevill-Manning
2010	Lt Col Tenby Powell
2011	Paul Bowker
2011	John Erkkila

2011	Hon Hekia Parata
2011	Lt Col Dr Christopher Pugsley ONZM FRHistS
2012	Warren Gatland OBE
2012	Karen Morrison-Hume
2012	Murray Sherwin CNZM
2013	Professor Marston Conder
2013	Judge Stephanie Milroy
2013	Edmund Wee
2014	Jamie Fitzgerald
2014	Dr Arthur Grimes
2014	Le Mamea Taulapapa Sefulu Ioane QSO
2014	Parekawhia McLean
2015	Peter Churchouse
2015	Hinewehi Mohi MNZM
2015	Rob Waddell ONZM
2017	Mark Wilson
2017	Professor Fui Le'apai Tu'ua 'Īlaoa Asofou So’o
2017	Deborah Challinor MNZM
2018	Dr Shane Legg
2018	Dr Sarah Calvert
2018	Miriam Dean CNZM QC
2018	Dr Tom Higham
2018	Hon Dame Annette King DNZM
2018	Jan Zijderveld
2019	Wayne Smith CNZM

2019	Vittoria Shortt
2019	Dr Andrew Smith
2019	Brian Sweeney
2020	Kevin Bowler
2020	Liz Coutts ONZM
2020	Craig Coxhead
2020	Tania Te Rangingangana Simpson
2022	Jennifer Kerr
2022	Hinerangi Raumati MNZM
2022	Leilani Tuala-Warren
2022	Jamie Tuuta

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Emeritus Professors of the University of Waikato

1980	Paul.W. Day MNZM MA *NZ and Oxf* HonD *Waikato*
1981	Geoffrey Joseph Schmitt CMG MA BCom *NZ* DPA *Well* FCA CMA
1985	James Gordon Pendergrast MSc *NZ* PhD DIC *Lond*
1986	Achim Zulauf DrRerNat Mainz PhD *Lond*
1988	John Davidson McCraw MBE MSc *NZ* DSc *Well* FNZSSS CRSNZ
1988	William Theodore Roy MA *L'now* FRAS FRSA
1990	John Trevor Ward BSc(Econ) *Lond* MLitt *Oxf* PhD *Lond*
1990	Rudi Ziedins MA PhD *Melb*
1991	David George Bettison MA PhD Rhodes
1993	Bruce Sween Liley MSc *NZ* PhD *R'dg* FInstP CPhys FNZIP FRSA
1993	Ian Andrew McLaren MA *NZ* AM *Chic* PhD *Well*
1993	James Ernest Ritchie ONZM MA DipEd PhD *NZ* FBPsS FNZPsS FAAA

1999	Kenneth Malcolm Mackay BSc *Aberd* PhD *Camb* CChem FRSC FNZIC
1999	Brian V. Smith BCA *Well* ACA CMA
1999	Fred Woodward Marshall MA *NZ* DU DipdeCultFrCont *Paris* OPA
2002	Michael John Selby ONZM BA(Hons) MA DipEd DSc *Oxf* DPhil *Waikato*
2007	Noeline Alcorn QSO BA *Well* MA *Cant* PhD *Calif* DipEd *Massey* DipT FNZEAS
2007	G.Marshall Walker MA PhD *Glas*
2008	Leslie Richard Foulds BSc MSc *Auck* PhD *VirgPolyInst* FTICA
2009	Edward Lewis Glynn BA MA *Auck* PhD *Tor* DipGrad *Otago* FNZPsS FRSNZ
2009	Peter H. Oettli BA *NZ* PhD *Auck*
2010	Sir Tamati Muturangi Reedy BA MA *Auck* MA PhD *Hawaii* KNZM
2010	David Ian Pool BA MA *NZ* PhD *ANU* FRSNZ CNZM
2010	Jane Beaglehole Ritchie BA MA *NZ* PhD *Well* OBE JP
2011	Warwick B. Silvester BSc *NZ*MSc *Auck* PhD *Cant*
2011	Alexandra Barratt BA(Hons) MA *Camb* MA *Car* PhD *Tor*
2013	Ian David Graham BSc *Lond* PhD *Camb* CEng MBCS
2013	Brian Kenneth Nicholson BSc(Hons) PhD *Otago* FNZIC
2013	Richard Price BSc(Hons) *ANU* PhD *Otago*
2013	Campbell Nelson BSc(Hons) *Well* PhD *Auck* FRSNZ
2013	Roy M. Daniel BSc(Hons) PhD *Leic* FRSNZ FNZIC

2013	Roberta L. Farrell BSc *Missouri* MSc PhD *Ill* CNZM FRSNZ FIAWS
2013	Clive McGee BA MA DPhil *Waik* DipT
2013	Susan C. Middleton BA BEdSt MA *Well* DipEd *Massey* PhD *Waik* DipT
2013	Stewart R. Lawrence BSc(Hons)(Econ) *Lond* MSc *Warw* PhD *Waik* ACMA CA
2014	Richard D. Bedford BA MA *Auck* PhD *ANU* QSO FRSNZ
2014	Alan Russell Bishop ONZM BA(Hons) *Well* MA PhD *Otago* DipEd *Massey* DipT
2014	T.G. Allan Green BA(Hons) MA DPhil *Oxf*
2014	Alistair L. Wilkins BSc(Hons) PhD *Otago* FNZIC
2014	Richard J. Wilkins MSc *Auck* PhD *Otago*
2014	Ian H. Witten MSc *Calg* MA *Camb* PhD *Essex* CEng FACM FRSNZ MIEE MIEEE
2015	Bevan Grant BEd MA *Vic* BC PhD *Otago*
2016	Robert (Roy) James Crawford CNZM BSc(Hons) PhD DSc *Belf*
2016	Kevin Broughan BSc MSc *Auck* MA PhD *Col* MACM MEngNZ FNZMS
2016	Hugh Morgan BSc *Wales* MSc *Strath* PhD *Guelph*
2016	Robert Hannah BA(Hons) *Otago* MPhil *Oxf* FSA FRSNZ
2016	Dame Peggy G. Koopman-Boyden BA MA DipEd *Massey* DNZM CNZM
2016	Michael P. O'Driscoll BSc(Hons) *WAust* PhD *Flin*
2019	Clive H.J. Gilson BA(Hons) *Middx* MA PhD *Warw*
2017	Roger I. Moltzen BEd MEd PhD *Waik* DipT MNZM
2017	T. Mary Foster BSc MSc DipClinPsych

	PhD *Auck*
2017	Dov Bing BA *HebrewUniversityJerusalem* PhD *Auck* FRAS
2018	Jacques Poot Drs VU *Amst* PhD *Well* MAE
2018	Margaret Carr BA MA *Well* PhD DipEdSt *Waik* DipNZFKU
2018	Terry Locke BA MA PhD *Auck*
2018	Janis E. Swan MNZM BTech MTech *Massey* PhD *Wat* FNZIFST DistFEngNZ
2018	Ngahuia Te Awekotuku BA MA(Hons) *Auck* PhD *Waik*
2020	Ernest G. Kalnins BSc(Hons) *Cant* MSc PhD *WOnt* FRSNZ
2020	Margaret Wilson LLB(Hons) MJur *Auck* HonD *Waik* DCNZM
2020	Peter J.J. Kamp BSc MSc PhD *Waik*
2020	Anne M. McKim MA *Dund* MA *Manit* PhD *Edin*
2021	Brian Findsen BSocSc MA CertMāoriSt *Waik* EdD *NCSU* DipT
2021	Carolyn King BSc(Hons) *Liv* DPhil *Oxf* PhD *Waik*
2021	Linda Tuhiwai Smith BA MA PhD *Waik* CNZM
2022	Roger Strasser AM BMedSc MBBS(Hons) *Monash* MCISc *WOnt* LLD(Hon) *TRU* MD(Hon) *Umea* FCAHS FRACGP
2022	Sarah Strasser AM MBBS *Lond* FM *W.Ont* FRACGP FACRRM
2022	David McKie MA *Glas* PGCE *Sheffield* PhD *Stir*
2022	Daniel G. Zirker BA MA *Montana* PhD *Alta*
2022	Allison Kirkman BA *Massey* BA(Hons) PhD *Well*
2023	Merilyn Manley-Harris BSc(Hons) *JamesCook* PhD *Montana*
2023	William Henderson BSc(Hons) PhD *Leic* FNZIC

2023	Brendan J. Hicks BSc MSc *Auck* PhD *Oregon State*
2024	Asad Mohsin BSc *Delhi* PhD *N Territory*

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Honorary Fellows of the University of Waikato

1994	Margaret Avery
1994	John Turner
1994	Guyon Wells OBE
1994	Graham Lamont
1994	Robert Katterns
1997	Malcom Carr
1999	Barry Parsonson
1999	Rachel Irwin
2000	Margaret McLaren
2000	Peter Ramsay QSM
2000	Laurie Barber
2000	Hugh Barr
2002	Samuel Edwards
2002	David Mitchell

2002	Jill Mitchell
2002	Alan Hall
2006	Michael Hills ONZM
2006	David Coy
2007	Antony Millett
2008	Ngaere Roberts
2008	Warren Hughes
2008	Alfred Sneyd
2008	David Taylor
2010	David Swain
2010	Derek W Smith
2010	Lyndsay Main
2011	Brian Silverstone
2012	Ray Harlow
2013	Roger Briggs
2013	Ray Littler
2013	Alan Langdon
2013	Jan Pilditch
2013	William Bolstad
2014	Chris Hendy
2015	Michael Goldsmith
2015	Murray Jorgensen
2016	Denis L Drysdall
2017	John Tressler
2019	Jenny Young-Loveridge

2019	Alison Campbell
2021	Sayeeda Bano
2021	Linda Mitchell

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Division of Arts, Law, Psychology and Social Sciences
Division of Education
Division of Health, Engineering, Computing and Science
Te Wānanga o to Raupapa Waikato Management School
Te Pua Wānanga ki te Ao Faculty of Māori and and Indigenous Studies
Te Mata Kairangi School of Graduate Research
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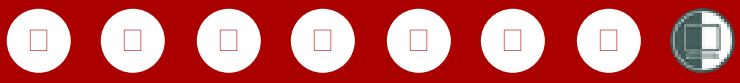

Enrolment

Applications to Enrol

Any person who wishes to enrol at the University must submit an application to enrol by the relevant deadline. Applications submitted after the deadline may be accepted if space is available. Apply online at www.waikato.ac.nz/study/apply/. Academic advice is available through the individual Division, Faculty or School of Study for returning students and from the Admissions Office for students enrolling in 100 level papers.

Standard Application Deadlines

Tuesday 5 December 2023 for papers that commence during Summer School 1 (H Teaching period) (3 January 2024 to 18 February 2024)

Monday 19 February 2024 for papers that commence during Trimester A (26 February 2024 to 23 June 2024)

Monday 1 July 2024 for papers that commence during Trimester B (8 July 2024 to 3 November 2024)

Monday 4 November 2024 for papers that commence during Summer School 2 (G Teaching period) (11 November 2024 to 22 December 2024)

Monday 4 November 2024 for papers that commence during Trimester C (11 November 2024 to 16 February 2025)

Selected Programme Application Deadlines

The following programmes have application deadlines that differ from the standard deadlines:

1 October of the year prior for the Master of Counselling.

1 October of the year prior for the Postgraduate Diploma in Psychology (Clinical) and the Postgraduate Diploma in the Practice of Psychology.

1 October of the year prior for the Master of Applied Psychology.

1 December 2024 for new students for Teacher Education programmes. Applications received after this date will be considered if there are spaces available.

One month prior to the intended start date of the thesis for thesis enrolments.

COVID-19

Pursuant to the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement, a student may not be permitted to enrol in a paper if:

1. the student has not provided a valid and current Ministry of Health *My Vaccine Pass* as evidence of COVID-19 vaccination or exemption, and
2. the paper requires the student to undertake an activity that would breach the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirements.

Enrolment Dates

Enrolment is not complete until a signed enrolment agreement confirming the intended method of payment of fees option has been received by the University. Students must accept online or sign and return their enrolment agreement by

Tuesday 5 December 2023 for papers commencing 3 January 2024 to 18 February 2024

Friday 23 February 2024 for papers commencing 26 February 2024 to 23 June 2024 and papers commencing 26 February 2024 to 3 November 2024

Friday 5 July 2024 for papers commencing 8 July 2024 to 3 November 2024

Friday 8 November 2024 for papers commencing 11 November 2024 to 22 December 2024 and papers commencing 8 November 2024 to 16 February 2025

the **Friday prior to the start date** of a thesis enrolment.

Programme Advice and Planning

The Future Students Team assists students who are unfamiliar with the University or who require assistance to plan their programme of study. Prospective students can obtain information from the Student Centre by phoning 0800 WAIKATO, or emailing info@waikato.ac.nz. Alternatively this can be done in person by visiting the Hamilton campus (Level 2 of the Student Centre), or the Tauranga campus (Level 1 in the Student Hub) at 101-121 Durham Street, Tauranga.

The Future Students Team represent the University at regional careers expos, secondary school

visits, and other events throughout New Zealand. They provide comprehensive information, personal advice sessions and campus tours, which are available by appointment. An Open Day and several information sessions are held throughout the year, and details are available on our website. Students can explore a range of options - undergraduate study, postgraduate study, bridging courses and pathways programmes. Prospective students will also receive information on the range of academic and support services available.

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International Students

The following information is a general guide for international students wishing to enrol at the University of Waikato. Further information is available on the website: www.waikato.ac.nz/study/international/. Email: international@waikato.ac.nz.

Admission

All students are required to meet the entry requirements for admission, as set out in the *Admission Statute 2016*. Applicants whose first language is not English or Māori are also required to provide satisfactory evidence of English language proficiency, as set out in the *English Language Requirements for Admission*. Scores can vary according to the qualification sought.

International students apply for admission online at www.waikato.ac.nz/study/apply

Permanent residents of Australia and New Zealand, Australian citizens, and students from the Cook Islands, Tokelau or Niue who are New Zealand citizens, are treated as New Zealand students and do not need to apply for admission as international students.

Please note that to be eligible for domestic tuition fees, permanent residents and citizens of Australia must be living in New Zealand for the duration of the study. Domestic tuition fees information is available at www.waikato.ac.nz/study/costs/tuition-costs-domestic.
All international students enrolling in an undergraduate programme must hold as a minimum requirement, an equivalent university entrance qualification as set out online at www.waikato.ac.nz/study/enrolment/undergraduate-international.

Many of the degrees offered at the University of Waikato have prerequisites on their core papers. Applicants who have not achieved specified prerequisites through their study will be required to take additional papers or foundation courses in order to satisfy these prerequisites. Applicants in this

situation are advised that not all papers may count towards the completion of the degree and that the programme may take an additional period of time.

Code of Practice

The University of Waikato has agreed to observe and be bound by the *Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021*. Copies of the Code are available from the New Zealand Qualifications Authority website https://www.nzqa.govt.nz/providers-partners/tertiary-and-international-learners-code/.

Students should refer to the Code of Practice for their specified responsibilities and to the International Student Handbook or this Calendar for University procedures and recommendations.

Tuition Fees and Charges

1. International students are required to pay full cost tuition fees. Students should refer to the *Table of Fees and Charges* for other fees and charges that may be applicable.
2. New international PhD students may be eligible for domestic fees for their studies. Conditions apply. For more information, see the Higher Research Degrees website.

New Zealand Immigration Requirements

1. All international students must hold a valid student visa for the duration of their studies. A visitor visa is only valid for courses lasting less than three months in total. Further information regarding the various requirements of Immigration New Zealand (INZ) can be obtained from the Immigration New Zealand website, or the nearest New Zealand High Commission or Embassy.
2. An offer of place at the University of Waikato does not guarantee that the student will be issued with a student visa.
3. International students are required to obtain a student visa before travelling to New Zealand. Students must provide evidence to show they can have enough money to support themselves while they study in New Zealand. The source of fund is considered stable and there are no unexplained lump sum deposits. For more information please see here.
4. The University is required to report to INZ those students who are not fulfilling the requirements of their student visa, which includes completing compulsory course components and passing papers.
5. Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from INZ, and can be viewed on their website.

Pre-paid Tuition Fees Policy

1. As indicated above, international students are required to obtain their student visa and pay their tuition fees before enrolment can be completed. These funds are held against the student's name until they complete their enrolment in person. This policy details the process for refunding these funds if (i) the student travels to New Zealand and does not complete their enrolment, or (ii)

completes the first trimester of study and does not enrol in the second trimester of study and they have a student visa valid for one year, with the exception of students enrolling in B trimester then A trimester.

2. All students must apply in writing for a refund of their pre-paid tuition fees to the Director of Student Systems and Administration.
3. Students are required to supply a verified copy of their passport and student visa, and a copy of their University of Waikato receipt(s) with their application for a refund.
4. The University of Waikato will notify INZ that the student has not fulfilled the obligations of their visa by completing their enrolment at the University of Waikato.
5. Where a student wishes to attend another institution in New Zealand, the University of Waikato will transfer the pre-paid tuition fees to that institution, upon written confirmation from that institution of the student's intention to study. This should be in the form of a formal letter of offer or invoice which confirms the student's acceptance into a qualification. If the student has already paid their tuition fees at the other institution, the University of Waikato will refund the pre-paid tuition fees to the student, upon written confirmation from the other institution that the fees have been paid. It is the student's responsibility to provide the necessary documentation from the other institution.
6. Where a student will be returning to their home country, the funds will be refunded in one of two ways:
   (a) an overseas bank draft sent to the overseas address provided by the student
   (b) if it is known that the pre-paid tuition fees have been paid by a third party, the refund may be paid back to that third party.
7. Where a student is wishing to remain in New Zealand without enrolling at an educational institution, the University of Waikato will refund these funds either:
   (a) upon evidence of a valid INZ visa to remain in New Zealand, or
   (b) confirmation that INZ has discharged the University of Waikato's duty under the original student visa.
8. If a programme of study is cancelled by the University of Waikato, a full refund of pre-paid tuition fees will be made to the student by bank draft.

International Students Refund Administration Charge

International students who withdraw their application or their enrolment before the start date of their programme will receive a 100 percent refund of pre-paid tuition fees less a $500 Administration Fee. Students who withdraw their application or their enrolment after the start date of their programme but during the period for deletion of papers (refer to Clause 12 of the *Change of Enrolment Regulations 2012*, will receive a 100 percent refund of pre-paid tuition fees less a $2,000 Administration Fee.

Compulsory Medical and Travel Insurance

International students (including group students) must have appropriate and current medical and travel insurance while studying in New Zealand, as stated in the *Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021*. Under the Immigration New Zealand policy, this must be at least for the duration of your student visa. Enrolment is dependent on proof of appropriate insurance. To simplify the process of selecting insurance, the University has selected Studentsafe-University (underwritten by Allianz New Zealand) as the preferred insurance policy for all international students. The Studentsafe-University insurance premium will be added to tuition fees at the time of enrolment, resulting in international students being automatically enrolled in the Studentsafe-University insurance scheme. This premium will not be charged if evidence of an alternative compliant insurance policy is provided to the University before the specified deadline (please note there are only a small number of approved alternative compliant policies). For further information please refer to the website https://www.waikato.ac.nz/study/international.

Eligibility for Health Services

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on the website https://www.health.govt.nz. The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website www.acc.co.nz.

New Zealand Government Scholarships

The New Zealand Aid Programme (NZAP) is the New Zealand Government's International Aid and Development Programme managed by the Ministry of Foreign Affairs and Trade. Education is vital to the New Zealand Aid Programme's mission of supporting sustainable development in order to reduce poverty and contribute to a more secure, equitable and prosperous world. Scholarships are available to citizens from selected developing countries to undertake vocational training or tertiary level study in their home country, in New Zealand, or in the Pacific region. These scholarships enhance the skills, training and knowledge of individuals, and build their capacity to contribute to the sustainable development of key areas in their home country. The eligibility criteria and application process can be found on: https://www.mfat.govt.nz/en/aid-and-development/new-zealand-government-scholarships/.

Strategic Alliances, International Partnerships and Agreements

The University is a forward-looking, innovative institution that welcomes strategic alliances, international partnerships, and agreements. Consideration is given to international institutions that match the University of Waikato profile in terms of reputation, academic standing, and research output.

All proposals for university to university linkages should be discussed in the first instance with the International Office. Proposals for guaranteed credit agreements need submission of full

documentation to the International Office which will refer them to the appropriate academic authority for approval. Partnership proposals are welcome and will be explored on a case-by-case basis.

Memorandums of Understanding should also be submitted as proposals to the International Office, which will refer them to the appropriate authority.

Overseas visitors are welcome. Prospective visitors should contact the International Office with full background information about their proposed visit. The International Office will assist in arranging an itinerary which meets both the visitors' and the University of Waikato's needs.

Please contact the International Office.

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Student Research Regulations

Preamble

Students who undertake research at any level of study are required to conduct the research in a manner that conforms with requirements and standards set down by the University and, in many cases, by law.

Students are referred to the *Resources on Ethical Conduct in Research and Related Activities*, available from the Research & Enterprise Office.

1. **Title**
   These are the Student Research Regulations 2008.

2. **Date of effect**
   These regulations are effective from 1 January 2009.

3. **Definitions**
   In these regulations

   plagiarism means presenting as one's own work the work of another, and includes the copying or paraphrasing of another person's work in an assessment item without acknowledging it as the other person's work through full and accurate referencing; it applies to research and to assessment (as defined in the *Assessment Regulations 2016*) presented through a written, spoken, electronic, broadcasting, visual, performance, or other medium. Plagiarism also includes self-plagiarism which is the use of one's own work that has been used and/or published in another context without acknowledging the previous work through appropriate referencing
   research means an inquiry of an investigative, experimental or critical nature which is driven

by a question, hypothesis, or intellectual position capable of rigorous assessment, and the findings of which are open to scrutiny and formal evaluation; it includes any intellectual or creative work published, exhibited, presented, or performed in a written, spoken, electronic, broadcasting, visual, performance, or other medium

student means a student enrolled at the University of Waikato

University means the University of Waikato.

4. **Application**

These regulations apply to research undertaken by a student as an element of a paper or thesis of the University at any level of study.

5. **Ethical conduct in research**

A student engaged in research

(a) must fairly and fully represent results as he or she honestly perceives them, without falsifying data, fabricating data, claiming results where none have been obtained, or fraudulently changing records

(b) must not commit or condone plagiarism

(c) must be scrupulously honest in the ascription of authorship, and must not list authors without their permission or attribute work to others who have not in fact contributed to the research

(d) must conform with professional standards and codes of ethics relevant to the discipline

(e) must exercise integrity and good faith in every aspect of research practice

(f) must comply with the *Ethical Conduct in Human Research and Related Activities Regulations* when the research involves collecting data about and from people and organisations.

6. **Research or teaching involving the development of low risk genetically modified organisms (GMOs)**

(1) A student who intends to use or develop low risk genetically modified organisms (GMOs) must comply with the appropriate ERMA regulations.

(2) Advice on these regulations is available from the Office of Biological Sciences.

7. **Research using live animals**

(1) Users of live animals for teaching, research, or the production of biologically active agents have ethical and legal responsibility for the welfare of those animals.

(2) The Animal Ethics Committee is established by the Vice-Chancellor in accordance with the requirements of the Animal Welfare Act 1999, and is responsible for

(a) ensuring that any experimental procedure involving live animals complies with the Animal Welfare Act 1999 and the University's *Code of Ethical Conduct for the Use of Animals for Teaching and Research*

(b) initiating investigations into any suspected non-compliance with the Animal Welfare Act 1999 or the University's *Code of Ethical Conduct for the Use of Animals for Teaching and*

Research

(c) arbitrating in disputes about use of live animals for teaching and research.

(3) A student involved in the use of animals for research must comply with

(a) the University's *Code of Ethical Conduct for the Use of Animals for Teaching and Research*, or

(b) any other instruction by the Animal Ethics Committee.

8. **Breaches**

A breach of these regulations is misconduct under the *Student Discipline Regulations 2020*.

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Graduation

The University will hold a number of graduation ceremonies in 2024. Graduation will take place in Hamilton during April and October. There will be a graduation ceremony in Tauranga in April.
All students who have completed the requirements for any of the University's qualifications can attend a ceremony. Graduation invitations are forwarded to completed students and these must be completed and returned by the due dates stated on the University website. Applications to graduate can be submitted via the MyWaikato Graduation portal.

Further information regarding the 2024 graduation ceremonies can be obtained from the website www.waikato.ac.nz/students/graduation, or from the Student Centre.

Academic Dress

Academic regalia are as follows:
First Bachelors: Black gown; black hood with gold lining; black mortarboard.
Bachelors with Honours: Black gown; black hood with gold lining and gold border 5 cm in width; black mortarboard.
Masters: Black gown; gold hood with gold lining; black mortarboard.
MPhil: Black gown; crimson hood with crimson lining; black mortarboard.
PhD, EdD, SJD: Maroon gown; crimson hood with crimson lining; black Tudor bonnet.
Note: Those who graduated with a DPhil prior to 1992 are entitled to wear either a black mortarboard or a black Tudor bonnet.
DLit, DSc: Crimson gown; crimson hood with crimson lining; black Tudor bonnet with gold cord and tassel.
HonD: Red gown with black facings; black Tudor bonnet with gold cord and tassel.
Chancellor and Vice-Chancellor: Black gown with red velvet facings and gold piping; three red velvet chevrons with gold piping on the sleeves; black Tudor bonnet with gold cord and tassel.

Replacement of Degree/Diploma Certificates

If a degree/diploma certificate has been damaged, destroyed, stolen or lost, application should be made to the Student Centre to have the certificate replaced, by forwarding a statutory declaration outlining the circumstances necessitating the replacement of the certificate. Included with the statutory declaration, if appropriate, should be the damaged certificate, or a police or insurance report.
The cost for a replacement certificate is specified in the *Table of Fees and Charges*.

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The Degrees, Diplomas and Certificates Statute 2023

Under the provisions of section 284(d) of the Education and Training Act 2020, the Council of the University of Waikato makes the following statute:

1. **This statute may be cited as the Degrees, Diplomas and Certificates Statute 2023.**
2. **The Council has power to confer the following degrees:**
   - Bachelor of Arts (BA)
   - Bachelor of Banking, Finance and Technology (BBFinTech)
   - Bachelor of Business (BBus)
   - Bachelor of Business Analysis (BBA)
   - Bachelor of Business Analysis - Financial (BBA(Fin))[1]
   - Bachelor of Business Analysis - Management Studies (BBA(MgtSt))[1]
   - Bachelor of Climate Change (BCC)
   - Bachelor of Communication (BC)
   - Bachelor of Communication Studies (BCS)[1]
   - Bachelor of Computer Graphic Design (BCGD)
   - Bachelor of Computer Science (BCompSc)
   - Bachelor of Computing and Mathematical Sciences (BCMS)
   - Bachelor of Design (BDes)
   - Bachelor of Education (BEd)
   - Bachelor of Electronic Commerce (BECom)[1]
   - Bachelor of Engineering (BE)
   - Bachelor of Entrepreneurship (BEntre)[1]
   - Bachelor of Environmental Planning (BEP)
   - Bachelor of Global Studies (BGS)

Bachelor of Health (BHealth)
Bachelor of Health, Sport and Human Performance (BHSHP)[1]
Bachelor of Laws (LLB)
Bachelor of Liberal Studies (BLibS)[1]
Bachelor of Management Studies (BMS)
Bachelor of Māori and Pacific Development (BMPD)[1]
Bachelor of Media and Creative Technologies (BMCT)
Bachelor of Music (BMus)
Bachelor of Nursing (BNurs)
Bachelor of Science (BSc)
Bachelor of Science (Technology) (BSc(Tech))
Bachelor of Social Sciences (BSocSc)
Bachelor of Social Work (BSW)[1]
Bachelor of Sport and Human Performance (BSHP)
Bachelor of Teaching (BTchg)
Bachelor of Tourism (BTour)[1]
Te Ara Poutama Toitū Te Reo (TTR)
Bachelor of Arts with Honours (BA(Hons))
Bachelor of Business with Honours (BBus(Hons))
Bachelor of Business Analysis with Honours (BBA(Hons))[1]
Bachelor of Business Analysis with Honours - Financial (BBA(Hons)(Fin))[1]
Bachelor of Communication Studies with Honours (BCS(Hons))
Bachelor of Computer Graphic Design with Honours (BCGD(Hons))[1]
Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons))
Bachelor of Design with Honours (BDes(Hons))
Bachelor of Education with Honours (BEd(Hons))[1]
Bachelor of Electronic Commerce with Honours (BECom(Hons))[1]
Bachelor of Engineering with Honours (BE(Hons))
Bachelor of Health, Sport and Human Performance with Honours (BHSHP(Hons))
Bachelor of Laws with Honours (LLB(Hons))
Bachelor of Management Studies with Honours (BMS(Hons))
Bachelor of Media and Creative Technologies with Honours (BMCT(Hons))
Bachelor of Music with Honours (BMus(Hons))
Bachelor of Nursing with Honours (BNurs(Hons))
Bachelor of Science with Honours (BSc(Hons))
Bachelor of Social Sciences with Honours (BSocSc(Hons))
Bachelor of Teaching with Honours (BTchg(Hons))
Bachelor of Tourism with Honours (BTour(Hons))[1]
Magister Juris (MJur)
Master of Applied Finance (MAppFin)
Master of Applied Psychology (MAppPsy)
Master of Arts (MA)
Master of Arts (Applied) (MA(Applied))

Master of Business Administration (MBA)
Master of Business and Management (MBM)
Master of Business and Management Specialised (MBMS)[1]
Master of Clinical Animal Behaviour (MCAB)[1]
Master of Computer Graphic Design (MCGD)[1]
Master of Counselling (MCouns)
Master of Cyber Security (MCS)
Master of Design (MDes)
Master of Digital Business (MDigiBus)
Master of Disability and Inclusion Studies (MDInS)
Master of Education (MEd)
Master of Educational Leadership (MEdLeadership)
Master of Educational Management (MEdM)
Master of Engineering (ME)
Master of Engineering Practice (MEngPrac)
Master of Environment and Society(MEnvSoc)
Master of Environmental Planning (MEP)
Master of Environmental Sciences(MEnvSci)[1]
Master of Health Science (MHSc)
Master of Health, Sport and Human Performace (MHSHP)
Master of Information Technology (MInfoTech)
Master of Laws (LLM)
Master of Laws in Māori/Pacific and Indigenous Peoples' Law (LLM(Māori/Pacific and Indigenous Peoples))
Master of Legal Studies (MLS)
Master of Management (MMgmt)
Master of Management Studies (MMS)
Master of Māori and Indigenous Business (MMAIBus)[1]
Master of Māori and Pacific Development (MMPD)[1]
Master of Media and Creative Technologies (MMCT)
Master of Midwifery Practice (MMidPrac)[2]
Master of Music (MMus)
Master of Nursing Practice (MNursPrac)
Master of Philosophy (MPhil)
Master of Professional Accounting (MPAcct)
Master of Professional Management (MPM)[1]
Master of Professional Practice in Behaviour Analysis (MPPBA)
Master of Professional Writing (MPW)
Master of Science (MSc)
Master of Science (Research) (MSc(Research))
Master of Science (Technology) (MSc(Tech))[1]
Master of Security and Crime Science (MSCS)
Master of Social Sciences (MSocSc)

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Master of Social Work (MSW)
Master of Teaching and Learning (MTchgLn)
Master of Teaching English to Speakers of Other Languages (MTESOL)
Master of Technology in Innovation in Business (MTIB)
Doctor of Education (EdD)
Doctor of Health Science (DHSc)
Doctor of Juridical Science (SJD)
Doctor of Laws (LLD)
Doctor of Literature (DLit)
Doctor of Musical Arts (DMA)
Doctor of Philosophy (PhD)
Doctor of Science (DSc)

3. **The Council has power to award the following diplomas:**
   Diploma in Engineering Management (DipEM)
   Diploma in Engineering Professional Practice (DipEPP)[1]
   Diploma in Law (DipLaw)
   Diploma in in Te Tohu Paetahi (DipTTP)
   International Diploma (IntDip)
   Diploma (Dip)
   Diploma in Postgraduate Preparation - Pre Masters (DipPP)
   Graduate Diploma (GradDip)
   Graduate Diploma in Teaching (GradDipTchg)
   Graduate Diploma of Teaching (GradDipT)[1]
   Te Ara Hou Te Ahikāroa (TA)
   Postgraduate Diploma (PGDip)
   Postgraduate Diploma in Computer Graphic Design (PGDipCGD)[1]
   Postgraduate Diploma in Design (PGDipDes)
   Postgraduate Diploma of Health Science (PGDipHSc)
   Postgraduate Diploma in Information Technology (PGDipInfoTech)
   Postgraduate Diploma in Māori and Indigenous Business (PGDipMAIBus)[1]
   Postgraduate Diploma in the Practice of Psychology (PGDipPracPsych)
   Postgraduate Diploma in Psychology (Clinical) (PGDipPsych(Clin))
   Postgraduate Diploma in Psychology (Community) (PGDipPsych(Com))[1]
   Postgraduate Diploma in Teaching (PGDipTchg)
   Postgraduate Diploma in Technology Innovation in Business (PGDipTIB)

4. **The Council has power to award the following certificates:**
   Certificate of Attainment in Academic English (CertAttainAcadEng)
   Certificate of Attainment in English Language (CertAttainEngLang)
   Te Tîmatanga Hou (TTH)[1]
   Certificate of Attainment in Foundation Studies (CertAttainFoundSt)
   Certificate of University Preparation (CUP)
   Certificate (Cert)

Certificate in Health and Wellbeing (CertHealthWellbeing)
Certificate in STEM (CertSTEM)
Certificate in Professional Engineering Practice (Cert(PEngPrac)
Graduate Certificate (GradCert)
Graduate Certificate in Business Analytics (GradCertBA)
Graduate Certificate in Project Management (GradCertPM)
Postgraduate Certificate (PGCert)
Postgraduate Certificate in Counselling (PGCertCouns)
Postgraduate Certificate of Health Science (PGCertHSc)
Postgraduate Certificate in Information Technology (PGCertInfoTech)
Postgraduate Certificate in Māori and Indigenous Business (PGCertMAIBus)[1]
Postgraduate Certificate in Professional Accounting (PGCertPA)

5. **The Council has power to confer the following honorary degree:**
   Honorary Doctor of the University of Waikato (HonD)

6. **Of the degrees listed in clause 2, the following may be awarded with First Class Honours, Second Class Honours (first division) or Second Class Honours (second division):**
   Bachelor of Arts with Honours (BA(Hons))
   Bachelor of Business with Honours (BBus(Hons))
   Bachelor of Business Analysis with Honours (BBA(Hons))[1]
   Bachelor of Business Analysis with Honours - Financial (BBA(Hons)(Fin))[1]
   Bachelor of Communication Studies with Honours (BCS(Hons))
   Bachelor of Computer Graphic Design with Honours (BCGD(Hons))[1]
   Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons))
   Bachelor of Design with Honours (BDes(Hons))
   Bachelor of Electronic Commerce with Honours (BECom(Hons))[1]
   Bachelor of Engineering with Honours (BE(Hons))
   Bachelor of Health, Sport and Human Performance with Honours (BHSHP(Hons))
   Bachelor of Laws with Honours (LLB(Hons))
   Bachelor of Management Studies with Honours (BMS(Hons))
   Bachelor of Media and Creative Technologies with Honours (BMCT(Hons))
   Bachelor of Music with Honours (BMus(Hons))
   Bachelor of Nursing with Honours (BNurs(Hons))
   Bachelor of Science with Honours (BSc(Hons))
   Bachelor of Social Sciences with Honours (BSocSc(Hons))
   Bachelor of Social Work (BSW)
   Bachelor of Teaching with Honours (BTchg(Hons))
   Bachelor of Tourism with Honours (BTour(Hons))[1]
   Majister Juris (MJus)
   Master of Applied Psychology (MAppPsy)
   Master of Arts (MA)
   Master of Arts (Applied) (MA(Applied))
   Master of Clinical Animal Behaviour (MCAB)[1]

[1]

Master of Computer Graphic Design (MCGD)
Master of Counselling (MCouns)
Master of Cyber Security (MCS)
Master of Design (MDes)
Master of Digital Business (MDigiBus)
Master of Disability and Inclusion Studies (MDInS)
Master of Education (MEd)
Master of Educational Leadership (MEdLeadership)
Master of Engineering (ME)
Master of Environment and Society (MEnvSoc)
Master of Environmental Sciences (MEnvSci)[1]
Master of Health Science (MHSc)
Master of Health, Sport and Human Performance (MHSHP)
Master of Information Technology (MInfoTech)
Master of Laws (LLM)
Master of Laws in Māori/Pacific and Indigenous Peoples' Law (LLM(Māori/Pacific and Indigenous Peoples))
Master of Legal Studies (MLS)
Master of Management Studies (MMS)
Master of Māori and Pacific Development (MMPD)[1]
Master of Media and Creative Technologies (MMCT)
Master of Music (MMus)
Master of Nursing Practice (MNursPrac)
Master of Professional Management (MPM)[1]
Master of Professional Writing (MPW)
Master of Science (MSc)
Master of Science (Research) (MSc(Research))
Master of Science (Technology) (MSc(Tech))[1]
Master of Security and Crime Science (MSCS)
Master of Social Sciences (MSocSc)
Master of Social Work (MSW)[1]

7. **Of the degrees listed in clause 2, the following may be awarded with Third Class Honours:**

Bachelor of Arts with Honours (BA(Hons))
Bachelor of Business with Honours (BBus(Hons))
Bachelor of Business Analysis with Honours (BBA(Hons))[1]
Bachelor of Business Analysis with Honours - Financial (BBA(Hons)(Fin))[1]
Bachelor of Communication Studies with Honours (BCS(Hons))
Bachelor of Computer Graphic Design with Honours (BCGD(Hons))[1]
Bachelor of Design with Honours (BDes(Hons))
Bachelor of Electronic Commerce with Honours (BECom(Hons)[1]
Bachelor of Engineering with Honours (BE(Hons)
Bachelor of Health, Sport and Human Performance with Honours (BHSHP(Hons))
Bachelor of Media and Creative Technologies with Honours (BMCT(Hons))

Bachelor of Music with Honours (BMus(Hons))
Bachelor of Nursing with Honours (BNurs(Hons))
Bachelor of Science with Honours (BSc(Hons))
Bachelor of Social Sciences with Honours (BSocSc(Hons))
Bachelor of Teaching with Honours (BTchg(Hons))
Bachelor of Tourism with Honours (BTour(Hons))[1]

8. **Of the degrees and diplomas listed in clauses 2 and 3, the following may be awarded with Distinction:**

Postgraduate Diploma (PGDip)
Postgraduate Diploma in Computer Graphic Design (PGDipCGD)[1]
Postgraduate Diploma in Design (PGDipDes)
Postgraduate Diploma of Health Science (PGDipHSc)
Postgraduate Diploma in Information Technology (PGDipInfoTech)
Postgraduate Diploma in Māori and Indigenous Studies (PGDipMAIBus)[1]
Postgraduate Diploma in Technology Innovation in Business (PGDipTIB)
Master of Applied Finace (MAppFin)
Master of Business Administration (MBA)
Master of Business and Management (MBM)
Master of Business and Management Specialised (MBMS)[1]
Master of Educational Management (MEdM)
Master of Engineering Practice (MEngPrac)
Master of Environmental Planning (MEP)
Master of Management (MMgmt)
Master of Māori and Indigenous Business (MMAIBus)[1]
Master of Professional Accounting (MPAcct)
Master of Teaching and Learning (MTchgLn)
Master of Teaching English to Speakers of Other Languages (MTESOL)
Master of Technology Innovation in Business (MTIB)

9. **Of the degrees and diplomas listed in clauses 2 and 3, the following may be awarded with Merit:**

Postgraduate Diploma in Māori and Indigenous Business (PGDipMAIBus)[1]
Master of Engineering Practice (MEngPrac)
Master of Māori and Indigenous Business (MMAIBus)[1]
Master of Teaching English to Speakers of Other Languages (MTESOL)

Notes:

1. Qualification no longer available to new students.

2. This qualification is subject to final approval.

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Bachelors Degree Regulations

Bachelor of Arts (BA)
Bachelor of Banking, Finance and Technology (BBFinTech)
Bachelor of Business (BBus)
Bachelor of Business Analysis (BBA)
Bachelor of Climate Change (BCC)
Bachelor of Communication (BC)
Bachelor of Computer Graphic Design (BCGD)
Bachelor of Computer Science (BCompSc)
Bachelor of Computing and Mathematical Sciences (BCMS)
Bachelor of Design (BDes)
Bachelor of Education (BEd)
Bachelor of Engineering (BE)
Bachelor of Environmental Planning (BEP)
Bachelor of Global Studies (BGS)
Bachelor of Health (BHealth)
Bachelor of Laws (LLB)
Bachelor of Management Studies (BMS)
Bachelor of Media and Creative Technologies (BMCT)
Bachelor of Music (BMus)
Bachelor of Nursing (BNurs)
Bachelor of Science (BSc)
Bachelor of Science (Technology) (BSc(Tech))
Bachelor of Social Sciences (BSocSc)
Bachelor of Social Work (BSW)

Bachelor of Sport and Human Performance (BSHP)
Bachelor of Teaching (BTchg)
Te Ara Poutama Toitū Te Reo (TTR)
Conjoint Degrees

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Bachelors Degree with Honours Regulations

Bachelor of Arts with Honours (BA(Hons))
Bachelor of Business with Honours (BBus(Hons))
Bachelor of Communication Studies with Honours (BCS(Hons))
Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons))
Bachelor of Design with Honours (BDes(Hons))
Bachelor of Engineering with Honours (BE(Hons))
Bachelor of Health, Sport and Human Performance with Honours (BHSHP(Hons))
Bachelor of Laws with Honours (LLB(Hons))
Bachelor of Management Studies with Honours (BMS(Hons))
Bachelor of Media and Creative Technologies with Honours (BMCT(Hons))
Bachelor of Music with Honours (BMus(Hons))
Bachelor of Nursing with Honours (BNurs(Hons))
Bachelor of Science with Honours (BSc(Hons))
Bachelor of Social Sciences with Honours (BSocSc(Hons))
Bachelor of Teaching with Honours (BTchg(Hons))

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Masters Degree Regulations

Magister Juris (MJur)
Master of Applied Finance (MAppFin)
Master of Applied Psychology (MAppPsy)
Master of Arts (MA)
Master of Arts (Applied) (MA(Applied))
Master of Business Administration (MBA)
Master of Business and Management (MBM)
Master of Counselling (MCouns)
Master of Cyber Security (MCS)
Master of Design (MDes)
Master of Digital Business (MDigiBus)
Master of Disability and Inclusion Studies (MDInS)
Master of Education (MEd)
Master of Educational Leadership (MEdLeadership)
Master of Educational Management (MEdM)
Master of Engineering (ME)
Master of Engineering Practice (MEngPrac)
Master of Environment and Society (MEnvSoc)
Master of Environmental Planning (MEP)
Master of Health Science (MHSc)
Master of Health, Sport and Human Performance (MHSHP)
Master of Information Technology (MInfoTech)
Master of Laws (LLM)
Master of Laws in Māori/Pacific and Indigenous Peoples' Law (LLM(Māori/Pacific and Indigenous

Peoples))
Master of Legal Studies (MLS)
Master of Management (MMgmt)
Master of Management Studies (MMS)
Master of Media and Creative Technologies (MMCT)
Master of Music (MMus)
Master of Nursing Practice (MNursPrac)
Master of Professional Accounting (MPAcct)
Master of Professional Practice in Behaviour Analysis (MPPBA)
Master of Professional Writing (MPW)
Master of Science (MSc)
Master of Science (Research) (MSc(Research))
Master of Science (Technology) (MSc(Tech))
Master of Security and Crime Science (MSCS)
Master of Social Sciences (MSocSc)
Master of Teaching and Learning (MTchgLn)
Master of Teaching English to Speakers of Other Languages (MTESOL)
Master of Technology Innovation in Business (MTIB)

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Higher Degree Regulations

Master of Philosophy (MPhil)
Doctor of Philosophy (PhD)
Doctor of Education (EdD)
Doctor of Health Science (DHSc)
Doctor of Juridical Science (SJD)
Doctor of Musical Arts (DMA)

Regulations for Higher Doctorates

Doctor of Laws (LLD)
Doctor of Literature (DLit)
Doctor of Science (DSc)

Higher Degree Complaints and Appeals Regulations

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Certificate Regulations

Certificate of Attainment in Academic English (CertAttainAcadEng)
Certificate of Attainment in English Language (CertAttainEngLang)
Certificate of Attainment in Foundation Studies (CertAttainFoundSt)
Certificate of University Preparation (CUP)

Certificate (Cert)
Certificate in Health and Wellbeing (Cert(HealthWellbeing))
Certificate in Professional Engineering Practice (Cert(PEngPrac)
Certificate in STEM (Cert(STEM))

Graduate Certificate (GradCert)
Graduate Certificate in Business Analytics (GradCertBA)
Graduate Certificate in Project Management (GradCertPM)

Postgraduate Certificate (PGCert)
Postgraduate Certificate in Counselling in Family Counselling (PGCertCouns(FamCouns)) or in Professional Supervision (PGCertCouns(ProfSup))
Postgraduate Certificate in Information Technology (PGCertInfoTech)
Postgraduate Certificate in Professional Accounting (PGCert(PA))
Postgraduate Certificate of Health Science (PGCertHSc)

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Diploma Regulations

Diploma (Dip)
Diploma in Engineering Management (DipEM)
Diploma in Law (DipLAW)
Diploma in Postgraduate Preparation - Pre-Masters (DipPP)
Diploma in Te Tohu Paetahi (DipTTP)

Graduate Diploma (GradDip)
Graduate Diploma in Teaching (GradDipTchg)
Te Ara Hou Te Ahikāroa (TA)

International Diploma (IntDip)

Postgraduate Diploma (PGDip)
Postgraduate Diploma in Design (PGDipDes)
Postgraduate Diploma in Information Technology (PGDipInfoTech)
Postgraduate Diploma in Psychology (Clinical) (PGDipPsych(Clin))
Postgraduate Diploma in Teaching (PGDipTchg)
Postgraduate Diploma in Technology Innovation in Business (PGDipTIB)
Postgraduate Diploma in the Practice of Psychology (PGDipPracPsych)
Postgraduate Diploma of Health Science (PGDipHSc)

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Specialisations

Specialisations provide you with another opportunity to shape your qualification to your interests and needs. They can be used to broaden your knowledge, allow you to focus on an aspect related to your first major, or perhaps provide some cohesion to your elective papers in an area of interest to you. Specialisations meet all of the requirements for a qualification but provide for further specialisation in or beyond the major (bachelors degree) or subject (honours or masters degree, graduate certificate, graduate diploma, postgraduate certificate, or postgraduate diploma).

For more information and advice on how a specialisation might fit into your programme of study, talk to a Student Advisor in your Division or the Faculty of Māori and Indigenous Studies.

Specialisations at degree level

Specialisations at degree level allow students to include complementary study within their overall programme of study. Specialisations available at degree level are:

Advanced Pedagogy BEd
Technology BEd

Specialisations at major or subject level

Specialisations at major or subject level allow students to focus in depth on a particular aspect of that subject. For example, within the International Languages and Cultures major, specialisations in Chinese, French, Japanese and Spanish are available.
At postgraduate level, for example within the Education subject for the Postgraduate Diploma, a specialisation in Māori Medium Teaching/Te Ropu Paerua are available.

Specialisations available at major or subject level are listed under the subject entries in the University

of Waikato Catalogue of Papers.

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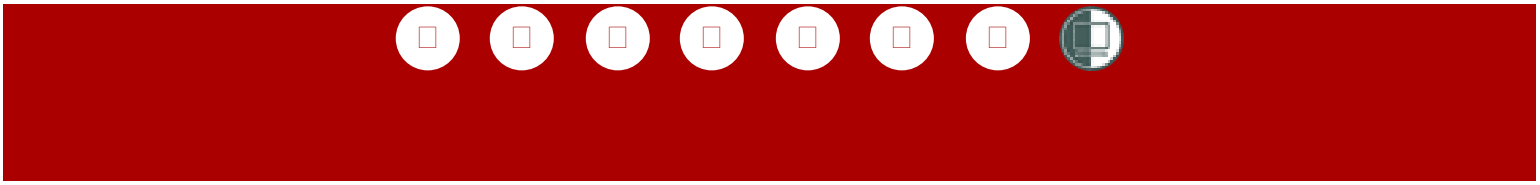

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Undergraduate Diploma and Certificate Fields

Arts

- Anthropology
- Chinese
- Dance
- Economics
- Education and Society
- English
- Ethics
- French
- Geography
- History
- Human Development
- Human Rights
- International Languages and Cultures
- Japanese
- Linguistics
- Māori and Indigenous Studies
- Māori Language/Te Reo Māori
- Mathematics
- Music
- Pacific and Indigenous Studies
- Philosophy
- Political Science
- Population Studies
- Psychology
- Screen and Media Studies
- Social Policy
- Sociology
- Spanish
- Theatre Studies

Writing Studies

Business

Accounting
Agribusiness
Digital Business
Banking, Finance and Technology
Economics
Finance
Human Resource Management
Leadership
Leadership Communication
Marketing
Public Relations
Strategic Management
Supply Chain Management
Tourism and Hospitality Management

Design

Communication Design
Industrial Design
Interface Design
Media Design

Education

This field is comprised of the undergraduate papers listed in the Catalogue of Papers under the subject: Education

Environmental Planning

Environmental Planning

Health, Sport and Human Performance

Community Health
Human Performance Science
Sport Development and Coaching

Law [1]

Law

Management

Accounting
Agribusiness
Banking, Finance and Technology
Digital Business
Economics
Finance
Human Resource Management
International Management
Leadership

- Leadership Communication
- Management
- Marketing
- Public Relations
- Strategic Management
- Supply Chain Management
- Tourism and Hospitality Management

Māori and Indigenous Studies

- Māori and Indigenous Studies
- Māori Language/Te Reo Māori
- Pacific and Indigenous Studies

Science

- Animal Behaviour
- Applied Physics
- Aquaculture
- Biological Sciences
- Chemistry
- Coastal Processes
- Computer Science
- Crime Science[1]
- Data Analytics
- Earth Sciences
- Ecology and Biodiversity
- Electronics
- Engineering
- Environmental Sciences
- Geology
- Hydrology
- Marine Science
- Materials and Processing
- Materials Science
- Mathematics
- Molecular and Cellular Biology
- PHILO102 and PHILO208
- Psychology (Science papers only)
- Soil Science
- Statistics

Social Sciences

- Anthropology
- Crime Science[1]
- Criminology
- Digital Learning
- Economics
- Education and Society
- Environmental Planning
- Ethics
- Gender and Sexuality Studies

- Geography
- History
- Human Development
- Human Rights
- Linguistics
- Māori and Indigenous Studies
- Pacific and Indigenous Studies
- Philosophy
- Political Science
- Population Studies
- Psychology
- Public Policy
- Social Policy
- Sociology

Notes:

1. *This subject is not offered in 2024.*

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Enrolment for Individual Paper Credit (IPC)

Students may be permitted to enrol in a paper without enrolling for a particular qualification. This may be because they have no intention of completing a full qualification, or because the paper is being taken for the purposes of qualifying for admission to a specific qualification. Alternatively, the student may be taking the paper for credit towards a qualification at another institution. Enrolments of this nature are recorded as Individual Paper Credit (IPC) enrolments.

Regulations Governing Enrolment for Individual Paper Credit (IPC)

1. A candidate who enrols on an IPC basis is liable for all fees and charges prescribed for the paper(s) and must meet any requirements specified in the prescription and paper outline.
2. Enrolment on an IPC basis is subject to the approval of the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies in which the paper is offered.
3. A candidate who has passed a paper taken on an IPC basis may, at a later date, apply to have the paper credited to a University of Waikato qualification. Approval will be based on the regulations for the qualification concerned.
4. A student enrolled on an IPC basis is subject to all general regulations of the University of Waikato.
5. A candidate who completes a paper on an IPC basis will receive official notification of their final results from the University of Waikato, and will be eligible to apply for an academic transcript.

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Prescriptions for Papers

The following page contains a brief introduction to the subjects and papers offered by the University. Subjects are set out in alphabetical order. A brief description may be given of the content of each paper as well as equivalents and restrictions, prerequisites and corequisites, required book information, and the internal assessment/examination ratio. Students also receive a paper outline when classes start, which provides more detail about the content, reading and assessment requirements for each paper.

In addition to the papers listed, departments may offer 800 and 900 level papers for MPhil and PhD students. Prospective students are advised to consult with Te Mata Kairangi School of Graduate Research and the Head of School or Dean concerned for more information.

The prescriptions refer to the papers which the University expects to offer. The availability of these papers is subject to change if the University encounters unexpected staffing or resource difficulties. For up-to-date details of 2024 offerings, see the online Catalogue of Papers at papers.waikato.ac.nz.

In all cases where it is necessary to cancel papers, the Policy and Procedure for the Cancellation of Papers will apply, as approved by the Academic Board. Copies are available from the Academic Office.

In the prescriptions, each paper is identified by an alpha-numeric code.

For example:	
HISTY107-24A (HAM)	*New Zealand Histories: Fresh Perspectives*

HISTY			This is the subject code, in this case History
	107		This is the level of the paper, followed by a unique identifier. 100 = 100 level 200 = 200 level 300 = 300 level 500 = 500 level
		24A	This is the year and trimester in which the paper is taught.
			(HAM) This is the location where the paper is taught.

A **prerequisite** must be passed before a student may enrol in the paper for which the prerequisite is specified. For example, JAPAN231 *Basic Japanese 1* is a prerequisite for JAPAN232 *Basic Japanese 2*. Students may not enrol in JAPAN232 until they have passed JAPAN231. (A paper for which a Restricted Pass (RP) has been awarded will not be accepted as meeting the prerequisite requirements for any other paper unless the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies in which the other paper is offered approves otherwise).

A **corequisite** must be taken in association with the paper for which the corequisite is specified. For example ENGEE231 *Electrical Circuits* is a corequisite with ENGEN201 *Engineering Maths and Modelling 2*. You may enrol in ENGEE231 only if you have either already passed ENGEN201 or are concurrently enrolled in it.

Equivalent papers are in effect the same papers, one of which was taught in the past with a different paper code. For example ACCT331 *Management Accounting* is equivalent to ACCTN303 *Management Accounting*. Students who have passed ACCT331 may not enrol in and receive credit for ACCTN303.

Restricted papers share a significant amount of common content. Students may therefore receive credit for only one of the papers listed. For example DIGIB200 *Tools for Managing Projects* has a restriction with PRMGT301 *Fundamentals of Project Management*. Restricted papers may not be used to satisfy prerequisite or corequisite requirements.

The **required books** which may be listed under some of the prescriptions are a conservative list only. Additional required books may be prescribed during the academic year. Lists of recommended reading are usually included in the paper outline provided by the department concerned.

The **internal assessment/examination weighting** is provided for all papers. The weighting sets out how much of the paper is internally assessed and how much is formally examined, as percentages of the total mark. The weighting 100:0 means a paper is fully internally assessed, while the ratio 50:50 shows that the assessment for the paper is evenly weighted between internal assessment and an examination. Examinations are scheduled in a formal examination period. All A trimester papers which are not fully internally assessed will be examined at mid-year unless otherwise specified. Tests that form part of the internal assessment requirements may be held outside normal lecture hours.

Teaching activities for all undergraduate papers are listed in the Timetable. Teaching activities, including lectures, tutorials, laboratories and workshops, are scheduled to last 50 minutes and begin on the hour until (and including) 12 noon, and at 10 minutes past the hour from 1:10 p.m. This allows a lunch break of 20 minutes from 12:50 p.m. to 1:10 p.m. for students with continuous teaching activity commitments. Normal teaching hours are between 8.00 a.m. and 6.00 p.m.

A **trimester** is a period for which students enrol in papers, attend classes and submit assessment items. The University of Waikato has two standard trimesters (A and B), which each normally comprise 17 weeks. There are also two intensive summer teaching periods - Summer School 1 (H trimester), normally comprising seven weeks in January/February, and Summer School 2 (G trimester), normally comprising six weeks in November/December. The trimester period includes teaching as well as any study weeks and an examination period. The exact duration of trimesters in a particular year is defined by week numbers in the *Teaching and Assessment Periods*.

2024:	A trimester	weeks 9-25
	B trimester	weeks 28-44
	C trimester	weeks 46-6
	D trimester	weeks 9-44
	G trimester	weeks 46-51
	H trimester	weeks 1-7

Some papers have start and end dates which differ from the standard teaching periods set out above. Papers which extend across both the A and B trimesters are annotated as D papers. Papers which are taught in non-standard periods have a X, I, or J etc. suffix.

The period for which a student is eligible for loans and/or allowances, is calculated on the basis of the exact start and end weeks of papers. Students are advised of the start and end dates of their papers in the relevant paper outlines.

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Keys

On this page:

Key to Paper Codes
Key to Semester Codes
Key to Location Codes

Key to Paper Codes

Codes within the Division of Arts, Law, Psychology and Social Sciences

ANTHY

Anthropology

APPLN

Applied Linguistics

ARTSC

School of Arts and School of Social Sciences core papers

ARTSW

School of Arts and School of Social Sciences Work Placement papers

CHINE

Chinese

CRIMN

Criminology

CRSCI

Crime Science

DANCE

Dance

ENGLI

English

ENSLA

English as a Second Language

ENVPL

Environmental Planning

EVSOC

Environment and Society

FPSYC

Forensic Psychology

GEOGY

Geography

HDEVP

Health Development and Policy

HISTY

History

HUMRI

Human Rights

INTLC

International Languages and Cultures

IRSST

International Relations/International Relations and Security Studies

JAPAN

Japanese

KOREA

Korean

LABST

Labour Studies

LEGAL

Law

LINGS

Linguistics

MEDIA

Screen and Media Studies

MUSIC

Music

PHILO

Philosophy

POLCY

Public Policy

POLSC

Political Science/Public Policy

POPST

Population Studies/Demography

PSYCH

Psychology

SOCIO

Sociology

SOCPY

Social Policy

SOCWK

Social Work

SPNSH

Spanish

THSTS

Theatre Studies

WGSTS

Women's and Gender Studies

WRITE

Writing Studies

Codes within the Division of Health, Engineering, Computing and Mathematical Sciences

APHYS

Applied Physics

AQCUL

Aquaculture

AIMLX

Artificial Intelligence

BIOMD

Biomedical Sciences

ENGCB

Chemical and Biological Engineering

CHEMY

Chemistry

ENGCV

Civil Engineering

CLIMT

Climate Change

CMYHE

Community Health

COMPX

Computer Science

DATAA

Data Analytics

DSIGN

Design

EARTH

Earth Sciences

BIOEB

Ecology and Biodiversity

ENGEE

Electronics

ENGEN

Engineering

ENGEV

Environmental Engineering

ENVSC

Environmental Sciences

HTHPR

Health Promotion

HLTSC

Health Science

HSHUP

Health, Sport and Human Performance

HTHAL

Healthy Active Living

HPSCI

Human Performance Science

MARIN

Marine Science

ENGMP

Materials and Processing

MATHS

Mathematics

ENGME

Mechanical Engineering

BIOMO

Molecular and Cellular Biology

NURSE

Nursing

PHYSC

Physics

SCIEN

Science

STATS

Statistics

SDCOA

Sport Development and Coaching

Codes within the Division of Education

Note: Papers with the subject prefix TE are available only for students enrolled in a Faculty of Education teacher education programme.

ADLNG

Adult Learning

COUNS

Counselling

DLRNG

Digital Learning

DINST

Disability and Inclusion Studies

EDART

Arts Education

EDLED

Educational Leadership

EDSOC

Education and Society

EDUCA

Education

ENVED

Environmental Education

GLOBE

Global Studies

HMDEV

Human Development

LLTED

Language and Literacy Education

MAOED

Māori Education

MTHED

Mathematics Education

SCIED

Science Education

SCTED

Science, Technology and Environmental Education

THEDR

Te Hononga School of Curriculum and Pedagogy papers

TOEDR

Te Oranga School of Human Development and Movement Studies papers

TWEDR

Te Whiringa School of Educational Leadership and Policy papers

TEEDU

Teaching conjoint papers

TEPRO

Teaching practicum papers

TEACH

Teaching core papers

TECED

Technology

Codes within the Waikato Management School

ACCTN

Accounting

AGBUS

Agribusiness

BUSAN

Business Analytics

COMMS

Communication

DIGIB

Digital Business

ECONS

Economics

ENTIN

Entrepreneurship and Innovation

EXCOR

Executive Education

EXMBA

Executive Education

EXMBM

Executive Education

FINAN

Finance

HRMGT

Human Resource Management

INMGT

International Management

LCOMM

Leadership Communication

LEADR

Leadership

MNMGT

Management

MGSUS

Management and Sustainability

MGSYS

Management Systems/Supply Chain Management

MRKTG

Marketing

PRMGT

Project Management

PUBRL

Public Relations

SCMGT

Supply Chain Management

STMGT

Strategic Management

THMGT

Tourism and Hospitality Management

Codes within the Faculty of Māori and Indigenous Studies

MAORI

Māori and Indigenous Studies/Māori Language/Te Reo Māori

PACIS

Pacific and Indigenous Studies

Codes within the University of Waikato College

CAAEN

Certificate of Attainment in Academic English

CAENL

Certificate of Attainment in English Language

FOUND

Certificate of Attainment in Foundation Studies

FOUND

Certificate of University Preparation

INDIP

International Diploma

Key to Semester Codes

A

Papers taught over weeks 9-25

B

Papers taught over weeks 28-44

C

Papers taught over weeks 46-6

X, I, J etc.

Papers taught in periods which do not correspond with normal semester periods

H

Papers taught over weeks 1-7

G

Papers taught over weeks 46-51

D

Papers taught over weeks 9-44

Key to Location Codes

AKT

Ako Tauhōkai

BLK

Block

BTG

Block (Tauranga)

HAM

Hamilton (Hillcrest campus)

HNU

Hainan University, Haikou, China

HOP

Hopuhopu

HWC

University of Waikato College (Hamilton)

NET

Internet

NTG

Internet (Tauranga)

NVT

National Economics University, Vietnam (Internet)

NWC

University of Waikato College (Internet)

SEC

Secondary School

TGA

The University of Waikato at Tauranga

VTN

National Economics University, Vietnam

ZUC

Zhejiang University City College, Hangzhou, China

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Student Complaints Procedures

Preamble

Consistent with its commitment to excellence, the University has adopted these procedures to assist both students and staff in the resolution of student concerns and complaints constructively, quickly and fairly.

Where minor concerns arise, students are encouraged to take a common-sense approach and raise them directly with the relevant staff, paper convenor or Dean or Head of School or equivalent with the aim of resolving them at the lowest possible level and without undue formality. However, where informal discussions have not yielded a satisfactory resolution, or where the matter is more serious, the following procedures provide for a more formal process to be pursued.

Complaints considered through these procedures will be monitored and reviewed to enable the University to continually improve processes and services in support of student learning.

Student and staff rights and responsibilities in relation to these procedures are set out in the appendix.

Procedures

1. **Definitions**

   In these procedures

   complaint means a written statement submitted by a student about a matter that requires formal consideration by the University under the terms set out in these procedures
   natural justice means the right to have a decision made by an unbiased decision-maker who observes fair and impartial procedures.
   student means a person enrolled at the University of Waikato.

2. **Application and scope**

(1) Subject to subsection (2), these procedures apply to complaints about any aspect of the teaching and learning process and the broad provision made by the University to support that process.

(2) These procedures may not be used

(a) where the complaint can be dealt with under the *Higher Degree Appeals and Complaints Regulations*, *Student Discipline Regulations* or the *Assessment Regulations* , or

(b) to challenge the academic judgement of examiners.

(3) Depending on the nature of the complaint, these procedures should be read in conjunction with the *Staff Code of Conduct*, the *Code of Student Conduct*, and the *Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021*.

(4) No action will be taken on complaints that are anonymous, frivolous, vexatious or not made in good faith.

(5) A complainant must be able to demonstrate that the complaint is brought without malice and is based on evidence that the complainant honestly and reasonably believes to be substantially true. Those responsible for resolving complaints under these procedures must take all reasonable steps to ensure that the complainant is protected against any subsequent recrimination or victimisation.

(6) Students and staff involved in the consideration of complaints have various rights and responsibilities, which are outlined in the appendix to these procedures.

3. **Informal resolution of concerns**

(1) Before making formal written complaints, students are encouraged to seek a resolution to any concerns by raising and discussing them informally with the relevant staff member who is most directly associated with the matter.

(2) A staff member with whom a concern is raised by a student is expected to deal with the matter in an open and professional manner and to take reasonable and prompt action to try to resolve it informally.

(3) A student who is uncertain about how to seek informal resolution of a concern is encouraged to seek advice from the Waikato Students' Union Student Support and Advocacy Service.

4. **Formal complaints procedures**

(1) Where it has not been possible to resolve a concern informally, a student may make a formal complaint.

(2) A student who wishes to make a formal complaint must submit it in writing, accompanied by evidence, through My Waikato addressed to the Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent responsible for the area in which the action or matter that has given rise to the complaint occurred or, if requested to be considered under the Tikanga Māori procedure set out under section 5 of these procedures, to the Deputy Vice-Chancellor

Māori; if the complaint is about a Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent, it must be submitted to the Senior Deputy Vice-Chancellor.

(3) The written complaint must be submitted within three months of the occurrence of the action or matter that has given rise to the complaint unless the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent agrees to receive it beyond this timeframe.

(4) The Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent who receives a student complaint must acknowledge it in writing as soon as practicable (normally within three working days). They must create and maintain a file of all documentation in relation to the consideration of the complaint.

(5) The Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent must consider the complaint in accordance with the principles of natural justice and must ensure that all parties to the complaint are accorded the full benefit of those principles.

(6) The process of consideration may include meetings with relevant staff, students and the complainant. Where meetings are held, the parties may, if they wish, be accompanied by a support person.

(7) The Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent may refer a matter to the Police if they believe that a crime has been committed and may suspend consideration of a complaint until such time as any associated Police matter has been concluded.

5. **Tikanga Māori**

(1) The spirit of tikanga is to seek resolutions to complaints in a Māori way that encourages a facilitated open exchange of views in order to achieve a resolution that is agreed by all the parties involved.

(2) A complaint may only be addressed through the Tikanga Māori process if

(a) the complainant, and

(b) the person answering the complaint, and

(c) the Deputy Vice-Chancellor Māori

agree to the arrangements determined under subsection (3).

(3) The Deputy Vice-Chancellor Māori is responsible for determining the arrangements for the Tikanga Māori process after discussion with the parties and for informing the parties of the nature and implications of the process.

(4) If, at any time after having agreed to the arrangements determined under subsection (3) the complainant or the person answering the complaint wish to withdraw from the Tikanga Māori process, they may do so only with the agreement of all other parties listed under subsection (2); in such cases, the complaint will be referred to the Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent responsible for the area in which the action or matter that

has given rise to the complaint occurred; if the complaint is about a Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent it will be referred to the Senior Deputy Vice-Chancellor.

(5) Under the Tikanga Māori process a resolution is negotiated by the complainant and the person answering the complaint.

(6) The process is facilitated by the Deputy Vice-Chancellor Māori, assisted by a tikanga panel appointed by the Deputy Vice-Chancellor Māori.

(7) A resolution negotiated by the complainant and the person answering the complaint is final; there is no right of appeal.

(8) Section 6, subsections (1) and (2) and section 7 of these procedures do not apply to complaints addressed under the Tikanga Māori process.

6. **Resolution of complaints**

(1) The Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent must make a decision in relation to the complaint and notify their decision to the parties, in writing, as soon as practicable (normally within 28 days of receiving the complaint).

(2) When the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent notifies the parties of their decision they must include information on the relevant provision for appeal.

(3) If the complaint involves a University process or service and if, in the opinion of the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent the complaint has substance, the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent may arrange for the relevant process or service to be reviewed with a view to preventing a recurrence and ensuring continued improvement.

(4) If the complaint involves a breach of the *Staff Code of Conduct* and if, in the opinion of the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent the complaint has substance, the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent may refer the matter to the Director of People and Capability for consideration of formal disciplinary action.

7. **Appeals**

(1) A complainant or a person who was the subject of a complaint may appeal to the Senior Deputy Vice-Chancellor against any decision taken by a Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent under section 6 of these procedures.

(2) If the original complaint was addressed to the Senior Deputy Vice-Chancellor under section 4(2) of these procedures, any appeal of that decision must be made to the Vice-Chancellor. That appeal will be considered and decided by the Vice-Chancellor or their nominee in accordance with appeal processes consistent with these procedures.

(3) An appeal may only be made on one or more of the following grounds:

(a) that the process used for addressing the complaint was unfair

(b) that the decision reached was manifestly at odds with the evidence

(c) that the remedy imposed was manifestly at odds with the misconduct

(d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process that could have had a material effect on the outcome.

(4) The appeal must be submitted in writing within 28 days of the date of the letter notifying the decision.

(5) The Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee will consider the relevant documentation and evidence and may, at their discretion, consult the Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent who made the decision. The Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee may also interview any parties to the complaint.

(6) If they determine that the complaint process has been conducted in accordance with these procedures and the outcome is appropriate, the Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee may dismiss the appeal. Subject to subsections (8) and (9), the decision of the Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee under this section is final.

(7) The Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee will notify their appeal decision in writing to the parties as soon as practicable.

(8) When they notify the parties of the appeal decision, the Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee will inform the parties of the Ombudsman's role in relation to complaints about government organisations (including universities) that affect people in their personal capacities, the New Zealand Qualifications Authority's grievance procedures available to students under the *Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021*, and the iStudent Complaints financial or contractual dispute resolution service available to international students as relevant.

(9) The Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee will inform any staff member who is dissatisfied with a student complaint process of the steps available to them under the University's *Procedure for Resolving Employment Relationship Problems and Personal Grievances*.

8. **Confidentiality**
All processes and decisions under these procedures are confidential to the parties and staff directly involved.

Appendix

Rights and Responsibilities of Parties to a Student Complaint

Parties to a student complaint have the **right** to

- be treated with courtesy at all times
- a fair and timely investigation process in accordance with the principles of natural justice
- express their points of view without fear of recrimination
- be advised in writing of all decisions made in relation to the complaint
- appeal the outcome
- in the case of staff members, avail themselves of the *Procedure for Resolving Employment Relationship Problems and Personal Grievances*.

Parties to a student complaint have a **responsibility** to

- treat all parties with courtesy at all times
- respect the points of view of others
- respect the rights of all parties to the complaint with respect to confidentiality
- in the case of the complainant, ensure that the complaint is made in good faith and complies with the requirements of the Student Complaints Procedures
- provide full and accurate information to the person investigating the complaint
- not take any action that may prejudice the situation or be regarded as an act of recrimination against any other party.

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Parking and Traffic Regulations

1. **Title**
   These are the Parking and Traffic Regulations 2019.

2. **Date of effect**
   These regulations are effective from 5 November 2019.

3. **Definitions**
   In these regulations

   campus means the grounds and buildings occupied by the University of Waikato in Hamilton and Tauranga, including the halls of residence
   mobilty aid means a wheelchair or other mobility assistance device used by people with disabilities; these are not considered to be vehicles or personal transport devices and may be used anywhere on campus provided that such use is undertaken with due regard for others
   parking attendant means any staff member authorised by the Campus Security and Emergency Manager to enforce these regulations
   personal transport device means an unpowered or low powered transport device intended for one person, including but not limited to Segways, scooters (including electric scooters), bicycles (including electric bicycles), unicycles (including electric unicycles) and skateboards (including electric skateboards)
   vehicle means a form of transport for people or goods, including but not limited to motor vehicles (including electric vehicles and hybrids), motor cycles and personal transport devices, and excluding mobility aids.

4. **Application**
   These regulations apply to the driving, riding and parking of vehicles and bicycles on campus by staff, students and members of the public. Authorised drivers of University of Waikato vehicles

and rental vehicles are also referred to the Vehicle Use Policy.

5. **Access and Safety**

(1) Prime access to buildings and other facilities is reserved for pedestrians and people with mobility-related impairments. Vehicle users are therefore not permitted to ride on access-ways that are signposted or recognised as access-ways for pedestrian and mobility traffic.

(2) On shared pedestrian/vehicle access-ways, vehicle users must not exceed 15km/hr and must give priority and right of way to pedestrian and mobility traffic.

(3) Users of commercially operated electric vehicles must operate the vehicle according to the safety recommendations and rules of operation provided by the electric vehicle provider.

(4) Vehicle users must drive and ride safely at all times. They must obey all traffic and parking signs and markings. They must also comply with any directions given by parking attendants.

(5) Except with the approval of a parking attendant, no person other than an authorised driver of a University service vehicle may drive, ride or park over a grassed area.

6. **Parking and Storage**

(1) While the University makes reasonable provision for vehicle parking, it is under no obligation to make provision for the vehicles of all those wishing to park on campus.

(2) The University charges for parking on campus. Current charges are published on the University website and payment machines.

(3) Motorcycles and motor scooters may be parked only in the areas signposted for motorcycles and motor scooters.

(4) Bicycles and electric bicycles may be parked only in cycle-racks or purpose-built cycle sheds, and must not be taken into any University building.

(5) Commercially operated electric scooters may be parked only in the areas signposted for electric scooters and must not be taken into any University building, including the halls of residence.

(6) The charging of commercially operated electric scooters and electric bicycles on campus is not permitted.

(7) There are two charging stations available for staff and visitors at the Hamilton campus to charge electric vehicles for up to two hours. The charging stations may be booked via the Unisafe Office: parking@waikato.ac.nz.

(8) Vehicles owned by current University of Waikato staff and displaying a University parking permit may be parked in signposted ‘Permit Holders Only’ areas. Otherwise, vehicles may be parked only in ‘General Parking’ areas.

(9) All vehicles parked on campus must be parked in marked bays.

(10) No person may park a vehicle in the same parking bay for longer than 48 hours without prior permission from a parking attendant.

(11) A numbered car park is a reserved parking space and may be used only by the person who displays the corresponding numbered parking permit.

7. **Parking for people with mobility-related impairments**

Accessible parking spaces (outlined in yellow and displaying the wheelchair symbol) are provided for use by people with mobility-related impairments. These parking spaces may be used only by holders of Operation Mobility permits issued by the CCS Disability Action or Temporary Mobility Parking Permits issued by the University's Accessibility Services (located in the Student Centre) or the Health and Safety Coordinator.

8. **Visitor parking**

A small number of limited-time parking spaces, including accessible parking spaces for people with mobility-related impairments, are provided on campus free of charge for visitors; these parking spaces must not be used by staff or students.

9. **Authority of parking attendants and the Campus Security and Emergency Manager**

(1) A person who, in relation to a parking or traffic matter, is requested by a parking attendant to provide their name or address must do so honestly and within the requested timeframe.

(2) Parking attendants have authority to issue infringement notices to people who breach these regulations and to immobilise their vehicles. A vehicle that has been immobilised will be released only on payment of the fee prescribed in the infringement notice.

(3) Parking attendants have authority to impose a penalty charge on any person who removes or otherwise interferes with immobilisation equipment.

(4) If a vehicle is parked in a manner that is dangerous or obstructs access, the Campus Security and Emergency Manager has authority to arrange for that vehicle to be towed away by a licensed vehicle recovery operator; the cost of retrieving a towed vehicle falls to the owner of the vehicle.

10. **Breaches**

(1) breach of this policy by a student may result in disciplinary action under the *Code of Student Conduct.*

(2) A breach of these regulations by a staff member may result in disciplinary action under the *Staff Code of Conduct*.

11. **Appeals**

(1) A person may appeal against any decision under these regulations

(a) if the decision was made by a parking attendant, to the Campus Security and Emergency Manager

(b) if the decision was made by the Campus Security and Emergency Manager, to the Chief Operating Officer.

(2) An appeal under these regulations must be submitted in writing within 14 days of the date of the decision.

(3) A decision by the Campus Security and Emergency Manager or the Chief Operating Officer under subsection (1) is final.

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Miscellaneous Regulations

Computer Systems Regulations

1. The use of computer systems and ICT provided by the University is governed by the *Computer Systems Regulations*.

University Environment and Sustainability

2. The University of Waikato is committed to implementing sustainable practices on its campus. The University's *Sustainability Plan* sets out the framework for the University's approach to environmental sustainability.

Smoke Free Environment

3. Smoking, including vaping and the use of e-cigarettes, on University property or in any University vehicle is prohibited under the University's *Smoke Free Policy*.

Use of Alcohol

4. The use of alcohol on campus is governed by the University's *Alcohol on University Premises Policy*.

Noise

5. Under delegation of the Vice-Chancellor, the Director of Campus Operations and Risk Management or the Campus Security and Emergency Manager may give directions from time to time, at their discretion, to control excessive noise on University premises.

Children on Campus

6. The safety and supervision of children on University premises are governed by the

University's *Children on Campus Policy*.

Bullying, Harassment and Discrimination

7. The University of Waikato is committed to providing a work and study environment that is free from any form of bullying and harassment, including sexual harassment and discrimination. Concerns or complaints about bullying, harassment or discrimination by staff or students may be addressed under the University's *Student Complaints Procedures*. Concerns or complaints about bullying or harassment by students of staff may be addressed under the University's *Student Discipline Regulations*. Concerns or complaints about bullying or harassment of staff by staff may be addressed under the University's *Bullying, Harassment and Discrimination Policy*.

Advertising and Commercial Activities

8. Advertising and commercial activities generally, including hawking and canvassing, affixing of notices to vertical and horizontal surfaces, and the affixing of notices onto motor vehicles, are permitted on University premises only with the specific permission of the Director of Campus Operations and Risk Management, the Campus Security and Emergency Manager or the Landscape Manager.
9. Any advertising which is by way of posters or notices is subject to the requirements of section 10 of these regulations.

Student Notices

10. Student notices, generally no larger than A3, may be posted on general University noticeboards. Notices that are posted on noticeboards in such a manner that they take up excessive space will be removed.
11. Notices posted on specially labelled noticeboards or other places (such as walls, doors or ceilings, poles and motor vehicles), without the permission of the Director of Campus Operations and Risk Management, will be removed.

Animals

12. No animal may be taken into University buildings without the permission of the Director of Campus Operations and Risk Management.
13. Animals are permitted on the University grounds only if they are under the direct control of their owner and, in the case of dogs, on a short hand-held leash.
14. The catching, hunting and/or killing of wildlife on University grounds, including fishing, without the prior permission of the Director of Campus Operations and Risk Management is not permitted.

Golf

15. Golf is not permitted on University grounds, except under section 16 of these regulations.
16. An exception to section 15 of these regulations is made in the case of groups organised through the Te Huataki Waiora School of Health, which will make safety arrangements to the satisfaction of the Landscape Manager, the Associate Director of Safety and Wellness, and/or the Campus

Security and Emergency Manager.

Drones

17. The use of drones on the Hillcrest, Hamilton campus is governed by the University's *Drone Policy*.

Trespass

18. The authority to issue trespass notices is delegated by the Vice-Chancellor to the Chief Operating Officer and the Campus Security and Emergency Manager. No one else may issue a trespass notice on behalf of the University without the authority of the Vice-Chancellor.

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Te Mata Kairangi School of Graduate Research - Scholarships

Te Mata Kairangi School of Graduate Research - Scholarships is responsible for administration associated with scholarships, awards, prizes and bursaries awarded by the University and some external partners (e.g., Universities New Zealand - Te Pōkai Tara Scholarships).
Students interested in applying for funding to support their studies are encouraged to consult the Scholarships website.

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The University Library

Tēnā koutou katoa and welcome to the University of Waikato Library. Our library strives to be inclusive for all. Whether you're on campus or on the other side of the world, we have resources and services to empower you on your academic journey.

In support of the University's ambition to be the first anti-racist institution in Aotearoa, we have six Māori and Pacific focused roles. These awesome colleagues help us to integrate kaupapa and mātauranga Māori in our policies, processes and services.

Our physical spaces

Our Hamilton campus has Central Library and Teaching Resources Library and we provide a distance library service to Tauranga campus.

During our open hours anyone can enjoy our physical spaces and consult our physical collections. Borrowing physical items and using electronic resources is restricted to Library members - current staff, students, associates and alumni. After hours access is restricted to current staff and students. In Hamilton, we have a bookable whānau study room for students accompanied by under 14's.

Our 24/7 spaces have a kitchenette, snack machines, computers, individual and group study areas, accessible toilets, showers, and equipment to serve accessibility requirements. Members can borrow Chromebooks, headphones, as well as audiovisual equipment.

Help to find what you need

Whether you contact us online, or in person, you will receive a friendly "kia ora" from one of our friendly staff. Your query may then lead you to one of our specialised library teams.

We can help you navigate the scholarly environment to locate, evaluate and cite resources for study and research. We offer self-paced online workshops and partner with teaching staff to deliver information literacy sessions for a particular class or cohort.

Making research open

We are the first university in Aotearoa to state our position on making research as open (and freely available to all) as possible (and as closed as necessary) for the benefit of society. We partner with researchers to achieve these goals, and provide advice and support around Open Access, indigenous data sovereignty, research data management, strategic publishing, research profiles, and research impact. Our work supports the University's Open Research Statement and efforts globally to increase the visibility and availability of research.

Our collections

Our online, print and multimedia collections cover all of the disciplines taught at the University. While many of our resources are online, some are available only in print.

- Physical items in the general collection are located on Level 3.
- Level 4 houses the physical items of the Mātangireia collection with many more items available online. This collection contains contemporary and historical Māori, Pacific, Aotearoa and Indigenous resources and services and is underpinned by kaupapa Māori values. Mātangireia includes iwi histories, Māori Land Court Minute Books, the Michael King Collection, and Mahi Mareikura – home to the taonga and works of Dr. Pei te Hurinui Jones, expert in Māori language revival and Māori cultural knowledge.
- Complementing Mātangireia is O Neherā, a digitial collection of historical materials including images, documents, and firsthand accounts which provide unique local insights into Waikato and Aotearoa. Information about our physical archival collections is also available.
- Level 4 also holds our physical Law Library of primary and secondary material designed to support Te Piringa Faculty of Law. This collection has a particular emphasis on New Zealand and other key Commonwealth jurisdictions and provides community access to primary legal resources in physical form.
- Our Teaching Resources Library is located within the Division of Education with materials to assist students with teaching in primary and secondary schools and early childhood centres. We have picture books, school journals, readers and literature for children and young adults in a variety of languages. All staff and students may use these resources.

Art Collection

The artworks enriching our campuses are from the University of Waikato Art Collection, of which the Library are kaitiaki (custodians). We hold over 600 works of national significance by contemporary Māori, Pacific and New Zealand artists. Our Poutiaki Taonga (Art Curator) works alongside academics and students to create exhibitions for display on campus.

Getting in touch

There are a range of ways to reach us:
Library@waikato.ac.nz
Phone 07 838 4051
Library Chat
Ask Me Anything Zoom drop ins 9 – 10 (M-F)
In person at Te Manawa – Student Centre

In Trimester A & B we are open seven days, except for public holidays. In summer (Trimesters G & H) we are closed on Sundays.
We look forward to working with you and helping you to succeed as you progress through your academic journey.
For more details, please visit the library website.

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Information and Technology Services

Information and Technology Services (ITS) is responsible for the coordination of information and communications technology (ICT) planning for the University, the delivery of robust, reliable core ICT infrastructure and enterprise systems, and the provision of professional ICT consultancy and customer focused support services.

The ICT vision is “To engage, enable, innovate and protect our ICT services, and empower the University of Waikato to leverage the value of ICT to achieve its strategic goals”.

ICT support is available to University staff and students engaged in teaching, learning and research. This support is accessible during business hours through in person, phone and email channels from the ITS Service Desk and the ICT support teams servicing the Student Centre and divisions. Online ICT support is also accessible via the ICT Self Help webpages.

Specialist ICT teams also support business operations, organisational ICT projects and research initiatives.

For more information, visit the website: its.waikato.ac.nz.

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Student Services

Halls of Residence

The Accommodation Services Office assists and processes the applications to each of the University's four Hamilton-based Halls of Residence: Bryant Hall, College Hall, Student Village and Orchard Park. Orchard Park includes a series of cottages that offer self-catering facilities, studio rooms with ensuites and the self-contained Silverdale apartments. The other Halls are largely fully-catered facilities that provide three meals a day. In addition, the Office also assists and processes applications for the University’s Tauranga-based self-catered Selwyn Street Studio accommodation.

More information about the Halls and off-campus accommodation options can be found at: www.waikato.ac.nz/study/apply/accommodation, or by contacting the Accommodation Services Office on +64 7 838 4084, or by email at accom@waikato.ac.nz

All applications are made online, with the first round of offers being on or close to 1 October each year for accommodation the following year. Applications can be submitted after this date and places will be offered subject to availability. Residence is normally for the duration of the academic year. Any student who wishes to return to the Halls for a second year, would need to re-apply. All students are required to pay a contingency deposit at the time of acceptance, and this is refunded, less any charges, at the end of the academic year.

International Student Support

The International Student Services team provides support for international students in all aspects of their achievement and personal growth. This begins with a comprehensive orientation programme for all new international students. Pastoral care is delivered to support international student wellbeing, to facilitate access to University services across campus, and to ensure that appropriate off-campus support is in place when required. Students on New Zealand Scholarships and other international

scholarships are also assisted by International Student Services. Each trimester, a range of trips around the Waikato and Bay of Plenty region and various events on campus are facilitated by the International Student Services team. The team of international student advisors are available to see students, and appointments can be made at the Student Centre, by phoning +64 7 838 4176 or 0800 WAIKATO, or emailing info@waikato.ac.nz.

Student Health Service

The Student Health Service is available to all enrolled students, including international students. The Student Health Service is located close to the main car park accessed via gate 1 off Knighton Road (opposite the UniRec Centre). It is an integrated health service providing a number of services for students.
Opening hours for appointments are between 9.00am and 4.30pm on weekdays, except Wednesdays, where the opening hours are between 9.30am and 4.30pm. The service does not operate after hours or on public holidays.
The administration team is the first point of contact for all student enquiries and appointments. Ph 07 838 4037 or 0800 Waikato, option 3
After hours; Ph Anglesea Clinic 07 858 0800 or Practice Plus virtual service (5pm-10pm weekdays and 8am–8pm weekends and public holidays). Fees apply. Student Health has some capacity for same day appointments for urgent matters. A nurse will triage the student's need and book accordingly. For all health services, please phone to make an appointment. Student Health also offers telehealth consultations by appointment.

The general practice is staffed by general practitioners, nurse practitioner, nurse prescribers, practice nurses and a health care assistant.
Appointments can also be booked through MyIndici for students enrolled with the practice.

Domestic students enrolled with the general practice are charged a fee of $10.00 for a GP consult. Prices for students not enrolled with the general practice are available on the Student Health webpage. International students' charges are covered through their insurance (some exclusions apply – please check your insurance policy details).

There is a Student Health nurse available on the Tauranga campus. Ph or text 022 0139 003 for appointments and advice about other local health providers, including general practice and counselling services.

The Mental Health & Wellbeing Service is free to all students currently enrolled at the University of Waikato. This service is comprised of mental health nurses and counsellors. The mental health nurses offer support to students who are experiencing a new mental health concern or have a diagnosed mental health condition. Counsellors assist with a range of problems that may be impacting on student's wellbeing by helping them find solutions that are best suited to their needs. The service also has a Social Worker and an Alcohol and other Drug Clinician.

The Violence Prevention Coordinator works proactively to reduce the incidence of harassment, abuse, and/or violence. They can discuss issues relating to interpersonal incidents and provide advice,

information, support, advocacy, safety planning and referral to other services that can assist.

The Health Promotion Coordinator works to support Takatāpui and LGBTQIA+ students and Māori and Pasifika students. Our coordinator has extensive expertise in non-binary gender identities, sexuality and sexual health, HIV and is knowledgeable about health and wellness pathways and services.

Students are eligible to use the Student Health Service from the beginning of their enrolled trimester(s). Students who have continuous enrollment from year to year are able to use the service throughout the year and access via MyIndici and telehealth consultations over semester breaks.

Accessibility Services

The Accessibility Services, formerly known as Disability Support Service is located in the Student Centre, Level One, opposite The Campus Book Store in Hamilton and on Level One at the Tauranga campus. The Service supports students with specific learning disabilities, impairments and medical conditions and works with the rest of the University to remove barriers to learning. The team will ensure student's learning requirements are accommodated through the provision of services, support, advice and advocacy. Prospective students who identify with specific learning disability/impairments and/or a medical conditions should contact Accessibility Services as soon as possible to ensure that the appropriate supports are able to be put in place.

For more information visit Accessibility Services.

Telephone: (07) 838 4711 or (07) 838 4793, or
Email: accessibilityservices@waikato.ac.nz

Chaplaincy

An ecumenical (Interdenominational) chaplain and a Catholic chaplain have offices on the Hamilton campus. The chaplains conduct services, take part in both formal and informal activities on campus, and are available to students and staff for spiritual support and pastoral care. The ecumenical chaplain visits the Tauranga campus fortnightly during term time, and the Catholic chaplain is available to Tauranga students and staff via Zoom, mobile and email. Chaplaincy is a free and confidential service for people of all faiths and none. The centre for chaplaincy activities on the Hamilton campus is the Lady Goodfellow Chapel located adjacent to the Student Health Centre.

The chapel is available for private prayer and for study, or for use by faith and cultural groups. For bookings, email: chaplain@waikato.ac.nz

Career Development Services

Do you have questions about your career pathway? Need help with your CV or Covering Letter? Looking to improve your Interview skills?

The Careers & Employability Team provides current students and recent graduate/alumni (within two years of completion) with the tools and support to boost employability.

Using an on-line platform called MyCareer, students can access a range of services and tools such as workshops, drop-in sessions, one on one appointments, CV and interview tools, e-learning and a range of other useful career resources.

Using MyCareer, students can find out about a range of jobs, internships, volunteering and other career opportunities, as well as information about upcoming events such as career expos and employer information sessions.

The Employability Plus Award (EPA) is also a part of Careers & Employability service. EPA is the University's volunteering programme which students can sign up to get involved across a variety of different activities on and off campus with the University and Not-for-Profit Organisations.

For more information visit Careers.

Class Representative System

The University is committed to strong and effective representation from its students. Class Representatives are elected to represent the views of their class on academic matters, and they play a key role in liaising between the students in the paper and the academic staff who are teaching the paper. They work collaboratively with staff to maintain academic quality and to enhance the student experience. Class representatives also have the opportunity to participate in the democratic processes of the University.

The Class Representative system has been developed to ensure that student views are reflected through involvement in University processes and participation on University committees where decisions affecting students are made.

For more information visit Class Representative Information.

Student Administration

The Student Administration team provides information and advice to current and prospective students of the University of Waikato. Student Administration is located at the Student Centre in Hamilton and at the Tauranga campus. These are the first point of contact for enquiries relating to prospective student enquiries, admission criteria, applying to enrol, other general enrolment matters, examinations timetable and regulations, the payment of fees, handbooks for specific qualifications, and graduation. The Student Centre in Hamilton is open between 8.30am and 5.00pm, Monday to Friday, phone 0800 WAIKATO (0800 924 528) or (07) 838 4370, or email info@waikato.ac.nz. Tauranga students are able to receive in person support at the Hub on Level 1, between 8.30am and 5.00pm, Monday to Friday.

Pacific Support Services

The Pacific Success Coordinator provides support to all our Pacific students and oversees a range of initiatives specifically for our Pacific cohort, helping them to stay up to date with Pacific at Waikato events. Please visit our website: www.waikato.ac.nz/students/pacific-support/ and 'like' our Facebook page: www.facebook.com/PacificAtWaikato. Information on Drop-in-Sessions, Fonos, Talanoa Sessions, workshops and tutorials will be updated regularly on our Facebook page. For more

information or to make an appointment with our Pacific Success Coordinator please email pacificsupport@waikato.ac.nz or drop into Level 1 of the Student Centre.

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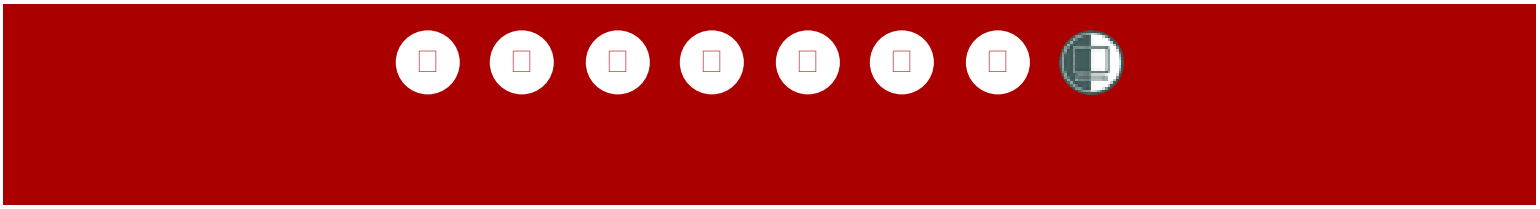

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Sport and Wellbeing

The Sport and Wellbeing group manages and maintains sport facilities, clubs, events and wellbeing services on campus for the benefit of students and staff, and the wider university community.

This includes key recreation assets on the Hamilton campus like UniRec, the Wellbeing Hub and Esports Arena, the School of Education (SOE) gym, the University Pools, and sports grounds and courts, alongside Inter-faculty and Inter-hall events throughout the year.

It also includes key services in both Hamilton and Tauranga such as University Sports Clubs, Social Sport, Inter-tertiary sport, and supporting student and staff wellbeing programmes across both campuses.

UniRec

UniRec is one of Hamilton's best equipped gyms, located on the University of Waikato Hamilton campus, with student and staff discounts, community memberships, group exercise and sport facilities.

Their team caters to people of all walks of life, delivering expert fitness advice in a warm and welcoming environment packed full of different options.

The facility includes three dedicated cardio zones, a large weights room, group exercise classes including REV and yoga, women's only options, and a sports hall with free drop-in sport sessions for students and staff.

For more information, visit www.unirec.co.nz, or email: unirec@waikato.ac.nz.
Location: University of Waikato campus, Gate 1, Knighton Road, Hamilton.

Tauranga Campus - Gym Options and Activities

Gym memberships for University of Waikato staff and students in Tauranga will be available through our partner gym providers. Social sport, yoga and other activities are offered.

For more information, visit: www.waikato.ac.nz/sport/sport-at-tauranga, or email: uowsport@waikato.ac.nz.

University of Waikato (UW) Sports Clubs

University of Waikato sports clubs include rugby, netball, basketball, hockey, football, rowing and cricket as well as developing clubs such as spikeball, snow and ski, and tramping.

For more information on UW sports clubs, visit: www.waikato.ac.nz/sport/, or email uowsport@waikato.ac.nz.

Social Sport

Hamilton's largest social sport mixed league runs all year round on the Hamilton campus. Indoor leagues run between March and October, and Outdoor leagues from October until the following March.
Indoor runs in six-week blocks, offering indoor netball, basketball, volleyball and futsal while outdoor runs for a full 14 weeks over summer with touch and football. Teams play against those with similar ability and all teams are mixed gender.

For more information, visit: www.socialsport.co.nz, or email: uowsport@waikato.ac.nz

Students on the Tauranga campus will be supported to join a team into local social sport leagues. If interested, email uowsport@waikato.ac.nz.

Inter-Halls, Inter-Faculty and Inter-Tertiary Sport

Represent the University of Waikato, your Hall, your Faculty with a number of sporting opportunities throughout the year.

Inter-tertiary Sport provides an opportunity for competitive, high performing students to represent the University of Waikato at the University and Tertiary Sport NZ (UTSNZ) events.

Inter-faculty Sport lets students play for their school in a number of events throughout the year including volleyball, basketball and dodgeball.

Inter-hall Sport also runs throughout the year with fun and friendly events between the four University Halls in Hamilton.

For more information, visit: www.waikato.ac.nz/sport, or email: uowsport@waikato.ac.nz

Sports Facilities - Hamilton Campus

Fields, Touch, Rugby and Football

The University of Waikato fields are the largest of any New Zealand University. They cater for a range of recreation and sporting activities including the Social Sport outdoor league and act as the home

fields of the University of Waikato Rugby Club, Unicol Football Club and the Hamilton Cricket Association.

For more information, visit: www.waikato.ac.nz/sport/, or email: uowsport@waikato.ac.nz.

Cricket Nets

There are three cricket nets situated by the Sports Pavilion available for use. To make a booking email cricket@hsucc.co.nz (please note all bookings need to be made at least 2 days in advance).

Courts - Basketball, Netball, Tennis and Squash

There are four tennis courts available on campus during the summer months (reduced to one over winter) and three floodlit netball courts available during winter, as well as two basketball courts available all year round.

University of Waikato Swimming Pool

The outdoor swimming pool complex on campus includes a 50 metre main pool with up to six lanes and a dive pool. The season operates from 1 December until 31 March each year open seven days a week with discounts for students and staff.

Opening hours: Monday – Friday, 12 – 6pm, Saturday – Sunday, 10am – 6pm. The pools can be accessed through Gate 4, Hillcrest Road, Hamilton and are free to UniRec members.

For more information, visit: www.waikato.ac.nz/sport/facilities/swimming-pool, or email uowpool@waikato.ac.nz.

Sports Facilities - Tauranga Campus

The Tauranga CBD Campus is located close to the Queen Elizabeth Youth Centre (QEYC) and the Memorial Pool. Tauranga's beaches, river and cycleways offer students and staff the perfect playground.

Esport Arena

The University of Waikato is committed to leading the way in Esports in New Zealand with the Esports Arena, University of Waikato Esports Club, Esports minor, High Performance Team and tournaments and activities (managed by University of Waikato Esports Club).

For more information email: esports@waikato.ac.nz or visit: waikato.ac.nz/sport/esports/.

Wellbeing Hub

The Wellbeing Hub is a drop-in space on campus for students to relax and recharge between classes - have a cup of tea, play board games or even have a nap. University staff and students can enjoy an extensive activities calendar with wholesome sessions and much more.

The Wellbeing Hub is located at The Station, 164 Hillcrest Road (opposite Gate 5). For more information email: wellbeinghub@waikato.ac.nz or visit: waikato.ac.nz/students/wellbeing-hub/.

High Performance Sport and Performing Arts

The University is committed to supporting high performance athletes and performers across all disciplines and aims to provide opportunities for students to excel in both academic and sporting or performing arts endeavors. The Student-Athlete Support Hub (SASH) offers assistance to students trying to balance their training, competitions and study, and is available for liaising with academic staff, scholarship providers and sporting bodies.
For more information visit: www.waikato.ac.nz/sport/high-performance.

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University of Waikato College

The University of Waikato College delivers the University's international pre-masters and international diploma programmes, foundation and bridging programmes, English language programmes for students with English as an additional language, and international study tours for international vocational, professional and academic individuals and groups. The College has a key role in contributing to the distinctiveness, excellence and international connectedness of the University.

Certificate of Attainment in Academic English

The Certificate of Attainment in English Language is a full-time course of 23 hours per week for 10 weeks, with one intensive block of 30 hours per week for 8 weeks. There are a number of intakes each year. Students are placed according to a recent English Language test result (such as IELTS) in an appropriate level from Intermediate to Advanced. On successful completion of the course, students receive a University of Waikato Certificate of Attainment in Academic English. All students study a core programme that helps students improve their reading, writing, listening and speaking skills. Higher level classes focus on skills needed for successful university study such as academic writing, listening and note-taking, academic reading, and oral presentation skills. Attaining specific grades in the upper levels of the programme gives students the English language requirement to enter foundation studies, the international and premasters diplomas, and University undergraduate and postgraduate programmes.
For more information, see University of Waikato College.

Certificate of Attainment in English Language

The Certificate of Attainment in English Language is a full-time course of 23 hours per week for 10 weeks. There are a number of intakes each year. Students are placed according to a recent English Language test result (such as IELTS) in an appropriate level from Elementary to Pre-Intermediate. On successful completion of the course, students receive a University of Waikato Certificate of Attainment

in English Language. All students study a core programme that helps students improve their reading, writing, listening and speaking skills. Attaining the programme gives students the English language entry requirement to enter the Certificate of Attainment in Academic English.
For more information, see University of Waikato College.

General English

General English is a course designed for students to improve their everyday English and is suitable for students preparing to enter the Academic English programme. The programme includes core language skills and vocabulary, fluency and accuracy in listening, speaking, reading and writing. General English is a full-time programme of 23 hours per week or part-time for 15 hours per week. Students can start most Mondays (except New Zealand public holidays) and study for 3 weeks to 6 months.
For more information, see University of Waikato College.

International Study Groups

Study programmes are customised for visiting international groups and combine English with almost any other activity or specialist area, according to academic, professional or vocational need. Programmes run for a minimum of two weeks and students must be 16 years or older. Groups and Study Tour programmes include the following: English plus Specialised Training (based on any of the degree programmes at the University of Waikato); English and New Zealand Life and Culture (offering a choice of activities and weekend trips to Rotorua, Waitomo Caves, horse riding, jet boating, kayaking, hot pools, farm visits, black water rafting); English for University preparation (experience of life at the University of Waikato Hamilton campus, including meeting students and staff, and attending university lectures); English and International Business (lectures on international business at the Waikato Management School, for students with at least an upper intermediate level of English).
For more information, see University of Waikato College.

Certificate of Attainment in Foundation Studies

The Certificate of Attainment in Foundation Studies is a full-time one or two trimester programme for international students who do not meet the academic entry requirements for undergraduate study at a New Zealand university. Students will learn the skills necessary for successful tertiary study within New Zealand, with compulsory English language and elective papers across a range of study areas. On campus classes include New Zealand students to encourage international students to improve their English and make New Zealand friends.
For more information, see University of Waikato College.

Certificate of University Preparation

The Certificate of University Preparation programme is a full-time one-trimester programme for New Zealand domestic students who do not meet the entry requirements for study at university, or who need additional academic preparation. Students will be introduced to an adult learning environment including lectures, tutorials and workshops. The Certificate of University Preparation is an academically approved qualification that covers skills such as note-taking, research, essay writing, time management and critical thinking. Students receive the foundational principles of their discipline

subjects through elective papers.
For more information, see University of Waikato College.

International Diploma (Business) and International Diploma (Computer Science)

The International Diplomas provide pathways for international students into the second year of some degrees. The International Diploma (Business) consists of the first year of the Bachelor of Business, with additional supporting papers in academic English and academic study skills. The International Diploma (Computer Science) provides a similar preparation that leads to the Bachelor of Science in two computing majors or the Bachelor of Computer Science.
For more information, see University of Waikato College.

Diploma in Postgraduate Preparation (Pre-masters)

This pre-masters programme prepares international students for postgraduate studies at the University of Waikato, providing entry into several masters programmes in the Waikato Management School, the Division of Arts, Law, Psychology and Social Sciences, and the Division of Health, Engineering, Computing and Science.
For more information, see University of Waikato College.

International English Language Testing System (IELTS) Office

The College hosts one of the largest IELTS testing centres in New Zealand. IELTS is designed to assess the English language proficiency of candidates who need to study or work in English.

Further information is available on the website: www.waikato.ac.nz/pathways/about-us/ielts-testing.

Further information about IELTS is available on the website: www.ielts.org.

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The Research & Enterprise Office

Research & Enterprise led by its Director, Dr Simon Lovatt, supports the University of Waikato's research activities and the process of creating value from research discoveries and innovation. The team works with both University researchers and external partners, including iwi, government, industry and community organisations, to extend research capability and broaden partnership opportunities that foster collaborative research, the implementation of research findings, and knowledge and technology transfer.

Research & Enterprise provides the following support services:

Project funding and contracting;

- Advice on public and private funding sources
- Proposal development
- Contracting and IP management

External research, consultancy and service provision;

- Business development and engagement
- Industry connections and external partnerships
- Market intelligence

University processes;

- Ethics Committee secretariats
- PBRF support

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WaikatoLink

Consistent with the University's Strategy, Research Plan and Treaty of Waitangi Statement, WaikatoLink:

- matches University research teams with organisations who seek assistance in solving problems and developing commercially valuable intellectual property,
- invests in our researchers to deliver transformative research outcomes that deliver positive environmental, social and economic impact,
- increases resourcing for research and development from external sources, that enables the University to continuously improve research, teaching and service, and
- gives practical effect to the Treaty of Waitangi and promotes active recognition of 'mana' in its various capacities: Mana Māori Motuhake, Mana Mātauranga Māori, Mana Whare Wānanga, and Mana Tangata.

… particularly by partnering with researchers, businesses, investors and end-users to deliver real-world impacts from University of Waikato research outcomes, through commercialisation, joint-ventures, IP licensing, open source and other technology transfer methods.

Other services that WaikatoLink provides to support the University include: commercial assessment of ideas and subsequent investment in ideas with commercial potential; market research; technical development; IP analysis and patenting; engagement with industry partners who have an interest in ideas being developed within the University; deal brokering; identification of industry problems and opportunities that align with University expertise; contract development; creation and management of spin out companies; and sourcing of investment and development funding.

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Waikato Students' Union (WSU)

The Waikato Students' Union is the voice of the student body on campus. The organisation is governed by a group of democratically elected students who listen, speak and act passionately on behalf of students, and have done for over 40 years. The WSU provides support services and consultation for students, clubs, and class reps. They create full weekly student experience programmes - from regular barbecues through to O'Week festivities - and provide an unfiltered platform for student voice through the multi-award-winning Nexus magazine.

Student Support

The WSU has a few key ways in which they support students at the University of Waikato:

Student Engagement

The Student Engagement team manages a network of over 85 rōpū, clubs, and societies as part of the WSU's commitment to an active campus. That network features clubs from every aspect of the University environment. Archetypal clubs such as debating and mooting societies are now joined by gaming clubs, cultural societies, casual hiking clubs, and a range of religious groups. If students can't find a club that fits them, the WSU Student Engagement team is always available to guide them through the process of making their own.

Student Advocacy

Whether it's tenancy, academic or hardship issues, the WSU provide a free, confidential, "no judgement" advocacy service to ensure students are aware of their rights, processes, and know that someone will always have their back. With a comprehensive list of support partners, including Community Law Waikato and Hamilton Budgeting Advisory Trust, WSU Student Advocacy ensures you get the best advice from the right people.

Student Voice

When the WSU was founded, it was based on the principle of ensuring the student voice was heard, and nearly 50 years later, that still remains their driving principle. With a 12-member board comprised entirely of students, including an elected President on the University Council, a dedicated Vice-President Māori, and a new Tauranga and Pacific director, the WSU ensures your voice matters. The Student Voice team assist in the training of class reps and provide a support service called Reo Tauira, carrying out regular consultations on campus issues and working proactively with the University to provide student-focused solutions. With the WSU we are here to ensure your voice is heard.

Student Experience

The WSU has always felt that the University experience should be more than just academics. They have a dedicated Student Experience team providing daily activities on campus, managing student spaces, and cooking free food. The last few years have also seen them develop inter-divisional competitions, expand Orientation and Reorientation weeks, as well as develop programmes for wellness and mental health awareness.

NEXUS

At the heart of the student experience is Nexus. A student magazine that provides its readers with an editorial resource to discover and challenge ideas about news, music, politics, arts, technology, and general student life. Nexus strives to encompass and reflect student culture in all its diversity.

They're constantly on the lookout for writers, artists, creatives, and media enthusiasts. If you're keen to get involved, simply email: editor@nexusmag.co.nz. For more information visit the Ground Floor of the Students' Union Building (SUB) between 9am to 4pm (Monday to Friday), visit the WSU website: wsu.org.nz, or email wsu@wsu.org.nz.

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The University of Waikato Foundation - Te Pou Taunaki

The University of Waikato Foundation - Te Pou Taunaki - is an independent charitable trust, formed to support and fund the strategic objectives of the University.

The Foundation is the vehicle for philanthropy and through which the University receives donations and bequests. The Foundation is responsible for ensuring all funds donated to the University are managed, invested, and disbursed appropriately. Every single dollar raised goes directly towards helping students achieve their potential and to maximise the economic and social impact of the University. Funds may be for a particular and stated use, or for the University to determine best use for maximum impact. Specific areas for support include scholarships and student support, research, enhancing student spaces and learning facilities, and the Endowment Fund, which allows for the strategic investment of interest earned. Naming rights to university buildings and facilities are also managed by the Foundation.

For more information, visit the University of Waikato Foundation website.

Patron

Dr John Gallagher, CNZM, KStJ, JP

Trustees

Mrs Susan Hassall ONZM (Chairperson)
Sir Paul Adams KNZM, CNZM
Mr Kevin Bowler
Dr Andrew Smith

Secretary to the Foundation

Mrs Liesha Mawdsley

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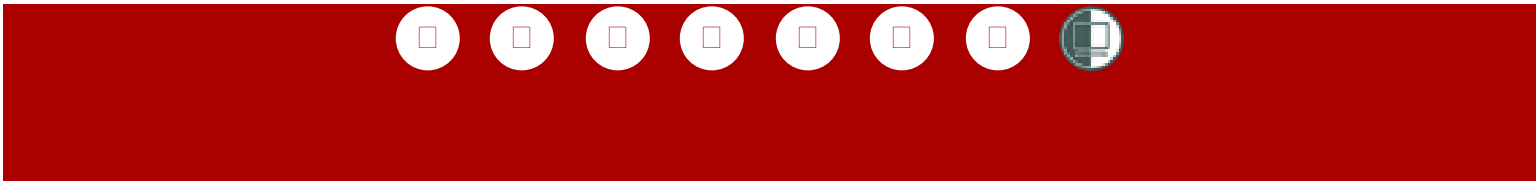

Alumni

The University of Waikato has more than 93,000 alumni – graduates of approved foundation, undergraduate, higher and/or postgraduate qualifications. This figure grows by more than 3000 new alumni each year after graduation ceremonies. All graduates of the University are welcomed as lifetime members of the Waikato Alumni family.

The University also welcomes to the Alumni and Friends community those who have an active interest in the University including former and current staff and Study Abroad and Exchange students.

Several benefits and resources are available to alumni, including free library membership and database access, careers and employment services, postgraduate study, scholarships for further study, and discounted memberships for the UniRec Centre. Alumni are encouraged to stay in touch to take advantage of valuable learning, relevant news and networking opportunities. Alumni are welcome and encouraged to give back to their university through volunteering, mentoring, knowledge-sharing and donations to the Foundation.

For more information, visit the University of Waikato Alumni website.

Distinguished Alumni Awards

In 2007, the University of Waikato launched the Distinguished Alumni Awards to celebrate Waikato graduates who have made outstanding contributions in their careers or communities. Visit the University of Waikato Alumni website for more information.

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Te Ipu o te Mahara Artificial Intelligence Institute

Launched in April 2021, Te Ipu o te Mahara, The Artificial Intelligence Institute takes an interdisciplinary and collaborative approach to the development of cutting-edge artificial intelligence (AI) research. The goal is to build awareness and expertise across disciplines to better leverage AI for the benefit of communities.

Focused on real-time analytics for big data, machine learning, and deep learning, the team has created some of the world's most popular open source tools for machine learning.

WEKA (Waikato Environment for Knowledge Analysis) is one of the oldest available machine learning systems, having started development in 1993, and it is still very active in the machine learning / data mining / AI space. WEKA has been downloaded more than 10,000,000 times and has also been cited in more than 18,000 research and applied data science publications.

For more information, visit the website: https://ai.waikato.ac.nz/.

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Environmental Research Institute (ERI)

The Environmental Research Institute's focus is to produce world-class systems-level research and, through strong end-user relationships, successful outcomes for improved environmental resilience and management. In addition, the Institute aims to develop and enhance the capability, capacity and profile of the University of Waikato's environmental researchers and its collaborators. The ERI's research programmes are multi-disciplinary, drawing upon research expertise from the physical and social sciences, economics, engineering, planning, law and education. The Institute has the capability and capacity to address environmental issues across a range of ecosystems including terrestrial, freshwater, estuarine and marine.

For more information, visit the website: https://www.waikato.ac.nz/eri/

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Institute of Professional Learning: Te Whai Toi Tāngata (IPL)

The Institute of Professional Learning (IPL) in the Division of Education provides professional learning and development in the broad field of education, both nationally and internationally. This involves both short and long term programmes in areas such as educational leadership, coaching and mentoring, curriculum development, assessment and evaluation, information technology and eLearning, adult education, pedagogy, and policy development. It offers professional learning and development from early childhood education, through the compulsory education sector and into the tertiary level sector.

The Institute engages in the delivery of the 'content' of professional learning but is also concerned with the 'practice' of professional learning. Its work connects professional practice to research and qualifications. A significant portion of the Institute's activities involves partnerships with iwi and other educational providers and programmes are offered in both English and te reo Māori.

The Institute’s international linkages are focused in three main areas:

- Work with Ministries of Education from different countries, mainly in the Asia/Pasific region at present, to offer teacher professional development either in-country, or with key staff coming to the Institute.
- Work with academic staff from other Universities, again mainly in the Asia/Pasific region to provide professional learning around tertiary teaching in English and best practice in tertiary teaching pedagogy.
- International research linkages such as those built around the research focused on developing leadership capacity in the education sector.

Much of this work involves staff from across the University where specific content knowledge is

provided by faculties, and coordination and professional practice input is provided by the IPL.

For more information, visit the website: https://www.waikato.ac.nz/professionallearning/.

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The New Zealand Institute for Business Research (NZIBR)

Hosted by Waikato Management School, the New Zealand Institute for Business Research (NZIBR) draws on cutting-edge research by internationally recognised experts in their fields. Its people have a wealth of expertise in areas ranging from innovation to economic impact analysis. The Institute works with industry, government agencies and other organisations to enhance productivity and contribute to sustainable business. It aspires to develop and deliver industry-driven research projects assuring quality outcomes and transfer of knowledge in an effective and appropriate manner; and to develop collaborations with existing local, national and international partners. The Institute actively explores opportunities to further align our business practices with societal needs and expectations, helping to drive long-term sustainability and shareholder value; seek out and support effective collaborations and partnerships with agencies, institutions and industry in the Waikato Region; promote academic research to further strengthen the Region and pursue publication in high quality journals. The Institute's current strengths relate to agribusiness and particularly supply chains, financial analysis and business performance, business impact analysis, innovation and the business of health.

NZIBR currently has three research units:

- Responsible and Sustainable Management
- Enterprise Innovation
- Leadership

For more information, visit the website: https://www.waikato.ac.nz/nzibr/.

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Te Mata Punenga o Te Kotahi: Te Kotahi Research Institute (TKRI)

The Institute is named for Sir Robert Te Kotahi Mahuta the founding Director of the Centre of Māori Studies research at the University of Waikato in 1972. Te Kotahi Research Institute works with iwi, drawing on mātauranga Māori and multi-disciplines, to create new knowledge and innovations that will inspire our people and communities and lead to the well-being of our whānau, and society.

Te Kotahi is an inter-disciplinary research institute that offers research, consultancy and capacity building services, including post-graduate supervision. The Institute collaborates with researchers from within the University of Waikato, other universities, Crown Research Institutes, Whare Wānanga and Māori organisations.

The Institute aims to:

- Undertake research that will accelerate development and lead to social, economic, environmental and cultural well-being
- Apply mātauranga Māori, and diverse Māori perspectives, to disciplinary knowledge in order to develop innovative research approaches
- Build strong iwi-university research collaborations drawing especially on the iwi of Te Ropu Manukura
- Work with the Waikato-Tainui Endowed College to enhance research collaborations with Waikato-Tainui and the Kīngitanga
- Build a vibrant research community that attracts postgraduate students, international scholars, university researchers and community leaders
- Grow new research leaders who can work across disciplines and with communities

Translate knowledge into iwi, regional and national policy and practice outcomes

For more information, visit the website: https://www.waikato.ac.nz/rangahau/.

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Te Ngira: Institute for Population Research

Te Ngira: Institute for Population Research links together a virtual and evolving community of national and international researchers whose research focus is the interaction of demographic, social and economic processes. Initially founded through collaboration between the University of Waikato's Population Studies Centre, Waikato Management School, and Wellington-based Motu Economic and Public Policy Research Trust, the Institute's primary goal is to help inform choices and responses to the demographic, social and economic interactions that are shaping New Zealand's future. Reflecting this objective, Te Ngira's research programme comprises five interconnected themes and is supported and sustained by a strong capacity-building programme which spans local, national and international workshops, seminars, and postgraduate supervision:

- New Zealand 2050 (A structurally ageing New Zealand)
- New Zealand’s regions and communities (A regionally diverse New Zealand)
- New Zealand’s individuals, families and households (A socially informed New Zealand)
- Te papa one te tū mai nei (Māori and Indigenous futures)
- New Zealand’s oceanic and global context (A globally engaged New Zealand)
- Te Ngira Demographic Laboratory (A statistically numerate New Zealand)

For more information, visit the website: https://tengira.waikato.ac.nz/.

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Te Puna Haumaru New Zealand Institute for Security and Crime Science

The Institute for Security and Crime Science incorporates four interlinked components: theories in Crime Science, modelling and analysis of data on crime and security issues in New Zealand, the use of computer science to assist evidence-based Police work, and research in psychology relevant to criminal behaviour and Police processes (such as taking evidence from witnesses).

The first outcome of the Institute has been the development of a new masters programme. The Master of Security and Crime Science (MSCS) is the first qualification of its kind in New Zealand, is targeted at current and future law enforcement and security practitioners, and has the support of the NZ Police.

For more information visit the website: https://www.waikato.ac.nz/security-crime-science/ .

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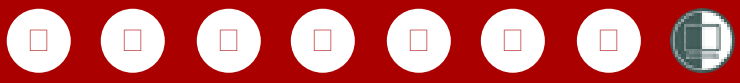

Wilf Malcolm Institute of Educational Research (WMIER)

The Wilf Malcolm Institute of Educational Research was established by the University to undertake, support and disseminate research relating to the broad field of education. The Institute provides collaborative and innovative education research spanning from the early years of childhood, through to primary, secondary and the tertiary years. This research may be subject specific or cross curriculum involving interdisciplinary research teams. The research includes, but is not limited to, learning, teaching and assessment, curriculum, digital learning, engineering education, Māori education, literacy and numeracy, sports exercise and science, transitions, threshold concepts, university-school partnerships and education policy.

The Institute produces high quality, cost effective education research that is targeted at solving the real challenges that face education today. The research teams within the Institute have experience, depth in research capability and a history of successful research projects and reputable publications, that all contribute to the research excellence that WMIER provides. It is known for its local studies in classroom research and cross-divisional studies in tertiary pedagogy and curriculum. Policy evaluations, critiques and reviews are encouraged, as are studies from national and international perspectives.

Each year the Institute hosts a number of international and national visitors who contribute to its intellectual life through collaboration with staff and students. National and local conferences, symposiums and seminars are organised by the Institute to inform the academic and professional communities of research undertaken, and to promote knowledge transfer and debate. The Institute is host to the following Centres and Units: Assessment Across the Years (ARAY) Unit, The Early Years Research Centre, the Waikato Engineering Education Research Unit, the Unit for Postgraduate Research, the Waikato Picturebook Research Unit and the Video-Visual Research Group.

For more information, visit the website: https://www.waikato.ac.nz/wmier/.

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Ahuora Centre for Smart Energy Systems

The Centre's vision is a net-zero-carbon industrial processing sector, *Ahuora*, enabled through new-levels of energy systems integration and adaptive digital twin technology.

The Centre's research endeavours to harness the full potential of energy using a holistic whole-of-problem approach. Examples include:

- Advanced process integration and optimisation
- Digital twin technology and Industry 4.0
- Clean bioenergy production and industrial symbiosis integrated and novel thermodynamic cycles
- Macro-energy sector planning and integration

For more information, visit the website: https://eng.waikato.ac.nz/research/energy.

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Centre for Educational Leadership Research (ELRC)

The Centre for Educational Leadership Research seeks, through its many activities, to achieve excellence in the provision of research, development and support in professional leadership for educators nationally and internationally. The Centre caters for the diverse needs of many groups of educational leaders such as senior administrators, personnel officers, principals, head teachers, those in middle and senior management and aspirants to these positions. The Centre for Educational Leadership Research's activities are based on sound research and development practices, and are always developed in consultation with the client group so that specific needs are met. The Centre offers a consultancy service and also provides seminars and workshops, leadership network and international institutes, ranging from one hour to four weeks, depending on the requirements of the group.

For more information contact the Director, Associate Professor Rachel McNae on email: rachel.mcnae@waikato.ac.nz

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Centre for Environmental, Resources and Energy Law: Te Pūtahi o te Ture Taiāo (CEREL)

The Centre for Environmental, Resources and Energy Law Te Pūtahi o te Ture Taiāo facilitates teaching and research in fields of environmental law, natural resources law, and energy law. It has programmes of legal research under way in the fields of energy efficiency, carbon capture and storage, and geothermal energy. Its strategic intent is to conduct research in these and other fields as funding permits; to deliver training courses on suitable subjects; and to continue its engagement with undergraduate and postgraduate students.

For more information, visit the website: https://www.waikato.ac.nz/law/research/centre-for-environment-resources-and-energy-law/.

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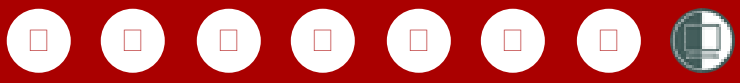

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Te Pūtahi Mātauranga ki te Ao - Centre for Global Studies in Education (CGSE)

Te Pūtahi Mātauranga ki te Ao - The Centre for Global Studies in Education explores the educational dimensions of theories of globalisation and distinctive forms of global processes, interconnectivity, and intercultural education and dialogue on the model of open science, open education and open knowledge production. The Centre is hosted by the Wilf Malcolm Institute of Educational Research and it includes, but is not limited to, education policy and governance; global youth cultures and identities; gender, class and ethnic inequalities; education and development; global citizenship; the political economy of knowledge production and management. CGSE scholars have impressive international reputations and wide global networks. CGSE holds conference and symposiums around a broadly conceptualised area of research, publishing books and journals in the field, including the renowned books series *Global Studies in Education*, Peter Lang Publishers, New York. CGSE is involved in post-graduate education with a Masters level specialisation, Global Studies in Education and PhD studies.

For more information, visit the website: https://www.waikato.ac.nz/globalstudies/home.

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Early Years Research Centre

The Early Years Research Centre in the Wilf Malcolm Institute of Educational Research includes a group of scholars who have built a national and international reputation in the following three areas of research in the early years: pedagogy, policy and community connections. These areas form the three themes of the Centre's research programme. The Centre has a social justice agenda; it aims to make a difference for young children, early years teachers, families and whānau in Aotearoa New Zealand, undertaking robust research that influences policy and informs scholars worldwide. The Early Years Research Centre provides a coordinating and connecting function, creating a platform for ongoing and future research.

For more information, visit the website: https://www.waikato.ac.nz/wmier/centres-and-units/early-years-research-centre.

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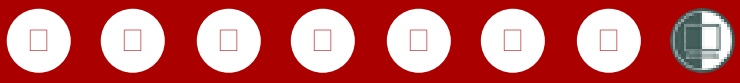

International Centre for Terrestrial Antarctic Research (ICTAR)

The primary mission of the International Centre for Terrestrial Antarctic Research is to promote the protection of Antarctica through integrated international research into Antarctic terrestrial ecosystems, assuring New Zealand's continued leadership in this area. ICTAR aims to provide the science that will underpin the conservation, protection, and management of terrestrial ecosystems of the Ross Sea region. Its innovative interdisciplinary approach will help elucidate the status of the present biodiversity, and to predict the effects of multiple impacts on ecosystems. The Centre will interact closely with end-users, in particular government agencies, to identify and protect the present biodiversity of the Ross Sea region, to confidently assist in the management of environmental impacts, such as climate change, and to be able to do this in the highest international forums. The interdisciplinary nature of the Centre draws in current and prospective research talent from both the Division of Health, Engineering, Computing and Science and the Division of Arts, Law, Psychology and Social Sciences (Geography). The Centre includes primary collaborators from Gateway Antarctica and the University of Canterbury, as well as researchers from more than nine countries.

For more information, visit the website: https://ictar.aq/.

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Medical Research Centre

The Medical Research Centre is a joint initiative between the University of Waikato and Waikato District Health Board. It supports clinical academics to answer research questions that are important to communities in the Waikato region and beyond. Through this research, the Centre supports improved health outcomes for patients and families.

For more information, visit the website: https://www.waikato.ac.nz/nidea/medical-research-centre.

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Māori and Indigenous Governance Centre: Te Mata Hautū Taketake

The Māori and Indigenous Governance Centre is based in Te Piringa, Faculty of Law. The Centre embraces a best-team approach to research, involving collaboration, locally, nationally and internationally. The Centre focuses on research issues concerning Māori and Indigenous Peoples' governance, rights and responsibilities. It promotes Indigenous worldviews and sound governance and development principles to build Indigenous capacity, facilitate Indigenous involvement in governance at all levels, and develop quality outcomes for Māori and Indigenous Peoples.

For more information, visit the website: https://www.waikato.ac.nz/law/research/centre-for-maori-and-indigenous-governance.

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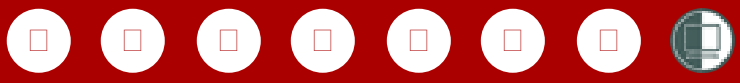

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Technology, Environmental, Mathematics and Science Education Research Centre (TEMS)

The Technology, Environmental, Mathematics and Science Education Research Centre (He Rangahau Toi Tangata) is a Centre within the Division of Education. It provides a focus for postgraduate teaching, research and development in technology, environmental mathematics and science education in the primary, secondary, and tertiary education sectors, as well as in commercial and community environments. The Centre is known throughout New Zealand and internationally for its innovative research and scholarship, and for its emphasis on the use of its research in the informing and development of policy, practice, curriculum and resources. The staff and students of the Centre work in close collaboration with researchers both nationally and internationally, with local schools and industry, and with other educational institutions.

For more information contact the Director, Associate Professor Chris Eames on email: c.eames@waikato.ac.nz

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Waikato Centre for Advanced Materials and Manufacturing (WaiCAMM)

The Waikato Centre for Advanced Materials and Manufacturing was established in 2002. The Centre's general goals are to:

- promote interdisciplinary collaboration among research groups from several schools at the University of Waikato in undertaking current research projects and in developing new research on advanced materials
- organise workshops, seminars and research discussions on advanced materials on a regular basis
- promote the research and postgraduate student training capabilities of the University of Waikato in the areas of materials, nationally and internationally
- establish partnerships and strengthen linkages with New Zealand industry and other materials research groups in New Zealand and overseas

For more information, visit the website: https://eng.waikato.ac.nz/research/WaiCAMM.

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Algal Biotechnology Group

The Group's applied research and development in marine and freshwater macroalgal biotechnologies focuses on:

- Diversification of species for aquaculture;
- Improvement of water quality in aquatic systems using macroalgal bioremediation technologies; and,
- Development of innovative macroalgal bioproducts.

Collaborating with industry, academia, independent science organisations, and Crown Research Institutes, the Group aims to deliver sustainable enterprises that can move quickly from pilot demonstration to commercial scale.

For more information visit the website: https://www.waikato.ac.nz/eri/algae/.

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Assessment Research Across the Years (ARAY)

Members of the Assessment Research Across the Years (ARAY) Unit undertake research into the nature and implications of assessment for students, teachers, families and whanau in early childhood settings, primary and secondary schools and tertiary/university contexts.

The Unit's research is underpinned by a commitment to equity, improvement and social justice and its intention is to contribute to theory, policy and practice.

For more information visit the website: https://www.waikato.ac.nz/wmier/aray/.

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Beijing Union University China-New Zealand Tourism Research Unit

The objectives of the Research Unit are to;

- Aid closer contacts between New Zealand and Chinese researchers and industry by:
  - Co-operating in joint research projects
  - Supporting post graduate students in both China and New Zealand to undertake research and further their careers
  - Support exchange programs of staff and students
- Aid industry by publicising research findings and making these publicly available through web pages where possible subject to issues of commercial confidentiality.
- Undertake research that meets the needs of the tourism industries of both countries.
- Work with industry and other stakeholders such as the New Zealand-China Friendship Associations to further the interests of the members of the Research Centre in research and association in ways that benefit both China and New Zealand and the development of tourism in a sustainable and ethical manner.

For more information visit the website: https://www.nzchinatourism.com

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Canadian-New Zealand Study Unit (CNZSU)

The Canadian-New Zealand Study Unit was established in 2012 to foster research related to Canada, host visiting scholars, attract and support Canadian students to New Zealand and vice-versa, and enhance cultural and intellectual links between the two countries and is supported by the Canadian Government.

The CNZSU is hosted by Te Piringa - Faculty of Law but is a University-wide initiative. It is part of a network of Canadian Studies Centres and Canadian Studies Associations around the world and is affiliated to the Association of Canadian Studies in Australia and New Zealand (ACSANZ). The Unit seeks to interact with others throughout the country who are interested in the comparisons between Canadian and New Zealand experiences and expertise.

For more information contact Associate Professor Robert Joseph on email: rjoseph@waikato.ac.nz

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Coastal Marine Group (CMG)

The Coastal Marine Group carries out pure and applied multidisciplinary research in estuarine and coastal waters. Core group members reside in the School of Science within the Division of Health, Engineering, Computing and Science but collaborate closely with associates in other disciplines across the University, nationally and internationally. Our research is focused on coastal processes with particular expertise in hydrographical surveys/habitat classification, coastal hydrodynamics and sediment transport (measurement and prediction) as well as seabed biodiversity and ecosystem functioning. Research is funded from a variety of sources including commercial companies, regional councils and Government agencies.

For more information visit the Coastal Marine Group Facebook or Instagram pages.

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Cyber Security Research Group (CROW)

The Cyber Security Researchers of Waikato (CROW) aims to return control of data to data owners, by focusing on research addressing data security from a user-centric perspective. With the emergence of cloud computing technologies and prevalent mobile device usage, we are witnessing the diminishing effectiveness of traditional cyber security approaches such as perimeter defence, intrusion detection and infrastructure hardening. To address this, CROW focuses on six major themes: Provenance, User-Centricity, Visualisation, Economics, Hardware, and Tools and Datasets. Together, these six themes empower the return of control of data to users, thereby reducing reliance on third-party vendors or trust relationships commonly found in most cyber security contracts today.

For more information visit the website: https://crow.org.nz/.

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Design Research Group (DRG)

Research in computer graphic design is focused on visual communication and interactivity. Central to all investigations are considerations of the user and the experiences of their engagement with both the message and the media. The Group's research encompasses interface and information design for children and adults across a range of digital and traditional media. Typography use and development is explored as well as advanced media experimentation and installation.

For more information, visit: https://www.cms.waikato.ac.nz/about/departments/cgd/research-computer-graphic-design.

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Digital Library Group

The migration of information from paper t'so electronic media promises to change the whole nature of research and, in particular, the methods by which people locate information. The goal of the New Zealand Digital Library project is to explore the potential of internet based digital libraries. The Group vision is to develop systems that automatically impose structure on fundamentally anarchic, uncatalogued, distributed repositories of information, thereby providing information consumers with effective tools to locate what they need and peruse it conveniently and comfortably.

For more information, visit the website: www.nzdl.org

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Energy Informatics Group

Energy Informatics concerns the application of information technologies to improve the efficiency and effectiveness of energy utilisation, from source, through distribution, to consumption. The research of the Energy Informatics group includes (i) maximising the utilisation of energy when and where it is available, (ii) energy conservation – that is ensuring that energy is not used wastefully or unnecessarily, and (iii) end-use efficiency – ensuring that the energy we do use is used effectively.

For more information visit the website: https://ei.cms.waikato.ac.nz/ .

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Enterprise Innovation Unit

The EIU has two overarching objectives:

- To create and disseminate research-based knowledge in the area of innovation that influences education, practice and policy within New Zealand and the rest of the world.
- To apply the knowledge and expertise to engage with business, government and society, and to contribute and promote innovative approaches to address socio-economic opportunities and challenges within New Zealand and the rest of the world.

For more information, visit the website: https://www.waikato.ac.nz/nzibr/about-us/unit-for-responsible-and-sustainable-management/unit-for-enterprise-innovation.

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Formal Methods Group

Established in 1998, this is the first Formal Methods laboratory in New Zealand. The work that goes on in this lab is based on the view that programming is at the heart of computer science. It is also based on the view that, as engineers and scientists, we should use the machinery of mathematics to model and reason about the systems that we build before we build them. This is in contrast with the view that programs should be written by trial and error (usually at great expense and with a high likelihood of failure, judged by current experience) with our users ironing out our mistakes for us at their expense. To this end, The Group is developing languages and tools for modelling systems, for reasoning about those models and for transforming them into code in a way that is guaranteed to preserve meaning and correctness. The Group does not want to build software that usually works – it wants software that always works, and in the way intended by the requirements.

For more information visit the website: www.cs.waikato.ac.nz/research/fm/ .

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Human-Computer Interaction Group

The Human-Computer Interaction Group is the noble face of computer science. The discipline is concerned with designing, implementing and evaluating human-computer interface technologies over an ever-expanding range of applications and environments, as computer technology becomes increasingly pervasive. It involves understanding how computer technology can better fit user needs, and provides theories and tools to assist developers in making useful and usable systems.

For more information visit the website: https://www.cs.waikato.ac.nz/research/hci/.

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Information Systems and Databases Group

Most of the computer applications you encounter today are in fact Information Systems, that means, systems that manage, store and deliver information to users. Examples are search engines like Google, ticket booking systems, or online stores. Exciting new kinds of applications that ISDB group looks at are mobile tourist information systems, memory-aid systems and systems that notify you about changes, e.g., in web pages or online shops. The Group's latest projects are context-aware systems that deliver information to their users depending on a user's location, time of the day, task, or mood.

For more information visit the website: https://isdb.cms.waikato.ac.nz/ .

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Lake Ecosystem Research New Zealand (LERNZ)

The LERNZ group aims to provide new tools for monitoring, management and assessment in lakes and their catchments, to identify and remediate threats to lake ecosystems, and to communicate research findings to stakeholders.

For more information visit the website: https://www.lernz.co.nz/.

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Leadership Unit

Through innovative research, the Leadership Unit will disseminate leading edge practices in order to enable leaders to positively influence self, others and their organisations.

For more information, visit: https://www.waikato.ac.nz/nzibr/about-us/unit-for-responsible-and-sustainable-management/leadership-unit.

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Machine Learning Group

Machine learning is concerned with the task of automatically extracting useful information from data. The aim is to identify patterns that can be used to understand the domain from which the data was collected and to make predictions. The Group team works on new, more efficient, algorithms for machine learning and data mining as well as new applications. The Group is well known for a software "workbench" called the Waikato Environment for Knowledge Analysis (WEKA), which contains a large number of machine learning techniques. WEKA is widely used for research, teaching, and commercial applications of machine learning.

For more information visit the website: https://www.cs.waikato.ac.nz/~ml/.

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Māori and Psychology Research Unit (MPRU)

The overall goal of the Māori and Psychology Research Unit is to provide a catalyst and support network for advancing research which has at its centre the psychological needs, aspirations, and priorities of Māori people. The MPRU research interests are firmly situated within the Māori development themes of community wellbeing, health and heritage. By networking and establishing ongoing working relationships with staff and students within the University, and in those Māori communities we engage with, the Unit has the capacity to draw together skilled and experienced interdisciplinary research groups able to deliver research of high quality. The Unit's general goals are:

- to provide a support structure which encourages Māori focused research in psychology
- to serve as a scholarly resource for staff and students
- to seek out new sources of research funding
- to promote the professional development of Māori researchers
- to provide a foundation for the teaching of psychology by enhancing availability and access to Māori focused research experience and products
- to disseminate research findings

For more information, visit the website: https://www.waikato.ac.nz/fass/research/centres-units/mpru.

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Oceania Researchers in Cloud and Adaptive-systems (ORCA): Ohu Rangahau Kapua Aunoa

The Oceania Researchers in Cloud and Adaptive-Systems (ORCA) lab is passionate about engineering performant, reliable and highly functional systems. To these ends, ORCA leverages Self-Adaptation and Self-Organisation to solve real-world problems. As the world becomes more intertwined with technology, Clouds, Language Runtimes, and Embedded Systems play an increasingly prominent role in our society. It is the mission of ORCA to foster multidisciplinary collaboration, mentor outstanding students, publish high-quality research and outreach to industrial partners.

Further details on the group can be found at: https://cms.its.waikato.ac.nz/orca.

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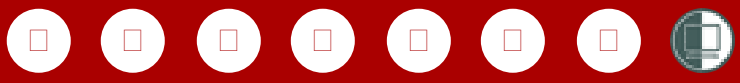

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Responsible and Sustainable Management Unit

The Unit's mission is to initiate and facilitate research related to responsible and sustainable management by working with Waikato Management School faculty, and across disciplines with other relevant University of Waikato faculty and external organisations. It aims to generate cross-disciplinary research collaboration as well as dialogue with experts, professionals and policy makers within New Zealand and beyond. In doing so, the Unit aims to help create new ways of understanding that transcends traditional research and practitioner boundaries, that can work to address complex national and international sustainability issues.

For more information visit: https://www.waikato.ac.nz/nzibr/about-us/unit-for-responsible-and-sustainable-management/unit-for-responsible-and-sustainable-management.

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Thermophile and Microbial Biochemistry and Biotechnology Unit (TMBBU)

Thermophile and Microbial Biochemistry and Biotechnology Unit (TMBBU) carries out research primarily on microorganisms associated with extreme environments. The Unit coordinates fundamental and applied research at this University and elsewhere on thermophilic bacteria, genes and enzymes. Research is predominantly funded by research contracts and collaborations exist with many national and overseas laboratories.

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Transport Research Group (TRG)

Transport affects many aspects of everyday life. The multi-disciplinary Transport Research Group at the University of Waikato is interested in how:

- Transport fosters a strong and sustainable economy;
- Transport can be maintained in a way that supports healthy environments;
- Drivers might respond to changes in vehicle technology; and
- Research findings might inform decision-making in government and industry.

The Group explore a wide range of different questions in our studies, such as:

- What are public perceptions of connected and autonomous vehicle technologies?
- What policy issues are barriers to more widespread uptake of electric vehicles?
- What are the differences between the ways engineers and the road-using public understand risk?
- How does infrastructure investment in ports contribute to economic development and welfare?
- How can in-vehicle cyber-security help people to access more of their own information about their mobility?

For more information, visit the website: https://www.waikato.ac.nz/transport-research/.

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Unit for Postgraduate Education Research (UPER)

For more information visit the website: https://www.waikato.ac.nz/wmier/doctoral-education-research.

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Visual-video Research Interest Group

The visual-video research interest group is a pan-university group of scholars and emerging researchers, who have an active interest in fostering and promoting visual or video research methodologies and practice. The Group draws from a range of multimodal techniques including video, film, drawings, photography, storytelling, simulations, infographics and portraits to generate data and as analytic tools for understanding various phenomena.

For more information visit: https://www.waikato.ac.nz/wmier/Visual-video-research-interest-group.

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Waikato Applied Statistics Unit

The Waikato Applied Statistics Unit is attached to the Department of Mathematics and Statistics in the Faculty of Computing and Mathematical Sciences and serves to foster the development and effective use of statistical methods in research and industry. It carries out applied research, contributes to courses in applied statistics and supplies advice to University and external clients. A number of the Unit's activities in consulting, research and teaching are carried out in co-operation with local applied statisticians outside the University.

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Waikato Biogeochemistry and Ecohydrology Research (WaiBER)

WaiBER researchers collaborate closely on a variety of projects covering soil quality, carbon exchange and budgets in pastures and wetlands, and nitrogen removal from agricultural ecosystems.

For more information, visit the website: https://waiber.com/.

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Waikato Engineering Education Research Unit (EERU)

The Waikato Engineering Education Research Unit has the objective of improving learning outcomes for engineering students. Its members come from the Division of Health, Engineering, Computing and Science and the Division of Education. Collaborative research projects carried out by members of the Unit are designed to develop insights and expertise for curriculum innovation and teaching in engineering education.

The unit is co-chaired by Associate Professor Wendy Fox-Turnbull, Division of Education on email: wfoxturn@waikato.ac.nz and Dr Maryam Moridnejad on email: maryam.moridnejad@wintec.ac.nz

For more information, visit the website: https://www.waikato.ac.nz/wmier/engineering-education-research/.

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Waikato Environmental Geochemistry Group (WEG)

The Waikato Environmental Geochemistry Group (WEG) researches systems (caves, soils, groundwater, lakes, rivers and coasts), employing a range of geochemical techniques in combination with interdisciplinary approaches.

They have produced several new technical solutions to improve environmental sampling, including the Syp™ autosampler with WaikatoLink's Waikato Scientific Instruments, and the Geological Microclimate System (GeoMic).

For more information, contact Associate Professor Adam Hartland on email: adam.hartland@waikato.ac.nz.

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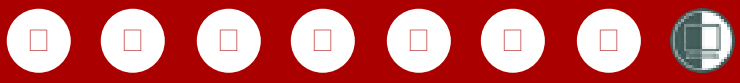

Waikato Experimental Economics Lab (WEEL)

WEEL is a state-of-the-art research facility located within Waikato Management School's Economics department at the University of Waikato. The laboratory is used by behavioural researchers to study a wide range of social science topics including social dilemmas, financial markets, decision-making under uncertainty, coordination and strategic interaction.

For more information visit the website: https://www.management.ac.nz/research/wms-research-centres/waikato-experimental-economics-lab.

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Waikato Gender Research Network (WGRN)

The Waikato Gender Research Network is a cross-discipline collective of staff and students within the University of Waikato who have shared research interests in gender related issues. The network has members from a range of programmes, divisions, departments, schools and faculties. What unites them is a commitment to considering issues such as gender, sexuality, race, class, identities, feminism, difference, exclusion, and social justice.

Through meetings, workshops, seminars and other events, the network provides opportunities and support for those undertaking projects concerned with these issues.

For more information, visit the website: https://www.waikato.ac.nz/wgrn/.

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Waikato Picturebook Research Unit (WPRU)

The Waikato Picturebook Research Unit researches and analyses the picturebook form and explores its pedagogical potentials.

For more information visit the website: https://www.waikato.ac.nz/wmier/waipru.

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Waikato Public Law & Policy Research Unit

Te Piringa – Faculty of Law at the University of Waikato has an established tradition of outstanding scholarship in Public Law and Policy as demonstrated by the contributions of the Faculty's founding Dean, Professor Margaret Wilson, and Professor Sir Grant Hammond. Today a significant number of Faculty members continue to have research interests in these fields focused on the Faculty's founding principles of professionalism, biculturalism, and the study of law in context. Current work in the Faculty covers a wide range of common law jurisdictions, in addition to New Zealand and Pacific Island states, and extends from constitutional and administrative law and theory to giving effect to the principles of the Treaty of Waitangi and Māori and Indigenous governance. The Public Law & Policy Research Unit promotes the widest conception of Public Law and Policy, encompassing administrative law, charity and the regulation of civil society, constitutional law, criminal law and justice, and international law. It was established to fill a clear gap in the interrogation of these policy research areas in an integrated and holistic way.

For more information visit the website: https://www.waikato.ac.nz/law/research/waikato-public-law-and-policy-research-unit.

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Waikato Radiocarbon Dating Laboratory

The Waikato Radiocarbon Dating Laboratory is a national radiocarbon research facility undertaking both Accelerator Mass Spectrometry Dating (AMS) and standard radiometric radiocarbon dating. For more than 30 years the laboratory has provided radiocarbon assays for scientists and researchers from around the world and has been at the forefront of ground-breaking research into the technique and its application. Staff in the unit are actively involved in palaeoclimate and archaeological research and have a leading roles in international calibration programmes. The facilities of the Waikato Radiocarbon Dating Laboratory are also available for external contract work.

For more information visit the website: http://www.radiocarbondating.com/.

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Waikato Research Centre for Resilient Infrastructure and Sustainable Construction (WaiRISC)

The Centre's mission is to advance science and technology in the design, operation and maintenance of the built environment in Aotearoa. Its research enables science-based decision-making in the context of community resilience and sustainability.

For more information, visit the website: https://eng.waikato.ac.nz/research/WaiRISC.

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Waikato Robotics, Automation and Sensing Group (WaiRAS)

WaiRAS is a group of researchers with skills spanning artificial intelligence, machine learning, computer vision, time-of-flight sensing, non-destructive testing, control, and bespoke hardware development.

For more information visit the website: https://eng.waikato.ac.nz/research/WaiRAS.

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Water and Resilience Research Group

The Group's mission is to develop sustainable and resilient water systems that enable clean water for communities, businesses and industry.

For more information, go to: https://eng.waikato.ac.nz/research/water-and-resilience.

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Analytical Services

The School of Science offers a variety of analytical chemistry services to external agencies. Facilities include: High Resolution ToF MS, ICP-MS (with liquid or laser ablation sample introduction) and GC-MS, atomic absorption, infrared, ultra-violet, fluorescence, Raman and nuclear magnetic resonance (NMR) spectroscopy for both solution and solid- state including multi nuclear NMR; differential scanning calorimetry, particle sizing, and X-ray powder and single crystal diffraction. Gas chromatography with FID detection (GC-FID) and with mass spectrometric detection (GC-MS) and high-performance liquid chromatography (HPLC) and ion chromatography are available as is an FTIR microscope. The School of Science also has equipment and expertise for sampling, analysis and geochemical/environmental interpretation of waters and sediments. A custom solution preparation service is offered.

For more information, visit the Commercial Services website.

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Waikato Radiocarbon Dating Laboratory

The Waikato Radiocarbon Dating Laboratory is a national facility, undertaking accelerator mass spectrometry (AMS) radiocarbon dating. The Laboratory is funded by external commercial dating services and research grants, and supports the School of Science/Division of Health, Engineering, Computing and Science (HECS) research programmes.

For more information, visit the Waikato Radiocarbon Dating Laboratory website.

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Higher Degree Complaints and Appeals Regulations

Date of effect

1. These regulations are effective from 28 July 2021

Higher Degrees

2. These regulations apply to the following higher degrees:
   Master of Philosophy (MPhil)
   Doctor of Education (EdD)
   Doctor of Health Science (DHSc)
   Doctor of Juridical Science (SJD)
   Doctor of Musical Arts (DMA)
   Doctor of Philosophy (PhD)

Complaints

3. A candidate for a higher degree who has a concern about supervision or any other aspect of their candidature (other than in relation to enrolment for the degree or its examination, see clause 9(d) of these regulations) is encouraged, in the first instance, to seek a resolution by raising the matter informally with a supervisor or other relevant staff member (e.g. the relevant Head of School or equivalent or Associate Dean Postgraduate or equivalent.
4. Where it has not been possible to resolve a concern informally, the candidate may make a formal complaint to the Chairperson of the Postgraduate Research Committee.
5. A complaint under clause 4 of these regulations must be made in writing and include an appropriately detailed explanation of the concern, together with supporting evidence if available.

6. The Chairperson of the Postgraduate Research Committee must consider the complaint in accordance with the principles of natural justice, and must ensure that all parties of the complaint are accorded the full benefit of those principles.

7. The process may include meetings with the complainant and/or relevant staff; where meetings are held, the parties may, if they wish, be accompanied by a support person.

8. A decision by the Chairperson of the Postgraduate Research Committee with respect to a complaint made under clause 4 of these regulations must be notified in writing to the candidate within 21 calendar days of receipt of the complaint.

Appeals

9. An applicant or candidate for a higher degree
   (a) who has met the minimum requirements for admission, and for whom there is appropriate supervision available, but whose application for conditional enrolment is declined, or
   (b) who has been accepted for conditional enrolment but whose subsequent application for confirmed enrolment has been declined, or
   (c) who wishes to appeal a decision by the Chairperson of the Postgraduate Research Committee made under clause 8 of these regulations, or
   (d) who wishes to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research or the Postgraduate Research Committee in relation to their enrolment for the degree or in relation to it examination

   may appeal the decision to the Research Committee.

10. An appeal under clause 9 of these regulations must be made in writing and include a statement of the circumstances of, and grounds for, the appeal, together with supporting evidence if available, and be submitted to the Secretary to the Research Committee not more than 21 calendar days from the date of notification of the decision.

11. Where an appeal is made under clause 9 of these regulations, the Research Committee may delegate authority to hear and decide on the appeal on its behalf to a sub-committee comprising
   (a) the Chairperson of the Research Committee (or nominee), and
   (b) two members of the Research Committee

   The Chairperson of the Research Committee must ensure that none of those considering the appeal was a party to the original decision.

12. A decision by, or on behalf of, the Research Committee on an appeal made under clause 9 of these regulations must be notified to the applicant or candidate in writing, and is final.

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Admission Statute

1. **Title**
   This is the Admission Statute 2016.

2. **Date of effect**
   This statute is effective from 1 January 2017.

3. **Application**
   This statute applies to those seeking admission to the University of Waikato at undergraduate level and higher (100 - 900 levels). It does not apply to those seeking admission to non-assessed or sub-degree level papers or qualifications.

4. **General**
   (1) Unless approved otherwise by the Academic Board, a person who will be under 16 years of age on the first day of the trimester in which he or she wishes to enrol is not eligible for admission.

   (2) Unless approved otherwise by the Academic Board, a person who is enrolled for full-time instruction in a secondary school or area school is not eligible for admission.

   (3) Subject to the *Limitations Statute* and any academic criteria that may apply with respect to particular papers or qualifications, a person may qualify for admission under any of the following provisions:

      (a) University Entrance

      (b) Discretionary Entrance

      (c) Special Admission

(d) Admission at entrance level with credit based on previous tertiary study.

(4) In addition to qualifying under section 5 of this statute, the person must also meet the particular academic criteria set out

(a) in the case of undergraduate qualifications, in the *Criteria for Admission to Particular Qualifications*

(b) in the case of graduate and postgraduate qualifications, in the regulations for the relevant qualification.

5. **University Entrance**

University Entrance means

(a) From 2015:

(i) NCEA Level 3,

(ii) a minimum of 14 credits at Level 3 or higher on the National Qualifications Framework, in each of three approved subjects, and

(iii) the numeracy requirements of a minimum of 10 credits at Level 1 or higher on the National Qualifications Framework, made up of achievement standards and/or unit standards specified by NZQA, and

(iv) the literacy requirement[1] of a minimum of 10 credits at Level 2 or higher on the National Qualifications Framework, made up of:

5 credits in reading, and

5 credits in writing from a list specified by NZQA.

(b) From 2005-2014:

(i) 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 list, with a further

14 credits at Level 3 or higher taken from one or two additional domains or approved subjects

(ii) and the numeracy requirements of a minimum of 14 credits at Level 1 or higher in Mathematics or Pāngarau on the National Qualifications framework

(iii) and the literacy requirement of a minimum of 8 credits at Level 2 or higher which show reading and writing skills in English or te reo Māori are required.[1]

(c) From 1993 to 2004: 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) A qualification recognised by the New Zealand Qualifications Authority for University Entrance purposes

(e) From 1986 to 1992: a D grade or higher in each of four NZUEBS subjects

(f) Before 1986: the University Entrance qualification (by accreditation or examination).

6. **Discretionary Entrance**

(1) From 2005: A person who has undertaken NCEA at Level 3 in three or more approved subjects (in the same year) and failed to gain University Entrance is not eligible to be considered for Discretionary Entrance until the B trimester of the following year.

(2) 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 normally not be admitted under the Discretionary Entrance provisions before July in the following year.[2]

(3) Otherwise, a person who will be at least 16 years of age and under 20 years of age on the first day of the trimester of enrolment who does not meet the University Entrance standard, but

(a) is a citizen or permanent resident of New Zealand or Australia[3], and

(b) 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

(c) has met the literacy and numeracy standards required for University Entrance, or their equivalents,

may apply for Discretionary Entrance.

(4) Approval of an application for Discretionary Entrance is based on

(a) the applicant's submission

(b) the proposed programme of study

(c) the applicant's past academic achievements, and

(d) a statement from an adviser (such as a school principal or a University Student Recruitment Adviser) as to the applicant's preparedness for university study.

(5) A person who wishes to apply for Discretionary Entrance must do so as part of the formal enrolment application.

(6) Applications for Discretionary Entrance are considered and decided by the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies in which the applicant wishes to enrol, under delegated authority of the Academic Board.

(7) If Discretionary Entrance is approved, the prescribed fee is payable by the student at enrolment.

(8) A person whose application for Discretionary Entrance is declined by the relevant Pro Vice-Chancellor or the Dean of the Faculty of Māori and Indigenous Studies may appeal the decision to the Deputy Vice-Chancellor Academic under delegated authority of the Academic Board.

(9) A person whose application for Discretionary Entrance is declined by the Deputy Vice-Chancellor Academic may make a further appeal to the New Zealand Qualifications Authority.

(10) A person studying at a New Zealand secondary school who is attempting to qualify for University Entrance may apply for Discretionary Entrance in the same year for the purpose of enrolling in papers offered by the University. Any person admitted under this regulation who does not subsequently meet the University Entrance standard during the period enrolled at the University will be required to withdraw from the University and may re-apply for admission at mid-year. Any papers passed during the period enrolled at the University will not be credited to a qualification until a University Entrance qualification is gained.

7. **Special Admission**

(1) Applicants are eligible to be considered for Special Admission if they will be at least 20 years of age on the first day of the trimester for which they are applying to enrol.

(2) In exceptional cases, an applicant who does not hold a university entrance qualification and who will not be 20 by the first day of the trimester for which admission is sought, may apply for special admission. In assessing whether to grant special admission in exceptional cases, the primary focus will be on the applicant's level of preparedness for university study.

(3) Approval of an application for Special Admission is based on

(a) the applicant's submission

(b) the proposed programme of study

(c) the applicant's past academic achievements, and

(d) evidence of the applicant's preparedness for university study.

(4) A person who wishes to apply for Special Admission must do so as part of the formal enrolment application.

(5) Applications for Special Admission are considered and decided by the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies in which the applicant wishes to enrol, under delegated authority of the Academic Board.

(6) A person whose application for Special Admission is declined by the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies may appeal the decision to the Deputy Vice-Chancellor Academic under delegated authority of the Academic Board.

8. **Admission at entrance level or with credit from previous study**

(1) A person may qualify for admission at entrance level, or with credit, on the basis of

(a) having been awarded a qualification which is deemed to be equivalent to University Entrance

(b) having completed previous tertiary study.

(2) A person who wishes to apply for admission under subsection 8(1) of this statute must do so as part of the formal enrolment application.

(3) If admission at entrance level or with credit from previous tertiary study is approved, the prescribed fee is payable by the student at enrolment.

(4) Applications for admission at entrance level or with credit from previous tertiary study are considered and decided by the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies in which the applicant wishes to enrol, under delegated authority of the Academic Board.

(5) A person whose application for admission under subsection 8(1) of this statute is declined by the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies may appeal the decision to the Deputy Vice-Chancellor Academic under delegated authority of the Academic Board.

(6) A person whose application for admission at entrance level is declined by the Deputy Vice-Chancellor Academic may make a further appeal to the New Zealand Qualifications Authority.

9. **Delegation of powers**
The powers and authority of the Academic Board referred to in this statute have been delegated in certain matters under the *Delegation of Powers Statute 2014.*

10. **Report to the Education Committee**
The Deputy Vice-Chancellor Academic must submit an annual report to the Education Committee providing an overview of admission appeal decisions made during the relevant year, together with any consequent recommendations with respect to the Admission Statute.

Notes:

1. The University of Waikato Certificate of Studies: English at Level 2 or Level 3 is recognised as meeting the literacy requirements of NCEA.
2. In special circumstances, the Chair of the CUAP Sub-Committee on University Entrance may permit persons who do not fulfil section 6(3)(b) or 6(3)(c) of these regulations to apply for Discretionary Entrance.
3. Australian applicants' most recent year of schooling must have been in New Zealand.

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Criteria for Admission to Particular Qualifications

In addition to meeting the Admission requirements below, applicants whose first language is not English or Māori are required to provide satisfactory evidence of English language proficiency, generally in the form of an IELTS (academic) or TOEFL examination score (see the *English Language Requirements for Admission*)

On this page

Part 1: Admission to Bachelors Degrees
Part 2: Admission to Certificates and Diplomas
Part 3: Re-entry for Returning Students
Part 4: Admission for Transferring Students
Part 5: Exclusion for Unsatisfactory Progress from Particular Papers
Part 6: Appeals

Part 1
Admission to Bachelors Degrees[1]

1. Admission to the

Bachelor of Arts (BA)
Bachelor of Business (BBus)
Bachelor of Business Analysis (BBA)
Bachelor of Climate Change (BCC)
Bachelor of Communication (BC)
Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons))
Bachelor of Design (BDes)
Bachelor of Environmental Planning (BEP)

Bachelor of Health (BHealth)
Bachelor of Health, Sport and Human Performance (BHSHP)
Bachelor of Science (BSc)
Bachelor of Science (Technology) (BSc(Tech))
Bachelor of Social Sciences (BSocSc) degrees
Applicants for the above degrees must fulfil the academic criteria listed below:

1.1 **University Entrance**[2]
Applicants who have achieved University Entrance through NCEA will be accepted into the degrees listed above.

1.2 **Discretionary Entrance**[3]
Applicants will normally be granted Discretionary Entrance if they have gained a total of at least 80 credits in NCEA at Level 2 in four subjects equivalent to the approved subjects for University Entrance in NCEA at Level 3, with a minimum grade of Merit in at least half of the achievement standards for each subject. Applicants must also have satisfied the numeracy and literacy requirements of University Entrance.

Applications must be supported by the applicant's school principal or a University Student Recruitment Adviser.

1.3 **Special Admission**
Applicants will be considered on a case by case basis. Applicants 20 years old and over by the beginning of their programme of study will be accepted, except those that are clearly insufficiently prepared for academic study. Preference may be given to applicants who have successfully completed appropriate University of Waikato College bridging programmes.

1.4 **Admission at entrance level or with credit from previous study for**
Bachelor of Arts (BA)
Bachelor of Design (BDes)
Bachelor of Environmental Planning (BEP)
Bachelor of Health (BHealth)
Bachelor of Health, Sport and Human Performance (BHSHP)
Bachelor of Media and Creative Technologies (BMCT)
Bachelor of Science (BSc) with respect to the majors listed under section 6(b) of the Bachelor of Science regulations
Bachelor of Science (Technology) (BSc(Tech))
Bachelor of Social Sciences (BSocSc) degrees

1.4.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

1.4.2 *Admission from the University of Waikato Certificate of Attainment in Foundation*

Studies, or equivalent[4]

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted[1] into the qualifications listed above provided that they have achieved

(a) no less than a C- grade in any paper, and

(b) a B- grade or better in each of FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study.

Applicants not satisfying these requirements will be assessed on a case by case basis.

1.4.3 *Admission from the University of Waikato Certificate of University Preparation*

Applicants who have successfully completed the Certificate of University Preparation with no less than a C- grade in any paper will be accepted[1] into the qualifications listed above.

Applicants not satisfying this requirement will be assessed on a case by case basis.

1.5 **Admission at entrance level or with credit from previous study for**
Bachelor of Business (BBus)
Bachelor of Science (BSc) with respect to the majors listed under section 6(a) of the Bachelor of Science regulations, degrees

1.5.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

1.5.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*[4]

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted[1] into the qualifications listed above provided that they have achieved

(a) no less than a C- grade in any paper, and

(b) a B- grade or better in each of FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study.

Applicants not satisfying these requirements will be assessed on a case by case basis.

1.5.3 *Admission from the University of Waikato Certificate of University Preparation*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, with no less than a C- grade in any paper, will be accepted[1] into the qualifications listed above.
Applicants not satisfying this requirement will be assessed on a case by case basis.

1.5.4 *Admission from the International Diploma (Business)*

Applicants who have successfully completed the requirements of the International

Diploma (Business) with no less than a C- grade in any paper, and have not been awarded the Diploma, will be accepted, with credit transferred from that programme, into the Bachelor of Business.

Applicants not satisfying this requirement will be assessed on a case by case basis.

1.5.5 *Admission from the International Diploma (Computer Science)*
Applicants seeking admission into the Bachelor of Science with a major in either Applied Computing, Computer Science or Data Analytics will be accepted into this qualification, with credit, upon completing the International Diploma (Computer Science) with no less than a C- grade in any paper, and having not been awarded the Diploma.

Applicants not satisfying this requirement will be assessed on a case by case basis.

1.6 **Admission at entrance level or with credit from previous study for**
Bachelor of Communication (BC)
Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons))

1.6.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

1.6.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*[4]
Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted[1] into the qualifications listed above provided that they have achieved

(a) no less than a C- grade in any paper, and

(b) a B- grade or better in each of FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study.

Applicants not satisfying these requirements will be assessed on a case by case basis.

1.6.3 *Admission from the University of Waikato Certificate of University Preparation*
Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, with no less than a C- grade in any paper, will be accepted[1] into the qualifications listed above.

Applicants not satisfying this requirement will be assessed on a case by case basis.

2. Admission to the

Bachelor of Computer Graphic Design (BCGD) degree

In addition to satisfying the requirements for achieving University Entrance, entry into the BCGD is available only to applicants who are chosen by the Division of Health, Engineering, Computing and Science's selection process. Applicants must have achieved a minimum of 14 credits in NCEA at Level 2 in Mathematics; in addition, applicants must submit a portfolio as part of the selection process and may also be required to attend an interview.

Bachelor of Education (BEd) and Bachelor of Teaching (BTchg) degrees

In addition to satisfying the requirements for achieving University Entrance, entry into the BEd and BTchg programmes is available only to applicants who are chosen by the Division of Education's selection process (see the *Schedule of Limitations on Enrolments*).

Bachelor of Music (BMus) degree

In addition to satisfying the requirements for achieving University Entrance, all applicants for the BMus must have

(a) at least 14 credits in NCEA at Level 3 in Music, or

(b) a Grade 3 Theory pass or better in the New Zealand Music Education Board, or Australian Music Education Board, or

(c) a Grade 5 Theory pass or better in the Trinity College or Royal College of Music examinations, or

(d) a music qualification assessed as equivalent.

Bachelor of Nursing (BNurs) degree

In addition to satisfying the requirements for achieving University Entrance, all applicants must follow a selection process approved by the Pro Vice-Chancellor of the Division of Health, Engineering, Computing and Science, or delegated authority, including a police vetting check, to ensure that they meet the criteria for admission to register for nurses as defined by the University and the Nursing Council of New Zealand.

Bachelor of Social Work (BSW) degree

In addition to satisfying the requirements for achieving University Entrance, all applicants must follow a selection process approved by the Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences or delegated authority, including a police vetting check, to ensure that they meet the criteria for a 'fit and proper' person to practice Social Work as defined by the University and the New Zealand Social Workers Registration Board. The Criminal Records (Clean Slate) Act 2004 provisions do not apply to social work. Students must also complete further Police vetting checks prior to fieldwork placements. An assessment of a student’s suitability under the Children's Act 2014 will also take place during the BSW admissions process and prior to fieldwork placements. Details of the selection and police vetting processes are available in the BSW supplementary application forms.

Applicants to the above programmes must satisfy the requirements for admission to university listed below:

2.1 **University Entrance**[2]

Applicants who have achieved University Entrance through NCEA will be eligible to be accepted into the degrees listed above.

2.2 **Discretionary Entrance** [3]

Applicants will normally be granted Discretionary Entrance if they have gained a total of at least 80 credits in NCEA at Level 2 in four subjects equivalent to the approved subjects for University Entrance in NCEA at Level 3, with a minimum grade of Merit in at least half of the achievement standards for each subject. Applicants must also have satisfied the numeracy and literacy requirements of University Entrance. Applications must be supported by the applicant's school principal or a University Student Recruitment Adviser.

2.3 **Special Admission**

Applicants will be considered on a case by case basis. Applicants 20 years old and over by the beginning of their programme of study will be eligible for acceptance, except those that are clearly insufficiently prepared for academic study. Preference may be given to applicants who have successfully completed appropriate University of Waikato College bridging programmes.

2.4 **Admission at entrance level or with credit from previous study for Bachelor of Music (BMus) degree**

2.4.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

2.4.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*[4]

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted[1] into the BMus provided that they are chosen through the selection process as set out in section 2 of these regulations and have achieved

(a) no less than a C- grade in any paper, and

(b) a B- grade or better in each of FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study.

Applicants not satisfying these requirements will be assessed on a case by case basis.

2.4.3 *Admission from the University of Waikato Certificate of University Preparation*

Applicants who have successfully completed the Certificate of University Preparation with no less than a C- grade in any paper will be accepted[1] provided that they meet the

additional criteria for the BMus as set out in section 2 of these regulations.

Applicants not satisfying this requirement will be assessed on a case by case basis.

2.5 **Admission at entrance level or with credit from previous study for Bachelor of Education (BEd), Bachelor of Teaching (BTchg)** and **Bachelor of Nursing (BNurs)** degrees

2.5.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

2.5.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*[4]
Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted[1] into the qualification provided that they are chosen through the selection process for their intended qualification as set out in section 2 of these regulations and have achieved

(a) no less than a C- grade in any paper, and

(b) a B- grade or better in each of FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study.

Applicants not satisfying these requirements will be assessed on a case by case basis.

2.5.3 *Admission from the University of Waikato Certificate of University Preparation*
Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, with no less than a C- grade in any paper, will be accepted[1] provided that they are chosen through the selection process for their intended qualification as set out in section 2 of these regulations.

Applicants not satisfying this requirement will be assessed on a case by case basis.

2.6 **Admission at entrance level or with credit from previous study for Bachelor of Social Work (BSW) degree**

2.6.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

2.6.2 No credit transfer or recognition of prior learning will be awarded for successful study that took place more than 5 years prior to the date of first enrolment in the degree. Credit transfer or recognition of prior learning will not be awarded for more than 50% of the degree. No credit transfer or recognition of prior learning will be granted for field education unless the transfer is from a current Social Workers Registration Board

recognised programme.

2.6.3 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*[4]
Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted[1] into the BSW provided that they are chosen through the selection process as set out in section 2 of these regulations and have achieved

(a) no less than a C- grade in any paper, and

(b) a B- grade or better in each of FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study.

Applicants not satisfying these requirements will be assessed on a case by case basis.

2.6.4 *Admission from the University of Waikato Certificate of University Preparation*
Applicants who have successfully completed the Certificate of University Preparation with no less than a C- grade in any paper will be accepted[1] into the BSW provided that they are chosen through the selection process as set out in section 2 of these regulations. Applicants not satisfying this requirement will be assessed on a case by case basis.

3. Admission to the **Bachelor of Computer Science (BCompSc)** degree

3.1 **University Entrance**[2]

3.1.1 *Admission to the BCompSc in the Specified Programme of Data Analytics*
Entry into the BCompSc in the above specified programme will be guaranteed to applicants who gain University Entrance, including a minimum of 16 credits in NCEA at Level 3 in Mathematics.

3.1.2 *Admission to the BCompSc in the Specified Programme of Embedded Systems*
Entry into the BCompSc in the above specified programme will be guaranteed to applicants who gain University Entrance, including a minimum of 16 credits in NCEA at Level 3 in Calculus. Applicants must also gain a minimum of 14 credits in NCEA at Level 3 in Physics.

3.1.3 *Admission to the BCompSc without a Specified Programme*
Entry into the BCompSc without a specified programme will be guaranteed to applicants who gain University Entrance.

3.2 **Discretionary Entrance**
Applicants will normally be granted Discretionary Entrance into the BCompSc without a specified programme if they have gained a total of at least 80 credits in four subjects at Level 2 in the NCEA, with a minimum grade of Merit in at least half of the achievement standards for each subject. All subjects must be from the list of approved subjects. Applicants must also

have satisfied the numeracy and literacy requirements for University Entrance. Applications must be supported by the applicant's school principal or a University Student Recruitment Adviser.

3.3 Special Admission

3.3.1 *Admission to the BCompSc without a Specified Programme*
Applicants will be considered on a case by case basis. Applicants 20 years old and over by the beginning of their programme of study will be accepted, except those that are clearly insufficiently prepared for academic study. Preference may be given to applicants who have successfully completed an appropriate University of Waikato College bridging programme.

3.3.2 *Admission to the BCompSc in a Specified Programme*
Applicants should meet the requirements of Section 3.3.1 and have a sufficient background in Mathematics. Applicants for the Embedded Systems specified programme must also have a sufficient background in Physics.

3.4 Admission at entrance level or with credit from previous study

3.4.1 Applications will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

3.4.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*[4]

3.4.2.1 *Admission to the BCompSc in the Specified Programmes of Data Analytics*
Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved

(a) an overall B- grade average, including

(b) a B- grade in FOUND007 and

(c) at least a C- grade in every other paper and

(d) a B- grade in FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study

will be accepted[1] into this specified programme.

Applicants not satisfying these requirements will be assessed on a case by case basis.

3.4.2.2 *Admission to the BCompSc in the Specified Programme of Embedded Systems*
Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved:

(a) an overall B- grade average, including

(b) a B- grade in FOUND007 and

(c) a B- grade in FOUND011 and

(d) at least a C- grade in every other paper and

(e) a B- grade in FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study

will be accepted[1] into this specified programme. Applicants not satisfying these requirements will be assessed on a case by case basis.

3.4.3 *Admission to the BCompSc without a Specified Programme*

Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved:

(a) no less than a C- grade in any paper, and

(b) a B- grade in FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study

will be accepted[1] into this specified programme. Applicants not satisfying these requirements will be assessed on a case by case basis.

3.4.4 *Admission from the University of Waikato Certificate of University Preparation*

3.4.4.1 *Admission to the BCompSc in the Specified Programmes of Data Analytics*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, including a B- grade in FOUND007, and at least a C- grade in every other paper will be accepted.[1] Applicants not satisfying these requirements will be assessed on a case by case basis.

3.4.4.2 *Admission to the BCompSc in the Specified Programme of Embedded Systems*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, including a B- grade in FOUND007, a B grade in FOUND011 and at least a C- grade in every other paper, will be accepted.[1] Applicants not satisfying these requirements will be assessed on a case by case basis.

3.4.4.3 *Admission to the BCompSc without a Specified Programme*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, with no less than a C- grade in every other paper, will be accepted[1] into the qualifications listed above.

Applicants not satisfying these requirements will be assessed on a case by case basis

3.4.5 *Admission from the International Diploma (Computer Science)*

3.4.5.1 *Admission to the BCompSc without a Specified Programme*
Applicants who have successfully completed the International Diploma (Computer Science) with no less than a C- grade in any papers, and have not been awarded the Diploma, will be accepted into the qualifications listed above.

Applicants not satisfying this requirement will be assessed on a case by case basis.

4. Admission to the **Bachelor of Engineering with Honours (BE(Hons))** degree

4.1 **University Entrance**[2]

4.1.1 *Admission to the BE(Hons) in the Specified Programmes of Civil Engineering, Electrical and Electronic Engineering, Mechanical Engineering and Mechatronics Engineering*
Entry into the BE(Hons) in the above specified programmes will be guaranteed to applicants who gain University Entrance, including a minimum of 16 credits in NCEA at Level 3 in Calculus.

Applicants must also gain at least 14 credits in NCEA at Level 3 in Physics.

4.1.2 *Admission to the BE(Hons) in the Specified Programmes of Chemical and Biological Engineering, Environmental Engineering, and Materials and Process Engineering*
Entry into the BE(Hons) in the above specified programmes will be guaranteed to applicants who gain University Entrance, including a minimum of 16 credits in NCEA at Level 3 in Calculus.

Applicants must also gain at least 16 credits in NCEA at Level 3 in Chemistry and 14 credits in NCEA at Level 3 in Physics.

4.1.3 *Admission to the BE(Hons) in the Specified Programme of Software Engineering*
Entry into the BE(Hons) in the above specified programme will be guaranteed to applicants who gain University Entrance, including a minimum of 16 credits in NCEA at Level 3 in Calculus. Applicants must also gain at least 14 credits in NCEA at Level 3 in two other approved subjects for University Entrance.

4.1.4 The Pro Vice-Chancellor of the Division of Health, Engineering, Computing and Science may waive up to 120 points of level 100 papers of the degree of Bachelor of Engineering (Honours) for candidates who have achieved exceptionally high grades in approved subjects in the National Certificate of Educational Achievement (NCEA)

qualification at Level 3 or higher or in other qualifications considered by the Academic Board to be equivalent, provided that students substitute approved alternative papers of equal points value.

4.2 **Special Admission**

Applicants with evidence of successfully completed post-secondary study will normally be accepted. This includes applicants who have successfully completed an appropriate University of Waikato College bridging programme.

4.3 **Admission at entrance level or with credit from previous study**

4.3.1 Applications will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

4.3.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*[4]

4.3.2.1 *Admission to the BE(Hons) in the Specified Programmes of Civil Engineering, Electrical and Electronic Engineering, Mechanical Engineering and Mechatronics Engineering*

Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved

(a) an overall B- grade average, including

(b) a B- grade in FOUND011 and

(c) a B- grade in FOUND007 and

(d) at least a C- grade in every other paper and

(e) a B- grade in FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study

will be accepted[1] into this specified programme.

Applicants not satisfying these requirements will be assessed on a case by case basis.

4.3.2.2 *Admission to the BE(Hons) in the Specified Programmes of Chemical and Biological Engineering, Environmental Engineering, and Materials and Process Engineering*

Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved:

(a) an overall B- grade average, including

(b) a B- grade in FOUND010 and

(c) a B- grade in FOUND007 and

(d) a B- grade in FOUND011 and

(e) at least a C- grade in every other paper and

(f) a B- grade in FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study

will be accepted[1] into this specified programme.

Applicants not satisfying these requirements will be assessed on a case by case basis.

4.3.2.3 *Admission to the BE(Hons) in the Specified Programme of Software Engineering*

Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved:

(a) an overall B- grade average, including

(b) a B- grade in FOUND007 and

(c) at least a C- grade in every other paper; and

(d) a B- grade in FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study

will be accepted[1] into this specified programme. Applicants not satisfying these requirements will be assessed on a case by case basis.

4.3.3 *Admission from the University of Waikato Certificate of University Preparation*

4.3.3.1 *Admission to the BE(Hons) in the Specified Programmes of Civil Engineering, Electrical and Electronic Engineering, Mechanical Engineering and Mechatronics Engineering*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, including a B- grade in FOUND011, a B- grade in FOUND007, and at least a C- grade in every other paper will be accepted.[1] Applicants not satisfying these requirements will be assessed on a case by case basis.

4.3.3.2 *Admission to the BE(Hons) in the Specified Programmes of Chemical and Biological Engineering, Environmental Engineering, and Materials and Process Engineering*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, including a B- grade in two of FOUND007, FOUND010 or FOUND011 and at least a C- grade in every other paper, will be accepted.[1] Applicants not satisfying these requirements will

be assessed on a case by case basis.

4.3.3.3 *Admission to the BE(Hons) in the Specified Programme of Software Engineering*
Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, including a B- grade in FOUND007 and at least a C- grade in every other paper, will be accepted.[1]

Applicants not satisfying these requirements will be assessed on a case by case basis

5. Admission to the **Bachelor of Management Studies with Honours (BMS (Hons)) degree**

5.1 Entry into the BMS(Hons) programme at the beginning of the first year of study will be guaranteed to applicants who have gained University Entrance.

5.2 Students who have been admitted to the BMS(Hons) must achieve a B+ grade average or better over the first two years of the programme to be guaranteed re-entry into year 3 of the BMS(Hons). Students who do not gain re-entry to the BMS(Hons), but who meet the re-entry criteria for the Bachelor of Business (BBus), will be able to be admitted to the BBus.

5.3 Students may apply to be admitted to the BMS(Hons) in the third year of the degree. As part of the application process students must provide a personal statement that sets out their leadership/community involvement and their future career aspirations. Applicants would normally be expected to have achieved a B+ grade average or better in their previous 240 points of study. Selection will also take into account leadership potential and community citizenship.

6. Admission to all **Law** papers and programmes[5]
The Te Piringa Faculty of Law Undergraduate Programmes Committee will have regard to equity considerations in making its decisions, but in all cases those offered places will have demonstrated their academic preparedness for the Faculty's programme of study. The Faculty does not set aside places for specific groups of applicants (see the *Schedule of Limitations on Enrolments*).

6.1 **University Entrance**[2] There are a limited number of places in the Te Piringa Faculty of Law and a selection process applies. Each applicant will be considered by the Te Piringa Faculty of Law Undergraduate Programmes Committee on a case by case basis. Factors such as academic results in NCEA at Level 3 and other forms of assessment, as well as school and community involvement and achievements will be taken into account. Applicants will be required to provide supporting evidence of results and achievements with their written statement. All applicants will be required to have satisfied the requirements for achieving University Entrance, including NCEA Level 1 numeracy and Level 2 literacy requirements.

6.2 **Discretionary Entrance**[3] Applicants will normally be granted Discretionary Entrance if they

have gained a total of at least 80 credits in four subjects at Level 2 in the NCEA, with a minimum grade of Merit in at least half of the achievement standards for each subject. All subjects must be from the list of approved subjects. Applicants must also have satisfied the numeracy and literacy requirements for University Entrance. Applications must be supported by the applicant's school principal or a University Student Recruitment Adviser, and be approved by the Te Piringa Faculty of Law Undergraduate Programmes Committee which will also consider the applicant's personal statement and their academic preparedness for university law study.

6.3 **Special Admission** Applicants will be considered for Special Admission on a case by case basis, having regard to their level of schooling, other relevant study, interests and expertise, experience and skills, and other such information as is available with respect to their academic preparedness, including, where appropriate, the completion of University of Waikato College bridging programmes.
The Faculty will afford priority to

- applicants with law-related experience
- applicants who have successfully completed a programme of degree level study at a tertiary institution.

6.4 **Admission at entrance level or with credit from previous study**

6.4.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

6.4.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*[4]
Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved at least a B- grade average overall, with a B- grade or higher in FOUND001 will have guaranteed entry into the Bachelor of Laws programme.

Other students are encouraged to apply and will be considered by the Te Piringa Faculty of Law Undergraduate Programmes Committee on a case by case basis, taking account of their level of academic achievement.

6.4.3 *Admission from the University of Waikato Certificate of University Preparation*
Applicants who have successfully completed the Certificate of University Preparation with at least a B- grade average overall, with B- grades or higher in FOUND001 and FOUND002 and subsequently B- grades or higher in all their B trimester non-Law degree level papers, will have guaranteed entry into the Bachelor of Laws programme.

Other students are encouraged to apply and will be considered by the Te Piringa Faculty of Law Undergraduate Programmes Committee, on a case by case basis, taking account of their level of academic achievement.

Part 2
Admission to Certificates and Diplomas

1. In addition to the admission criteria set out in the relevant qualification regulations, applicants for certificates and diplomas in the following qualifications must meet specific criteria for admission:

   1.1 **Certificate in Professional Engineering Practice**
   Entry into the Certificate in Professional Engineering Practice in the Division of Health, Engineering, Computing and Science is available only to applicants who are currently enrolled in, or have completed, a Bachelor of Engineering with Honours, or equivalent.

   1.2 **Diploma in Engineering Management**
   Entry into the Diploma in Engineering Management in the Division of Health, Engineering, Computing and Science is available only to applicants who are currently enrolled in, or have completed, a Bachelor of Engineering with Honours, or equivalent.

   1.3 **Graduate Diploma in Teaching**
   Entry into the GradDipTchg programme in the Division of Education is available only to applicants who are chosen by the Division's selection panels (see the *Schedule of Limitations on Enrolment*).

   1.4 **Postgraduate Diploma in Interpreting and Translating Māori (PGDip(Int&Trans))**
   Applicants must satisfy the Dean of the Faculty of Māori and Indigenous Studies that they have a high standard of proficiency in English and Māori.

Part 3
Re-entry for Returning Students

1. The right to re-entry applies to re-enrolment in the qualification(s) in which a student was enrolled in her/his most recent period of enrolment.

2. **Annual re-entry criteria**

   2.1 A student who gains unrestricted passes in papers worth at least half of the total points the student is enrolled in for the year will gain re-entry, except in the case of re-entry to the qualifications listed below.

3. **Re-entry to Bachelor of Nursing**

   3.1 A student gains unrestricted passes in all of their required Bachelor of Nursing papers will gain re-entry.

   3.2 The Pro Vice-Chancellor has authority to determine on a case by case basis whether candidates who fail Bachelor of Nursing papers in a given year may repeat those papers and whether they may enrol concurrently for more advanced Bachelor of Nursing papers.

4. **Re-entry to Law Programmes**

   4.1 A student who gains unrestricted passes in papers worth at least half of the total points the student is enrolled in and has not failed more than the equivalent of 30 points in Law papers will gain re-entry.

   4.2 The Dean of Te Piringa Faculty of Law has authority to determine on a case by case basis whether candidates who fail Law papers in a given year may repeat those papers, and whether they may enrol concurrently for more advanced papers in Law.

5. **Re-entry to Social Work Programmes**

   5.1 A student who gains unrestricted passes in papers worth at least half of the total points the student is enrolled in and who satisfactorily completes any 300 or 400 level field placement papers attempted will gain re-entry.

6. **Re-entry to Teacher Education Programmes**

   6.1 A student in the Graduate Diploma in Teaching must pass TEEDU400 to gain re-entry. A student who is ineligible for re-entry but who is enrolled in subsequent papers will be withdrawn from those papers.

   6.2 A student in the Postgraduate Diploma in Teaching must pass TEEDU500 to gain re-entry. A student who is ineligible for re-entry but who is enrolled in subsequent papers will be withdrawn from those papers.

   6.3 A student who gains unrestricted passes in papers worth at least half of the total points the student is enrolled in and who satisfactorily completes the professional experience requirements will gain re-entry.

   6.4 A returning student who wishes to transfer between teacher education streams will need permission from the Pro Vice-Chancellor of Education.

   6.5 The Pro Vice-Chancellor has authority to determine on a case by case basis whether candidates who fail papers in the Graduate Diploma in Teaching, Postgraduate Diploma in Teaching and the Master of Teaching and Learning in a given year, may repeat those papers.

7. **Re-entry to Social Work Programmes**

   7.1 A student who gains unrestricted passes in papers worth at least half of the total points the student is enrolled in and who satisfactorily completes any 300 or 400 level field placement papers attempted will gain re-entry.

8. **Re-entry to conjoint degree programmes**

   8.1 To be eligible for re-entry to a conjoint degree programme a student must meet the re-entry requirements for each of the component degrees and satisfy the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies that their academic performance is of a good standard.

9. **Trimester re-entry criteria**

9.1 A student who is enrolled in papers worth more than 20 points in a single trimester and who fails all of those papers will be ineligible for re-entry in the following trimester.

9.2 A student who is ineligible for re-entry in the following trimester but who is enrolled in papers in that trimester will be withdrawn from those papers.

Part 4
Admission for Transferring Students

1. A student who wishes to transfer from one qualification to another needs to meet the general and relevant specific requirements for re-entry for returning students listed in Part 3 of these regulations.

2. Additional criteria apply in the case of transfer into the following qualifications.

3. **Transfer into the Bachelor of Business Analysis (BBA), Bachelor of Communication (BC), and Bachelor of Management Studies (BMS) degrees**
   Students will not normally be considered unless they have successfully completed a full-time year of study and obtained a minimum B average.

4. **Transfer into Law programmes**

   4.1 The Te Piringa Faculty of Law Undergraduate Programmes Committee will have regard to equity considerations in making its decisions, but in all cases those offered places will have demonstrated their academic preparedness for the Faculty's programme of study. The Faculty does not set aside places for specific groups of applicants.

   4.2 Students will be considered for transfer from another degree or tertiary institution on a case by case basis. Preference will be given to those who obtain the highest grades and whose performance provides evidence of literacy.

   4.3 Those who have completed a first degree may apply for exemption from the non-Law requirements of the LLB and will be considered for admission to Law 1 and Law 2 concurrently.

5. **Transfer into the Bachelor of Health, Sport and Human Performance (BHSHP)**

   5.1 There are a limited number of places available for transferring students within the BHSHP degree and this may vary from year to year.

   5.2 Students will be considered for transfer into the BHSHP degree by the Director of the BHSHP Programme on a case by case basis. Preference will be given to candidates who have successfully completed a full-time year of study and obtained a B minimum average.

6. **Transfer into the Bachelor of Education (BEd) and Bachelor of Teaching (BTchg)**

   6.1 Entry to the BEd and BTchg is available only to applicants who are chosen by the Division of Education's selection panels and who satisfy the requirements for admission to university.

   6.2 Students will be considered for transfer from another qualification or tertiary institution by the

relevant Programme Selection Committee on a case by case basis.

Part 5
Exclusion for Unsatisfactory Progress from Particular Papers

1. Students who have failed a paper, or any equivalent or substantially similar paper, on a second or subsequent enrolment will be excluded from the paper and will be ineligible to re-enrol in that paper.
2. Where a student is excluded from a paper that is a compulsory paper for a qualification the student will not be permitted to enrol in, or continue a current enrolment in, that qualification.

Part 6
Appeals

1. A person who
   (a) is qualified for admission to the university but who is not accepted into his or her choice of qualification, or
   (b) fails to meet the criteria for re-entry to their qualification, or
   (c) is excluded from a paper

   may apply to the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies in which the person wishes to enrol for a reconsideration of their decision.
2. A person whose application for reconsideration is declined by the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies may make a further appeal to the Deputy Vice-Chancellor Academic under delegated authority of the Academic Board.
3. An appeal, comprising a written statement of the circumstances of the appeal, together with supporting evidence, if available, must be submitted by the student to the Deputy Vice-Chancellor Academic not more than seven days after the date on which notification of the relevant decision is received.
4. A decision by the Deputy Vice-Chancellor Academic is notified in writing, and is final.
5. **Report to the Education Committee**
   The Deputy Vice-Chancellor Academic must submit an annual report to the Education Committee providing an overview of admission appeal decisions made during the relevant year, together with any consequent recommendations with respect to the Criteria for Admission to Particular Qualifications.

Notes:

1. *Many of the degrees offered at the University of Waikato have prerequisites on their core papers.*

Applicants who have not achieved specified prerequisites either through their study in NCEA at Level 2 and Level 3 or through their Foundation Studies programme will be required to take additional papers or foundation courses in order to satisfy these prerequisites. Applicants in this situation are advised that not all papers undertaken may count towards the completion of the degree and that the programme of study may take an additional period of time.

2. *Applicants who have achieved an equivalent to New Zealand University Entrance through a qualification other than NCEA at Level 3 will have their admission assessed on a case by case basis.*
3. *Applicants who have achieved an equivalent to Discretionary Entrance through a qualification other than NCEA at Level 2 will have their admission assessed on a case by case basis.*
4. *Applicants who have achieved an equivalent to the University of Waikato Certificate of Foundation Studies will have their admission assessed based on an approved guaranteed credit arrangement or on a case by case basis.*
5. *Except the major in law taken within the Bachelor of Arts, or any programme with a law second major. In these cases, the admission criteria for the qualification being enrolled in apply.*

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Limitations Statute

Limitations on enrolments can be established under:

- section 255(4) of the Education and Training Act 2020 where the Council is satisfied that it is necessary to do so because of insufficiency of staff, accommodation or equipment, or
- section 525(4) of the Education and Training Act 2020 where the Council has established places for foreign students in a programme whose continued availability is dependent on the fees payable by foreign students enrolled in it.

The Council has delegated authority to approve limitations under section 255(4) to the Academic Board.

Schedule of Limitations on Enrolments for 2022

Limitations under Section 255(4) of the Education and Training Act 2020

Ministry-funded enrolments will be limited in a manner that allows the University to meet the Government's expectations with respect to its approved Mix of Provision for the year in question.

Applications from Ministry-funded students who meet the University's published deadlines for applications to enrol, as well as the admission, entry, re-entry and programme approval criteria for the relevant qualifications and papers, will be accepted according to the priority groups listed below until the relevant Mix of Provision target is achieved at the relevant level.

If places are still available after the published deadlines for applications to enrol, Ministry-funded students who have not met those deadlines, but who meet the admission, entry, re-entry and programme approval criteria for the relevant qualifications and papers, will be accepted in order of application up until the relevant targets have been met.

Undergraduate (Bachelors, Undergraduate and Graduate Certificates and Diplomas)

All these groups will be considered in priority order and, within each priority group, on academic merit.

1. Undergraduate returners (enrolled in undergraduate study in the previous year returning to continue an undergraduate qualification).
2. School Leavers (in secondary school in 2018 or 2019) who qualify for University Entrance (UE) or who are eligible for Discretionary Entrance in terms of the Criteria for Admission to Particular Qualifications.
3. Students transferring into degree programmes having successfully undertaken recognised partner pathway programmes in 2019 (including Certificate of University Preparation (CUP) and Toi Ohomai Institute of Technology guaranteed credit programmes).
4. Students who have previously been enrolled at the University of Waikato, returning after a break of up to two years to continue an undergraduate qualification.
   Applicants who have qualified for admission to university but who have been away from secondary school for up to two years.
   Special Admission applicants (students over 20 without UE).
   Other students with UE or equivalent.

Taught Postgraduate (500 level - except 594 theses)

All these groups will be considered in priority order and, within each priority group, on academic merit.

1. Taught postgraduate returners (enrolled in taught postgraduate study in the previous year returning to continue a postgraduate qualification).
2. Students who have previously been enrolled at the University of Waikato, commencing taught postgraduate study or returning (after a gap in study) to continue a postgraduate qualification.
   Students new to the University of Waikato.

Research Postgraduate (Doctoral, MPhil, Masters 594 theses)

Because research postgraduate students can apply to enrol at any point in the year, applications will be considered at regular intervals according to the following groups:
All these groups will be considered in priority order and, within each priority group, on academic merit.

1. Research postgraduate returners (enrolled in research postgraduate study in the previous year).
2. University of Waikato Doctoral and Masters Scholarship recipients.
3. Students who have previously been enrolled at the University of Waikato, commencing research postgraduate study or returning after a gap in study to continue research postgraduate study.
   Students new to the University of Waikato.

Notes:

1. *In order to be considered within any priority group, students must apply by the relevant deadlines, as set out in the Enrolment section and Change of Enrolment Regulations.*

2. *Within each level (undergraduate, taught postgraduate, research postgraduate), applicants who have not met the relevant deadlines will be considered in the same order of priority as indicated above after all of the students who have applied within the deadlines for that level have been considered.*

Limitations

Division of Arts, Law, Psychology and Social Sciences

Bachelor of Laws and Bachelor of Laws conjoint programmes
Ministry-funded enrolments are limited to 230 students selected by the Te Piringa Faculty of Law Undergraduate Programmes Committee.

Law: LEGAL458 Advocacy
30 students selected by the Dean of Law, with priority given to students on the basis of previous academic merit and/or involvement in competitions.

Psychology: PSYCH581-22A (HAM) Psychological Assessment
25 students per trimester selected by the Paper Convenor on order of application to enrol, with priority given in up to eight places to students enrolled in the PGDipPsych(Clin).

Screen and Media Studies: MEDIA206 Introduction to Filmmaking
35 students per trimester selected by the Course Convenor.

Division of Education

Counselling: COUNS542-22X (HAM) Counselling Practicum
20 students per year who have previously been selected into the Master of Counselling programme.

Counselling: COUNS544-22X (BLK) Discourse and Counselling Psychologies
20 students per year who have previously been selected into the Master of Counselling programme.

Counselling: COUNS545-22X (BLK) Professional Practice of Counselling
20 students per year who have previously been selected into the Master of Counselling programme.

Division of Health, Engineering, Computing and Science

Bachelor of Nursing
New enrolments are limited as per the cap advised by the Tertiary Education Commission. Students are selected following the Bachelor of Nursing selection process.

HLTSC101-22X (HAM) Health Assessment 1
Restricted to students who are enrolled in the Bachelor of Nursing.

HLTSC102-22X (HAM) Applied Health Science 1
Restricted to students who are enrolled in the Bachelor of Nursing.

HLTSC103-22X (HAM) Nursing Practice 1
Restricted to students who are enrolled in the Bachelor of Nursing.

HLTSC104-22X (HAM) The Socio-Political Context of Health and Healthcare
Restricted to students who are enrolled in the Bachelor of Nursing.

HLTSC201-22X (HAM) Health Assessment 2
Restricted to students who are enrolled in the Bachelor of Nursing.

HLTSC202-22X (HAM) Applied Health Science 2
Restricted to students who are enrolled in the Bachelor of Nursing.

HLTSC203-22X (HAM) Nursing Practice 2
Restricted to students who are enrolled in the Bachelor of Nursing.

HLTSC204-22X (HAM) Pharmacology for Nurses
Restricted to students who are enrolled in the Bachelor of Nursing.

Limitations under Section 525(4) of the Education and Training Act 2020

Enrolments from full-cost international students will be accepted on the basis that they pay full fees to fund their courses of study and, therefore, that they are not taking a place that would otherwise be available to a domestic student.

University of Waikato College

Entry to the following qualifications is limited to full-cost international students:
Certificate of Attainment in Academic English
Certificate of Attainment in English Language
Certificate of Attainment in Foundation Studies

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Dissertations and Theses

Deadlines for the submission of dissertations and theses for graduate qualifications are prescribed in section 12 of the *Personal Programmes of Study Regulations.*

General information about the submission of MPhil and doctoral theses is published on the Higher Research Degrees website.

Deadlines for the submission of theses for the Master of Philosophy (MPhil) and doctoral degrees - Doctor of Philosophy (PhD), Doctor of Education (EdD), Doctor of Health Science (DHSc), Doctor of Juridical Science (SJD), and Doctor of Musical Arts (DMA) are determined on an individual basis. Details about terms of enrolment for these degrees are available from Te Mata Kairangi School of Graduate Research.

Students may obtain details about style, general layout, and important conventions to be followed in writing a thesis (referencing, bibliographies etc.) from their supervisor or relevant School or Faculty. The University of Waikato Library also publishes a guide to the presentation and submission of dissertations and theses which is available from the Library website.

Dissertations and Theses Regulations

1. **Title**
   These are the Dissertations and Theses Regulations 2020.

2. **Date of effect**
   These regulations are effective from 1 January 2020.

3. **Definitions**
   In these regulations

dissertation means a piece of written work that reports on the findings of a theoretical or empirical investigation and is undertaken in accordance with the regulations for an honours or first masters degree

first masters degree means a masters degree except for the Master of Philosophy (MPhil)

thesis means a piece of written work undertaken in accordance with the regulations for a first masters degree and equivalent to at least 90 points at 500 level, or a piece of written work undertaken in accordance with the regulations for a Master of Philosophy or doctoral degree. Applicants who intend to integrate a creative practice component with their thesis must comply with the Requirements for PhD with a Creative Practice Component, available from Te Mata Kairangi School of Graduate Research. A thesis is externally examined and if passed is considered to embody research of a kind and standard appropriate for the thesis to be lodged permanently in the University's digital repository, Research Commons, and is publicly accessible (unless embargoed under section 12 of these regulations).

4. **Word limit for dissertations**

   The maximum word limit for a dissertation is determined by the School of Faculty in which the dissertation is undertaken.

5. **Word limit for first masters theses**

   Unless the Head of School or Dean of the School or Faculty in which the thesis is undertaken approves otherwise in the case of an individual student or subject, the maximum word limit for a first masters thesis is 50,000 words.

6. **Word limit for Master of Philosophy (MPhil) theses**

   Unless the Postgraduate Research Committee approves otherwise in an individual case, the maximum word limit for an MPhil thesis is 50,000 words.

7. **Word limit for doctoral theses**

   Unless the Postgraduate Research Committee approves otherwise in an individual case, the maximum word limit is

   (a) for a PhD thesis, 100,000 words

   (b) for an EdD or SJD thesis, 60,000 words

   (c) for a DMA thesis, 50,000 words.

8. **Submission of dissertations**

   (1) When the dissertation is ready for examination, the student must submit two copies to the relevant Head of School or Dean of the School or Faculty.

   (2) Dissertations are not required to be bound, but must be formatted and presented in accordance with relevant School or Faculty policy.

   (3) The relevant Head of School or Dean may agree to accept part or all of a dissertation solely

in digital form.

9. **Submission of first masters theses**

(1) When it is ready for examination, a digital copy of the thesis, which will include an abstract of no more than 500 words, immediately following the title page and written in a form suitable for publication, must be submitted by the student to the Student Centre Team.

(2) The thesis must be accompanied by a declaration, signed by the student's chief supervisor, stating

(a) whether the thesis is, in the supervisor's opinion, ready for examination, and

(b) that the thesis embodies the student's own work, carried out under the supervisor's direct supervision, and

(c) that evidence of ethical approval or a statement confirming that it is not required, in accordance with the *Ethical Conduct in Human Research and Related Activities Regulations 2008* and/or the *Code of Ethical Conduct for the Use of Animals for Research Testing and Teaching 2014* had been provided.

(3) After a thesis has been examined, passed and returned to a student, the student must, within three weeks, submit a final digital copy of the thesis to the University's digital repository, Research Commons.

(4) After a thesis has been examined, passed, and submitted in final digital form the digital copy will be lodged permanently in the University's digital repository, and, unless the Deputy Vice-Chancellor Research has approved an embargo under section 12 of these regulations, will be publicly accessible.

10. **Submission of MPhil and doctoral theses**

(1) When it is ready for examination, a digital copy of the MPhil thesis or the doctoral thesis, which will include an abstract of no more than 500 words, immediately following the title page and written in a form suitable for publication, must be submitted by the student to Te Mata Kairangi School of Graduate Research.

(2) The thesis must be accompanied by a declaration, signed by the student's chief supervisor, stating

(a) whether the thesis is, in the supervisor's opinion, ready for examination, and

(b) that the thesis embodies the student's own work, carried out under the supervisor's direct supervision, and

(c) that evidence of ethical approval or a statement confirming that it is not required, in accordance with the *Ethical Conduct in Human Research and Related Activities Regulations 2008* and/or the *Code of Ethical Conduct for the Use of Animals for Research Testing and Teaching 2014* had been provided.

(3) After a thesis has been examined and passed, a student, before being entitled to have the relevant degree formally conferred, must submit in final digital form, the copy to be lodged

permanently in the University's digital repository, Research Commons, and, unless the Deputy Vice-Chancellor Research has approved an embargo under section 12 of these regulations, this copy will be publicly accessible.

11. **Digital format**

(1) The format for submission of the digital copy of a thesis required under subsection 9(1) and 10(1) of these regulations is set out in the University publication *Write and Submit a Thesis* a which is available from the Library website.

12. **Embargoes**

(1) Because freedom to exchange ideas and to publish acquired knowledge are fundamental to the purposes of a university, restrictions on freedom of access to dissertations and theses are acceptable only in very limited circumstances approved by the Deputy Vice-Chancellor Research.

(2) Embargoes of dissertations or theses, either in part or in full, are subject to written approval of the Deputy Vice-Chancellor Research.

(3) Embargo of a dissertation or thesis is normally approved only under the following circumstances:

(a) if it is pending publication

(b) if it is pending the filing of a patent

(c) to allow a funder to comment

(d) to protect pre-existing traditional knowledge of a whanau/hapu/iwi

(e) to protect pre-existing commercial agreements

(f) if there is a pre-existing contractual obligation

(g) if restriction is necessary under the Privacy Act 1993 or the Official Information Act 1982.

(4) An embargo will be approved only for a limited period.

(5) If the Deputy Vice-Chancellor Research has approved an embargo, only the author, title, abstract and other meta-data of the full digital copy held by the University may be publicly accessible through the University's digital repository, Research Commons.

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Einar Nilsen MAppLing (TESOL) *UNE*

Research Associates

E. Marcia Johnson BA MA PhD *Tor*

Lynne Parmenter BA MA PhD *Durh*

Maryam Mariya DipTESL *NIE Sri Lanka* MA *Canberra* PhD *Massey* NCALNE *Ucol* CEELT PGCert(Tertiary T&L) *Waik*

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Director of Planning, Performance and Analytics
Manishi Kohli MSIT *Lincoln(NZ)*

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Director of Finance
Anthony Robertson BSc *Lough* MBA *Glam* CA ICAEW

Deputy Director of Finance
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Associate Director of Financial Operations
Richard Brown ACIS

Associate Director Financial Systems Improvement
Graham Hunter CA

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Glenn Penfold

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Director, People and Capability
Rose Macfarlane

Human Resources

Manager HR Business Partnering
Jude Macdonald DipBusSt *Massey*

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Health and Safety

Associate Director of Safety and Wellness
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Regulations for the Degree of Bachelor of Arts (BA)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences, or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and/or 400 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of a major.
   (a) *Division of Arts, Law, Psychology and Social Sciences majors*
   Anthropology
   Economics
   Education and Society
   English
   Environmental Planning
   Geography
   History
   Human Development

Human Rights
International Languages and Cultures
Law
Linguistics
Music
Philosophy
Political Science
Population Studies
Psychology
Screen and Media Studies
Social Policy
Sociology
Theatre Studies
Writing Studies

(b) *Faculty of Māori and Indigenous Studies majors*
Māori and Indigenous Studies
Pacific and Indigenous Studies[1]
Te Reo Māori

7. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
8. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato Catalogue of Papers.
9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the University of Waikato Catalogue of Papers.
11. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.
12. Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including:
    (a) *for candidates enrolled in the Division of Arts, Law, Psychology and Social Sciences:* ARTSC110, 15 points from List A: Academic Foundations, at least 15 points from papers as specified in the Cultural Perspectives page in the University of Waikato Catalogue of Papers, and at least 15 points from papers as specified in the Work-Integrated Learning page in the

University of Waikato Catalogue of Papers.

(b) *for candidates enrolled in the Bachelor of Arts with a major in Law:*
ARTSC110, LEGAL106 (30 points), 15 points from List A: Academic Foundations, at least 15 points from papers as specified in the Cultural Perspectives page in the University of Waikato Catalogue of Papers, at least 15 points from papers as specified in the Work-Integrated Learning page in the University of Waikato Catalogue of Papers.

(c) *for candidates enrolled in the Faculty of Māori and Indigenous Studies:*
MAORI100, MAORI103, at least 15 points from papers as specified in the Work-Integrated Learning page in the University of Waikato Catalogue of Papers and 60 points from MAORI and PACIS coded papers.

13. Candidates may take up to 120 points from outside the field of the Degree.
14. The field of the Degree comprises all of the majors listed in section 6 of these regulations as well as Chinese, Ethics, French, Japanese, and Spanish.

Conjoint component requirements - Single major only

15. Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
16. Candidates must complete the requirements of a major, as specified in sections 6 and 7.
17. Candidates must also complete at least 105 points from papers listed for the field of the Degree, as specified in section 12. However, candidates may substitute any of the following papers for any other field of the Degree paper:
    (a) *for candidates enrolled in the Division of Arts, Law, Psychology and Social Sciences:*
        (i) 15 points from List A: Academic Foundations, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the University of Waikato Catalogue of Papers,
        (ii) 15 points from papers specified in the Cultural Perspectives page of the University of Waikato Catalogue of Papers, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined on that page,
        (iii) 15 points from papers as specified in the Work-Integrated Learning page of the University of Waikato Catalogue of Papers, if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.

    (b) *for candidates enrolled in the Bachelor of Arts with a major in Law:*
        (i) 15 points from List A: Academic Foundations, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the University of Waikato Catalogue of Papers.

(ii) 15 points from papers specified in the Cultural Perspectives page of University of Waikato Catalogue of Papers, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined on the page.

(iii) 15 points from papers as specified in the Work-Integrated Learning page on the University of Waikato Catalogue of Papers, if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.

(c) *for candidates enrolled in the Faculty of Māori and Indigenous Studies:*

(i) MAORI100, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the University of Waikato Catalogue of Papers.

(ii) 15 points from papers as specified in the Work-Integrated Learning page on the University of Waikato Catalogue of Papers, if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.

18. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority.

19. The field of the Degree is as specified in section 14.

Variations

20. The Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.

21. The Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *There will be no new intake into this major in 2024.*

List A: Academic Foundations

ARTSC101

Indigenous Social Science Research

ARTSC103

Rights and Reasons

ARTSC105

Language and Context

ENSLA103

English as an Additional Language: Effective Academic Writing

ENSLA202

English as an Additional Language: Effective Academic Speaking

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Regulations for the Degree of Bachelor of Banking, Finance and Technology (BBFinTech)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications.*

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, and 300 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the papers prescribed for the specified programme in Banking, Finance and Technology:
   (a) DIGIB101, COMPX151, ECONS101, FINAN101, FNTEC101, STMGT101, and MNGMT101,
   (b) ECONS209, FINAN200, FINAN202, FNTEC201, and
   (c) DIGIB302, FNTEC301, FNTEC302, FNTEC39X and 15 points from FINAN302, FINAN303 or FINAN304.
7. Candidates may include papers from any undergraduate subject for the further 120 points of the degree.
8. Candidates may complete a major in a second subject.

9. To complete the requirements of a major in a second subject, candidates must gain 120 points for that major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
10. Candidates, if not completing a major in a second subject, may complete a minor.
11. To complete the requirements of a minor, candidates must gain 60 points, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato Catalogue of Papers.
12. A paper prescribed for the degree in sections 6(b) and 6(c) cannot be counted towards the requirements of a major in a second subject or minor.

Conjoint Component requirements

13. Candidates must gain 255 points at 100, 200 and 300 levels, including at least 150 points above 100 level and 75 points above 200 level.
14. Candidates must complete the MNMGT101 to fulfil the Cultural Perspectives requirements of the BBFinTech. However, if the candidate completes the Cultural Perspectives requirement of their other conjoint component, as defined in the Cultural Perspectives page of the University of Waikato Catalogue of Papers, they may substitute MNMGT101. The substitute paper may be any paper listed for subjects under Management in the Undergraduate Diploma and Certificates Fields.

Variations

15. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Business (BBus)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol with the Waikato Management School and follow an approved programme of study.
5. Candidates must gain at least 360 points at 100, 200 and 300, including at least 225 points above 100 level, and 75 points above 200 level.
6. Candidates must complete the requirements of a major.
   Majors
   - Accounting
   - Agribusiness
   - Digital Business
   - Economics
   - Finance
   - Human Resource Management
   - Leadership
   - Marketing
   - Public Relations

Strategic Management
Supply Chain Management
Tourism and Hospitality Management

7. To complete the requirements of a single major candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level including 15 points at 300 level from papers specified for the Degree in the Work-Integrated Learning options in the University of Waikato Catalogue of Papers. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
8. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato Catalogue of Papers.
9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a double major candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the University of Waikato Catalogue of Papers.
11. Candidates completing a double major must include in their programme at least 15 points of Work-Integrated Learning options at 300 level from the list of Work Integrated Learning options in the University of Waikato Catalogue of Papers
12. Candidates must include ECONS101, MNGMT101 and STMGT101 in their programme.
13. Candidates must include in their programme at least 30 points from the following papers: ACCTN101, FINAN101, MGSYS101, MRKTG101.
14. Candidates must include in their programme at least 15 points from the following papers: BUSAN201, BUSAN205, DIGIB201, MRKTG205.
15. Candidates must include MNGMT321 in their programme.
16. A paper completed towards the requirements of a major or minor cannot be counted towards the requirements of another major or minor.
17. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
18. Candidates may take up to 120 points from outside the field of the Degree.
19. The field of the Degree comprises all of the subjects listed in section 6 of these regulations as well as the papers listed for Business Analytics, Leadership Communication, Management and Project Management.

Conjoint component requirements - Single major only

20. Candidates must gain a minimum of 255 points at 100, 200 and 300 levels, including at least 150

points above 100 level and 60 points above 200 level.

21. Candidates must complete the requirements of a major, as specified in sections 6 and 7. However, candidates may take MNGMT321 as a substitute for 15 points at 300 level from papers specified for the Degree in the Work-Integrated Learning page of the University of Waikato Catalogue of Papers, if the candidate completes the Work-Integrated Learning requirements of their other conjoint component as defined on that page.
22. Candidates must also complete at least 105 points from the field of the Degree, as defined in section 18.
23. Candidates, as part of their programme, must complete the requirements of sections 12, 13 and 14.

Variations

24. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
25. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Transitional Arrangements

26. These regulations apply to all new enrolments for the BBus from 2024. Students who enrolled in the BBus prior to 2024 may complete under the regulations listed in the 2023 Calendar.

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Regulations for the Degree of Bachelor of Business Analysis (BBA)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications.*

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol with the Waikato Management School and follow an approved programme of study.
5. Candidates must demonstrate competency in writing and employment skills as prescribed by the Waikato Management School.
6. Candidates must gain 360 points at 100, 200, 300, and/or 400 levels, including at least 225 points above 100 level and 75 points above 200 level.
7. Candidates must complete the requirements of a major.
   Majors
   - Accounting
   - Economics
   - Finance
8. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant

subject entry for the major in the University of Waikato Catalogue of Papers.

9. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato Catalogue of Papers.
10. Candidates may complete a second major in any undergraduate major.
11. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the University of Waikato Catalogue of Papers.
12. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.
13. Candidates must also complete at least 105 points listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including: ACCTN101, ECONS101, FINAN101, MGSYS101 or MGSYS201, MRKTG101, STMGT101, BUSAN205, at least 15 points from a University of Waikato Cultural Perspectives paper, and 15 points of Work-Integrated Learning at 300 level from the list of Work-Integrated Learning options as specified in the University of Waikato Catalogue of Papers.
14. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
15. Candidates may take up to 120 points from outside the field of the Degree.
16. The field of the Degree comprises all of the majors listed in section 7 of these regulations as well as the papers listed for the degree.

Conjoint Component requirements - Single major only

17. Candidates must gain 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
18. Candidates must demonstrate competency in writing and employment skills as prescribed by the Waikato Management School.
19. Candidates must complete the requirements of a major, as specified in sections 7 and 8.
20. Candidates must also complete at least 105 points from papers listed for the field of the Degree, as specified in section 13.
21. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
22. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or delegated authority.
23. The field of the Degree is as specified in section 16.

Variations

24. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
25. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Climate Change (BCC)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications.*

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol with the Division of Health, Engineering, Computing and Science, the Division of Arts, Law, Psychology and Social Sciences, the Division of Management, Faculty of Māori and Indigenous Studies or the Division of Education (depending on major) and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, and 300 levels or above, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of a major.
   (a) *Division of Arts, Law, Psychology and Social Sciences majors*
   Anthropology
   Economics
   Environmental Planning
   Geography
   History
   Law

Philosophy
Political Science
Social Policy
Sociology

(b) *Division of Health, Engineering, Computing and Science majors*
Chemistry
Data Analytics
Earth Sciences
Ecology and Biodiversity
Environmental Sciences

(c) *Division of Management majors*
Economics
Public Relations
Strategic Management

(d) *Faculty of Māori and Indigenous Studies majors*
Māori and Indigenous Studies
Pacific and Indigenous Studies[1]

(e) *Division of Education major*
Education and Society

7. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
8. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato Catalogue of Papers.
9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 30 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the University of Waikato Catalogue of Papers.
11. Candidates must also complete: ARTSC106, CLIMT101, CLIMT103, CLIMT104, CSMAX101 or BUSAN205, CLIMT201, CLIMT202 and CLIMT301.
12. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or minor.

Conjoint Component requirements - Single major only

13. Candidates must gain 255 points at 100, 200, 300 and 400 levels, including at least 150 points

above 100 level and 60 points above 200 level.

14. Candidates must complete the requirements of a major, as specified in sections 6.
15. Candidates must also complete the papers required for the BCC as specified in section 11.

Variations

16. The Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *There will be no new intake into this major in 2024.*

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Regulations for the Degree of Bachelor of Communication (BC)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol with the Waikato Management School and follow an approved programme of study.
5. Candidates must demonstrate competency in employment skills as prescribed by the Waikato Management School.
6. Candidates must gain 360 points at 100, 200, and 300 levels, including at least 225 points above 100 level and 75 points above 200 level.
7. Candidates must complete the requirements of a major.
   Majors
   - Applied Digital Communication
   - Creative Media
   - Marketing
   - Media Production
   - Public Relations
8. To complete the requirements of a single major candidates must gain 135 points in that major,

including at least 105 points above 100 level, of which at least 60 points must be above 200. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.

9. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato Catalogue of Papers.
10. Candidates may complete a second major in any undergraduate major.
11. To complete the requirements of a double major candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the University of Waikato Catalogue of Papers.
12. Candidates must also complete at least 105 points listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including: COMMS100, COMMS101, COMMS102, COMMS103, COMMS200, COMMS202, and COMMS300 or another approved Work-Integrated Learning (WIL) paper.
13. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or minor.
14. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
15. Candidates may take up to 120 points from outside the field of the Degree.
16. The field of the Degree comprises all of the majors listed in section 7 of these regulations as well as the papers listed for the degree.

Conjoint Component requirements - Single major only

17. Candidates must gain 255 points at 100, 200 and 300 levels, including at least 150 points above 100 level and 60 points above 200 level.
18. Candidates must complete the requirements of a major, as specified in sections 7 and 8.
19. Candidates must also complete at least 105 points from papers listed for the field of the Degree, as specified in section 12.
20. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
21. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or delegated authority.
22. The field of the Degree is as specified in section 16.

Variations

23. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
24. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Computer Graphic Design (BCGD)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Health, Engineering, Computing and Science of the University of Waikato and follow an approved programme of study.
5. Candidates must complete a specified programme as prescribed in the Computer Graphic Design entry in the University of Waikato Catalogue of Papers.

Variations

6. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Computer Science (BCompSc)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol with the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, or above, with at least 240 points above 100 level and at least 105 points above 200 level.
6. Candidates may complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato Catalogue of Papers.
7. A paper completed towards the defined requirements of the BCompSc, or a minor cannot be counted towards the requirements of another minor.
8. Candidates may complete the Bachelor of Computer Science without a minor by completing the papers prescribed in the Computer Science subject entry on the University of Waikato Catalogue of Papers.

Conjoint Component requirements

9. Candidates must gain 300 points at 100, 200 and 300 levels, including at least 210 points above 100 level and 105 points above 200 level.
10. Candidates must complete the requirements of the Bachelor of Computer Science as specified in section 8.

Variations

11. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Computing and Mathematical Sciences (BCMS)

Students who enrol for the degree of Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons)) may be awarded the Bachelor of Computing and Mathematical Sciences (BCMS), if, having passed all required papers and completed all other requirements for a BCMS(Hons), their performance in the papers is not of honours standard.

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Regulations for the Degree of Bachelor of Design (BDes)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol with the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and/or 400 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of a major.
   Majors
   Communication Design
   Industrial Design
   Interface Design
   Media Design
7. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.

8. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato Catalogue of Papers.
9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the University of Waikato Catalogue of Papers.
11. A paper completed towards the requirements of one major cannot be counted towards the requirements of another major or a minor.
12. Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including two papers from DSIGN161 or MEDIA102 or ENGEN180 or DSIGN126 or COMPX101 or COMMS100; DSIGN125, DSIGN151, DSIGN252, DSIGN271; and DSIGN350 or DSIGN397 or DSIGN398.
13. Candidates may take up to 120 points from outside the field of the Degree.
14. The field of the Degree comprises all of the majors listed in section 6 of these regulations.

Conjoint component requirements - Single major only

15. Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
16. Candidates must complete the requirements of a major, as specified in sections 6 and 7.
17. Candidates must complete at least 105 points from papers listed in the field of the Degree, as specified in section 12. However, candidates may substitute any of the following papers for any other field of the Degree paper:
    (a) DSIGN151, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the University of Waikato Catalogue of Papers,
    (b) DSIGN252, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the University of Waikato Catalogue of Papers,
    (c) DSIGN350 or HECSS363, if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined in the University of Waikato Catalogue of Papers
18. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or delegated authority.
19. The field of the Degree is as specified in section 14.

Variations

20. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
21. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Education (BEd)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.
3. Candidates must have been selected by the Division of Education as a suitable person to be a teacher.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is four years.
5. Candidates must enrol in the Division of Education and follow an approved programme of study.
6. Candidates must gain 480 points at 100, 200, and 300 levels, including at least 300 points above 100 level and at least 105 points above 200 level.
7. Candidates must complete the requirements of the major, Professional Education.
8. To complete the requirements of the Professional Education major, candidates must comply with the requirements of a programme, details of which are prescribed in the Division of Education Teacher Education Handbook.

   Programmes

   Early Childhood[1]
   Primary[1]
   Qualified Teachers[2]
   Secondary[2]

9. Candidates may not enrol in specific papers until they have passed certain programme requirements, as outlined in the Division of Education Teacher Education Handbook.
10. Candidates must also complete at least 75 points above 100 level in an approved subject or subjects other than the major.
11. Candidates may complete a second major in an approved subject.
12. To complete the requirements of a double major, candidates must gain 120 points in that major, including 90 points above 100 level and 45 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
13. Candidates may take up to 150 points from outside the field of the Degree.
14. The field of the Degree is defined in Appendix A to these regulations.

Variations

15. Candidates who have met the requirements set out by the New Zealand Teachers Council for registered teachers and who hold an NZQA approved level 5 or level 6 technology qualification prior to enrolment for the Degree may apply to the Pro Vice-Chancellor of the Division of Education for exemption of up to 360 points at 100, 200 and 300 levels towards the Degree. Details of further exemptions available may be found in the Division of Education Teacher Education Handbook.
16. Candidates who have met the requirements for the award of qualifications listed in Appendix B to these regulations, prior to enrolment for the Degree, may apply to the Pro Vice-Chancellor of the Division of Education for exemption of up to 240 points at 100 and 200 levels towards the Degree.
17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *There will be no new intake into this programme in 2022.*
2. *Enrolment in this programme is limited to candidates who are eligible for the exemption of points as set out under section 15 or section 16 of these regulations.*

Appendix A

The field of the Degree is defined as

(a) the papers offered by the Division of Education with the following subject codes: DLRNG, EDART, EDSOC, EDUCA, HMDEV, MAOED, SCTED, TEACH, TEEDU, TEPRO and

(b) the following approved papers for technology teachers:

BIOMO203

Microbiology

CHEMY100

Chemistry in Context - Matū o te Ao

ENGCB280

Process Engineering Design 1

ENGCB322

Chemical and Biological Operations

ENGCV341

Environmental Technology

ENGCV342

Environmental Technology 2

ENGEE231

Electrical Circuits

ENGEE233

Digital Electronics and Microprocessors

ENGEE280

Electronics Design

ENGEN270

Engineering and Business

ENGEN390

Special Topics in Engineering 1

ENGEV341

Environmental Engineering 2

ENGME221

Engineering Thermodynamics

ENGME280

Design and Manufacturing 1

ENGME580

Product Innovation and Development

ENGMP211

Materials 1

ENGMP213

Mechanics of Materials 1

SCIEN300

Science Communication

THMGT203

Tourism and Hospitality Enterprise Management

THMGT304

Food & Beverage Systems Management

Appendix B

Level 5 Diploma in relevant field
Level 6 Diploma in relevant field

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Regulations for the Degree of Bachelor of Engineering (BE)

Students who enrol for the degree of Bachelor of Engineering with Honours (BE(Hons)) may be awarded the Bachelor of Engineering (BE), if, having passed all required papers and completed all other requirements for a BE(Hons), their performance in the papers is not of honours standard.

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Regulations for the Degree of Bachelor of Environmental Planning (BEP)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is four years.
4. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
5. Candidates must gain 480 points at 100, 200, 300, and 400 levels, including at least 360 points above 100 level, 240 points above 200 level and 120 points above 300 level.
6. Candidates must complete the requirements of the specified programme in Environmental Planning as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.
7. Candidates must also complete the requirements of a planning stream, as prescribed for that stream in the relevant subject entry in the University of Waikato Catalogue of Papers.

Conjoint component requirements

8. Candidates must gain 465 points at 100, 200, 300 and 400 levels, including at least 345 points above 100 level, 225 points above 200 level and 105 points above 300 level.
9. Candidates must complete the requirements of the specified programme in Environmental

Planning, as specified in section 6.

10. Candidates must also complete the requirements of a planning stream, as specified in section 7.

Variations

11. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Appendix

Compulsory Papers

100 Level

ENVPL100

Introduction to Environmental Planning

ENVPL101

Future Cities

MAORI102

He Hīnātore ki te Ao Māori: Introducing the Māori World

and one of

ARTSC101

Indigenous Social Science Research

ARTSC103

Rights and Reasons

ARTSC105

Language in Context

ARTSC106

Critical Social Science Research: The Crisis of Climate Change

ENSLA103

English as an Additional Language: Effective Academic Writing

200 Level

ENVPL201

Introduction to Resource Management

ENVPL203

Urban Development in Aotearoa New Zealand

GEOGY209

Health, People, Place

GEOGY219

Māori Lands and Communities

GEOGY228

Introduction to Geographical Information Systems and Big Data

300 Level

ENVPL300

Planning in Aotearoa New Zealand

ENVPL302

Māori Resource Management

ENVPL303

Environmental Assessment and Policy

ENVPL306

Planning for a Changing Environment

ENVPL309

Urban Spatial Analysis

400 Level

ENVPL401

Planning Theory

ENVPL402

Plans and Consents

ENVPL404

Plan Making

ENVPL406

Planning Law

ENVPL407

Professional Planning Skills

ENVPL490

Directed Study (30 points)

BEP List

BIOEB102

Introduction to Ecology and Biodiversity - Mātai Hauropi a Kanorau Koiora

EARTH101

Introduction to Earth System Sciences - Pūtaiao Pūnaha Whenua

EARTH102

Discovering Planet Earth - Tūhuratia Papatūānuku

ECONS101

Economics for Business and Management

ECONS102

Economics and Society

ENVSC101

Environmental Science

GEOGY102

A Planet Under Pressure

MAORI111

Te Reo Māori: Introductory 1

POLSC102

New Zealand Politics and Policy

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Regulations for the Degree of Bachelor of Global Studies (BGS)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and/or 400 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of a major.
   Majors
   - Global Arts
   - Global Markets
   - Human Rights
   - International Languages and Cultures
   - International Relations
7. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant

subject entry in the University of Waikato Catalogue of Papers.

8. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato Catalogue of Papers.
9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the University of Waikato Catalogue of Papers.
11. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.
12. Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including: COMMS101, STMGT101, 15 points from List A: Local and Global Connections , 15 points from List B: Languages 1, MNMGT202, 15points from List C: Languages 2, and 15 points from papers as specified in the Work-Integrated Learning page in the University of Waikato Catalogue of Papers.
13. Candidates may take up to 120 points from outside the field of the Degree.
14. The field of the Degree comprises all papers contributing to the subjects listed in section 6 of these regulations.

Conjoint component requirements - Single major only

15. Candidates must gain a minimum 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
16. Candidates must complete the requirements of a major, as specified in section 6.
17. Candidates must also complete at least 105 points from papers listed for the field of the Degree, as specified in section 12. However, candidates may substitute any of the following papers for any other field of the Degree paper:
    (a) 15 points from COMMS101, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the University of Waikato Catalogue of Papers
    (b) MNMGT202, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the University of Waikato Catalogue of Papers,
    (c) 15 points from papers as specified in the Work-Integrated Learning page in the University of Waikato Catalogue of Papers, if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.
18. Candidates may take further points from outside the field of the Degree to enhance the coherence

of their conjoint programme, with the permission of the Pro Vice-Chancellor or delegated authority.

19. The field of the Degree is as specified in section 14.

Variations

20. The Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
21. The Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences or delegated authority may vary or waive these regulations in individual cases.

List A: Local and Global Connections

ANTHY102

Exploring Cultures: Aotearoa and the Pacific

HISTY117

Indigenous Global Histories

MAORI103

Introduction to Māori, Pacific and Indigenous Studies

PACIS100

Introduction to Pacific Histories, Languages and Cultures

List B: Languages 1*

CHINE131

Chinese for Beginners

FRNCH131

French for Beginners

JAPAN131

Japanese for Beginners

KOREA131

Korean Language for Beginners 1

MAORI111

Te Reo Māori: Introductory 1

SPNSH131

Spanish for Beginners

*Students wishing to enrol in a language they already have prior knowledge of must consult with a

lecturer in the subject to determine whether an intermediate language paper will be an appropriate replacement.

List C: Languages 2

CHINE231

Intermediate Chinese 1

FRNCH231

Intermediate French 1

JAPAN231

Basic Japanese 1

KOREA231

Korean Language 2

MAORI112

Te Reo Māori: Introductory 2

SPNSH231

Intermediate Spanish 1
*Students who took an intermediate language paper in List B will enrol in the follow-on language paper in List C.

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Regulations for the Degree of Bachelor of Health (BHealth)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Health, Engineering, Computing and Science, and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of a major.
   Majors
   Biomedical Sciences
   Population Health
7. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
8. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any

specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato Catalogue of Papers.

9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the University of Waikato Catalogue of Papers.
11. Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including HELTH102, HELTH120, HELTH201, HELTH220; 30 points from BIOEB101, CHEMY100, HMDEV100, HPSCI101, HTHPR101, MAORI150, PSYCH100, SDCOA101, SDCOA102; and at least 15 points from HELTH383, HELTH391 or HECSS363
12. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor, or towards the papers for the degree.
13. Candidates may take up to 120 points from outside the field of the Degree.
14. The field of the Degree comprises all of the majors listed in section 6 of these regulations as well as all HELTH coded papers and all papers listed in section 11.

Conjoint component requirements - Single major only

15. Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
16. Candidates must complete the requirements of a major, as specified in sections 6 and 7.
17. Candidates must complete at least 105 points from papers listed in the field of the Degree, as specified in section 11. However, candidates may substitute any of the following papers for any other field of the Degree papers:
    (1) HELTH102, if the candidate completes the Disciplinary Foundations requirements of their other conjoint component as defined in the University of Waikato Catalogue of Papers.
    (2) HELTH220, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the University of Waikato Catalogue of Papers.
    (3) HELTH383, HELTH391 or HECSS363, if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined in the University of Waikato Catalogue of Papers.
18. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or delegated authority.
19. The field of the Degree is as specified in section 14.

Variations

20. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
21. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Transitional Arrangements

22. These regulations apply to all new applicants for the Bachelor of Health from 2024. Students who enrolled in the Bachelor of Health prior to 2024 may complete under the regulations listed in the 2023 Calendar.

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Regulations for the Degree of Bachelor of Laws (LLB)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

1. The normal minimum period of enrolment for completion of the Degree is four years.
2. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
3. Candidates must gain 480 points at 100, 200, 300, and 400 levels, including at least 360 points above 100 level, at least 225 points above 200 level and at least 120 points above 300 level. Candidates may take a single major in Law or a first major in Law and a second major in another subject.
4. Candidates may not normally enrol in 200 Level Law papers until they have passed all of the 100 Level Law papers, and may not enrol in 300 Level Law papers until they have passed all of the 200 Level Law papers.
5. Candidates must complete at least 15 points of Work-Integrated Learning papers from the list of Work-Integrated Learning options in the University of Waikato Catalogue of Papers.

LLB with a Single Major in Law

1. To complete the requirements of the LLB with a single major in Law, candidates must complete

the requirements of the specified programme as prescribed in the Law subject entry in the University of Waikato Catalogue of Papers.

2. To satisfy the New Zealand Council of Legal Education requirements, students wishing to proceed to a professionals programme and admission as a Barrister and Solicitor must complete a 400 level paper in Legal Ethics (15 points) as one of their 400 level Law papers.
3. Candidates taking the single major in Law may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato Catalogue of Papers.

Conjoint component requirements - Single major only

4. Candidates must gain 390 points at 100, 200, 300 and 400 levels, including at least 330 points above 100 level, at least 225 points above 200 level and at least 120 points above 300 level.
5. Candidates must complete the requirements of the major, Law, as prescribed in the Law subject entry in the University of Waikato Catalogue of Papers.

LLB with a First Major in Law and a Second Major in another subject

1. To complete the requirements of the LLB with a First Major in Law and a Second Major in another subject, candidates must complete the requirements of the major, Law, as prescribed in the Law subject entry in the University of Waikato Catalogue of Papers.
2. Candidates must also complete the requirements of the second major, as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.

Variations

1. Candidates who have completed the requirements for the award of a bachelors degree prior to enrolment for the degree of Bachelor of Laws may apply to the Pro Vice-Chancellor of the Division for exemption from the non-Law component of the Bachelor of Laws degree as set out in the Law subject entry of the University of Waikato Catalogue of Papers. Such candidates may take their compulsory 100 and 200 level LEGAL papers concurrently.
2. The Pro Vice-Chancellor of the Division or delegated authority may waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Management Studies (BMS)

Students who enrol for the degree of Bachelor of Management Studies with Honours (BMS(Hons)) may be awarded the Bachelor of Management Studies (BMS), if, having passed all required papers and completed all other requirements for a BMS(Hons), their performance in the papers is not of honours standard.

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Regulations for the Degree of Bachelor of Media and Creative Technologies (BMCT)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the Joint Institute of the Zhejiang University City College and the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300 and 400 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the compulsory papers prescribed in the appendix to these regulations, including the three University-wide requirements that are included in all undergraduate degrees. These elements include: Disciplinary Foundations; Cultural Perspectives; and Work-Integrated Learning.
7. Candidates must complete the requirements of a major, Design Media.
8. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the Design Media subject entry in the University of Waikato Catalogue of Papers.

9. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato Catalogue of Papers.
10. Candidates may complete a second major in any undergraduate major.
11. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
12. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.
13. Candidates must also complete at least 105 points listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including at least 60 points at 100 level, at least 30 points at 200 level, and at least 15 points at 300 level or above. Candidates completing a double major must also include at least 30 points at 300 level or above.
14. Candidates may take up to 120 points from outside the field of the Degree.
15. The field of the Degree comprises the major listed in section 7 of these regulations as well as the Finance major.

Variations

16. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Appendix

Compulsory Papers

CREAT301

Creative Technologies and Creative Practice Project

DSIGN141

Principles of Form and Design

DSIGN252

Cultural Perspectives for Design

DSIGN350

Design Internship

ENSLA100

English for Professions

MEDIA100

Understanding Visual Culture

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Regulations for the Degree of Bachelor of Music (BMus)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.
3. Candidates must be accepted by the Chairperson of Music or delegated authority.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is three years.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 360 points at 100, 200, and 300 levels, including at least 225 points above 100 level and 75 points above 200 level.
7. Candidates must complete the requirements of the specified programme in Music including MUSIC112, MUSIC115, MUSIC117, MUSIC119, MUSIC213, MUSIC314, 15 points from papers as specified in the Disciplinary Foundation page in the University of Waikato Catalogue of Papers, at least 15 points from papers as specified in the Cultural Perspectives page in the University of Waikato Catalogue of Papers, and at least 15 points from papers as specified in the Work-Integrated Learning page in the University of Waikato Catalogue of Papers.
8. Candidates must also complete the requirements of a music stream, as prescribed for that stream in the relevant subject entry in the University of Waikato Catalogue of Papers.
9. Candidates must gain at least 90 points at 100 or 200 level in Music before taking Music papers

above 200 level.

Conjoint component requirements

10. Candidates must complete the requirements under section 7. However, candidates may substitute any of the following papers for any other paper approved by the Pro Vice-Chancellor or delegated authority:
    (a) 15 points from papers specified in the Disciplinary Foundations page of the University of Waikato Catalogue of Papers, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined on that page,
    (b) 15 points from papers specified in the Cultural Perspectives page of the University of Waikato Catalogue of Papers, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined on that page,
    (c) 15 points from papers as specified in the Work-Integrated Learning pages of the University of Waikato Catalogue of Papers, if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.

Academic Stream

11. Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 75 points above 200 level.
12. Candidates must complete the requirements of the Academic Stream, as specified in section 8.

Performance Stream

13. Candidates must gain a minimum of 300 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 90 points above 200 level.
14. Candidates must complete the requirements of the Performance Stream, as specified in section 8.

Composition Stream

15. Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 165 points above 100 level and 75 points above 200 level.
16. Candidates must complete the requirements of the Composition Stream, as specified in section 8.

Variations

17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Nursing (BNurs)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.
3. Candidates must have a recognised First Aid Certificate that is current prior to clinical placements commencing.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is three years.
5. The requirements of the Degree must be completed within five consecutive years of first enrolling for the Degree.
6. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
7. Candidates must gain 360 points at 100, 200 and 300 levels or above, including at least 240 points above 100 level and at least 120 points above 200 level.
8. Candidates must complete the requirements of a specified programme as prescribed in the Nursing section of the University of Waikato Catalogue of Papers.
9. Candidates must also satisfy the Pro Vice-Chancellor of the Division of Health, Engineering, Computing and Science that they have completed at least 1,704 hours of clinical practice over the period of enrolment.

Variations

10. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Science (BSc)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, and 300 levels or above, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of a major.

   (a) Applied Computing[1]
   Computer Science
   Data Analytics
   Mathematics

   (b) Aquaculture
   Biomedical Science
   Chemistry
   Crime Science[1]
   Earth Sciences

Ecology and Biodiversity
Electronics[1]
Environmental Sciences
Marine Science
Materials and Processing
Materials Science
Molecular and Cellular Biology
Psychology

7. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
8. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato Catalogue of Papers.
9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 30 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the University of Waikato Catalogue of Papers.
11. A paper completed towards the requirements of a major or a minor cannot be counted towards the requirements of another major or a minor.
12. Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the degree if completing a double major, including:
    (a) *for candidates enrolled in majors under section 6(a) of these regulations:*
    CSMAX175, one of DATAX111, DATAX121, MATHS101, MATHS102, MATHS103, MATHS104, MATHS135 or MATHS165, CSMAX270, and at least 15 points of Work-Integrated Learning at 300 level from the list of Work-Integrated Learning options in the University of Waikato Catalogue of Papers.

    (b) *for candidates enrolled in majors under section 6(b) of these regulations:*
    30 points chosen from List A: Science Fundamentals[2], SCIEN100 or another approved Cultural Perspectives paper, and 15 points chosen from List B: Work-Integrated Learning.

13. Candidates enrolled in the majors under section 6(b) of these regulations must include at least 30 points chosen from List C: Science Numeracy as part of their programme of study.
14. Candidates may take up to 120 points from outside the field of the Degree.

15. The field of the Degree is defined in the appendix to these regulations.

Conjoint component requirements - Single major only

16. Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
17. Candidates must complete the requirements of a major, as specified in sections 6 and 7.
18. Candidates must also complete at least 105 points from the papers listed for the field of the Degree, as specified in section 12. However, candidates may substitute any of the following papers for any other field of the Degree paper:
    (a) *for candidates enrolled in majors under section 6(a) of these regulations:*
        (i) CSMAX175, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the University of Waikato Catalogue of Papers,
        (ii) CSMAX270, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the University of Waikato Catalogue of Papers,
        (iii) 15 points from papers as specified in the Work-Integrated Learning page of the University of Waikato Catalogue of Papers, if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.

    (b) *for the candidates enrolled in majors under section 6(b) of these regulations:*
        (i) 15 points chosen from List B: Work-Integrated Learning, if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined in the University of Waikato Catalogue of Papers.
        (ii) SCIEN100 or another Cultural Perspectives paper, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the University of Waikato Catalogue of Papers.

19. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or delegated authority.
20. The field of the Degree is as specified in the appendix.

Variations

21. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
22. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *There will be no new intake into this major in 2024.*

2. *The requirement to complete 45 points from List A may be reduced for those candidates completing either a second major or a minor from the majors listed under section 6(b) of these regulations.*

Appendix

The field of the Degree is defined as

(a) the papers offered by the School of Computing and Mathematical Sciences, including DSIGN125, but excluding other DSIGN coded papers, and

(b) the papers offered by the School of Science and School of Engineering, and

(c) the Philosophy papers PHILO102 Introduction to Logic and PHILO208 Reason, Science, and Pseudoscience, and

(d) the papers listed for the subject of Crime Science, and

(e) any PSYCH coded papers (except work-integrated learning papers such as PSYCH300 and PSYCH301).

(f) any BIOMD coded papers.

(g) HELTH201

List A: Science Fundamentals

APHYS111

Physics in Context - Ahupūngao o te Ao

AQCUL101

Introduction to Aquaculture - Ahumoana

BIOEB101

Concepts of Biology - Ngā Huatau o te Koiora

BIOEB102

Introduction to Ecology and Biodiversity - Mātai Hauropi a Kanorau Koiora

BIOMD101

Introduction to Human Biology - Tinana Tangata Koiora

BIOMO101

Introduction to Molecular and Cellular Biology - Mātai Pūtau a Mātai Rāpoi Ngota Koiora

CHEMY100

Chemistry in Context - Matū o te Ao

CHEMY101

Structure and Spectroscopy - Tūramaramatia i ngā Hanganga

CHEMY102

Chemical Reactivity - Tauhohehohe Matū

CLIMT101

Introduction to Climate Change Science - Pūtaiao Huringa Āhuarangi

EARTH101

Introduction to Earth System Sciences - Pūtaiao Pūnaha Whenua

EARTH102

Discovering Planet Earth - Tūhuratia Papatūānuku

ENGEN111

Electricity for Engineers

ENGEN112

Materials Science and Engineering

ENGEN180

Foundations of Engineering

ENVSC101

Environmental Science - Pūtaiao Taiao

MARIN101

Marine Biodiversity - Rerenga Rauropi Taimoana

MARIN102

Marine Mammals, Birds and Apex Predators

PHYSC100

General Physics

List B: Work-Integrated Learning

HECSS363

The Impact Lab

SCIEN301

Capstone Project

SCIEN303

Undergraduate Research Project

SCIEN313

Undergraduate Research Project

SCIEN314

Science Entrepreneurship

List C: Science Numeracy

one of

CHEMY202 Physical Chemistry or **CHEMY204** Analytical Chemistry

one of

COMPX101 Introduction to Programming or **COMPX102** Object-Oriented Programming or **ENGEN103** Engineering Computing

one of

COMPX201 Data Structures and Algorithms or **COMPX202** Mobile Computing and Software Architecture or **COMPX223** Database Practice and Experience or **COMPX241** Software Engineering Design 1 or **COMPX242** Software Engineering Design 2 or **CSMAX101** The World of Data

ENVPL202

Cartography and Spatial Analysis

ENGEN201

Engineering Maths and Modelling 2

one of

MATHS101 Introduction to Calculus or **MATHS103** Mathematics 1A or **ENGEN101** Engineering Maths and Modelling 1A

one of

MATHS102 Introduction to Algebra or **MATHS104** Mathematics 1B or **ENGEN102** Engineering Maths and Modelling 1B

MATHS135

Discrete Structures

MATHS165

General Mathematics

MATHS168

Preparatory Mathematics

MATHS2XX

Any 200-level paper in MATHS coded papers

one of

PHYSC100 General Physics or **PHYSC101** Physics for Engineers and Scientists or **ENGEN110** Engineering Mechanics

one of

DATAX111 Statistics for Science or **DATAX121** Introduction to Statistical Methods

DATAX2XX

Any 200-level DATAX coded paper

HELTH

Epidemiology and Biostatistics

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Regulations for the Degree of Bachelor of Science (Technology) (BSc(Tech))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and 400 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of a major.
   (a) Computer Science[1]
   (b) Aquaculture[1]
   Chemistry
   Earth Sciences
   Ecology and Biodiversity
   Environmental Sciences
   Marine Science
   Materials Science
   Molecular and Cellular Biology

7. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
8. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato Catalogue of Papers.
9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 30 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the University of Waikato Catalogue of Papers.
11. A paper completed towards the requirements of a major or a minor cannot be counted towards the requirements of another major or a minor.
12. Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the degree if completing a double major, including:
    (a) *for candidates enrolled in majors under section 6(a) of these regulations:*
    CSMAX170, CSMAX270, SCIEN270, COMPX371 and one of DATAX111, DATAX121, MATHS135.

    (b) *for candidates enrolled in majors under section 6(b) of these regulations:*
    30 points chosen from List A: Science Fundamentals[2], SCIEN100 or another approved Cultural Perspectives paper, SCIEN270, and SCIEN371.

13. Candidates enrolled in majors under section 6(b) of these regulations must include at least 30 points chosen from List C: Science Numeracy as part of their programme of study.
14. Candidates may take up to 120 points from outside the field of the Degree.
15. The field of the Degree is defined in the appendix to these regulations.

Conjoint component requirements - Single major only

16. Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 90 points above 200 level.
17. Candidates must complete the requirements of a major, as specified in sections 6 and 7.
18. Candidates must also complete at least 120 points from the papers listed for the field of the Degree, as specified in section 12. However, candidates may substitute any of the following papers for any other field of the Degree paper:

(a) *for candidates enrolled in majors under section 6(a) of these regulations:*

(i) CSMAX170, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the University of Waikato Catalogue of Papers,

(ii) CSMAX270, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the University of Waikato Catalogue of Papers.

(b) *for the candidates enrolled in majors under section 6(b) of these regulations:*

(i) SCIEN100 or another Cultural Perspectives paper, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the University of Waikato Catalogue of Papers.

19. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or delegated authority.
20. The field of the Degree is as specified in the appendix.

Variations

21. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
22. The Pro Vice-Chancellor or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *There will be no new intake into this major in 2024.*
2. *The requirement to complete 45 points from List A: Science Fundamentals may be reduced for those candidates completing either a second major or a minor from the majors listed under section 6(b) of these regulations.*

Appendix

The field of the Degree is defined as

(a) the papers offered by the School of Computing and Mathematical Sciences, including DSIGN125, but excluding other DSIGN coded papers, and

(b) the papers offered by the School of Science and School of Engineering, and

(c) the Philosophy papers PHILO102 Introduction to Logic and PHILO208 Reason, Science, and Pseudoscience, and

(d) the following Psychology papers:

PSYCH100

Brain, Behaviour and Cognition

PSYCH101

Social Psychology, Health and Well-being

PSYCH203

Cognitive Neuroscience

PSYCH204

Learning and Perception

PSYCH211

Understanding Psychological Research

PSYCH305

Psychological Science: Putting Theory into Practice

PSYCH307

Psychological Research Methods

PSYCH314

Behaviour Analysis

PSYCH319

Infant and Child Development

PSYCH322

Memory and Cognition

PSYCH337

Individual Differences and Measurement

PSYCH338

Mental Health and Well Being

List A: Science Fundamentals

APHYS111

Physics in Context - Ahupūngao o te Ao

BIOEB101

Concepts of Biology - Ngā Huatau o te Koiora

BIOEB102

Introduction to Ecology and Biodiversity - Mātai Hauropi a Kanorau Koiora

BIOMD101

Introduction to Human Biology - Tinana Tangata Koiora

BIOMO101

Introduction to Molecular and Cellular Biology - Mātai Pūtau a Mātai Rāpoi Ngota Koiora

CHEMY100

Chemistry in Context - Matū o te Ao

CHEMY101

Structure and Spectroscopy - Tūramaramatia i ngā Hanganga

CHEMY102

Chemical Reactivity - Tauhohehohe Matū

CLIMT101

Introduction to Climate Change Science - Pūtaiao Huringa Āhuarangi

EARTH101

Introduction to Earth System Sciences - Pūtaiao Pūnaha Whenua

EARTH102

Discovering Planet Earth - Tūhuratia Papatūānuku

ENGEN111

Electricity for Engineers

ENGEN112

Materials Science and Engineering

ENGEN180

Foundations of Engineering

ENVSC101

Environmental Science - Pūtaiao Taiao

PHYSC100

General Physics

List C: Science Numeracy

one of

CHEMY202 Physical Chemistry or **CHEMY204** Analytical Chemistry

one of

COMPX101 Introduction to Programming or **COMPX102** Object-Oriented Programming or **ENGEN103** Engineering Computing

one of

COMPX201 Data Structures and Algorithms or **COMPX202** Mobile Computing and Software

Architecture or **COMPX223** Database Practice and Experience, or **COMPX241** Software Engineering Design 1, or **COMPX242** Software Engineering Design 2, or **CSMAX101** The World of Data

ENVPL202

Cartography and Spatial Analysis

ENGEN201

Engineering Maths and Modelling 2

one of

MATHS101 Introduction to Calculus or **MATHS103** Mathematics 1A or **ENGEN101** Engineering Maths and Modelling 1A

one of

MATHS102 Introduction to Algebra or **MATHS104** Mathematics 1B or **ENGEN102** Engineering Maths and Modelling 1B

MATHS135

Discrete Structures

MATHS165

General Mathematics

MATHS168

Preparatory Mathematics

MATHS2XX

Any 200-level paper in MATHS coded papers

one of

PHYSC100 General Physics or **PHYSC101** Physics for Engineers and Scientists or **ENGEN110** Engineering Mechanics

one of

DATAX111 Statistics for Science or **DATAX121** Introduction to Statistical Methods

DATAX2XX

Any 200-level DATAX coded paper

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Regulations for the Degree of Bachelor of Social Sciences (BSocSc)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences, the Faculty of Māori and Indigenous Studies, or the Division of Education and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and/or 400 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of a major.
   (a) *Division of Arts, Law, Psychology and Social Sciences majors*
   Anthropology
   Crime Science[1]
   Criminology
   Economics
   Environmental Planning
   Geography
   History

Human Rights
Law
Linguistics
Philosophy
Political Science
Population Studies
Psychology
Screen and Media Studies
Social Policy
Sociology

(b) *Faculty of Māori and Indigenous Studies majors*
Māori and Indigenous Studies
Pacific and Indigenous Studies[1]

(c) *Division of Education majors*
Digital Learning
Education and Society
Human Development

7. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
8. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato Catalogue of Papers.
9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the University of Waikato Catalogue of Papers.
11. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.
12. Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including:
    (a) *for candidates enrolled in majors under section 6(a) of these regulations:*
    ARTSC111, 15 points from either ENSLA202 or a paper in List A: Academic Foundations, at least 15 points from papers specified in the Cultural Perspectives page in the University of Waikato Catalogue of Papers, 15 points from List B and at least 15 points from papers as

specified in the Work-Integrated Learning page in the University of Waikato Catalogue of Papers.

(b) *for candidates enrolled in majors under section 6(b) of these regulations:*
MAORI100, MAORI103, one of MAORI203 or MAORI303, at least 15 points from papers as specified in the Work-Integrated Learning page in the University of Waikato Catalogue of Papers and 45 points from MAORI and PACIS coded papers.

(c) *for candidates enrolled in majors under section 6(c) of these regulations:*
ARTSC111, either EDSOC101 or HMDEV100, EDUCA200, 15 points from List A: Academic Foundations, 15 points from List B and at least 15 points from papers as specified in the Work-Integrated Learning page in the University of Waikato Catalogue of Papers.

13. Candidates may take up to 120 points from outside the field of the Degree.
14. The field of the Degree comprises all the majors listed in section 6 of these regulations as well as Ethics, Gender and Sexuality Studies, Public Policy.

Conjoint component requirements - Single major only

15. Candidates must gain a minimum 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
16. Candidates must also complete at least 105 points from papers listed for the field of the Degree, as specified in section 12. However, candidates may substitute any of the following papers for any other field of the Degree paper:
    (a) *for candidates enrolled in the Division of Arts, Law, Psychology and Social Sciences:*
        (i) 15 points from either ENSLA202 or a paper in List A: Academic Foundations, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the University of Waikato Catalogue of Papers.
        (ii) 15 points from papers specified in the Cultural Perspectives page of the University of Waikato Catalogue of Papers, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined on that page.
        (iii) 15 points from papers as specified in the Work-Integrated Learning page of the University of Waikato Catalogue of Papers, if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.

    (b) *for candidates enrolled in the Faculty of Māori and Indigenous Studies majors:*
        (i) MAORI100, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the University of Waikato Catalogue of Papers.
        (ii) 15 points from papers as specified in the Work-Integrated Learning page on the University of Waikato Catalogue of Papers, if the candidate completes the Work-

Integrated Learning requirement of their other conjoint component as defined on that page.

(c) *for candidates enrolled in the Division of Education majors:*

(i) 15 points from List A: Academic Foundations, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the University of Waikato Catalogue of Papers.

(ii) EDUCA200, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the University of Waikato Catalogue of Papers.

(iii) 15 points from papers as specified in the Work-Integrated Learning page of the University of Waikato Catalogue of Papers, if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.

17. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority.
18. The field of the Degree is as specified in section 14.

Variations

19. The Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
20. The Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *There will be no new intake into this major in 2024.*

List A: Academic Foundations

ARTSC101

Indigenous Social Science Research

ARTSC103

Rights and Reasons

ARTSC106

Critical Social Science Research: The Crisis of Climate Change

ENSLA103

English as an Additional Language: Effective Academic Writing

List B

EDUCA210

Learning Through Life: Contexts and Considerations

PSYCH211

Understanding Psychological Research

SSRES200

Social Science Research Methods

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Regulations for the Degree of Bachelor of Social Work (BSW)

The BSW is not offered in 2024.

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.
3. Candidates must have been selected by the Division of Arts, Law, Psychology and Social Sciences as a fit and proper person to be a social worker as defined by Section 47 of the Social Workers Registration Act 2003.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is four years and the requirements for the Degree must be completed within eight years of first enrolling in the degree.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 480 points at 100, 200, 300, and 400 levels, including at least 360 points above 100 level and 225 points above 200 level and 90 points above 300 level.
7. Candidates must complete a specified programme as prescribed in the Social Work entry in the University of Waikato Catalogue of Papers.
8. Students must maintain their fit and proper status (as defined by Section 47 of the Social Workers

Registration Act 2003) for the duration of enrolment in the programme.

9. A student's place in the programme may be reviewed at any time if the student has:
   (i) failed a 300 or 400 level Field Placement paper;
   (ii) failed any of the other compulsory papers witnin the programme at a second attempt;
   (iii) not been placed in a fieldwork palcement due to concerns raised by two fieldwork agencies;
   (iv) committed a criminal offence (whether or not a conviction has been entered);
   (v) engaged in conduct that could impact upon them being a 'fit and proper person to practice social work' as defined by the Social Workers Registration Board Fit and Proper Person Policy Statement and Section 47 of the Social Workers Registration Act, 2003;
   (vi) failed to declare a matter covered by (iv)-(v).

Variations

10. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Sport and Human Performance (BSHP)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Health, Engineering, Computing and Science, and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and/or 400 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of a major.
   Majors
   Healthy Active Living
   Human Performance Science
   Sport Development and Coaching
7. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers of Papers.
8. Candidates completing a single major may also complete a minor by gaining 60 points in any

minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato Catalogue of Papers.

9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the University of Waikato Catalogue of Papers.
11. Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including HELTH102; HELTH120; 30 points from BIOMD101, DANCE101, HPSCI101, HTHPR101, SDCOA101, SDCOA102; HELTH220; and at least 15 points from HELTH381, HELTH382, HELTH391 or HECSS363.
12. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor, or towards the papers for the degree.
13. Candidates may take up to 120 points from outside the field of the Degree.
14. The field of the Degree comprises all of the majors listed in section 6 of these regulations as well as all HELTH coded papers and all other papers listed in section 11 of these regulations.

Conjoint component requirements - Single major only

15. Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
16. Candidates must complete the requirements of a major, as specified in sections 6 and 7.
17. Candidates must complete at least 105 points from papers listed in the field of the Degree, as specified in section 11. However, candidates may substitute any of the following papers for any other field of the Degree papers:
    (a) HELTH102, if the candidate completes the Disciplinary Foundations requirements of their other conjoint component as defined in the University of Waikato Catalogue of Papers.
    (b) HELTH220, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the University of Waikato Catalogue of Papers.
    (c) HELTH381, HELTH382, HELTH391 or HECSS363, if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined in the University of Waikato Catalogue of Papers.
18. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or delegated authority.
19. The field of the Degree is as specified in section 14.

Variations

20. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
21. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Transitional Arrangements

22. These regulations apply to all new applicants for the Bachelor of Sport and Human Performance from 2024. Students who enrolled in the Bachelor of Health, Sport and Human Performance prior to 2024 may complete under the regulations listed in the 2023 Calendar.

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Regulations for the Degree of Bachelor of Teaching (BTchg)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.
3. Candidates must have been selected by the Division of Education as a suitable person to be a teacher.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is three years.
5. The requirements for the Degree must be completed within six years of first enrolling in the degree.
6. Candidates must enrol in the Division of Education and follow an approved programme of study.
7. Candidates must gain 360 points at 100, 200, and 300 levels, including at least 225 points above 100 level and 75 points above 200 level.
8. Candidates must complete the requirements of the major, Professional Education.
9. To complete the requirements of the major, candidates must comply with the requirements of a programme, details of which are prescribed in the Teaching entry in the University of Waikato Catalogue of Papers.

   Programmes

   Early Childhood[1]

   Primary

Primary Kākano Rua[1]
Qualified and Registered Teachers
Secondary[1]

10. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.

Conjoint component requirements[2]

11. Candidates must gain a minimum 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
12. Candidates must complete the requirements of the major, Professional Education, as specified in sections 7-8.
13. Candidates may not enrol in specific papers until they have passed certain programme requirements, as outlined in the Division of Education Teacher Education Handbook.

Variations

14. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *There will be no new intake into this programme in 2024.*
2. *There will be no new intakes into the conjoint programmes in 2024.*

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Regulations for the Degree of Te Ara Poutama Toitū Te Reo (TTR)

The TTR is not offered in 2024.

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have:
   (a) qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications;*
   (b) provided evidence of te reo Māori competency by:
      (i) achieving Whakamātauria Tō Reo Māori Level 3 (National Māori Language Proficiency Examinations); or
      (ii) undertaking all primary schooling and at least three years secondary schooling in te reo Māori; or
      (iii) undertaking five years of secondary schooling in te reo Māori; or
      (iv) other means, considered on a case by case basis; and
   (c) been selected by the Division of Education as a suitable person to be a kaiako, in line with entry requirements outlined in Te Whare o Rongotauira: Māori medium Initial Teachers Education Programme Approval, Monitoring and Review Requirements.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Education and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, and 300 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of the major Toitū te Reo.
7. To complete the requirements of the major, candidates must complete the requirements of a programme, as prescribed in the Toitū te Reo subject entry in the University of Waikato Catalogue of Papers.
8. Candidates may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato Catalogue of Papers.
9. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.

Conjoint Component requirements

10. Candidates must gain a minimum 270 points at 100, 200, and 300 levels, including at least 120 points above 100 level and 60 points above 200 level.
11. Candidates must complete the requirement of the major, Toitū te Reo, as specified in section 6 of the TTR and TTR conjoint regulations.
12. To complete the requirements of the major, candidates must complete the requirements of a programme, as prescribed in the Toitū te Reo subject entry of University of Waikato Catalogue of Papers.

Variations

13. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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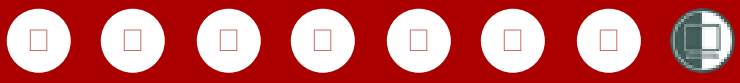

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Regulations for Conjoint Degrees

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Every candidate must have met the admission requirements of each of the component degrees and be approved by the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies to enrol in the conjoint qualification.
3. Admission may be at initial enrolment, except where noted below, or after the candidate has passed or been credited with papers towards either component degree, but the candidate must not have been awarded either of the component degrees. The following exceptions apply:
   (1) Candidates cannot enrol in the LLB(Hons) conjoint component at initial enrolment but are eligible to be considered for admission on successful completion of the Honours admission requirements.
   (2) Candidates cannot enrol in the TTR conjoint component at initial enrolment but are eligible to be considered for admission on completion of their first 120 points towards the TTR with a grade average of B- or higher.
4. No candidate will be admitted into a conjoint programme consisting of both a TTR and BTchg component.

Requirements for the Degree

5. Candidates must enrol in a Division or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
6. Candidates must complete the requirements of each component degree, as specified in the relevant qualification regulations.

7. Candidates must enrol in at least one paper for each of the component degrees each year, unless the requirements of one component degree have already been completed.
8. Each paper must be taken towards one component degree.
9. Only when all of the requirements of both component degrees have been satisfied may the two degrees be awarded.
10. Graduates of a conjoint degree programme may not cross-credit any of the papers contributing to the component degrees towards another University of Waikato qualification. Candidates enrolling in a conjoint degree programme will not be eligible to credit papers from a completed bachelors degree, graduate diploma or postgraduate diploma.

Variations

11. The Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authorities may vary or waive these regulations in individual cases.
12. Subject to approval being granted under clause 11, candidates may include up to 75 points from outside the field of that degree taken in partnership and as part of a conjoint with a Bachelor of Teaching (BTchg) or Te Ara Poutama Toitū Te Reo (TTR).

Notes:

1. *The range of degrees that may be taken in partnership with the Professional degrees without additional papers being required may be limited.*
2. *Not all conjoint combinations will be available in 2024.*

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Regulations for the Degree of Bachelor of Arts with Honours (BA(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Arts of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board and
   (c) for the subjects listed in clause 7(a), normally achieved a B grade average either: over the best 120 points of their major; or over the 300 level papers completed that are listed for their major's subject.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.

7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.

   (a) *Division of Arts, Law, Psychology and Social Sciences subjects requiring admission through clause 2(c)*

   Anthropology
   Chinese[1]
   English
   French[1]
   Geography
   History
   Japanese[1]
   Music
   Philosophy
   Political Science
   Psychology
   Screen and Media Studies
   Social Policy
   Sociology
   Theatre Studies

   (b) *Faculty of Māori and Indigenous Studies subjects*

   Māori and Indigenous Studies
   Pacific and Indigenous Studies

8. Candidates enrolled in the Division of Arts, Law, Psychology and Social Sciences must include at least 30 points in research, as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

12. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division), or
    (d) Third Class Honours.

13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

14. The Pro Vice-Chancellor of the Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *There will be no new intake into this subject in 2024.*

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Regulations for the Degree of Bachelor of Business with Honours (BBus(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Business of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol with the Waikato Management School and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue

of Papers:

Subjects

- Accounting
- Agribusiness
- Digital Business
- Economics
- Entrepreneurship and Innovation[1]
- Finance
- Human Resource Management
- Marketing
- Public Relations
- Strategic Management
- Supply Chain Management
- Tourism and Hospitality Management

8. Candidates must include at least 30 points in research, as prescribed in relevant subject entry in the University of Waikato Catalogue of Papers.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
12. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.

Award of Honours

13. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division), or
    (d) Third Class Honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

15. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *There will be no new intake into this subject in 2024.*

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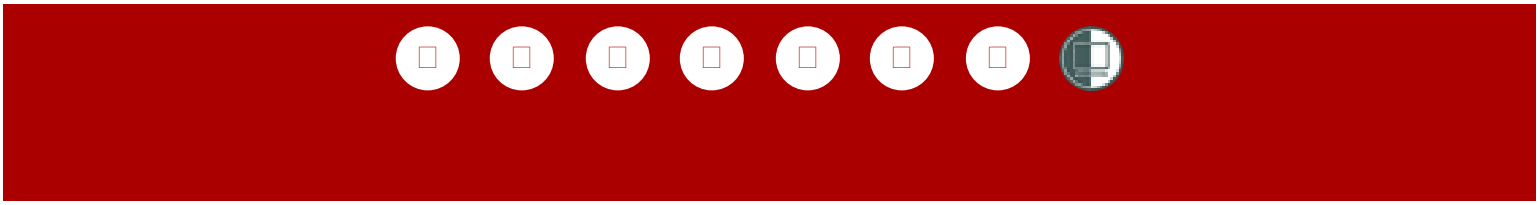

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Regulations for the Degree of Bachelor of Communication Studies with Honours (BCS(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Communication Studies of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must gain at least 60 points from one of the following subjects, including any

compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers:

Subjects

Leadership Communication
Marketing
Public Relations

8. Candidates must include at least 30 points in research, as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
12. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.

Award of Honours

13. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division), or
    (d) Third Class Honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

15. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons))

There will be no new intake into this qualification in 2024.

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*
3. Candidates who have been awarded the degree of Bachelor of Computing and Mathematical Sciences will not be admitted to this degree

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is four years.
5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates must gain 480 points at 100, 200, 300, and 500 levels, including at least 345 points above 100 level, 195 points above 200 level and 120 points at 500 level.
7. Candidates must complete the requirements of a major.
   Majors
   - Computer Science
   - Data Analytics

Mathematics

8. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
9. Candidates must include either COMPX520 Dissertation (45 points), DATAX520 Dissertation (45 points), or MATHS520 Dissertation (45 points). Candidates who do not meet the prerequisite requirements to enrol in any one of these papers may be eligible for an alternative qualification, subject to completing the relevant requirements.
10. Candidates must include at least 60 points at 500 level in the subject of their first major, including at least 30 points of research, as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.
11. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato Catalogue of Papers.
12. Candidates may complete a second major in any undergraduate major.
13. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 30 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the University of Waikato Catalogue of Papers.
14. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.
15. Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from the papers listed for the field of the Degree if completing a double major, including CSMAX170, one of MATHS101, MATHS102, MATHS103, MATHS104, MATHS135, MATHS165, DATAX111 or DATAX121, CSMAX270, and at least 15 points of Work-Integrated Learning at 300 level from the list of Work-Integrated Learning options in the University of Waikato Catalogue of Papers.
16. Candidates may take up to 180 points from outside of the field of the Degree.
17. The field of the Degree comprises all of the majors listed in section 7 of these regulations.

Award of Honours

18. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division).
19. If awarded, the level of honours will be determined on the basis of candidates' grades in 500 level

papers.

20. In order to be eligible for consideration for the award of honours, the 500 level papers must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding two calendar years.
21. Candidates who do not meet the grade requirement for an award of honours may be awarded the Bachelor of Computing and Mathematical Sciences.

Conjoint component requirements - Single major only

22. Candidates must gain a minimum of 345 points at 100, 200, 300, 400 and 500 levels, including at least 240 points above 100 level, 135 points above 200 level and 90 points at 500 level.
23. Candidates must complete the requirements of a major, as specified in sections 7 and 8.
24. Candidates must also complete at least 105 points from papers listed for the field of the Degree, as specified in section 15. However, candidates may substitute any of the following papers from any other field of the Degree paper:
    (1) CSMAX170, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the Catalogue of Papers
    (2) CSMAX270, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the Catalogue of Papers.
    (3) 15 points from papers as specified in the Work-Integrated Learning page on the Catalogue of Papers, if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.
25. Candidates must meet the 500 level requirements as specified in section 9.
26. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or delegated authority.
27. The field of the Degree is as specified in section 17.
28. The Degree may be awarded with a level of Honours, as specified in sections 18-21.

Variations

29. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 180 points to be taken from outside of the field of the Degree in individual cases.
30. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Design with Honours (BDes(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Design of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol with the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers:

Subjects

Communication Design
Interface Design
Media Design

8. Candidates must include at least 30 points in research, as prescribed in the University of Waikato Catalogue of Papers.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

12. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division), or
    (d) Third Class Honours.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

14. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Engineering with Honours (BE(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications.* Candidates should indicate by the mid-point of their second-year studies whether they wish to add Certificate in Professional Engineering Practice (Cert(PEngPrac) or the Diploma of Engineering Management (DipEM) to their studies, or intend to continue in the BE(Hons) alone.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is four years. If taking the DipEM concurrently, it may be possible for students to complete over the summer of their fourth year of study.
4. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain at least 480 points at 100, 200, 300, and 500 level, with at least 360 points above 100 level and at least 120 points at 500 level.
6. Candidates must complete the requirements of a specified programme.
   (a) Software Engineering
   (b) Chemical and Biological Engineering
   Civil Engineering
   Electrical and Electronic Engineering

Environmental Engineering
Materials and Process Engineering
Mechanical Engineering
Mechatronics Engineering

7. To complete the requirements of a specified programme, candidates must pass the papers prescribed for that programme in the relevant subject entry in the University of Waikato Catalogue of Papers.

8. Candidates must also satisfy the Pro Vice-Chancellor of the Division that they have completed a minimum of 800 hours of industrial experience relevant to their specified programme. This may be achieved within the BE(Hons), using zero-point placement papers, or by concurrent enrolment in the Cert(PEngPrac) or DipEM. Completed zero-point placements from the BE(Hons) cannot be credited towards the Cert(PEngPrac) or DipEM if a student subsequently enrols in that qualification.

Award of Honours

9. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division), or
   (d) Third Class Honours.

10. If awarded, the level of honours will be determined on the basis of the candidates' grades in the papers in Year 3 and 4 of the Engineering programme.

Conjoint component requirements

11. For purposes of IPENZ accreditation the total points that must be achieved for the BE(Hons) component of a conjoint qualification will normally be 480 points, however the points requirement may be reduced depending on the second degree taken for the conjoint qualifications. If reduced, candidates must gain a minimum of 405 points at 100, 200, 300, 400 and 500 levels including at least 315 points above 100 level, 210 points above 200 level and 105 points above 300 level. Students considering a conjoint qualification which includes the BE(Hons) should consult with the Division of Health, Engineering, Computing and Science.

12. Candidates must complete the requirements of a specified programme, as specified in sections 6 and 7.

13. Candidates must also satisfy the Pro Vice-Chancellor of the Division that they have a completed a minimum of 800 hours of industrial experience relevant to their specified programme.

14. The Degree may be awarded with a level of Honours, as specified on sections 9 and 10.

Variations

15. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these

regulations in individual cases.

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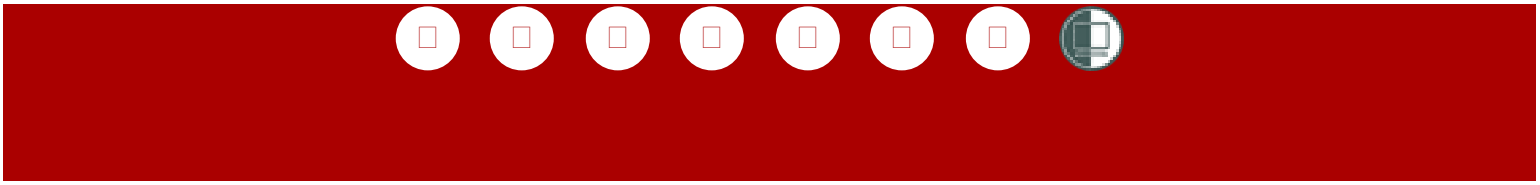

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Regulations for the Degree of Bachelor of Health, Sport and Human Performance with Honours (BHSHP(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Health, Sport and Human Performance of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the Health, Sport and Human

Performance entry in the University of Waikato Catalogue of Papers, including any compulsory papers.

8. Candidates may take up to 30 points from outside the field of the Degree.
9. The field of the Degree comprises the papers prescribed for the Degree in the Health, Sport and Human Performance entry in the University of Waikato Catalogue of Papers.
10. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

11. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division), or
    (d) Third Class Honours.
12. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

13. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Laws with Honours (LLB(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates who have completed the compulsory 100 and 200 Level papers as prescribed in the Law subject page on the University of Waikato Catalogue of Papers, are eligible to be considered for admission to the degree of Bachelor of Laws with Honours.
3. Candidates who have been awarded the degree of Bachelor of Laws will not be admitted to this degree.

Requirements for the Degree

1. The normal minimum period of enrolment for completion of the Degree is four years.
2. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
3. Candidates must gain 540 points at 100, 200, 300, 400, and 500 levels, including at least 420 points above 100 level, at least 285 points above 200 level, and at least 180 points above 300 level, and at least 60 points at 500 level. Candidates may take a single major in Law or a first major in Law and a second major in another subject.
4. Candidates must complete at least 15 points of Work-Integrated Learning papers from the list of Work-Integrated Learning options in the University of Waikato Catalogue of Papers.
5. Candidates must complete their 500 Level requirements as prescribed in the Law Subject of the University of Waikato Catalogue of Papers within two years following admission to the degree of Bachelor of Laws with Honours, or, in the case of part-time study, an equivalent period not

exceeding four calendar years..

6. Candidates may not present a thesis or dissertation for the Degree without approval from the Pro Vice-Chancellor of the Division or delegated authority.

LLB(Hons) with a Single Major in Law

1. To complete the requirements of the LLB(Hons) with a single major in Law, candidates must complete the requirements of the specified programme as prescribed in the Law subject entry in the University of Waikato Catalogue of Papers
2. To satisfy the New Zealand Council of Legal Education requirements, students wishing to proceed to a professionals programme and admission as a Barrister and Solicitor must complete a 400 level paper in Legal Ethics (15 points) as one of their 400 level Law papers.
3. Candidates taking the single major in Law may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato Catalogue of Papers.

LLB(Hons) with a First Major in Law and a Second Major in another subject

1. To complete the requirements of the LLB(Hons) with a first major in Law and a second major in another subject, candidates must complete the requirements of the major, Law, as prescribed in the Law subject entry in the University of Waikato Catalogue of Papers.
2. Candidates must also complete the requirements of the second major, as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.

Award of Honours

1. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division).
2. If awarded, the level of honours will be determined on the basis of candidates' grades in their 300, 400, and 500 level LEGAL coded papers. Candidates' performance in their 100, and 200 level LEGAL coded papers may be taken into account where additional clarification is required.
3. Candidates who do not meet the standard required for the award of honours may, on the recommendation of the Faculty of Law Board of Examiners, be awarded the degree of Bachelor of Laws.
4. Candidates who fail to display a sufficient aptitude in any of their 500 Level LEGAL coded papers may, on the recommendation of the Faculty of Law Board of Examiners, have their eligibility for honours terminated or be awarded the degree of Bachelor of Laws.

Conjoint component requirements - Single major in each degree only

1. Candidates must gain 450 points at 100, 200, 300, 400 and 500 levels, including at least 390 points above 100 level, and at least 285 points above 200 level , and at least 180 points above 300 level.
2. Candidates must complete the requirements of the major, Law, as prescribed in the Law subject entry in the University of Waikato Catalogue of Papers.
3. The Degree may be awarded with a level of Honours, as specified in sections 15-18.

Variations

1. Candidates who have completed the requirements for the award of a bachelors degree prior to enrolment for the degree of Bachelor of Laws may apply to the Pro Vice-Chancellor of the Division for exemption from the non-Law component of the Bachelor of Laws degree as set out in the Law subject entry of the University of Waikato Catalogue of Papers.
2. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Management Studies with Honours (BMS(Hons))

There will be no new intake into this qualification in 2024.

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the degree must have qualified for admission to the University of Waikato and met any criteria set out in the Criteria for Admission to Particular Qualifications.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is four years.
4. Candidates must enrol with the Waikato Management School and follow an approved programme of study.
5. Candidates must demonstrate competency in employment skills as prescribed by the Waikato Management School.
6. Candidates must gain 480 points at 100, 200, 300, and 500 levels, including at least 345 points above 100 level, 195 points above 200 level, and 120 points at 500 level.
7. Candidates must complete the requirements of a major.
   Majors
   - Accounting
   - Agribusiness
   - Digital Business
   - Economics

Finance
Human Resource Management
Marketing
Public Relations
Strategic Management
Supply Chain Management
Tourism and Hospitality Management

8. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.[1]
9. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato Catalogue of Papers.
10. Candidates may complete a second major in any undergraduate major.
11. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the University of Waikato Catalogue of Papers.
12. A paper completed towards the requirements of a major or minor cannot be counted towards the requirements of another major or minor.
13. Candidates must include in their programme at least 75 points from the following papers: ACCTN101, ECONS101, FINAN101, MGSYS101, MRKTG101 and STMGT101.
14. Candidates must complete BUSAN205, MNMGT202 and at least 15 points of Work-Integrated Learning at 300 level from the list of Work-Integrated Learning options in the University of Waikato Catalogue of Papers.
15. Candidates must complete EXMBM512, MNMGT511, MNMGT512, MNMGT513, MNMGT514, MNMGT516, MNMGT517, and MNMGT519.
16. Candidates may include in their programme up to 120 points from outside the field of the Degree.
17. The field of the Degree comprises all of the subjects listed in section 7 of these regulations as well as the papers listed for Agribusiness, International Management and Leadership Communication.
18. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.

Award of Honours

19. The Degree may be awarded with
    (a) First Class Honours, or

(b) Second Class Honours (first division), or

(c) Second Class Honours (second division).

20. If awarded, the level of honours will be determined on the basis of the candidates' grades in 500 level papers completed.

21. Candidates who do not meet the standard required for the award of honours may, on the recommendation of the Waikato Management School Board of Examiners, be awarded the degree of Bachelor of Management Studies.

Variations

22. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside of the field of the Degree in individual cases.

23. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Conjoint component requirements - Single major only

24. Candidates must gain a minimum of 345 points at 100, 200, 300, and 500 levels, including at least 255 points above 100 level, 180 points above 200 level and 120 points at 500 level.

25. Candidates must demonstrate competency in employment skills as prescribed by the Waikato Management School.

26. Candidates must complete the requirements of a major, as specified in sections 7 and 8 of the BMS(Hons) regulations.

27. Candidates must include in their programme at least 60 points from the following papers: ACCTN101, ECONS101, FINAN101, MGSYS101, MRKTG101 and STMGT101.

28. Candidates, as part of their programme, must complete the requirements of section 14. However, candidates may substitute any of the following papers for any other field of the Degree papers:

    (a) MNMGT202, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the Cultural Perspectives page of the University of Waikato Catalogue of Papers.

    (b) 15 points from papers as specified for the Bachelor of Management with Honours in the Work-Integrated Learning page in the University of Waikato Catalogue of Papers, if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.

29. Candidates must complete MNMGT511, MNMGT512, MNMGT513, MNMGT514, MNMGT515, MNMGT516, MNMGT517 and MNMGT519.

30. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.

31. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or

delegated authority.

32. The field of the Degree is as specified in section 17 of the BMS(Hons) regulations.
33. The Degree may be awarded with a level of Honours, as specified in sections 19-21 of the BMS(Hons) regulations.

Notes:

1. *Candidates completing a single major may count towards their major 15 points of Work-Integrated Learning at 300 level selected from the list of Work-Integrated Learning options in the University of Waikato Catalogue of Papers.*

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Regulations for the Degree of Bachelor of Media and Creative Technologies with Honours (BMCT(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Media and Creative Technologies of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the compulsory papers prescribed in the appendix to these

regulations.

8. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers:

   (a) *Division of Arts, Law, Psychology and Social Sciences subjects*
   Creative Practices
   Creative Technologies
   Screen and Media Studies

   (b) *Faculty of Māori and Indigenous Studies subjects*
   Māori Media and Communication[1]

9. Candidates must include at least 30 points in research, as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.

10. Candidates may take up to 30 points from outside the field of the Degree.

11. The field of the Degree comprises all the subjects listed in section 7 of these regulations.

12. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

13. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division), or
   (d) Third Class Honours.

14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree.

Variations

15. The Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *There will be no new intake into this subject in 2024.*

Appendix

Compulsory Papers

CRPC591

Creative Research Project (30 points) and,

CRPC502

Theory in Action (30 points) or,

MEDIA501

Critical and Creative Approaches to Research (30 points)

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Regulations for the Degree of Bachelor of Music with Honours (BMus(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Music of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in Music at levels considered appropriate by the Academic Board, and
   (c) in the case of Performance candidates, passed an audition.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the Music entry in the University of Waikato Catalogue of Papers, including any compulsory papers, with an emphasis

on either Composition or Performance.

8. Candidates must include at least 30 points in research, as prescribed in the Music entry in the University of Waikato Catalogue of Papers.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the Music entry in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

12. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division), or
    (d) Third Class Honours.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

14. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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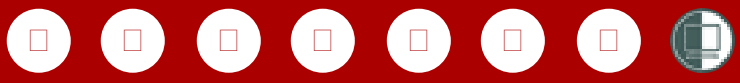

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Regulations for the Degree of Bachelor of Nursing with Honours (BNurs(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for:
      (i) the award of the degree of Bachelor of Nursing of the University of Waikato, with at least a B+ grade average across the 300 level papers; or
      (ii) a qualification considered by the Academic Board to be equivalent[1],
   (b) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience, and ability to proceed with the proposed programme, this would normally be demonstrated through being a practising health professional; and
   (c) satisfied the prerequisites for graduate study in the subject being taken for the Degree.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is two years.
5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.

6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the Nursing entry in the University of Waikato Catalogue of Papers, including any compulsory papers.
8. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

9. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division), or
   (d) Third Class Honours.
10. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

11. The Pro-Vice Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *For the purpose of section 2(a)(ii) of these regulations, the Academic Board normally requires that the candidate shall:*
   (i) *have completed, at a satisfactory level of achievement, an appropriate nursing registration qualification; and*
   (ii) *have completed the equivalent of three years of full-time study and have passed the equivalent of 360 points, including 80 points at 300 level.*

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Regulations for the Degree of Bachelor of Science with Honours (BSc(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Science or Bachelor of Science (Technology) of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and, normally, have completed the requirements in the minimum time for completion of that degree, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed in no more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding two calendar years, from the date of first enrolment in the Degree.

5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.[1]

6. Candidates must gain 120 points at 500 level or above.

7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers:

   (a) Artificial Intelligence
   Computer Science
   Data Analytics
   Mathematics

   (b) Biomedical Sciences
   Chemistry
   Earth Sciences
   Ecology and Biodiversity
   Environmental Sciences
   Materials and Processing
   Molecular and Cellular Biology
   Physics
   Psychology

8. Candidates must include at least 30 points in research, as prescribed in the relevant subject entry in the Catalogue of Papers.

9. Candidates may take up to 30 points from outside the field of the Degree.

10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.

11. Where a candidate fails a paper, they will not be permitted to repeat the paper or take an alternative paper. A candidate who fails a paper will not be permitted to proceed with the Degree.

Award of Honours

12. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division), or
   (d) Third Class Honours.

13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

14. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *Admission to the BSc(Hons) in the subjects under section 7(b) of these regulations is by invitation only from the Chairperson of the relevant department. Students interested in undertaking the BSc(Hons) in the subjects under section 7(b) of these regulations should consult the Division of Health, Engineering, Computing and Science Graduate Handbook for more information, and then the relevant Chairperson of Department.*

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Regulations for the Degree of Bachelor of Social Sciences with Honours (BSocSc(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Social Sciences of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board and
   (c) for the subjects listed in clause 7(a), normally achieved a B grade average either: over the best 120 points of their major; or over the 300 level papers completed that are listed for their major's subject.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.

7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers:

   (a) *Division of Arts, Law, Psychology and Social Sciences subjects requiring admission through clause 2(c)*

   Anthropology
   Economics
   Environmental Planning
   Geography
   History
   Philosophy
   Political Science
   Population Studies and Demography
   Psychology
   Public Policy
   Screen and Media Studies
   Social Policy
   Sociology

   (b) *Other Division of Arts, Law, Psychology and Social Science subjects*

   Health Development and Policy[1]

   (c) *Faculty of Māori and Indigenous Studies subjects*

   Māori and Indigenous Studies
   Pacific and Indigenous Studies

8. Candidates must include at least 30 points in research, as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

12. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division), or
    (d) Third Class Honours.

13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

14. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

There will be no new intake into this subject in 2024.

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Regulations for the Degree of Bachelor of Teaching with Honours (BTchg(Hons))

There will be no new intake into this qualification in 2024.

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Teaching of the University of Waikato, or
   (b) completed the requirements of a qualification considered by the Academic Board to be equivalent.[1]

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Division of Education and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the Teaching entry in the

University of Waikato Catalogue of Papers, including any compulsory papers.

8. Candidates may take up to 30 points from outside the field of the Degree.
9. The field of the Degree comprises the papers prescribed for the Degree in the Teaching entry in the University of Waikato Catalogue of Papers.
10. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

11. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division), or
    (d) Third Class Honours.
12. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

13. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *For the purpose of section 2(b) of these regulations, the Academic Board normally requires that the candidate shall*
    (i) *have completed, at a satisfactory level of achievement, an appropriate teaching qualification, and*
    (ii) *have completed the equivalent of three years of full-time study and have passed the equivalent of 360 points, including 80 points at 300 level.*

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Regulations for the Degree of Magister Juris (MJur)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Laws, a combined Law degree, or a Bachelor of Arts with a law major, of the University of Waikato with at least a B grade average across the 300 and 400 level papers, or a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.

5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.

6. Candidates must gain 120 points at 500 level or above.

7. Candidates must complete either ALPSS500 or LEGAL507 and up to a further 90 points from the papers prescribed for the Degree in the Law entry in the University of Waikato Catalogue of Papers.
8. Candidates must include at least 45 points from List A: Advanced Study.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the Law entry in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division), or
    (d) without honours.
14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree.
16. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

Variations

17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

List A: Advanced Study

LEGAL501

Advanced Evidence Law

LEGAL502

Advanced Privacy Law

LEGAL505

Critical Issues in the Treaty of Waitangi in Contemporary Aotearoa

LEGAL508

Advanced Family Law

LEGAL512

Advanced Media Law

LEGAL513

Critical Issues in Agriculture and Law

LEGAL515

Advanced Construction Law

LEGAL517

Advanced Conflict of Laws

LEGAL518

Advanced Arbitration

LEGAL519

Advanced Maritime Law

LEGAL520

Intellectual Property Law and Policy

LEGAL521

Advanced Employment Law

LEGAL523

Advanced Civil Litigation

LEGAL525

Critical Issues in Contemporary and International Indigenous Law

LEGAL526

Legal Aspects of Cyber Security

LEGAL527

Advanced Issues in Charity Law

LEGAL528

Advanced Foreign Investment Law

LEGAL531

Advanced International Environmental Law

LEGAL534

Transnational Criminal Law

LEGAL535

Advanced Environmental Law

LEGAL540

Critical Issues for Pacific Peoples and the Law

LEGAL551

Reconciliation, Justice and Indigeneity

LEGAL552

Critical Issues in International Criminal Law

LEGAL556

Advanced New Zealand Animal Law

LEGAL562

Law of International Trade

LEGAL568

Issues in Public Law

LEGAL569

International Law – A Place for Indigenous Rights

LEGAL574

Law and Information Technology

LEGAL576

The Laws of Armed Conflict & International Humanitarian Law

LEGAL577

National & International Human Rights Law

LEGAL580

Advanced Banking Law

LEGAL583

Advanced Immigration and Refugee Law

LEGAL587

Advanced Health Law

LEGAL593

Thesis

LEGAL594

Thesis

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Regulations for the Degree of Master of Applied Finance (MAppFin)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of a bachelors degree of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of the Diploma in Postgraduate Preparation – Pre-Masters of the University of Waikato, and
   (c) satisfied the prerequisites for graduate study in the subject being presented for the Degree at levels considered appropriate by the Academic Board, normally, quantitative analysis subjects through to 200 level, or equivalent.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is 18 months.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.

6. Candidates must gain 180 points at 500 level or above.
7. Candidates must complete the compulsory papers prescribed in the Finance subject entry in the University of Waikato Catalogue of Papers.

Award of Honours

8. The Degree may be awarded with Distinction.
9. Except with the approval of the Academic Board, the award will be calculated on the basis of the grades for all of the papers completed for the Degree, including any failed paper.

Variations

10. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Applied Psychology (MAppPsy)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Arts, Bachelor of Science, or Bachelor of Social Sciences of the University of Waikato with a major in Psychology with at least a B+ grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, and
   (b) demonstrated, to the satisfaction of the Programme Selection Committee that they
      (i) have adequate academic skills and experience
      (ii) are suitable candidates with respect to:
         1. a Police vetting check
         2. the Vulnerable Children's Act 2014, and
   (c) satisfied the prerequisites for graduate study in Psychology at levels considered appropriate by the Academic Board, and
   (d) gained 15 points with a B+ grade in Behaviour Analysis (PSYCH314) for the MAppPsy(BA) or Community Psychology (PSYCH302) for the MAppPsy(Comm) or Organisational Psychology (PSYCH317) for the MAppPsy(Org) or equivalent. Candidates who have not met this requirement may be enrolled in the Bachelor of Social Sciences with Honours or Postgraduate Diploma in Psychology with the possibility of transferring to the Master of Applied Psychology under the provisions of section 12 of these regulations.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is two years, or, in the case of candidates for whom an exemption from up to 120 points has been approved under the provisions of section 12 of these regulations, one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree, or, in the case of candidates for whom an exemption from up to 120 points has been approved under the provisions of section 12 of these regulations, a lesser time may be required.

5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.

6. Candidates must gain 240 points at 500 level or above, including any compulsory papers prescribed in the Psychology subject entry in the University of Waikato Catalogue of Papers, in one of the following specified programmes:
Specified Programmes
Behaviour Analysis
Community Psychology
Organisational Psychology[1]

7. Candidates must include
   (a) a dissertation equivalent to 60 points, or
   (b) a thesis equivalent to 90 points, or
   (c) a thesis equivalent to 120 points.

8. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

9. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate’s thesis research or supervision.

Award of Honours

10. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or

(c) Second Class Honours (second division).

11. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 240 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

12. Candidates who have completed the degree of Bachelor of Social Sciences with Honours of the University of Waikato in Psychology or for a qualification considered by the Academic Board to be equivalent, may be exempted from up to 120 points for the Degree, provided that their overall graduate programme of study conforms with the requirements of the specified programme prescribed for the Degree.
13. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

[1] The 240 point version of the specified programme of Organisational Psychology is suspended from 2021 and the 120 point version is suspended from 2022.

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Regulations for the Degree of Master of Arts (MA)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Arts of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of the degree of Bachelor of Arts with Honours of the University of Waikato with at least second class honours (second division), or for a Postgraduate Diploma with at least a B average, or for a qualification considered by the Academic Board to be equivalent, and
   (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations in one calendar year or one and a half academic years. The normal minimum period of enrolment for candidates admitted under section 2(b) of these

regulations is one academic year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.

5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.

6. Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level or above. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level or above.

7. Candidates admitted under section 2(a) of these regulations must gain at least 60 points from one of the subjects in clause 9, including; either ALPSS500 or an approved research methods paper, at least 45 points from the papers listed for the subject in List A: Advanced Study, and any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.

8. Candidates admitted under section 2(b) of these regulations must gain at least 60 points from one of the following subjects, including at least 45 points from the papers listed for the subject in List A: Advanced Study, and any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.

9. Subjects for the degree are:

   (a) *Division of Arts, Law, Psychology and Social Sciences subjects*

   Anthropology
   Chinese[1]
   English
   French[1]
   Geography
   History
   International Relations and Security Studies[2]
   Japanese[1]
   Music
   Philosophy
   Political Science
   Psychology
   Screen and Media Studies
   Social Policy
   Sociology
   Theatre Studies

   (b) *Faculty of Māori and Indigenous Studies subjects*

   Māori and Indigenous Studies
   Pacific and Indigenous Studies

10. Candidates admitted under section 2(a) of these regulations may take up to 60 points from outside of the field of the Degree. Candidates admission under section 2(b) of these regulations may take up to 30 points from outside the field of the Degree.

11. The field of the Degree comprises all the subjects listed in section 9 of these regulations.

12. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

13. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

14. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division).
    (d) or without honours.

15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.

Variations

16. The Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

Notes:

[1] There will be no intake into this subject in 2024.

[2] Students who wish to present International Relations and Security Studies for the Degree are normally required to have completed the Postgraduate Diploma in International Relations and Security Studies.

List A: Advanced Study

Anthropology

ALPSS590

Directed Study

ALPSS591

Research Project

ALPSS592

Dissertation

ANTHY515

Ethnographic Research Methods

ANTHY522

Visual Power: Images, Aesthetics & Politics

ANTHY589

Directed Study

ANTHY593

Anthropology Thesis

ANTHY594

Anthropology Thesis

LEGAL540

Critical Issues for Pacific Peoples and the Law

LEGAL551

Reconciliation, Justice and Indigeneity

English

ALPSS590

Directed Study

ALPSS591

Research Project

ALPSS592

Dissertation

ENGLI593

English Thesis

ENGLI594

English Thesis

LEGAL512

Advanced Media Law

LEGAL520

Intellectual Property Law and Policy

Geography

ALPSS590

Directed Study

ALPSS591

Research Project

ALPSS592

Dissertation

GEOGY589

Directed Study

GEOGY593

Geography Thesis

GEOGY594

Geography Thesis

LEGAL531

Advanced International Environmental Law

LEGAL535

Advanced Environmental Law

History

ALPSS590

Directed Study

ALPSS591

Research Project

ALPSS592

Dissertation

HISTY516

History and Theory

HISTY593

History Thesis

HISTY594

History Thesis

LEGAL505

Critical Issues in the Treaty of Waitangi in Contemporary Aotearoa New Zealand

LEGAL540

Critical Issues for Pacific Peoples and the Law

International Relations and Security Studies

ALPSS590

Directed Study

ALPSS591

Research Project

ALPSS592

Dissertation

POLSC593

Political Science Thesis

POLSC594

Political Science Thesis

LEGAL531

Advanced International Environmental Law

LEGAL534

Transnational Criminal Law

Music

MUSIC504

Professional Performance Practice

MUSIC505

Composition Project

MUSIC514

Composition Portfolio

MUSIC522

Composition Studies

MUSIC524

Advanced Performance

MUSIC525

Advanced Opera Studies

MUSIC528

Performance Studies

MUSIC590

Directed Study

MUSIC591

Research Project

MUSIC592

Dissertation

MUSIC593

Performance Composition Portfolio

MUSIC594

Music Thesis

Philosophy

ALPSS590

Directed Study

ALPSS591

Research Project

ALPSS592

Dissertation

PHILO588

Foundations of Philosophical Research

PHILO589

Directed Study

PHILO593

Philosophy Thesis

PHILO594

Philosophy Thesis

Political Science

ALPSS590

Directed Study

ALPSS591

Research Project

ALPSS592

Dissertation

LEGAL526

Legal Aspects of Cyber Security

LEGAL568

Issues in Public Law

POLSC501

Policy Analysis: Theory and Practice

POLSC593

Political Science Thesis

POLSC594

Political Science Thesis

Psychology

PSYCH513

Evaluation Research Analysis

PSYCH526

Clinical Internship: Assessment-Focused

PSYCH527

Clinical Internship: Treatment-Focused

PSYCH541

Case Study Analysis in Community Psychology

PSYCH543

The Practice of Community Psychology

PSYCH545

Special Topic: The WTF seminar: Facts, Fiction, Fake news

PSYCH551

Case Study Analysis in Applied Psychology ABA

PSYCH552

Ethical Issues in Psychology (ABA)

PSYCH553

The Practice of Psychology ABA

PSYCH586

Behaviour Analysis Practicum

PSYCH587

Behaviour Analysis Practicum

PSYCH589

Directed Study

PSYCH590

Directed Study

PSYCH592

Dissertation

PSYCH593

Psychology Thesis

PSYCH594

Psychology Thesis

Screen and Media Studies

LEGAL512

Advanced Media Law

LEGAL520

Intellectual Property Law and Policy

MEDIA501

Critical and Creative Approaches to Research

MEDIA591

Research Project

MEDIA592

Dissertation

MEDIA593

Screen and Media Studies Thesis

MEDIA594

Screen and Media Studies Thesis

Social Policy

ALPSS590

Directed Study

ALPSS591

Research Project

ALPSS592

Dissertation

LEGAL508

Advanced Family Law

LEGAL568

Issues in Public Law

SOCPY500

Techniques for Policy Analysis

SOCPY507

Gender and Development

SOCPY508

Techniques for Policy Analysis

SOCPY589

Directed Study

SOCPY593

Social Policy Thesis

SOCPY594

Social Policy Thesis

Sociology

ALPSS590

Directed Study

ALPSS591

Research Project

ALPSS592

Dissertation

LEGAL505

Critical Issues in the Treaty of Waitangi in Contemporary Aotearoa New Zealand

LEGAL525

Critical Issues in Contemporary and International Indigenous Law

SOCIO500

Comparative Indigenous Criminology

SOCIO504

Marx, Marxism, and Beyond: Contesting Perspectives

SOCIO589

Directed Study

SOCIO593

Sociology Thesis

SOCIO594

Sociology Thesis

Theatre Studies

LEGAL512

Advanced Media Law

LEGAL520

Intellectual Property Law and Policy

THSTS590

Directed Study

THSTS591

Research Project

THSTS592

Dissertation

THSTS593

Theatre Studies Thesis

THSTS594

Theatre Studies Thesis

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Regulations for the Degree of Master of Arts (Applied) (MA(Applied))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of a university degree with at least a B grade average across the 300 level papers, or a qualification considered by the Academic Board to be equivalent, and
   (b) normally qualified for the award of the Postgraduate Diploma in Teaching English to Speakers of Other Languages of the University of Waikato with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.

5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.

6. Candidates must gain 120 points at 500 level or above.

7. Candidates must complete the papers prescribed for the Degree in the Applied Linguistics entry in the University of Waikato Catalogue of Papers, including any compulsory papers.
8. Candidates may include
   (a) a dissertation equivalent to 30 points, or
   (b) a dissertation equivalent to 60 points, or
   (c) a thesis equivalent to 90 points.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the Applied Linguistics entry in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate’s thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division), or

   or without honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.
15. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than three years from the date of first enrolment in the Degree.

Variations

16. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Business Administration (MBA)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of a bachelors degree of the University of Waikato with at least a B-grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
   (b) demonstrated to the Academic Board that they have adequate training, experience and ability to proceed with the MBA, and
   (c) produced sufficient evidence to satisfy the Academic Board of adequate training and experience in the field of management or administration, and
   (d) be accepted by the Pro Vice-Chancellor of the Division of Management, who will consult with the Director of the MBA Programme as appropriate, and
   (e) be subject to the completion of any qualifying papers or additional work as may be required by the Academic Board, either prior to admission or concurrently.

Requirements for the Degree

3. Candidates admitted under sections 2(a) or 2(b) of these regulations must gain 180 points at 500 level as prescribed for the MBA programme in the Executive Education entry in the University of Waikato Catalogue of Papers.
4. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato

Management School.

5. If a candidate fails a paper, they may be required to undertake additional assessment to improve the grade to a pass on one occasion only. A candidate who fails more than once will not be permitted to proceed with the Degree.

Award of Honours

6. The Degree may be awarded with Distinction.
7. Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree, including any failed paper.

Variations

8. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

[1] Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Certificate in Management Studies, if they have completed 60 points towards the MBA, or a Postgraduate Diploma in Management Studies if they have completed 120 points towards the MBA.

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Regulations for the Degree of Master of Business and Management (MBM)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of a bachelors degree of the University of Waikato with at least a B-grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of the Diploma in Postgraduate Preparation - Pre-Masters of the University of Waikato, and
   (c) be accepted by the Pro Vice-Chancellor of the Division of Management, who will consult with the Director of the MBM Programme as appropriate, and
   (d) be subject to the completion of any qualifying papers or additional work as may be required by the Academic Board, either prior to admission or concurrently.

Requirements for the Degree

3. Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level as prescribed for the MBM programme in the Executive Education entry in the University of Waikato Catalogue of Papers.
4. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
5. If a candidate fails a paper, they may be required to undertake additional assessment to improve

the grade to a pass on one occasion only. A candidate who fails more than once will not be permitted to proceed with the Degree.

Award of Honours

6. The Degree may be awarded with Distinction.
7. Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree, including any failed paper.

Variations

8. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

[1.] Prospective candidates should consult the Director of the MBM well before the commencement of the Degree programme to ensure that they have fulfilled the requirements for admission. The Director will set deadlines and entry test requirements as required.

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Regulations for the Degree of Master of Counselling (MCouns)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of a bachelors degree of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, and
   (b) provided evidence of at least two years' prior experience and/or professional preparation in counselling, and
   (c) been selected as a suitable person for the Counselling programme.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is two years.
5. Candidates must enrol in the Division of Education and follow an approved programme of study.
6. Candidates must gain 240 points at 500 level from the papers offered for the Degree, including any compulsory papers prescribed in the Counselling entry in the University of Waikato Catalogue of Papers.

7. The programme of study must comprise
   (a) 120 points from the compulsory papers for the Degree, including a practicum, and a thesis equivalent to 120 points, or
   (b) 120 points from the compulsory papers for the Degree, including a practicum, and a thesis equivalent to 90 points and a further 30 points from the prescribed papers, or
   (c) 120 points from the compulsory papers for the Degree, including a practicum, and a dissertation equivalent to 60 points and a further 60 points from the prescribed papers, or
   (d) 240 points from the prescribed papers, including at least 120 points from the compulsory papers for the Degree and including the practicum.[1]
8. Candidates must arrange their own practicum placement in order to meet the requirements of section 7 of these regulations. The arrangements must be approved by the Professional Leader - Counsellor Education Programmes.
9. Candidates must pass the practicum component to be eligible for the award of the Degree.
10. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
11. Where a candidate fails a paper, they may be permitted to repeat the paper or take an alternative paper on one occasion only. A candidate who fails more than one paper will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate’s thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division),

   or without honours.
14. Candidates who fail a paper will not be eligible for the award of honours.

Variations

15. Candidates who have completed the Postgraduate Diploma in Counselling of the University of

Waikato or a qualification considered by the Academic Board to be equivalent, will be exempted from 180 points for the Degree.

16. Candidates may, with approval, substitute 60 points from other subjects listed in the University of Waikato Catalogue of Papers in place of those prescribed for the Degree.
17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. Candidates who complete a Master of Counselling by coursework alone would not ordinarily be permitted to apply for admission directly to doctoral study.

2. The intake for this programme is limited. Intending candidates should make enquiries regarding application and selection procedures to the Professional Leader - Counsellor Education Programmes by 1 October at the latest in the year prior to that in which they intend studying.

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Regulations for the Degree of Master of Cyber Security (MCS)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Science, or Bachelor of Science (Technology) of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of the degree of Bachelor of Computing and Mathematical Sciences, or the Bachelor of Engineering, or the Bachelor of Computing and Mathematical Sciences with Honours, or the Bachelor of Engineering with Honours, or the Bachelor of Science with Honours with at least second class honours (second division); or for the award of the Postgraduate Diploma of the University of Waikato in a relevant subject with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent, and
   (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted

under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal period of enrolment for completion of the Degree for candidates admitted under section 2(b) of the regulations is one academic year.

5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates admitted under 2(a) of these regulations must gain 180 points at 500 level or above. Candidates admitted under 2(b) of these regulations must gain 120 points at 500 level or above.
7. Candidates must complete the compulsory papers prescribed in the Computer Science entry in the University of Waikato Catalogue of Papers.
8. Candidates must include
   (a) a dissertation equivalent to 60 points, or
   (b) a thesis equivalent to 90 points
9. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

10. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate’s thesis research or supervision.

Award of Honours

11. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division),

    or without honours.
12. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree, including any failed paper.

Variations

13. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Design (MDes)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Design awarded by the University of Waikato with a minimum average grade of B, or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of the degree of Bachelor of Design with Honours awarded by the University of Waikato with at least second class honours (second division), or for a qualification considered by the Academic Board to be equivalent, or
   (c) qualified for the award of the Postgraduate Diploma in Design awarded by the University of Waikato with a minimum average grade of B, or for a qualification considered by the Academic Board to be equivalent, and
   (d) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted

under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for candidates admitted under sections 2(b) or 2(c) of these regulations is one academic year.

5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level. Candidates admitted under sections 2(b) or 2(c) of these regulations must gain 120 points at 500 level.
7. Candidates must complete a specified programme as prescribed in the Design entry in the Catalogue of Papers, and must pass all papers on the first attempt.
8. Candidates must include a dissertation or thesis in their programme of study.

Award of Honours

9. In accordance with criteria approved for this purpose by the Academic Board, the Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division),

   or without honours.

Variations

10. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Digital Business (MDigiBus)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have:
   (a) Either
      (i) qualified for the award of a bachelor's degree in a relevant subject area, such as business, commerce, management, information technology or computer science with at least a B- grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
      (ii) qualified for the award of an honours degree with at least second class honours (second division), or for the award of a Postgraduate Diploma in a relevant subject area such as business, commerce, management, information technology or computer science with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent, or
      (iii) qualified for the award of the Diploma in Postgraduate Preparation – Pre-Masters of the University of Waikato, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must

be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a)(i) or 2(a)(iii) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a)(ii) of the regulations is one year.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6. Candidates admitted under section 2(a)(i) or 2(a)(iii) of these regulations must gain 180 points at 500 level. Candidates admitted under section 2(a)(ii) of these regulations must gain 120 points at 500 level.
7. Candidates must include
   (a) DIGIB519 and DIGIB552, or
   (b) MNMGT581 and DIGIB591 or DIGIB592 or DIGIB593
8. Candidates admitted under section 2(a)(i) or 2(a)(iii) of these regulations may take up to 60 points from outside the field of the Degree. Candidates admitted under section 2(a)(ii) of these regulations may take up to 30 points from outside the field of the Degree.
9. The field of the Degree comprises the 500-level papers listed for the Digital Business entry in the Catalogue of Papers.
10. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.[1]

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate’s thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division), or

or without honours.

14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers presented for the Degree.

Variations

15. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *Candidates who are not permitted to proceed with the Degree may be eligible to graduate with a Postgraduate Certificate or Diploma in Digital Business.*

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Regulations for the Degree of Master of Disability and Inclusion Studies (MDInS)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of bachelor's degree of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
   (b) evidence of other approved qualifications related to Disability and Inclusion Studies considered by the Academic Board to be equivalent.

3. In exceptional circumstances, based on academic merit or relevant experience, candidates who do not meet the requirements of Section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under Section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under Section 2(b) of the regulations is one academic year.

5. Candidates must enrol in the Division of Education and follow an approved programme of study.

6. Candidates who are admitted under Section 2(a) or Section 2(b) of these regulations must gain 180 points at 500 level. Candidates admitted under Section 2(c) of these regulations must gain

120 points at 500 level.

7. Candidates must complete the papers prescribed for the Degree in the Disability and Inclusion Studies entry in the University of Waikato Catalogue of Papers, including an approved research methods paper and any compulsory papers.
8. Candidates may include
   (a) a thesis equivalent to 120 points, or
   (b) a thesis equivalent to 90 points, or
   (c) a dissertation equivalent to 60 points, or
   (d) a directed study equivalent to 30 points.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the Disability and Inclusion Studies entry in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division), or

   or without honours.

14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.
16. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

Variations

17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Education (MEd)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of a bachelors degree of the University of Waikato, with at least a B grade average across the 300 level papers, and
      (i) a major or minor in Education, or Counselling Studies,
      (ii) substantial relevant experience,

      or for a qualification considered by the Academic Board to be equivalent.

3. In exceptional circumstances, based on academic merit or relevant experience, candidates who do not meet the requirements of Section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one calendar year or one and a half academic years.
5. Candidates must enrol in the Division of Education and follow an approved programme of study.
6. Candidates must gain 180 points at 500 level.
7. Candidates must complete the papers prescribed for the Degree in the Education entry in the

University of Waikato Catalogue of Papers, including an approved research methods paper and any compulsory papers.

(a) To be awarded a Master of Education in Counselling Studies, candidates must gain at least 60 points from the Counselling Studies subject entry in the University of Waikato Catalogue of Papers.

Subjects

Counselling Studies

8. Candidates must include
   (a) a thesis equivalent to 120 points, or
   (b) a thesis equivalent to 90 points, or
   (c) a dissertation equivalent to 60 points, or
   (d) a directed study equivalent to 30 points.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the Education entry in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate’s thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division), or

    or without honours.
14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.
16. In order to be eligible for consideration for the award of honours, the requirements of the Degree

must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

Variations

17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Educational Leadership (MEdLeadership)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of a bachelors degree of the University of Waikato, with at least a B grade average across the 300 level papers, and
      (i) a major or minor in any of the subjects offered in the Master of Education, or
      (ii) substantial relevant experience,

      or for a qualification considered by the Academic Board to be equivalent, or

   (b) qualified for the award of a
      (i) bachelors degree with honours of the University of Waikato, with at least second class honours (second division) in any subject relevant to the Master of Educational Leadership, or
      (ii) Postgraduate Diploma in Educational Leadership of the University of Waikato, with at least a B grade average,

   (c) or for a qualification considered by the Academic Board to be equivalent, and satisfied the prerequisites for postgraduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit or relevant experience, candidates who do not meet the requirements of Section 2 of these regulations may be considered for admission

subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(b) of the regulations is one academic year.
5. Candidates must enrol in the Division of Education and follow an approved programme of study.
6. Candidates who are admitted under section 2(a) of these regulations must gain 180 points at 500 level. Candidates admitted under section 2(b) of these regulations must gain a further 120 points at 500 level.
7. Candidates must complete the papers prescribed for the Degree in the Educational Leadership entry in the University of Waikato Catalogue of Papers, including an approved research methods paper and any compulsory papers.
8. Candidates must include
   (a) a thesis equivalent to 120 points, or
   (b) a thesis equivalent to 90 points, or
   (c) a dissertation equivalent to 60 points, or
   (d) a directed study equivalent to 30 points.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the Educational Leadership entry in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate’s thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or

(c) Second Class Honours (second division), or

or without honours.

14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.
16. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

Variations

17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Educational Management (MEdM)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of a bachelors degree of the University of Waikato with at least a B-grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
   (b) demonstrated to the Academic Board that they have adequate training, experience and ability to proceed with the MEdM, and
   (c) produced sufficient evidence to satisfy the Academic Board of adequate training and experience in the field of education, management or administration, and
   (d) been accepted by the Pro Vice-Chancellor of the Division of Education or the Pro Vice-Chancellor of the Division of Management who will consult with the relevant Programme Leader.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission.
4. Admission to the Degree may be subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

5. The normal minimum period of enrolment for completion of the Degree is one and a half

academic years.

6. Candidates must enrol in the Division of Education or the Waikato Management School and follow an approved programme of study.
7. Candidates must gain 180 points at 500 level as prescribed for the MEdM programme in the University of Waikato Catalogue of Papers.

Award of Honours

8. The Degree may be awarded with Distinction.
9. Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree, including any failed paper.

Variations

10. The Pro Vice-Chancellor of the Division of Education or the Pro Vice-Chancellor of the Division of Management or their delegated authorities may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Engineering (ME)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Engineering of the University of Waikato with at least a B grade average across the 300 level and 500 level papers or Bachelor of Engineering with Honours of the University of Waikato with at least second class honours (second division), or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.

7. Candidates must include
   (a) a thesis equivalent to 90 points, or
   (b) a thesis equivalent to 120 points.
8. The thesis must be taken in the subject Engineering.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree is defined in the appendix to these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate’s thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division), or

   or without honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.
15. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding two calendar years, from the date of first enrolment in the Degree.

Endorsements

16. The Degree may be awarded with one of the following endorsements
   (a) Chemical and Biological Engineering
   (b) Civil Engineering
   (c) Electrical and Electronic Engineering

(d) Environmental Engineering

(e) Materials and Process Engineering

(f) Mechanical Engineering

(g) Mechatronics

(h) Robotics

(i) Software Engineering

The degree may also be awarded without endorsement.

Variations

17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Appendix

The field of the Degree is defined as the following subjects

Computer Science
Electronics
Engineering
Materials and Processing
Mathematics
Physics

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Regulations for the Degree of Master of Engineering Practice (MEngPrac)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Engineering of the University of Waikato with at least a B grade average across the 300 level and 500 level papers, or Bachelor of Engineering with Honours of the University of Waikato with at least second class honours (second division), or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to admission or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is two trimesters.
5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates must gain at least 180 points at 500 level or above.

7. Candidates must complete the requirements of a subject.

   Subjects

   Civil Engineering
   Electronics
   Materials and Processing
   Mechanical Engineering

8. To complete the requirements of a subject, candidates must gain at least 150 points in that subject, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.

9. Candidates must include

   (a) ENGEN508 Masters Capstone Project (60 points), and

   (b) 30 points from the papers listed in the Appendix.

10. At the discretion of the Dean or nominee, candidates who have either

    (a) qualified for a Bachelor of Engineering with Honours of the University of Waikato with at least second class honours (second division), or for a qualification considered by the Academic Board to be equivalent, or

    (b) gained significant and relevant professional experience

    may be granted a waiver or cross-credit of 60-points. Where this applies candidates must still complete 90 points from a subject listed in section 7, including ENGEN508.

11. Candidates must pass all of the papers taken for the first 60 points for the Degree with an average grade of at least B in order to be eligible to continue with the Degree.

12. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

13. The Degree may be awarded with

    (a) Distinction, or

    (b) Merit.

14. Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers presented for the Degree, including any failed paper.

Variations

15. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Appendix

EXMBM511

Communication and Collaboration in Organisations

EXMBM512

Leadership and Change Management

EXMBM513

Sustainability and Responsible Management

EXMBM514

Economics and the Global Context

EXMBM521

Strategic Management and Decision Making

EXMBM522

Marketing Strategy

EXMBM523

Digital Business and Supply Chain Management

EXMBM524

Financial Analysis

EXMBM532

Managing Innovation and Value Creation

EXMBM533

Integrative Learning Project

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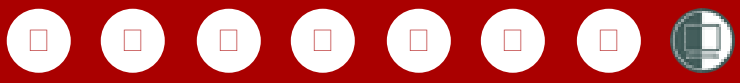

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Regulations for the Degree of Master of Environment and Society (MEnvSoc)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Arts, or Bachelor of Social Sciences of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of the degree of Bachelor of Arts with Honours, or Bachelor of Social Sciences with Honours with at least second class honours (second division), or Bachelor of Environmental Planning, with at least a B grade average across the 300 and 400 level papers, or for the award of the Postgraduate Diploma of the University of Waikato in a relevant subject, with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent, or
   (c) qualified for the award of the Diploma in Postgraduate Preparation - Pre-Masters of the University of Waikato with at least a B grade average across the 300 level papers,

   and

   (d) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must

be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under 2(a) or 2(c) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for candidates admitted under 2(b) of these regulations is one academic year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates admitted under section 2(a) or 2(c) of these regulations must gain 180 points at 500 level or above. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level or above.
7. (a) Candidates admitted under section 2(a) or 2(c) of these regulations must gain at least 60 points from the papers listed in Appendix A to these regulations, and at least 30 points from the papers listed in Appendix B to these regulations, including any compulsory papers prescribed in the Environment and Society entry in the University of Waikato Catalogue of Papers.

   (b) Candidates admitted under section 2(b) of these regulations must gain at least 30 points from the papers listed in Appendix A to these regulations, including any compulsory papers prescribed in the Environment and Society entry in the University of Waikato Catalogue of Papers.
8. Candidates must include at least 45 points from the papers listed in Appendix C to these regulations.
9. Candidates admitted under section 2(a) of these regulations may take up to 60 points from outside the field of the Degree. Candidates admitted under section 2(b) of these regulations may take up to 30 points from outside the field of the Degree.
10. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.[2]

Examination of thesis (90 points and above)

11. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate’s thesis research or supervision.

Award of Honours

12. The Degree may be awarded with

(a) First Class Honours, or

(b) Second Class Honours (first division), or

(c) Second Class Honours (second division), or

(d) or without honours.

13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of grades for all of the papers completed for the Degree, including any failed paper.

Variations

14. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *Candidates admitted under 2(a) may include a 120 point thesis only with the approval of the Pro Vice-Chancellor of the Division or delegated authority. Candidates admitted under 2(b) will not normally be able to include a research component of more than 90 points.*
2. *Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Certificate or Postgraduate Diploma.*

Appendix A

ANTHY521

Cultural Perspectives on Environmental Issues (30 points)

ENVPL505

Māori Environmental Management (15 points)

ENVPL510

Planning Theory (15 points)

GEOGY520

Human Dimensions of Environmental Change (30 points)

HISTY512

Environmental History (30 points)

LCOMM584

Sustainable Futures (30 points)

MAORI502

Sustainable Resource Issues (30 points)

POLSC504

Gender, Justice and the Environment (15 points)

POLSC537

Environmental Politics and Public Policy (30 points)

PSYCH555

Environmental Psychology (15 points)

Appendix B

ANTHY515

Ethnographic Research Methods (30 points)

EDUCA500

Culturally Responsive Methodologies incorporating kaupapa Māori and Critical Theories (30 points)

ENVSC504

Pollution and Environmental Contaminants (15 points)

ENVSC505

Environmental Systems: Biogeosciences across Scales (15 points)

MAORI570

Te Mahi Rangahau: Māori, Pacific and Indigenous Research Methods and Issues (30 points)

MNMGT581

Research Methods in Management Studies (30 points)

SCTED513

Environmental and Sustainability Education (30 points)

STMGT504

Strategies for Sustainability (15 points)

THMGT502

Tourism Development and the Environment (30 points)

Appendix C

EVSOC593

Environment and Society Thesis (90 points)

EVSOC594

Environment and Society Thesis (90 points)

LEGAL531

Advanced International Environmental Law (30 points)

LEGAL535

Advanced Environmental Law (30 points)

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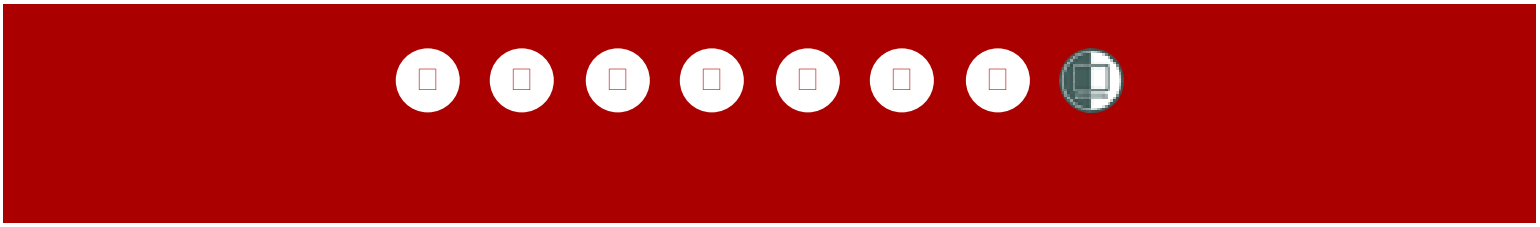

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Regulations for the Degree of Master of Environmental Planning (MEP)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Environmental Planning of the University of Waikato with at least a B grade average across the 300 and 400 level papers, or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of the degree of Bachelor of Social Sciences with Honours of the University of Waikato in Resources and Environmental Planning with at least second class honours (second division) or for a qualification considered by the Academic Board to be equivalent, or
   (c) qualified for the award of the Postgraduate Diploma of the University of Waikato in Environmental Planning with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent, or
   (d) in exceptional circumstances, qualified for the award of an approved qualification including, or together with, approved graduate papers and evidence of at least two years' work experience in a field relevant to planning,

   and

   (e) satisfied the prerequisites for graduate study in Environmental Planning at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who

do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within five consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above, including a dissertation equivalent to 60 points, or a thesis equivalent to 90 points, or a thesis equivalent to 120 points as prescribed for the Degree in the Environmental Planning entry in the University of Waikato Catalogue of Papers.
7. Candidates must enrol for and undertake the requirements of the Degree in accordance with the guidelines contained in the Division of Arts, Law, Psychology and Social Sciences Graduate Handbook for the degree of Master of Environmental Planning.
8. The procedures and criteria for assessing the personal and professional competencies central to the satisfactory completion of the Degree are prescribed in the Division of Arts, Law, Psychology and Social Sciences Graduate Handbook for the degree of Master of Environmental Planning.
9. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

10. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate’s thesis research or supervision.

Award of Honours

11. The Degree may be awarded with Distinction.
12. Candidates who fail a paper will not be eligible for the award of honours.

Variations

13. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Health Science (MHSc)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of a Bachelors degree of the University of Waikato, with at least a B grade average across the 300 level papers or for a qualification considered by the Academic Board to be equivalent; or
   (b) qualified for the award of a
      (i) bachelor's degree with honours, of the University of Waikato, with at least second-class honours (second division) or
      (ii) Postgraduate Diploma, of the University of Waikato, with at least a B grade average, in a health-related field, or for a qualification considered by the Academic Board to be equivalent; and
   (c) satisfied the prerequisites for postgraduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit or relevant experience, candidates who do not meet the requirements of Section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under Section 2(a) of these regulations is two academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under Section 2(b) of the regulations is one academic year.
5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates who are admitted under Section 2(a) of these regulations must gain 240 points at 500 level. Candidates admitted under Section 2(b) of these regulations must complete 120 points at 500 level, including any compulsory papers prescribed in the Health Science entry in the University of Waikato Catalogue of Papers.
7. Candidates must complete the paper prescribed for the Degree in the Health Science entry of the University of Waikato Catalogue of Papers, including any compulsory papers.
8. Candidates must include:
   (a) a thesis equivalent to 120 points; or
   (b) a thesis equivalent to 90 points; or
   (c) a dissertation equivalent to 60 points; or
   (d) HLTSC508 and HLTSC509.
9. Candidates may take up to 30 points from outside the Health Science subject.
10. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

11. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate’s thesis research or supervision.

Award of Honours

12. The Degree may be awarded with:
    (a) First Class Honours; or
    (b) Second Class Honours (first division); or
    (c) Second Class Honours (second division);

    or without honours.
13. Candidates who fail a paper will not be eligible for the award of honours.

14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.
15. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

Variations

16. The Pro-Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Health, Sport and Human Performance (MHSHP)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Health, Sport and Human Performance of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of the degree of Bachelor of Health, Sport and Human Performance with Honours with at least second class honours (second division), or for the award of a Postgraduate Diploma in Health, Sport and Human Performance, or for a qualification considered by the Academic Board to be equivalent, and
   (c) satisfied the prerequisites for postgraduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted

under section 2(b) of the regulations is one academic year.

5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates who are admitted under section 2(a) of these regulations must gain 180 points at 500 level. Candidates admitted under section 2(b) of these regulations must gain a further 120 points at 500 level.
7. Candidates must complete the papers prescribed for the Degree in the Health, Sport and Human Performance entry in the University of Waikato Catalogue of Papers, including an approved research methods paper and any compulsory papers.
8. Candidates must include
   (a) a thesis equivalent to 120 points, or
   (b) a thesis equivalent to 90 points, or
   (c) a dissertation equivalent to 60 points, or
   (d) a directed study equivalent to 30 points
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the Health, Sport and Human Performance entry in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate’s thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division), or

   or without honours.

14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the

basis of the grades for all of the papers completed for the Degree.

16. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

Variations

17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Information Technology (MInfoTech)

This qualification is awarded jointly by the University of Auckland and the University of Waikato.

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for the award of:
either

(a) a Bachelors (Honours) degree of the University of Waikato, or a 120 point Postgraduate Diploma in Information Technology, or a qualification considered by the Academic Board to be equivalent, with a Grade Point Average of 4.5 or higher in 75 points above 300 level including at least 45 points in Computer Science or a related field at 500 level

or

(b) (i) a Bachelors degree of the University of Waikato, or a degree qualification considered by the Academic Board to be equivalent, with a Grade Point Average of 4.5 or higher in 75 points at 300 level or above including at least 45 points in Computer Science or a related field

or

(ii) (a) a Bachelors degree of the University of Waikato, or a degree qualification considered by the Academic Board to be equivalent

and

(b) the Postgraduate Certificate in Information Technology with a Grade Point Average of 4.5 or higher.

or

(c) (i) a Bachelors degree of the University of Waikato, or a degree qualification considered by the Academic Board to be equivalent, with a Grade Point Average of 4.5 or higher in 75 points above 200 level

or

(ii) qualified for the award of the Diploma in Postgraduate Preparation - Pre Masters of the University of Waikato with a Grade Point Average of 4.5 or higher.[1]

3. In exceptional circumstances, candidates who do not meet the requirements of section 2 of these regulations, but who have at least three years of extensive relevant, practical, professional or scholarly experience deemed to be equivalent to the requirements of section 2(a), (b) or (c) may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe.

Requirements for the Degree

4. Candidates admitted under section 2(a) of these regulations must

(a) gain 120 points at 500 level or above

and

(b) complete the requirements of the degree in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an enrolment period not exceeding four calendar years from the date of first enrolment in the Degree

and

(c) not exceed 150 points for the total enrolment for this Degree.

5. Candidates admitted under section 2(b) of these regulations must

(a) gain 180 points at 500 level or above

and

(b) complete the requirements of the degree in not more than 18 consecutive months of full-time study, or, in the case of part-time study, an enrolment period not exceeding six calendar years from the date of first enrolment in the Degree

and

(c) not exceed 210 points for the total enrolment for this Degree.

6. Candidates admitted under section 2(c) or section 3 of these regulations must

(a) gain 240 points at 500 level or above

and

(b) complete the requirements of the degree in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an enrolment period not exceeding six calendar years from the date of first enrolment in the Degree

and

(c) not exceed 270 points for the total enrolment for this Degree.

7. Candidates must enrol in the Division of Health, Engineering Computing and Science and follow an approved programme of study.
8. Candidates must complete the papers prescribed for the Degree in the Computer Science entry in the University of Waikato Catalogue of Papers, including any compulsory papers.
9. If these requirements include papers the same as, or similar to, those already passed by a candidate, alternative papers must be substituted as approved by the Pro Vice-Chancellor of the Division or delegated authority.
10. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
11. A candidate who is required to complete 240 points must have achieved a Grade Point Average of 4.5 or higher in the first 60 points of taught papers taken for this degree. If this Grade Point Average is not achieved, the candidate will not be permitted to proceed with the Degree.
12. A candidate who is required to complete 240 points must have achieved a Grade Point Average of 4.0 or higher in the first 180 points of taught papers taken for this degree prior to enrolment in CSMAX596. If this Grade Point Average is not achieved, enrolment in the Master of Information Technology cannot continue.
13. A candidate who is required to complete 180 points must have achieved a Grade Point Average of 4.0 or higher in the first 120 points of taught papers taken for this degree prior to enrolment in CSMAX596. If this Grade Point Average is not achieved, the candidate will not be permitted to proceed with the Degree.
14. A candidate who is required to complete 120 points must have achieved a Grade Point Average of 4.0 or higher in the first 60 points of taught papers taken for this degree prior to enrolment in CSMAX596. If this Grade Point Average is not achieved, the candidate will not be permitted to proceed with the Degree.
15. A student admitted to this programme must complete the University of Waikato Academic Integrity Module.

Reassignment

16. A candidate who does not achieve the required Grade Point Average under sections 11, 12, 13 or 14 may apply to reassign papers passed for the Master of Information Technology to either the Postgraduate Diploma in Information Technology or the Postgraduate Certificate in Information Technology.

Award of Honours

17. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division), or

    or without honours.

18. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of grades for all of the papers completed for the Degree, including any failed paper.

Variations

19. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Note:

[1] For the avoidance of doubt this admission criteria applies to admission to the University of Waikato only.

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Regulations for the Degree of Master of Laws (LLM)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Laws or a combined Law degree of the University of Waikato with at least a B grade average across the 300 and 400 level papers, or a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.

5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.

6. Candidates must gain 120 points at 500 level or above.

7. Candidates must complete either ALPSS500 or LEGAL507 and a further 90 points from papers prescribed for the Degree in the Law entry in the University of Waikato Catalogue of Papers.
8. Candidates must include at least 45 points from List A: Advanced Study.
9. Candidates may complete the requirements of an endorsement
   Endorsements
   Environmental and Climate Change Law
   Health Law
   International Law
   New Technologies and Cyber Security Law
10. To complete the requirements of an endorsement candidates must pass 60 points from the papers prescribed for that endorsement in the Law entry of the University of Waikato Catalogue of Papers.
11. The degree may be completed without an endorsement.
12. Candidates may take up to 30 points from outside the field of the Degree.
13. The field of the Degree comprises the papers prescribed for the Degree in the Law entry in the University of Waikato Catalogue of Papers.
14. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

15. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate’s thesis research or supervision.

Award of Honours

16. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division), or
    or without honours.
17. Candidates who fail a paper will not be eligible for the award of honours.
18. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree.

19. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

Variations

20. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

List A: Advanced Study

LEGAL501

Advanced Evidence Law

LEGAL502

Advanced Privacy Law

LEGAL505

Critical Issues in theTreaty of Waitangi in Contemporary Aotearoa

LEGAL508

Advanced Family Law

LEGAL512

Advanced Media Law

LEGAL513

Critical Issues in Agriculture and Law

LEGAL515

Advanced Construction Law

LEGAL517

Advanced Conflict of Laws

LEGAL518

Advanced Arbitration

LEGAL519

Advanced Maritime Law

LEGAL520

Intellectual Property Law and Policy

LEGAL521

Advanced Employment Law

LEGAL523

Advanced Civil Litigation

LEGAL525

Critical Issues in Contemporary and International Indigenous Law

LEGAL526

Legal Aspects of Cyber Security

LEGAL527

Advanced Issues in Charity Law

LEGAL528

Advanced Foreign Investment Law

LEGAL531

Advanced International Environmental Law

LEGAL534

Transnational Criminal Law

LEGAL535

Advanced Environmental Law

LEGAL540

Critical Issues for Pacific Peoples and the Law

LEGAL551

Reconciliation, Justice and Indigeneity

LEGAL552

Critical Issues in International Criminal Law

LEGAL556

Advanced New Zealand Animal Law

LEGAL562

Law of International Trade

LEGAL568

Issues in Public Law

LEGAL569

International Law – A Place for Indigenous Rights

LEGAL574

Law and Information Technology

LEGAL576

The Laws of Armed Conflict & International Humanitarian Law

LEGAL577

National & International Human Rights Law

LEGAL580

Advanced Banking Law

LEGAL583

Advanced Immigration and Refugee Law

LEGAL587

Advanced Health Law

LEGAL593

Thesis

LEGAL594

Thesis

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Regulations for the Degree of Master of Laws in Māori/Pacific and Indigenous Peoples' Law (LLM(Māori/Pacific and Indigenous Peoples))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Laws or a combined Law degree of the University of Waikato with at least a B grade average across the 300 and 400 level papers, or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.

5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.

6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete either ALPSS500 or LEGAL504 and a further 90 points from papers prescribed for the Degree in the Law entry in the University of Waikato Catalogue of Papers.
8. Candidates must include at least 45 points from List A: Advanced Study
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the Law entry in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate’s thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division), or

    or without honours.

14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree.
16. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

Variations

17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

List A: Advanced Study

LEGAL501

Advanced Evidence Law

LEGAL502

Advanced Privacy Law

LEGAL505

Critical Issues in the Treaty of Waitangi in Contemporary Aotearoa

LEGAL508

Advanced Family Law

LEGAL512

Advanced Media Law

LEGAL513

Critical Issues in Agriculture and Law

LEGAL515

Advanced Construction Law

LEGAL517

Advanced Conflict of Laws

LEGAL518

Advanced Arbitration

LEGAL519

Advanced Maritime Law

LEGAL520

Intellectual Property Law and Policy

LEGAL521

Advanced Employment Law

LEGAL523

Advanced Civil Litigation

LEGAL525

Critical Issues in Contemporary and International Indigenous Law

LEGAL526

Legal Aspects of Cyber Security

LEGAL527

Advanced Issues in Charity Law

LEGAL528

Advanced Foreign Investment Law

LEGAL531

Advanced International Environmental Law

LEGAL534

Transnational Criminal Law

LEGAL535

Advanced Environmental Law

LEGAL540

Critical Issues for Pacific Peoples and the Law

LEGAL551

Reconciliation, Justice and Indigeneity

LEGAL552

Critical Issues in International Criminal Law

LEGAL556

Advanced New Zealand Animal Law

LEGAL562

Law of International Trade

LEGAL568

Issues in Public Law

LEGAL569

International Law – A Place for Indigenous Rights

LEGAL574

Law and Information Technology

LEGAL576

The Laws of Armed Conflict & International Humanitarian Law

LEGAL577

National & International Human Rights Law

LEGAL580

Advanced Banking Law

LEGAL583

Advanced Immigration and Refugee Law

LEGAL587

Advanced Health Law

LEGAL593

Thesis

LEGAL594

Thesis

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Regulations for the Degree of Master of Legal Studies (MLS)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of a 360 point bachelors degree of the University of Waikato with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent; or
   (b) qualified for the award of a 480 point bachelors degree or a bachelors degree with honours, of the University of Waikato, with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent; or
   (c) qualified for the award of the Diploma in Postgraduate Preparation – Pre-Masters of the University of Waikato with at least a B grade average.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one and a half academic years. The normal minimum period of enrolment for candidates admitted under section 2(b) of these regulations is one academic year.

5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates admitted under section 2(a) or section 2(c) of these regulations must gain 180 points at 500 level. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level.
7. Candidates must include at least 45 points from List A: Advanced Study.
8. Candidates must complete the papers prescribed for the Degree in the Legal Studies entry in the University of Waikato Catalogue of Papers. Candidates admitted under section 2(a) or section 2(c) may take up to 60 points from outside the field of the Degree. Candidates admitted under section 2(b) may take up to 30 points from outside the field of the Degree.
9. Candidates must pass either ALPSS500 or LEGAL507, in order to be eligible to continue beyond the first 30 points for the Degree.

Award of Honours

10. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division)
11. Candidates who fail a paper will not be eligible for the award of honours.
12. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first:
    (a) 180 points completed by candidates admitted under section 2(a) or section 2(c) of these regulations while enrolled for the Degree, and
    (b) 120 points completed by candidates admitted under section 2(b) of these regulations while enrolled for the Degree.
13. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

Variations

14. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

List A: Advanced Study

LEGAL501

Advanced Evidence Law

LEGAL502

Advanced Privacy Law

LEGAL505

Critical Issues in the Treaty of Waitangi in Contemporary Aotearoa

LEGAL508

Advanced Family Law

LEGAL512

Advanced Media Law

LEGAL513

Critical Issues in Agriculture and Law

LEGAL515

Advanced Construction Law

LEGAL517

Advanced Conflict of Laws

LEGAL518

Advanced Arbitration

LEGAL519

Advanced Maritime Law

LEGAL520

Intellectual Property Law and Policy

LEGAL521

Advanced Employment Law

LEGAL523

Advanced Civil Litigation

LEGAL525

Critical Issues in Contemporary and International Indigenous Law

LEGAL526

Legal Aspects of Cyber Security

LEGAL527

Advanced Issues in Charity Law

LEGAL528

Advanced Foreign Investment Law

LEGAL531

Advanced International Environmental Law

LEGAL534

Transnational Criminal Law

LEGAL535

Advanced Environmental Law

LEGAL540

Critical Issues for Pacific Peoples and the Law

LEGAL551

Reconciliation, Justice and Indigeneity

LEGAL552

Critical Issues in International Criminal Law

LEGAL556

Advanced New Zealand Animal Law

LEGAL562

Law of International Trade

LEGAL568

Issues in Public Law

LEGAL569

International Law – A Place for Indigenous Rights

LEGAL574

Law and Information Technology

LEGAL576

The Laws of Armed Conflict & International Humanitarian Law

LEGAL577

National & International Human Rights Law

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Regulations for the Degree of Master of Management (MMgmt)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of a bachelors degree of the University of Waikato with at least a B-grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of the Diploma in Postgraduate Preparation – Pre-Masters of the University of Waikato.
3. Candidates would not normally be admitted to the Degree where they have completed an undergraduate major, or equivalent, in the subject being presented for the Degree.
4. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

5. The normal minimum period of enrolment for completion of the Degree is one year.
6. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
7. Candidates must gain 180 points at 500 level.

8. The degree will be endorsed in one of the following subjects:
   Subjects
   Marketing[1]
   Supply Chain Management
9. Candidates must complete the requirements of a subject by gaining 60 points in that subject, as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.
10. Candidates must also complete 60 points from EXMBM511, EXMBM512, EXMBM513, EXMBM514, EXMBM521, EXMBM522, EXMBM523, EXMBM524 and EXMBM532; as well as MNMGT561, MNMGT562 and MNMGT563.
11. Candidates must pass all of the papers taken in the first 120 points for the Degree in order to be eligible to continue with the Degree.
12. If a candidate fails papers worth not more than 30 points in total, they may repeat the papers or take alternative papers with the same total points value on one occasion only. A candidate who fails papers worth more than 30 points in total will not be permitted to proceed with the Degree.[2]

Award of Honours

13. The Degree may be awarded with Distinction.
14. Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree, including any failed paper.

Variations

15. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *There will be no new intake into this programme in 2024.*
2. *Candidates who are not permitted to proceed with the Degree may be eligible to graduate with a Postgraduate Diploma.*

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Regulations for the Degree of Master of Management Studies (MMS)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Business Analysis, Bachelor of Communication Studies, Bachelor of Electronic Commerce, Bachelor of Management Studies or Bachelor of Tourism of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of the degree of Bachelor of Business Analysis with Honours, Bachelor of Communication Studies with Honours, Bachelor of Electronic Commerce with Honours, Bachelor of Management Studies with Honours or Bachelor of Tourism with Honours with at least second class honours (second division), or for the award of a Postgraduate Diploma in a subject relevant for the Master of Management Studies with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent, and
   (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(b) of the regulations is one year.

5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.

6. Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level.

7. Candidates admitted under section 2(a) of these regulations must gain at least 120 points from one of the following subjects or interdisciplinary programmes, including any compulsory papers listed in the relevant subject entry in the Catalogue of Papers. Candidates admitted under section 2(b) of these regulations must gain at least 60 points from one of the following subjects or interdisciplinary programmes, including any compulsory papers listed in the relevant subject entry in the University of Waikato Catalogue of Papers.

   (a) *Subjects*

   Accounting
   Agribusiness
   Economics
   Finance
   Human Resource Management
   International Management
   Leadership Communication
   Management Systems[1]
   Marketing
   Public Relations
   Strategic Management
   Supply Chain Management
   Tourism Management

   (b) *Interdisciplinary programmes*

   Management and Sustainability[1]

8. Candidates must include

   (a) a directed study or dissertation equivalent to 30 points, or

   (b) a dissertation equivalent to 60 points, or

   (c) a thesis equivalent to 90 points, or

   (d) a thesis equivalent to 120 points.

   in their main academic area and a research methodology paper worth at least 15 points, as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.[2]

9. Candidates admitted under section 2(a) of these regulations may take up to 60 points from outside the field of the Degree. Candidates admitted under section 2(b) of these regulations may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects and interdisciplinary programmes listed in section 7 of these regulations.
11. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
12. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.[3]

Examination of thesis (90 points and above)

13. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

14. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division), or

    or without honours.

15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers presented for the Degree.

Variations

16. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *This subject/interdisciplinary programme is not offered in 2024.*
2. *Candidates admitted under section 2(b) of these regulations may have fulfilled the requirement to complete a research methodology paper in their qualifying qualification.*
3. *Candidates who are not permitted to proceed with the Degree may be eligible to graduate with a Postgraduate Diploma.*

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Regulations for the Degree of Master of Media and Creative Technologies (MMCT)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Media and Creative Technologies of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, including through submission of a portfolio of previous work, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one calendar year or one and a half academic years.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 180 points at 500 level or above.

7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers:

   (a) *Division of Arts, Law, Psychology and Social Sciences subjects*
   Screen and Media Studies

8. Candidates must enrol in 180 points at 500 level or above, including a creative research thesis equivalent to 90 points and a theory paper equivalent to 30 points, as prescribed for the Degree in the Screen and Media Studies entry in the University of Waikato Catalogue of Papers, including any compulsory papers listed in the relevant subject entry.

9. Candidates may take up to 30 points from outside the field of the Degree.

10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.

11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. The Degree may be awarded with

    (a) First Class Honours, or

    (b) Second Class Honours (first division), or

    (c) Second Class Honours (second division), or

    or without honours.

14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 180 points completed by the candidate while enrolled for the Degree.

Variations

15. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Music (MMus)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Music with Honours of the University of Waikato with at least second class honours (second division), or for a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in Music, at levels considered appropriate by the Academic Board, and
   (c) been accepted by the Chairperson of Music.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.
4. Acceptance into the Degree is subject to the availability of a suitable supervisor for the programme of study required under section 7 of these regulations.

Requirements for the Degree

5. The normal minimum period of enrolment for completion of the Degree is one year.
6. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.

7. Candidates must gain 120 points at 500 level or above, comprising either
   (a) MUSIC514 Composition Portfolio, or
   (b) MUSIC524 Advanced Performance, or
   (c) MUSIC525 Advanced Opera Studies

8. A candidate whose work presented for the Degree under section 7 of these regulations is considered by examiners not to be of a pass standard will have his or her work returned for resubmission at a later date.

Award of Honours

9. The Degree may be awarded with
   (a) First Class Honours, or
   (b) Second Class Honours (first division), or
   (c) Second Class Honours (second division).

10. A candidate who has resubmitted his or her work under the provision of section 8 of these regulations will not be eligible for the award of honours.

11. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

12. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Nursing Practice (MNursPrac)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of a Bachelors degree of the University of Waikato, with at least a B grade average across the 300 level papers or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of the Diploma in Postgraduate Preparation – Pre-Masters of the University of Waikato with at least a B grade average, and
   (c) satisfied the prerequisites for postgraduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board, and
   (d) all applicants must follow a selection process approved by the Pro Vice-Chancellor of the Division of Health, Engineering, Computing and Science, or delegated authority, including a police vetting check, to ensure that they meet the criteria for admission to register as nurses as defined by the University and the Nursing Council of New Zealand.

3. In exceptional circumstances, based on academic merit or relevant experience, candidates who do not meet the requirements of Section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is two academic years.

5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates must gain 240 points at 500 level.
7. Candidates must complete the papers prescribed for the Degree in the Nursing entry of the University of Waikato Catalogue of Papers, including any compulsory papers.
8. If a candidate fails a paper or papers, they may repeat the paper on one occasion only.

Award of Honours

9. The Degree may be awarded with:
   (a) First Class Honours; or
   (b) Second Class Honours (first division); or
   (c) Second Class Honours (second division);

   or without honours.

10. Candidates who fail a paper will not be eligible for the award of honours.
11. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.
12. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

Variations

13. The Pro-Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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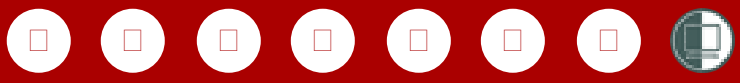

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Regulations for the Degree of Master of Professional Accounting (MPAcct)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of a bachelors degree with at least a B- grade average across the 300 level papers, or for the award of a bachelors degree with honours with at least second class honours (second division), or for a programme of study considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. Candidates may complete the degree either:
   (a) with an endorsement of Chartered Accountancy, or
   (b) without endorsement.

5. The normal minimum period of enrolment for completion of the Degree under clause 4(a) is two calendar years. The normal period of enrolment for completion of the Degree under clause 4(b) is

one calendar year.

6. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
7. Candidates completing the degree under clause 4(a) must gain 240 points at 500 level. Candidates completing the degree under clause 4(b) must gain 180 points at 500 level.
8. Candidates must complete: ACCTP569, ACCTP570, ACCTP571, ACCTP572, ACCTP573, ACCTP574, ACCTP575, ACCTP576, ACCTP577, ACCTP578, ECONS506 and ECONS507.
9. Candidates completing the degree under clause 4(a) must also complete: ACCTP512, ACCTP513, ACCTP514, ACCTP515, ACCTP516, ACCTP517, ACCTP518, and ACCTP519.
10. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

12. The Degree may be awarded with Distinction.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree, including any failed paper.

Variations

14. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Professional Practice in Behaviour Analysis (MPPBA)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelors degree in Psychology, Behaviour Analysis, or Education with at least a B grade average across the 300 level papers, or a qualification considered by the Academic Board to be equivalent, and
   (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is two years.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 240 points at 500 level or above, including any compulsory papers prescribed in the Psychology entry in the University of Waikato Catalogue of Papers.

7. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
8. Candidates must pass the first 120 points of the qualification prescribed in the first year to be eligible to progress to the second year of the programme.

Award of Honours

9. The degree will not be awarded with honours.

Variations

10. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Professional Writing (MPW)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of a bachelors degree of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of a bachelors degree with Honours of the University of Waikato with at least second class honours (second division), or a Postgraduate Diploma with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent, and
   (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one calendar year or one and a half academic years. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.

5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an

approved programme of study.

6. Candidates must gain at least 180 points at 500 level or above.
7. Candidates must complete WRITE546, at least 45 points from List A: Advanced Study, and any compulsory papers prescribed in the Professional Writing entry in the University of Waikato Catalogue of Papers.
8. Candidates may take up to 60 points from outside the field of the Degree.
9. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

10. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

11. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division), or

    or without honours.

12. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.

Variations

13. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Certificate or Postgraduate Diploma.*

List A: Advanced Study

LEGAL512

Advanced Media Law

LEGAL520

Intellectual Property Law and Policy

WRITE593

Professional Writing Thesis

WRITE594

Professional Writing Thesis

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Regulations for the Degree of Master of Science (MSc)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Science, or Bachelor of Science (Technology) of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of the degree of Bachelor of Computing and Mathematical Sciences, or Bachelor of Computing and Mathematical Sciences with Honours, or Bachelor of Science with Honours with at least second class honours (second division), or for the award of the Postgraduate Diploma of the University of Waikato in a relevant subject with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent, and
   (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to admission or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years.

The normal period of enrolment for completion of the Degree for candidates admitted under section 2(b) of these regulations is one academic year.

5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.

6. Candidates admitted under section 2(a) of these regulations must gain at least 180 points at 500 level or above. Candidates admitted under section 2(b) of these regulations must gain at least 120 points at 500 level or above.

7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers:

Subjects

Artificial Intelligence
Biomedical Sciences
Chemistry
Computer Science
Data Analytics[2]
Earth Sciences
Ecology and Biodiversity
Electronics
Environmental Sciences
Materials and Processing
Mathematics
Molecular and Cellular Biology
Physics
Psychology[1]

8. Candidates must include a dissertation in their subject equivalent to 60 points.

9. Candidates may take up to 60 points from outside their subject. Where necessary, candidates may use these 60 points to satisfy the pre-requisites of their subject papers.

10. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

11. The Degree may be awarded with

(a) First Class Honours, or

(b) Second Class Honours (first division), or

(c) Second Class Honours (second division), or

or without honours.

12. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the papers presented for the Degree, including any failed paper.

Variations

13. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *This subject will not be available to candidates admitted under section 2(a) of these regulations.*
2. *There will be no intake into this subject in 2024.*

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Regulations for the Degree of Master of Science (Research) (MSc(Research))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Computing and Mathematical Sciences, Bachelor of Science, or Bachelor of Science (Technology) of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of a Postgraduate Diploma of the University of Waikato in a relevant subject with an average grade of at least B, or for a qualification considered by the Academic Board to be equivalent, or
   (c) qualified for the award of the degree of Bachelor of Computing and Mathematical Sciences with Honours or Bachelor of Science with Honours of the University of Waikato with at least Second Class Honours (second division) or for a qualification considered by the Academic Board to be equivalent, or
   (d) demonstrated to the Academic Board that they have adequate training, experience and ability to proceed with the degree, and
   (e) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board, and
   (f) be subject to the completion of any qualifying papers or additional work as may be required by the Academic Board, either prior to admission or concurrently.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) or 2(d) of these regulations is one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(b) or 2(c) of these regulations is one academic year.
4. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates admitted under section 2(a) or 2(d) of these regulations must gain at least 180 points at 500 level or above. Candidates admitted under section 2(b) or 2(c) of these regulations must gain at least 120 points at 500 level or above.
6. Candidates must gain at least 60 points of taught papers from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.[1]

   Subjects

   Artificial Intelligence[2]
   Biomedical Sciences
   Chemistry
   Computer Science
   Data Analytics[5]
   Earth Sciences
   Ecology and Biodiversity
   Electronics
   Environmental Sciences
   Materials and Processing
   Mathematics
   Molecular and Cellular Biology
   Physics
   Psychology[3]
7. Candidates must include a thesis equivalent to 120 points.
8. Candidates admitted under sections 2(a) or 2(d) of these regulations must pass all of the papers taken for the first 60 points for the Degree with an average grade of at least B in order to be eligible to continue with the Degree.[4]
9. Candidates admitted under sections 2(b) or 2(c) of these regulations will be granted exemption from up to 60 points of taught papers.
10. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis

11. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

12. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division), or

    or without honours.

13. Candidates who fail a paper will not be eligible for the award of honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree.

Variations

15. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *Candidates admitted under sections 2(a) or 2(d) of these regulations who intend to complete the Degree in a subject without a substantive relationship to their undergraduate major are required to gain at least 120 points of taught papers in their chosen subject.*
2. *This programme will only be available to candidates who have qualified for an award listed in Section 2 in a relevant subject.*
3. *This programme will not be available to candidates admitted under section 2(a) of these regulations.*
4. *Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Diploma in a relevant subject.*
5. *There will be no intake into this subject in 2024.*

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Regulations for the Degree of Master of Science (Technology) (MSc(Tech))

The MSc(Tech) is not offered in 2024.

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Science (Technology) of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of the degree of Bachelor of Science of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
   (c) qualified for the award of a Postgraduate Diploma of the University of Waikato in a relevant subject with an average grade of at least B, or for a qualification considered by the Academic Board to be equivalent,[1] or
   (d) demonstrated to the Academic Board that they have adequate training, experience and ability to proceed with the degree, and
   (e) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board, and
   (f) be subject to the completion of any qualifying papers or additional work as may be required by the Academic Board, either prior to admission or concurrently.

3. In exceptional circumstances, candidates without the normal qualifications for admission may be considered for admission on the basis of relevant training and experience, normally comprising
   (a) the completion of a relevant bachelors degree or technical qualification at a level considered satisfactory by the Academic Board, and
   (b) the subsequent successful completion of at least two years of industrial or technical experience, as determined appropriate by the Dean responsible for the relevant subject.

Requirements for the Degree

4. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 180 points at 500 level or above.
6. Candidates must complete the requirements of a subject.
   Subjects
   Chemistry
   Earth Sciences
   Ecology and Biodiversity
   Electronics
   Environmental Sciences
   Materials and Processing
   Molecular and Cellular Biology
   Physics
7. To complete the requirements of a subject, candidates must gain at least 60 points in that subject, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.
8. Candidates must include
   (a) a thesis equivalent to 90 points, and
   (b) 30 points of professional practice papers

   in the last 120 points taken for the Degree.

9. Candidates admitted under sections 2(a) or 2(c) of these regulations must
   (a) gain 180 points at 500 level as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers, and
   (b) pass all of the papers taken for the first 60 points for the Degree with an average grade of at least B in order to be eligible to continue with the Degree.[1]
10. Candidates admitted under section 2(b) of these regulations will be granted exemption from up to 60 points for the Degree and must gain at least 120 points at 500 level as prescribed in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the

paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. Candidates admitted under sections 2(a) or 2(c) of these regulations may be eligible for the award of Honours. The Degree may be awarded with

    (a) First Class Honours, or

    (b) Second Class Honours (first division), or

    (c) Second Class Honours (second division), or

    or without honours.

14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree.

Variations

16. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Diploma in a relevant subject.*

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Regulations for the Degree of Master of Security and Crime Science (MSCS)

The MSCS is not offered in 2024.

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of a bachelors degree of the University of Waikato with a minimum average grade of B+ in their 300 level or higher majoring papers, or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of a bachelors degree with honours or postgraduate diploma of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, or
   (c) qualified for the award of the Diploma in Postgraduate Preparation - Pre-Masters of the University of Waikato with a minimum average grade of B+ in their 300 level papers, and
   (d) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) 2(c) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(b) of these regulations is one academic year.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates admitted under section 2(a) 2(c) of these regulations must gain 180 points at 500 level. Candidates admitted under section 2(b) of these regulations must gain at least 120 points at 500 level.
7. Candidates must complete the compulsory papers prescribed in the Security and Crime Science entry in the University of Waikato Catalogue of Papers.
8. Candidates must include at least 45 points from List A: Advanced Study (except a 90 point or 120 point thesis), unless section 9 applies).
9. In exceptional circumstances (including appropriate work or academic experience), a candidate may be permitted to complete the degree with a 90 point thesis or a 120 point thesis.
10. Candidates admitted under sections 2(a) of these regulations may take up to 60 points from outside the field of the Degree. Candidates admitted under section 2(b) of these regulations may take up to 30 points from outside the field of the Degree.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree[1].

Award of Honours

12. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division), or
    (d) or without honours.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree, including any failed paper.

Variations

14. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *Candidates who are ineligible to continue with Degree may be eligible to complete a Postgraduate*

Diploma.

List A: Advanced Study

LEGAL501

Advanced Evidence Law

LEGAL526

Legal Aspects of Cyber Security

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Regulations for the Degree of Master of Social Sciences (MSocSc)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of the degree of Bachelor of Social Sciences of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of the degree of Bachelor of Social Sciences with Honours of the University of Waikato with at least second class honours (second division), or a Postgraduate Diploma with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent, and
   (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for candidates admitted under section 2(b) of these

regulations is one academic year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.

5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.

6. Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level or above. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level or above.

7. Candidates admitted under section 2(a) of these regulations must gain at least 60 points from one of the following subjects, including either ALPSS500 or an approved research methods paper and any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers. Candidates admitted under section 2(b) of these regulations must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.

   (a) *Division of Arts, Law, Psychology and Social Sciences subjects*

   Anthropology
   Economics
   Geography
   Health Development and Policy[1]
   History
   Philosophy
   Political Science
   Population Studies and Demography
   Psychology[1]
   Public Policy
   Social Policy
   Sociology

   (b) *Faculty of Māori and Indigenous Studies subjects*

   Māori and Indigenous Studies
   Pacific and Indigenous Studies

8. Candidates must include at least 45 points from the relevant subject papers in List A: Advanced Study.

9. Candidates admitted under section 2(a) of these regulations may take up to 60 points from outside the field of the Degree. Candidates admitted under section 2(b) of these regulations may take up to 30 points from outside the field of the Degree.

10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.

11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
    (a) First Class Honours, or
    (b) Second Class Honours (first division), or
    (c) Second Class Honours (second division), or
    or without honours.

14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.

Variations

15. The Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *These programmes will not be available to candidates admitted under section 2(a) of these regulations.*

List A: Advanced Study

Anthropology

ALPSS590

Directed Study

ALPSS591

Research Project

ALPSS592

Dissertation

ANTHY515

Ethnographic Research Methods

ANTHY522

Visual Power: Images, Aesthetics & Politics

ANTHY589

Directed Study

ANTHY593

Anthropology Thesis

ANTHY594

Anthropology Thesis

LEGAL540

Critical Issues for Pacific Peoples and the Law

LEGAL551

Reconciliation, Justice and Indigeneity

Economics

ECONS591

Economics Dissertation

ECONS592

Economics Dissertation

ECONS593

Economics Thesis

ECONS594

Economics Thesis

Geography

ALPSS590

Directed Study

ALPSS591

Research Project

ALPSS592

Dissertation

GEOGY589

Directed Study

GEOGY593

Geography Thesis

GEOGY594

Geography Thesis

LEGAL531

Advanced International Environmental Law

LEGAL535

Advanced Environmental Law

Health Development and Policy

HDEVP594

Health Development and Policy Thesis

LEGAL568

Issues in Public Law

LEGAL587

Advanced Health Law

History

ALPSS590

Directed Study

ALPSS591

Research Project

ALPSS592

Dissertation

HISTY516

History and Theory

HISTY593

History Thesis

HISTY594

History Thesis

LEGAL505

Critical Issues in the Treaty of Waitangi in Contemporary Aotearoa New Zealand

LEGAL540

Critical Issues for Pacific Peoples and the Law

Philosophy

ALPSS590

Directed Study

ALPSS591

Research Project

ALPSS592

Dissertation

PHILO588

Foundations of Philosophical Research

PHILO589

Directed Study

PHILO593

Philosophy Thesis

PHILO594

Philosophy Thesis

Political Science

ALPSS590

Directed Study

ALPSS591

Research Project

ALPSS592

Dissertation

LEGAL526

Legal Aspects of Cyber Security

LEGAL568

Issues in Public Law

POLSC501

Policy Analysis: Theory and Practice

POLSC593

Political Science Thesis

POLSC594

Political Science Thesis

Population Studies and Demography

ALPSS590

Directed Study

ALPSS591

Research Project

ALPSS592

Dissertation

LEGAL583

Advanced Immigration and Refugee Law

LEGAL587

Advanced Health Law

POPST589

Directed Study

POPST593

Population Studies and Demography Thesis

POPST594

Population Studies and Demography Thesis

Psychology

PSYCH513

Evaluation Research Analysis

PSYCH526

Clinical Internship: Assessment-Focused

PSYCH527

Clinical Internship: Treatment-Focused

PSYCH541

Case Study Analysis in Community Psychology

PSYCH543

The Practice of Community Psychology

PSYCH545

Special Topic: The WTF seminar: Facts, Fiction, Fake news

PSYCH551

Case Study Analysis in Applied Psychology ABA

PSYCH552

Ethical Issues in Psychology (ABA)

PSYCH553

The Practice of Psychology ABA

PSYCH586

Behaviour Analysis Practicum

PSYCH587

Behaviour Analysis Practicum

PSYCH589

Directed Study

PSYCH590

Directed Study

PSYCH592

Dissertation

PSYCH593

Psychology Thesis

PSYCH594

Psychology Thesis

Public Policy

ALPSS590

Directed Study

ALPSS591

Research Project

ALPSS592

Dissertation

LEGAL531

Advanced International Environmental Law

LEGAL568

Issues in Public Law

POLSC593

Political Science Thesis

POLSC594

Political Science Thesis

Social Policy

ALPSS590

Directed Study

ALPSS591

Research Project

ALPSS592

Dissertation

LEGAL508

Advanced Family Law

LEGAL568

Issues in Public Law

SOCPY500

Techniques for Policy Analysis

SOCPY507

Gender and Development

SOCPY508

Techniques for Policy Analysis

SOCPY589

Directed Study

SOCPY593

Social Policy Thesis

SOCPY594

Social Policy Thesis

Sociology

ALPSS590

Directed Study

ALPSS591

Research Project

ALPSS592

Dissertation

LEGAL505

Critical Issues in the Treaty of Waitangi in Contemporary Aotearoa New Zealand

LEGAL525

Critical Issues in Contemporary and International Indigenous Law

SOCIO500

Comparative Indigenous Criminology

SOCIO504

Marx, Marxism, and Beyond: Contesting Perspectives

SOCIO589

Directed Study

SOCIO593

Sociology Thesis

SOCIO594

Sociology Thesis

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Regulations for the Degree of Master of Teaching and Learning (MTchgLn)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) satisfied the requirements of a bachelors degree with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of a bachelors degree with honours with at least second class honours (second division), or for the award of a postgraduate diploma in a subject relevant to the Master of Teaching and Learning, or for a qualification considered by the Academic Board to be equivalent, and
   (c) satisfied the prerequisites for postgraduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board, and
   (d) been selected by the Division of Education as meeting the Teaching Council's selection criteria for Initial Teacher Education Programmes.
3. Candidates for the secondary endorsement must have sufficient depth and breadth of relevant subject or curriculum knowledge at Levels 5-7.
4. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

5. The normal minimum period of enrolment for completion of the Degree is one calendar year.
6. Candidates must enrol in the Division of Education and follow an approved programme of study.
7. Candidates must gain at least 180 points at 500 level.
8. Candidates must complete the papers prescribed for the Degree in the Teaching entry in the University of Waikato Catalogue of Papers, including any compulsory papers.
9. If a candidate fails a paper or papers, they will not be permitted to proceed with the Degree.
10. The programme of study must normally be completed within two years of admission, or three years of part-time study.
11. The programme of study must comply with the requirements of a sector, details of which are prescribed in the Catalogue of Papers. The sectors are:
    Primary
    Secondary

Award of Honours

12. The Degree may be awarded with Distinction.
13. Except with the approval of the Academic Board, the award will be calculated on the basis of the grades for all the papers completed for the Degree.

Variations

14. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Teaching English to Speakers of Other Languages (MTESOL)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have either:
   (a) satisfied the requirements the award of a bachelor's degree in a relevant discipline[1] with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent,
   or
   (b) satisfied the requirements for the award of the Postgraduate Diploma in Teaching English to Speakers of Other Languages of the University of Waikato with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for candidates admitted under section 2(b) of these regulations is one academic year.

5. Candidates must enrol in the Division of Education and follow an approved programme of study.
6. Candidates admitted under sections 2(a) of these regulations must gain 180 points at 500 level or above. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level or above.
   (a) Candidates admitted under section 2(a) must complete 180 points at 500 level or above including: APPLN501, APPLN562, APPLN564, APPLN566, and either ALPSS592, or APPLN585 and one of APPLN505, APPLN530, APPLN563, or APPLN565.
   (b) Candidates admitted under section 2(b) must complete 120 points at 500 level or above including: APPLN501, APPLN562, and either ALPSS592, or APPLN585 and one of APPLN505, APPLN530, APPLN563, or APPLN565.
7. Candidates who have demonstrated relevant professional experience which includes two years teaching experience in a relevant context, as determined by the Pro Vice-Chancellor of the Division of Education or delegated authority, may substitute APPLN562 for papers listed for the subject on the Catalogue of Papers.
8. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

9. The Degree may be awarded with
   (a) Distinction, or
   (b) Merit.
10. Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers presented for the Degree, including any failed paper.

Variations

11. The Pro Vice-Chancellor of the Division of Education or delegated authority may vary or waive these regulations in individual cases.

Notes:

[1] Relevant disciplines would include education, language studies, applied linguistics, English, language teaching, and humanities.

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Regulations for the Degree of Master of Technology Innovation in Business (MTIB)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Degree must have
   (a) qualified for the award of a bachelors degree of the University of Waikato with at least a B-grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of the Diploma in Postgraduate Preparation – Pre-Masters of the University of Waikato with at least a B grade average across the 300 level papers.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates must gain 180 points at 500 level.
7. Candidates must complete the papers prescribed for the Degree in the Technology Innovation in Business entry in the University of Waikato Catalogue of Papers, including any compulsory

papers.

8. Candidates must complete all of the papers taken for the first 120 points of the Degree with a minimum B grade average in order to be eligible to continue with the Degree.
9. If a candidate fails papers worth not more than 30 points in total, they may repeat the papers or take alternative papers with the same total points value on one occasion only. A candidate who fails papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

10. The Degree may be awarded with Distinction.
11. Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree, including any failed papers.

Variations

12. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Master of Philosophy (MPhil)

The regulations below set down the requirements for the award of the degree of Master of Philosophy (MPhil).

Formal policies and procedures related to enrolment and examination for the degree, along with information about administrative matters, are available from Te Mata Kairangi School of Graduate Research and on the University of Waikato website.

These regulations, policies and procedures are administered by the Dean of Te Mata Kairangi School of Graduate Research and the University's Postgraduate Research Committee.

Regulations for the Degree of Master of Philosophy (MPhil)

Date of effect

1. These regulations are effective from 28 July 2021

Requirements for the Degree

2. The degree of Master of Philosophy (MPhil) is awarded to candidates who have successfully completed approved and supervised research, and presented the results lucidly in a thesis which
   (a) critically investigates an approved topic of substance and significance, and
   (b) demonstrates expertise in the methods of research and scholarship, and
   (c) displays intellectual independence, and
   (d) makes an original contribution to the research area.

Admission and Enrolments

3. To qualify to enrol for the MPhil, an applicant must

   (a) have qualified for the award of a New Zealand bachelors degree with honours or masters degree,[1] in a field relevant to the proposed research with at least second class honours (first division) or distinction or for a qualification considered by the Academic Board to be equivalent, or

   (b) have passed qualifying papers at a satisfactory level in a field relevant to the proposed research,

   and

   (c) have demonstrated research ability, normally at least 30 points of research in an honours or master's degree, or significant professional research experience or equivalent, or

   (d) in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Research Committee that they have adequate skills and knowledge to proceed with the proposed research.

4. Applicants whose first language is not English are required to meet the *English Language Requirements for Admission*.
5. Applicants must apply through the online Application to Enrol.
6. Applications to enrol and the conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
7. As one of the preconditions for the approval of an application to enrol, the Dean of Te Mata Kairangi School of Graduate Research will establish that the necessary supervision and resources can be provided for the proposed research.
8. The Dean of Te Mata Kairangi School of Graduate Research will appoint a supervisory panel, for each candidate; each candidate must have a minimum of two supervisors, one of whom is normally a continuing staff member of the University and the chief supervisor.
9. Candidates are required to maintain contact with their supervisory panel throughout the entire period of their enrolment in the MPhil.
10. If at any time subsequent to the approval of an application the University encounters changes to its staffing or resources, it will make all reasonable efforts to ensure that these do not disadvantage the candidate. However, changes to staffing and resources can mean that a candidate's conditions of enrolment are subject to change or that their enrolment may be terminated.
11. Pursuant to the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement, a student may not be approved to enrol, or remain enrolled, if:

    (a) the student has not provided and maintained a valid and current Ministry of Health My Vaccine Pass as evidence of COVID-19 vaccination or exemption, and

    (b) the student does not have an agreed study plan, approved by the Dean of Te Mata Kairangi

School of Graduate Research, that confirms there are no required activities that would breach the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement.

12. Changes to a candidate's conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
13. The termination of a candidate's enrolment is subject to approval by the Postgraduate Research Committee.
14. Candidates whose applications are approved by the Dean of Te Mata Kairangi School of Graduate Research must enrol in the relevant Division or the Faculty of Māori and Indigenous Studies and, subject to progress which meets expectations, pursue their research for
    (a) one year if they are enrolled on a full-time (1.0 FTE) basis, or
    (b) two years if they are enrolled on a part-time (0.5 FTE) basis, or
    (c) a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
15. In exceptional circumstances a candidate may apply to the Postgraduate Research Committee for an extension of enrolment.
16. Candidates must not be concurrently enrolled in a research qualification at any other university without written permission from both universities.
17. Candidates are required to maintain continuous enrolment throughout the entire period of the MPhil
18. Following enrolment, candidates must submit six-monthly reports on the progress of their research work.
19. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for a suspension from enrolment for a maximum period of twelve months full-time equivalent.
20. A candidate is not entitled to supervision or any University resources during a period of suspension and does not incur tuition fees.
21. The Postgraduate Research Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate progress which meets expectations and/or comply with any regulations or policies which relate to enrolment for the MPhil.
22. Candidates must provide evidence of ethical approval or a statement confirming that it is not required, in accordance with the *Ethical Conduct in Human Research and Related Activities Regulations 2008* and/or *Code of Ethical Conduct for the Use of Animals for Research Testing and Teaching 2014*.
23. The thesis may consist of the candidate's published or unpublished material, or a combination; all such materials must have been produced within the term of enrolment.
24. Where the thesis includes the candidate’s published or unpublished research papers, these must

(a) be the sole work of the candidate or, where a paper has been co-authored with a supervisor, the candidate will be the lead author, and

(b) represent original, supervised research undertaken within the term of the candidate's MPhil enrolment.

25. Where the thesis primarily consists of a series of published or unpublished research papers, these must be accompanied by introductory chapter/s providing a contextual framework for the thesis, and a concluding chapter providing a synthesising discussion.
26. Candidates must indicate in the thesis any material that has been used or presented for any other degree.
27. Where the thesis contains co-authored research papers and/or any other co-produced work, published or unpublished, Co-Authorship Forms must be completed by the candidate and all other joint authors or producers. These forms must by included as an appendix to the thesis when it is submitted for examination.
28. Candidates must comply with the *Dissertations and Theses Regulations 2020* which set out the University's requirements with respect to the submission and presentation of theses.

Examination

29. The Dean of Te Mata Kairangi School of Graduate Research will appoint two examiners for the MPhil thesis who are external to the University and not directly connected with the candidate or the candidate's research; at least one of the examiners must be from outside New Zealand.
30. In the case of divergent examination outcomes, the Dean of Te Mata Kairangi School of Graduate Research may appoint a further examiner.
31. On the basis of the reports of the examiners, the Dean of Te Mata Kairangi School of Graduate Research will resolve
    (a) that the thesis be accepted in its present form as fulfilling the requirements of the MPhil, or

    (b) that the thesis be accepted as fulfilling the requirements of the MPhil subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiners, to the satisfaction of the chief supervisor, or

    (c) that the thesis be accepted subject to the candidate completing substantial amendments to the satisfaction of the examiners or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks, or

    (d) that an oral examination of the candidate be conducted, and a further report, based on the oral examination, be provided by the examiners to the Dean of Te Mata Kairangi School of Graduate Research, or

    (e) that the thesis is not acceptable in its present form and that the candidate, may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or

    (f) that the candidate has failed to meet the required standard and that no degree be awarded.

32. A candidate will be permitted to revise and re-submit a thesis only once and only one oral examination will be held.

33. A candidate who fails to undertake the oral examination, if required, or who fails to complete amendments to the thesis as required under subclauses 30(b), (c) or (e) will be deemed to have failed to meet the required standard and no degree will be awarded.

Transfers

34. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research at any time between enrolment and submission of the thesis to transfer to the Doctor of Philosophy (PhD).

Complaints and Appeals

35. A candidate who wishes to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research or the Postgraduate Research Committee made under these regulations, or who has a concern about supervision or any other aspect of their candidature, may raise the matter under the *Higher Degree Appeals and Complaints Regulations*.

Reporting

36. The Dean of Te Mata Kairangi School of Graduate Research and the Postgraduate Research Committee are required to report any decisions they make with respect to MPhil candidates which fall outside of these regulations to the Research Committee.

Notes:

1. *Some professional master's degrees, such as the Master of Business Administration, are not intended to provide a pathway to doctoral study. Applications from those who have completed a professional master's degree will be considered on a case-by-case basis.*

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Doctor of Philosophy (PhD)

The regulations below set down the requirements for the award of the degree of Doctor of Philosophy (PhD).

Formal policies and procedures related to enrolment and examination for the degree, along with information about administration matters, are available from Te Mata Kairangi School of Graduate Research and on the University of Waikato website.

These regulations, policies and procedures are administered by the Dean of Te Mata Kairangi School of Graduate Research and the University's Postgraduate Research Committee.

Regulations for the Degree of Doctor of Philosophy (PhD)

Date of effect

1. These regulations are effective from 28 July 2021

Requirements for the Degree

2. The degree of Doctor of Philosophy (PhD) is awarded to candidates who have successfully completed approved and supervised research, and presented the results lucidly in a thesis which
   (a) critically investigates an approved topic of substance and significance, and
   (b) demonstrates expertise in the methods of research and scholarship, and
   (c) displays intellectual independence, and
   (d) makes a substantial original contribution to the research area.

Admission and Enrolment

3. To qualify to enrol for the PhD, an applicant must

(a) have qualified for the award of a New Zealand bachelors degree with honours or master's degree,[1] in a field relevant to the proposed research with at least second class honours (first division) or distinction, or for a qualification considered by the Academic Board to be equivalent, or

(b) have qualified for the degree of Master of Philosophy (MPhil) in a field relevant to the proposed research, or

(c) have enrolled for the degree of Master of Philosophy (MPhil) in a field relevant to the proposed research and demonstrated that they are able to transfer to the PhD, or

(d) have passed qualifying papers at a satisfactory level in a field relevant to the proposed research,

and

(e) have demonstrated research ability, normally at least 30 points of research in an honours or master's degree, or significant professional research experience, or equivalent, or

(f) in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Research Committee that they have adequate skills and knowledge to proceed with the proposed research.

4. Applicants whose first language is not English are required to meet the *English Language Requirements for Admission*.
5. Applicants must apply through the online Application to Enrol.
6. Applications to enrol and the conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
7. As one of the preconditions for the approval of an application to enrol, the Dean of Te Mata Kairangi School of Graduate Research will establish that the necessary supervision and resources can be provided for the proposed research topic.
8. The Dean of Te Mata Kairangi School of Graduate Research will appoint a supervisory panel for each candidate; each candidate must have a minimum of two supervisors, one of whom is normally a continuing staff member of the University and the chief supervisor.
9. If at any time subsequent to the approval of an application the University encounters changes to its staffing or resources, it will make all reasonable efforts to ensure that these do not disadvantage the candidate. However, changes to staffing and resources can mean that a candidate's conditions of enrolment are subject to change or that their enrolment may be terminated.
10. Pursuant to the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement, a student may not be approved to enrol, or remain enrolled, if:

(a) the student has not provided and maintained a valid and current Ministry of Health My Vaccine Pass as evidence of COVID-19 vaccination or exemption, and

(b) the student does not have an agreed study plan, approved by the Dean of Te Mata Kairangi School of Graduate Research, that confirms there are no required activities that would breach the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement.

11. Changes to a candidate's conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
12. The termination of a candidate's enrolment is subject to approval by the Postgraduate Research Committee.
13. Candidates whose applications are approved by the Dean of Te Mata Kairangi School of Graduate Research must enrol in the relevant Division or the Faculty of Māori and Indigenous Studies and, subject to progress which meets expectations, pursue their research for
    (a) normally a minimum of three years and a maximum of four years if they are enrolled on a full-time (1.0 FTE) basis, or
    (b) normally a minimum of six years and a maximum of eight years if they are enrolled on a part-time (0.5 FTE) basis, or
    (c) a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
14. In exceptional circumstances a candidate may apply to the Postgraduate Research Committee for an extension of enrolment.
15. Candidates must not be concurrently enrolled in a research qualification at any other university without written permission from both universities.
16. Candidates are required to maintain continuous enrolment throughout the entire period of the PhD.
17. Enrolment of all new candidates for the PhD approved by the Dean of Te Mata Kairangi School of Graduate Research is conditional for an initial period of six months if they are enrolled on a full-time basis or twelve months if they are enrolled on a part-time basis.
18. Confirmation of enrolment by the Dean of Te Mata Kairangi School of Graduate Research after the initial enrolment period is subject to the submission by the candidate of
    (a) an acceptable research proposal, and
    (b) a presentation of the proposed research to a confirmation of enrolment panel, and
    (c) evidence of ethical approval or a statement confirming that it is not required, in accordance with the *Ethical Conduct in Human Research and Related Activities Regulations 2008*, and
    (d) a recommendation from the candidate's supervisors, Head of School or equivalent and Associate Dean Postgraduate Research or equivalent that the candidate proceed into unconditional enrolment.
19. If the candidate’s enrolment is not confirmed within nine months of initial enrolment if they are

enrolled on a full-time basis or eighteen months if they are enrolled on a part-time basis it will be terminated.

20. Candidates are required to maintain contact with their supervisory panel throughout the entire period of the enrolment in the PhD.
21. Following enrolment, candidates must submit six-monthly reports on the progress of their research work.
22. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for a suspension from enrolment for a maximum period of twelve months full-time equivalent.
23. A candidate is not entitled to supervision or any University resources during a period of suspension and does not incur tuition fees.
24. The Postgraduate Research Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate progress which meets expectations and/or comply with any regulations or policies which relate to enrolment for the PhD.
25. The thesis may consist of the candidate's published or unpublished material, or a combination of both; all such materials must have been produced within the term of enrolment.
26. Where the thesis includes the candidate’s published or unpublished research papers, these must
    (a) be the sole work of the candidate or, where a paper has been co-authored with a supervisor, the candidate will be the lead author, and
    (b) represent original, supervised research undertaken within the term of the candidate’s PhD enrolment.
27. Where a thesis primarily consists of a series of published or unpublished research papers, these must be accompanied by introductory chapter/s providing a contextual framework for the thesis, and a concluding chapter providing a synthesising discussion.
28. Candidates must indicate in the thesis any material that has been used or presented for any other degree.
29. Candidates who intend to integrate a creative practice component with their PhD thesis must comply with the *Requirements for PhD with a Creative Practice Component.*
30. Where the thesis contains co-authored research papers and/or any other co-produced work, published or unpublished, Co-Authorship forms must be completed by the candidate and all other joint authors or producers. These forms must be included as an appendix to the thesis when it is submitted for examination.
31. Candidates must comply with the *Dissertations and Theses Regulations 2020* which set out the University's requirements with respect to the submission and presentation of theses.

Examination

32. The Dean of Te Mata Kairangi School of Graduate Research will appoint at least two examiners for the PhD thesis who are external to the University and not directly connected with the candidate or the candidate's research; at least one of the examiners must be from outside New

Zealand.

33. In the case of divergent examination outcomes, the Dean of Te Mata Kairangi School of Graduate Research may appoint a further examiner.

34. The Dean of Te Mata Kairangi School of Graduate Research will make a decision whether or not to proceed to oral examination based on the recommendations and reports of the examiners following the examination of the thesis and will resolve
    (a) that the thesis should proceed to oral examination, the work does not require significant revisions, or
    (b) that the thesis should proceed to oral examination, revisions anticipated, or
    (c) that the thesis should not proceed to oral examination and the candidate should be asked to re-enrol for a minimum of six months to undertake the major revisions indicated in the examiners reports and in due course to re-submit the thesis for re-examination, or
    (d) that the thesis should not proceed to oral examination and should not be accepted for the PhD but is acceptable as fulfilling the requirements for the degree of Master of Philosophy (subject to amendments of a minor nature), or
    (e) that the thesis should not proceed to oral examination and should not be accepted for the award of a doctoral degree.

35. On the basis of the final reports of the examiners following the oral examination, the Dean of Te Mata Kairangi School of Graduate Research will resolve
    (a) that the thesis be accepted in its present form as fulfilling the requirements of the PhD, or
    (b) that the thesis be accepted as fulfilling the requirements for the degree of PhD, subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiners, to the satisfaction of the chief supervisor, or
    (c) that the thesis be accepted subject to the candidate completing amendments to the satisfaction of the examiners or chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks of the oral examination, or
    (d) that the thesis is not acceptable in its present form and that to the candidate may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or
    (e) that the thesis not be accepted for the degree of PhD, but be accepted as fulfilling the requirements for the degree of Master of Philosophy (MPhil), or
    (f) that the candidate has failed to meet the required standard and that no degree be awarded.

36. A candidate will be permitted to revise and re-submit a thesis only once and only one oral examination will be held.

37. A candidate who fails to undertake the oral examination or who fails to complete amendments to the thesis as required under subclauses 34(b), (c) or (d) will be deemed to have failed to meet the required standard and no degree will be awarded.

Transfers

38. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research at any time between enrolment and submission of the thesis to transfer from a PhD to a Master of Philosophy (MPhil).

Complaints and Appeals

39. A candidate who wishes to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research or the Postgraduate Research Committee made under these regulations, or who has a concern about supervision or any other aspect of their candidature may raise the matter under the *Higher Degree Appeals and Complaints Regulations*.

Reporting

40. The Dean of Te Mata Kairangi School of Graduate Research and the Postgraduate Research Committee are required to report any decisions they make with respect to PhD candidates which fall outside of these regulations to the Research Committee.

Notes:

1. *Some professional master's degrees, such as the Master of Business Administration, are not intended to provide a pathway to doctoral study. Applications from those who have completed a professional master's degree will be considered on a case-by-case basis.*

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Doctor of Education (EdD)

The regulations below set down the requirements for the award of the degree of Doctor of Education (EdD).

Formal policies and procedures related to enrolment and examination for the degree, along with information about administration matters, are available from the Te Mata Kairangi School of Graduate Research and on the University of Waikato website.

These regulations, policies and procedures are administered by the Dean of Te Mata Kairangi School of Graduate Research and the University's Postgraduate Research Committee.

Regulations for the Degree of Doctor of Education (EdD)

Date of effect

1. These regulations are effective from 1 January 2023

Requirements for the Degree

2. The degree of Doctor of Education (EdD) is awarded to candidates who have successfully completed a programme of coursework and research in two parts as follows:

   (a) *Part 1 - Coursework*
   Candidates must gain

   (i) a minimum average of B+ across three papers listed under the prescriptions for the Doctor of Education in the *Education* entry in the Catalogue of Papers, and

   (ii) a Pass grade in the paper EDUCA990 *Advanced Education Inquiry: Research Design*.

   (b) *Part 2 - Thesis*
   Candidates must undertake approved and supervised research, and present the results

lucidly in a thesis which

(i) critically investigates an approved topic of substance and significance, and

(ii) demonstrates expertise in the methods of research and scholarship, and

(iii) displays intellectual independence, and

(iv) makes a substantial original contribution to the research area.

3. Candidates may not proceed to Part 2 of the EdD until the Postgraduate Research Committee has confirmed that they have passed, to the standards prescribed in section 2(a), every component of Part 1.

Admission and Enrolment

4. To qualify to enrol for the EdD, an applicant must

(a) have qualified for the award of a recognised teaching or allied professional qualification and must produce evidence of at least three years of competent service as an education practitioner.

and

(b) have qualified for the award of a New Zealand bachelors degree with honours or master's degree in a field relevant to the proposed research[1] with at least second class honours (first division) or distinction, or for a qualification considered by the Academic Board to be equivalent, or

(c) have qualified for the award of the degree of Master of Philosophy (MPhil) in a field relevant to the proposed research, or

(d) have passed qualifying papers at a satisfactory level in a field relevant to the proposed research,

and

(e) have demonstrated research experience and ability, normally at least 30 points of research in an honours or master's degree, or significant professional research experience, or equivalent, or

(f) in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Research Committee that they have adequate skills and knowledge to proceed with the proposed research.

5. Applicants whose first language is not English are required to meet the *English Language Requirements for Admission*.

6. Applicants must apply through the online Application to Enrol.

7. Applications to enrol and the conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.

Initial enrolment is in Part 1. Enrolment in Part 2 is subject to the requirements detailed in sections 3 and 10.

8. Enrolment in Part 2 is approved by the Dean of Te Mata Kairangi School of Graduate Research subject to the submission by the candidate of
   (a) an acceptable research proposal, and
   (b) a presentation of the proposed research to a confirmation of enrolment panel, and
   (c) evidence of ethical approval or a statement confirming that it is not required, in accordance with the *Ethical Conduct in Human Research and Related Activities Regulations 2008* and
   (d) a recommendation from the candidate's supervisors, Head of School or equivalent and the Division of Education that the candidate proceed into Part 2.

9. The Dean of Te Mata Kairangi School of Graduate Research will appoint a supervisory panel for each candidate. Each candidate must normally have a minimum of two supervisors prior their commencement of EDUCA990, one of whom is a continuing staff member of the University and the chief supervisor. If, due to staff availability, it is not possible to appoint a supervisory panel with suitable expertise in the candidate’s preferred research area, the Division of Education will nominate at least one research area and appropriate supervisory panel to the candidate and Dean of Te Mata Kairangi School of Graduate Research. A candidate will not be eligible to enrol in Part 2 until a supervisory panel has been appointed.

10. If at any time subsequent to the approval of an application the University encounters changes to its staffing or resources, it will make all reasonable efforts to ensure that these do not disadvantage the candidate. However, changes to staffing and resources can mean that a candidate’s conditions of enrolment are subject to change or that their enrolment may be terminated.

11. Changes to a candidate's conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi
    School of Graduate Research under delegated authority of the Academic Board.

12. The termination of a candidate's enrolment is subject to approval by the Postgraduate Research Committee.

13. Candidates whose applications are approved by the Dean of Te Mata Kairangi School of Graduate Research must enrol in the Division of Education and, subject to progress which meets expectations, pursue their coursework and research for
    (a) normally a minimum of three years and a maximum of four years if they are enrolled on a full-time (1.0 EFT) basis, or
    (b) normally a minimum of six years and a maximum of eight years if they are enrolled on a part-time (0.5 EFT)basis, or
    (c) a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.

14. Enrolment is approved, in the first instance for:
    (a) a maximum of one year in Part 1 and a maximum of four years in Part 1 and Part 2 if the candidate is registered on a full-time basis, or
    (b) a maximum of two years in Part 1 and a maximum of eight years in Part 1 and Part 2 if the candidate is registered on a part-time basis, or
    (c) a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
15. In exceptional circumstances a candidate may apply to the Postgraduate Research Committee for an extension of enrolment.
16. Candidates must not be concurrently enrolled in a research qualification at any other university without written permission from both universities.
17. Candidates are required to maintain continuous enrolment throughout the entire period of the EdD.
18. Candidates are required to maintain contact with their supervisory panel throughout the entire period of enrolment in Part 2 of their EdD.
19. Following enrolment in Part 2, candidates must submit six-monthly reports on the progress of their research work.
20. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for a suspension from enrolment for a maximum period of twelve months full-time equivalent.
21. A candidate is not entitled to supervision or any University resources during a period of suspension and does not incur tuition fees.
22. The Postgraduate Research Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate progress which meets expectations and/or comply with any regulations or policies which relate to enrolment for the EdD.
23. A thesis may consist of the candidate’s published or unpublished material, or a combination of both; all such materials must have been produced within the term of enrolment.
24. Where the thesis includes the candidate’s published or unpublished research papers, these must
    (a) be the sole work of the candidate or, where a paper has been co-authored with a supervisor, the candidate will be the lead author, and
    (b) represent original, supervised research undertaken within the term of the candidate’s EdD enrolment.
25. Where the thesis primarily consists of a series of published or unpublished research papers, these must be accompanied by introductory chapter/s providing a contextual framework for the thesis, and a concluding chapter providing a synthesising discussion.
26. Candidates must indicate in the thesis any material that has been used or presented for any other degree.

27. Where the thesis contains co-authored research papers and/or any other co-produced work, published or unpublished, Co-Authorship Forms must be completed by the candidate and all other joint authors or producers. These forms must be included as an appendix to the thesis when it is submitted for examination.

28. Candidates must comply with the *Dissertations and Theses Regulations 2020* which set out the University's requirements with respect to the submission and presentation of theses.

Examination

29. The Dean of Te Mata Kairangi School of Graduate Research will appoint at least two examiners for the thesis who are external to the University and not directly connected with the candidate or the candidate's research; at least one of the examiners must be from outside New Zealand.

30. In the case of divergent examination outcomes, the Dean of Te Mata Kairangi School of Graduate Research may appoint a further examiner.

31. The Dean of Te Mata Kairangi School of Graduate Research will make a decision whether or not to proceed to oral examination based on the recommendations and reports of the examiners following the examination of the thesis and will resolve
    (a) that the thesis should proceed to oral examination, the work does not require significant revisions, or
    (b) that the thesis should proceed to oral examination, revisions anticipated, or
    (c) that the thesis should not proceed to oral examination. The candidate should be asked to re-enrol for a minimum of six months to undertake the major revisions indicated in the examiners reports and in due course to re-submit the thesis for re-examination, or
    (d) that the thesis should not proceed to oral examination and should not be accepted for the EdD degree but is acceptable as fulfilling the requirements for the degree of Master of Education (MEd) or Master of Philosophy (MPhil) (subject to amendments of a minor nature), or
    (e) that the thesis should not proceed to oral examination and should not be accepted for the award of a doctoral degree.

32. On the basis of the final reports of the examiners following the oral examination, the Dean of Te Mata Kairangi School of Graduate Research will resolve
    (a) that the thesis be accepted in its present form as fulfilling the requirements of Part 2 of the EdD, or
    (b) that the thesis be accepted as fulfilling the requirements of Part 2 of the EdD subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiners, to the satisfaction of the chief supervisor, or
    (c) that the thesis be accepted as fulfilling the requirements of Part 2 of the EdD subject to the candidate completing substantial amendments to the satisfaction of all the examiners or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks, or

(d) that the thesis is not acceptable in its present form and the candidate may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or

(e) that the thesis is not acceptable for the EdD but should be accepted as fulfilling the requirements of the degree of Master of Education (MEd) or Master of Philosophy (MPhil), or

(f) that the candidate has failed to meet the required standard and that no degree be awarded.

33. A candidate will be permitted to revise and re-submit a thesis only once and only one oral examination will be held.

Transfers

34. A candidate who has completed some of, or all of Part 1 of the degree, but who has not qualified to proceed to Part 2 may apply to the Postgraduate Research Committee Representative of the Division of Education to transfer to an applicable Postgraduate Diploma or Certificate, whichever they qualify for.

35. A candidate may apply to the Postgraduate Research Committee Representative of the Division of Education at any time during Part 2 of the degree before submission of the thesis to transfer to the Master of Education (MEd).

36. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research at any time during Part 2 of the degree before submission of the thesis to transfer to the Master of Philosophy (MPhil).

Complaints and Appeals

37. A candidate who wishes to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research or the Postgraduate Research Committee made under these regulations, or who has a concern about supervision or any other aspect of their candidature, may raise the matter under the *Higher Degree Appeals and Complaints Regulations*.

Reporting

38. The Dean of Te Mata Kairangi School of Graduate Research and the Postgraduate Research Committee are required to report any decisions they make with respect to EdD candidates which fall outside of these regulations to the Research Committee.

Note:

Some professional master's degrees, such as the Master of Business Administration, are not intended to provide a pathway to doctoral study. Applications from students who have completed a professional master's degree will be considered on a case-by-case basis.

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Doctor of Health Science (DHSc)

The regulations below set down the requirements for award of the Doctor of Health Science (DHSc). Formal policies and procedures related to enrolment and examination for the degree, along with information about administrative matters, are available from the Te Mata Kairangi School of Graduate Research and on the University of Waikato website.

These regulations, policies and procedures are administered by the Dean of Te Mata Kairangi School of Graduate Research and the University's Postgraduate Research Committee.

Regulations for the Degree of Doctor of Health Science (DHSc)

Date of effect

1. These regulations are effective from 28 July 2021

Requirements for the Degree

2. The degree of Doctor of Health Science (DHSc) is awarded to candidates who have successfully completed a programme of coursework and research in two parts as follows:

   (a) *Part 1 - Research Portfolio*
   Candidates must gain a pass grade in the paper HLTSC980 Professional Doctoral Research Portfolio.

   (b) *Part 2 - Thesis*
   Candidates must undertake approved and supervised research and present the results lucidly in a thesis which

      (i) critically investigates an approved topic of substance and significance, and

      (ii) demonstrates expertise in the methods of research and scholarship, and

(iii) displays intellectual independence, and

(iv) makes a substantial original contribution to the research area.

Admission and Enrolment

3. To qualify to enrol for the DHSc, an applicant must have

   (a) qualified for the award of a recognised health professional qualification and must produce evidence of at least three years of service as a health professional,

   and

   (b) have qualified for the award of a New Zealand bachelor's degree with honours or a master's degree in a field relevant to the proposed research, with at least second class honours (first division) or distinction, or for a qualification considered by the Academic Board to be equivalent, or

   (c) have qualified for the award of the degree of Master of Philosophy (MPhil) in a field relevant to the proposed research, or

   (d) have passed qualifying papers at a satisfactory level in a field relevant to the proposed research,

   and

   (e) have demonstrated research experience and ability, normally at least 30 points of research in an honours or master's degree, or significant professional research experience, or equivalent, or

   (f) in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Research Committee that they have adequate skills and knowledge to proceed with the proposed research.

4. Applicants whose first language is not English are required to meet the *English Language Requirements for Admission*.

5. Applicants must apply through the online Application to Enrol.

6. Applications to enrol and the conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.

7. As one of the preconditions for the approval of an application to enrol, the Dean of Te Mata Kairangi School of Graduate Research will establish that the necessary supervision and resources can be provided for the proposed research.

8. If at any time subsequent to the approval of an application the University encounters changes to its staffing or resources, it will make all reasonable efforts to ensure that these do not disadvantage the candidate. However, changes to staffing and resources can mean that a candidate’s conditions of enrolment are subject to change or that their enrolment may be terminated.

9. Pursuant to the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement, a student may not be approved to enrol, or remain enrolled, if:
   (a) the student has not provided and maintained a valid and current Ministry of Health My Vaccine Pass as evidence of COVID-19 vaccination or exemption, and
   (b) the student does not have an agreed study plan, approved by the Dean of Te Mata Kairangi School of Graduate Research, that confirms there are no required activities that would breach the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement.
10. Changes to a candidate's conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
11. The termination of a candidate's enrolment is subject to approval by the Postgraduate Research Committee.
12. Candidates whose applications are approved by the Dean of Te Mata Kairangi School of Graduate Research must enrol in the Division of Health, Engineering, Computing and Science and, subject to progress which meets expectations, pursue their coursework and research for
   (a) normally a minimum of three years or a maximum of four years if they are enrolled on a full-time (1.0 EFT) basis, or
   (b) normally a minimum of six years or a maximum of eight years if they are enrolled on a part-time basis (0.5 EFT), or
   (c) a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
13. Enrolment is approved, in the first instance for
   (a) a maximum of one year in Part 1 and a maximum of four years in Part 1 and Part 2 if the candidate is registered on a full-time basis, or
   (b) a maximum of two years in Part 1 and a maximum of eight years in Part 1 and Part 2 if the candidate is registered on a part-time basis, or
   (c) a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
14. In exceptional circumstances a candidate may apply to the Postgraduate Research Committee for an extension of enrolment.
15. Candidates for the DHSc must not be concurrently enrolled in a research qualification at any other university without written permission from both universities.
16. Candidates are required to maintain continuous enrolment throughout the entire period of their degree.
17. Initial enrolment is in Part 1. When the Dean of Te Huataki Waiora School of Health has

confirmed that a candidate has passed Part 1 to the prescribed standards, they may apply for enrolment in Part 2.

18. Enrolment in Part 2 is approved by the Dean of Te Mata Kairangi School of Graduate Research subject to submission by the candidate of
    (a) an acceptable research proposal, and
    (b) a presentation of the proposed research to a confirmation of enrolment panel, and
    (c) evidence of ethical approval or a statement confirming that it is not required, in accordance with the *Ethical Conduct in Human Research and Related Activities Regulations 2008,* and/or *Code of Ethical Conduct for the Use of Animals for Research Testing and Teaching 2014,* and
    (d) a recommendation from the candidate's supervisors, Head of School or equivalent and the Division of Health, Engineering, Computing and Science that the candidate proceed into Part 2.
19. The Dean of Te Mata Kairangi School of Graduate Research will appoint a supervisory panel for each candidate who proceeds to Part 2; each candidate must have a minimum of two supervisors, one of whom is normally a continuing staff member of the University and the chief supervisor.
20. Candidates are required to maintain contact with their supervisory panel throughout the entire period of the enrolment in their degree.
21. Following enrolment, candidates must submit six-monthly reports on the progress of their research work.
22. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for a suspension from enrolment for a maximum period of twelve months full-time equivalent. A candidate is not entitled to supervision or any University resources during a period of suspension and does not incur tuition fees.
23. The Postgraduate Research Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate progress which meets expectations and/or comply with any regulations or policies which relate to enrolment for the DHSc.
24. The thesis may consist of the candidate's published or unpublished material, or a combination of both; all such materials must have been produced within the term of enrolment.
25. Where the thesis includes the candidate's published or unpublished research papers, these must
    (a) be the sole work of the candidate or, where a paper has been co-authored with a supervisor, the candidate will be the lead author, and
    (b) represent original, supervised research undertaken within the term of the candidate's DHSc enrolment.
26. Where the thesis primarily consists of a series of published or unpublished research papers, these must be accompanied by introductory chapter/s providing a contextual framework for the

thesis, and a concluding chapter providing a synthesising discussion.

27. Candidates must indicate in the thesis any material that has been used or presented for any other degree.

28. Where the thesis contains co-authored research papers and/or any other co-produced work, published or unpublished, Co-Authorship Forms must be completed by the candidate and all other joint authors or producers. These forms must be included as an appendix to the thesis when it is submitted for examination.

29. Candidates must comply with the *Dissertations and Theses Regulations 2020* which set out the University's requirements with respect to the submission and presentation of theses.

Examination

30. The Dean of Te Mata Kairangi School of Graduate Research will appoint at least two examiners for the thesis who are external to the University and not directly connected with the candidate or the candidate's research; at least one of the examiners must be from outside New Zealand.

31. In the case of divergent examination outcomes, the Dean of Mata Kairangi School of Graduate Research may appoint a further examiner.

32. The Dean of Te Mata Kairangi School of Graduate Research will make a decision whether or not to proceed to oral examination based on the recommendations and reports of the examiners following the examination of the thesis and will resolve
    (a) that the thesis should proceed to oral examination, the work does not require significant revisions, or
    (b) that the thesis should proceed to oral examination, revisions anticipated, or
    (c) that the thesis should not proceed to oral examination. The candidate should be asked to re-enrol for a minimum of six months to undertake the major revisions indicated in the examiners reports and in due course to re-submit the thesis for re-examination, or
    (d) that the thesis should not proceed to oral examination and should not be accepted for the DHSc but is acceptable as fulfilling the requirements for the degree of Master of Health Science (MHSc) or Master of Philosophy (MPhil) (subject to amendments of a minor nature), or
    (e) that the thesis should not proceed to oral examination and should not be accepted for the award of a doctoral degree.

33. On the basis of the final reports of the examiners following the oral examination, the Dean of Te Mata Kairangi School of Graduate Research will resolve
    (a) that the thesis be accepted in its present form as fulfilling the requirements of Part 2 of the DHSc, or
    (b) that the thesis be accepted as fulfilling the requirements of Part 2 of the DHSc subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiners, to the satisfaction of the chief supervisor, or

(c) that the thesis be accepted as fulfilling the requirements of Part 2 of the DHSc subject to the candidate completing substantial amendments to the satisfaction of all the examiners or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks, or

(d) that the thesis is not acceptable in its present form and the candidate should be given the opportunity to revise and re-submit it for examination after a re-enrolment for a minimum period of six months, or

(e) that the thesis is not acceptable for the DHSc but should be accepted as fulfilling the requirements of the degree of Master of Health Science (MHSc) or Master of Philosophy (MPhil), or

(f) that the candidate has failed to meet the required standard and that no degree be awarded.

34. A candidate will be permitted to revise and re-submit a thesis only once and only one oral examination will be held.

Transfers

35. A candidate may apply to Te Huataki Waiora School of Health at any time during Part 2 of the degree before submission of the thesis to transfer to the Master of Health Science (MHSc).

36. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research at any time during Part 2 of the degree before submission of the thesis to transfer to the Master of Philosophy (MPhil).

Complaints and Appeals

37. A candidate who wishes to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research or the Postgraduate Research Committee made under these regulations, or who has a concern about supervision or any other aspect of their candidature, may raise the matter under the *Higher Degree Appeals and Complaints Regulations*.

Reporting

38. The Dean of Te Mata Kairangi School of Graduate Research and the Postgraduate Research Committee are required to report any decisions they make with respect to DHSC candidates which fall outside of these regulations to the Research Committee.

Note:

1. *Some professional master's degrees, such as the Master of Business Administration, are not intended to provide a pathway to doctoral study. Applications from those who have completed a professional master's degree will be considered on a case-by-case basis.*

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Doctor of Juridical Science (SJD)

The regulations below set down the requirements for award of the degree of Doctor of Juridical Science (SJD).

Formal policies and procedures related to enrolment and examination for the degree, along with information about administration matters, are available from Te Mata Kairangi School of Graduate Research and on the University of Waikato website.

These regulations, policies and procedures are administered by the Dean of Te Mata Kairangi School of Graduate Research and the University's Postgraduate Research Committee.

Regulations for the Degree of Doctor of Juridical Science (SJD)

Date of effect

1. These regulations are effective from 28 July 2021

Requirements for the Degree

2. The degree of Doctor of Juridical Science (SJD) is awarded to candidates who have successfully completed a programme of coursework and research in two parts as follows:

   (a) *Part 1 - Research Portfolio*
   Candidates must gain a pass grade in the paper LEGAL995 Research Portfolio.

   (b) *Part 2 - Thesis*
   Candidates must undertake approved and supervised research and present the results lucidly in a thesis which

   (i) critically investigates an approved topic of substance and significance, and

   (ii) demonstrates expertise in the methods of research and scholarship, and

(iii) displays intellectual independence, and

(iv) makes a substantial original contribution to the research area.

Admission and Enrolment

3. To qualify to enrol for the SJD an applicant must

   (a) have qualified for the award of a New Zealand bachelors degree with honours or master's degree in a field relevant to the proposed research[1] with at least second class honours (first division) or distinction, or for a qualification considered by the Academic Board to be equivalent, or

   (b) have qualified for the award of the degree of Master of Philosophy (MPhil) in a field relevant to the proposed research, or

   (c) have passed qualifying papers at a satisfactory level in a field relevant to the proposed research,

   and

   (d) have demonstrated research experience and ability, normally at least 30 points of research in an honours or master's degree, or significant professional research experience (e.g. as a Barrister and Solicitor of the High Court of New Zealand or as a Judge of the District Court or as Judge of the Senior Courts), or equivalent, or

   (e) in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Research Committee that they have adequate skills and knowledge to proceed with the proposed research.

   A Barrister and Solicitor of the High Court of New Zealand admitted under section 3(d) above must have a current practicing certificate issued by the New Zealand Law Society and a minimum of three years post qualification experience. Judges of the District Court or the Senior Courts will automatically satisfy these requirements by virtue of their judicial appointment.

4. Applicants whose first language is not English are required to meet the *English Language Requirements for Admission*.

5. Applicants must apply through the online Application to Enrol.

6. Applications to enrol and the conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.

7. As one of the preconditions for the approval of an application to enrol, the Dean of Te Mata Kairangi School of Graduate Research will establish that the necessary supervision and resources can be provided for the proposed research.

8. If at any time subsequent to the approval of an application the University encounters changes to its staffing or resources, it will make all reasonable efforts to ensure that these do not

disadvantage the candidate. However, changes to staffing and resources can mean that a candidate's conditions of enrolment are subject to change or that their enrolment may be terminated.

9. Pursuant to the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement, a student may not be approved to enrol, or remain enrolled, if:
   (a) the student has not provided and maintained a valid and current Ministry of Health My Vaccine Pass as evidence of COVID-19 vaccination or exemption, and
   (b) the student does not have an agreed study plan, approved by the Dean of Te Mata Kairangi School of Graduate Research, that confirms there are no required activities that would breach the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement.
10. Changes to a candidate's conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
11. The termination of a candidate's enrolment is subject to approval by the Postgraduate Research Committee.
12. Candidates whose applications are approved by the Dean of Te Mata Kairangi School of Graduate Research must enrol in the Division of Arts, Law, Psychology and Social Sciences and, subject to progress which meets expectations, pursue their coursework and research for
   (a) normally a minimum of three years and a maximum of four years, if they are enrolled on a full-time (1.0 FTE) basis, or
   (b) normally a minimum of six years, if they are enrolled on a part-time (0.5 FTE) basis, or
   (c) a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
13. Enrolment is approved, in the first instance for
   (a) a maximum of one year in Part 1 and a maximum of four years in Part 1 and Part 2 if the candidate is registered on a full-time basis, or
   (b) a maximum of two years in Part 1 and a maximum of eight years in Part 1 and Part 2 if the candidate is registered on a part-time basis, or
   (c) a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
14. In exceptional circumstances a candidate may apply to the Postgraduate Research Committee for an extension of enrolment.
15. Candidates must not be concurrently enrolled in a research qualification at any other university without written permission from both universities.
16. Candidates are required to maintain continuous enrolment throughout the entire period of the SJD.

17. Initial enrolment is in Part 1. When the Dean of Te Piringa Faculty of Law has confirmed that a candidate has passed Part 1 to the prescribed standards, they may apply for enrolment in Part 2.
18. Enrolment in Part 2 is approved by the Dean of Te Mata Kairangi School of Graduate Research subject to the submission by the candidate of
    (a) an acceptable research proposal, and
    (b) a presentation of the proposed research to a confirmation of enrolment panel, and
    (c) evidence of ethical approval or a statement confirming that it is not required, in accordance with the Ethical Conduct in Human Research and Related Activities Regulations 2008, and
    (d) a recommendation from the candidate's supervisor, Head of School or equivalent and the Division of Arts, Law, Psychology and Social Sciences Associate Dean Postgraduate that the candidate proceed into Part 2.
19. The Dean of Te Mata Kairangi School of Graduate Research will appoint a supervisory panel for each candidate who proceeds to Part 2; each candidate must have a minimum of two supervisors, one of whom is normally a continuing staff member of the University and the chief supervisor.
20. Candidates are required to maintain contact with their supervisory panel throughout the entire period enrolment in Part 2 of the SJD.
21. Following enrolment, candidates must submit six-monthly reports on the progress of their research work.
22. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for a suspension from enrolment for a maximum period of twelve months full-time equivalent.
23. A candidate is not entitled to supervision or any University resources during a period of suspension and does not incur tuition fees.
24. The Postgraduate Research Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate progress which meets expectations and/or comply with any regulations or policies which relate to enrolment for the SJD.
25. A thesis may consist of the candidate's published or unpublished material, or a combination of both; all such material must have been produced within the term of enrolment.
26. Where an SJD thesis includes the candidate’s published or unpublished research papers, these must
    (a) be the sole work of the candidate or, where a paper has been co-authored with a supervisor, the candidate will be the lead author, and
    (b) represent original, supervised research undertaken within the term of the candidate’s SJD enrolment.
27. Where the thesis primarily consists of a series of published or unpublished research papers, these must be accompanied by introductory chapter/s providing a contextual framework for the

thesis, and a concluding chapter providing a synthesising discussion.

28. Candidates must indicate in the thesis any material that has been used or presented for any other degree.

29. Where the thesis contains co-authored research papers and/or any other co-produced work, published or unpublished, Co-Authorship Forms must be completed by the candidate and all other joint authors or producers. These forms must be included as an appendix to the thesis when it is submitted for examination.

30. Candidates must comply with the *Dissertations and Theses Regulations 2020* which set out the University's requirements with respect to the submission and presentation of theses.

Examination

31. The Dean of Te Mata Kairangi School of Graduate Research will appoint at least two examiners for the thesis who are external to the University and not directly connected with the candidate or the candidate’s research; at least one of the external examiners Must be from New Zealand.

32. In the case of divergent examination outcomes, the Dean of Te Mata Kairangi School of Graduate Research may appoint a further examiner.

33. The Dean of Te Mata Kairangi School of Graduate Research will make a decision whether or not to proceed to oral examination based on the recommendations and reports of the examiners following the examination of the thesis and will resolve
    (a) that the thesis should proceed to oral examination, the work does not require significant revisions, or
    (b) that the thesis should proceed to oral examination, revisions anticipated, or
    (c) that the thesis should not proceed to oral examination. The candidate should be asked to re-enrol for a minimum of six months to undertake the major revisions indicated in the examiners reports and in due course to re-submit the thesis for re-examination, or
    (d) that the thesis should not proceed to oral examination and should not be accepted for the SJD but is acceptable as fulfilling the requirements for the degree of Master of Laws (LLM) or Master of Philosophy (MPhil) (subject to amendments of a minor nature), or
    (e) that the thesis should not proceed to oral examination and should not be accepted for the award of a doctoral degree.

34. On the basis of the final reports of the examiners following the oral examination, the Dean of Te Mata Kairangi School of Graduate Research will resolve
    (a) that the thesis be accepted in its present form as fulfilling the requirements of Part 2 of the SJD, or
    (b) that the thesis be accepted as fulfilling the requirements of Part 2 of the SJD subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiners, to the satisfaction of the chief supervisor, or
    (c) that the thesis be accepted as fulfilling the requirements of Part 2 of the SJD subject to the

candidate completing substantial amendments to the satisfaction of all the examiners or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks, or

(d) that the thesis is not acceptable in its present form and the candidate may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or

(e) that the thesis is not acceptable for the SJD but should be accepted as fulfilling the requirements of the degree of Master of Laws (LLM) or Master of Philosophy (MPhil), or

(f) that the candidate has failed to meet the required standard and that no degree be awarded.

35. A candidate will be permitted to revise and re-submit a thesis only once and only one oral examination will be held.

Transfers

36. A candidate who has completed Part 1 of the degree, but who has not qualified to proceed to Part 2 may apply to the Dean of Te Piringa Faculty of Law to transfer to the Postgraduate Diploma in Law (PGDip(Law)).

37. A candidate may apply to the Dean of Te Piringa Faculty of Law, to transfer to the Master of Laws (LLM) either

    (a) When they have completed Part 1 and qualified for but not yet enrolled in Part 2 of the degree

    (b) At any time during Part 2 of the degree before the submission of the thesis.

38. A candidate may apply to Dean of Te Mata Kairangi School of Graduate Research, at any time during Part 2 of the degree before submission of the thesis to transfer to the Master of Philosophy (MPhil) or to the Doctor of Philosophy (PhD).

Complaints and Appeals

39. A candidate who wishes to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research or the Postgraduate Research Committee made under these regulations, or who has a concern about supervision or any other aspect of their candidature, may raise the matter under the *Higher Degree Appeals and Complaints Regulations*.

Reporting

40. The Dean of Te Mata Kairangi School of Graduate Research and the Postgraduate Research Committee are required to report any decisions they make with respect to SJD candidates which fall outside of these regulations to the Research Committee.

Note:

1. *Some professional master's degrees, such as the Master of Business Administration, are not intended to provide a pathway to doctoral study. Applications from those who have completed a professional master's degree will be considered on a case-by-case basis.*

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Doctor of Musical Arts (DMA)

The regulations below set down the requirements for award of the degree of Doctor of Musical Arts (DMA).

Formal policies and procedures related to enrolment and examination for the degree, along with information about administration matters, are available from Te Mata Kairangi School of Graduate Research and on the University of Waikato website.

These regulations, policies and procedures are administered by the Dean of Te Mata Kairangi School of Graduate Research and the University's Postgraduate Research Committee.

Regulations for the Degree of Doctor of Musical Arts (DMA)

Date of effect

1. These regulations are effective from 28 July 2021

Requirements for the Degree

2. The degree of Doctor of Musical Arts (DMA) is awarded to candidates who have successfully completed a coherent programme of performance and research in two parts as follows:
   (a) *Part 1 - Performance*
   Candidates must
      (i) undertake supervised musical performance, and present one public recital in their first year, and
      (ii) give two further public recitals during the course of their candidacy. The repertoire must be determined in consultation with the candidate's supervisory panel and may include a concerto, a leading role in an opera, a chamber music recital or Māori musical arts based

performance, and

(iii) present a seminar on their proposed research during their second year of study, and

(iv) present a final research-based public recital, which will be of ninety minutes duration and which demonstrates performance skills at the highest professional levels, meeting internationally recognised standards for such work. This final recital must be recorded to professional standards in audio-visual format.

(b) *Part 2 - Thesis*
Candidates must undertake approved and supervised research that makes an original contribution to the field of knowledge relating to music performance and is presented in the form of a written thesis of no more than 35,000 words which,

(i) critically investigates an approved topic of substance and significance relating to the candidate's examinable programme, and

(ii) demonstrates expertise in the methods of research and scholarship, and

(iii) displays intellectual independence, and

(iv) makes a substantial original contribution to the research area.

Admission and Enrolment

3. To qualify to enrol for the DMA, an applicant must

   (a) have qualified for the award of a New Zealand Master of Music (MMus) degree with at least second class honours (first division) or for a qualification considered by the Academic Board to be equivalent, and

   (b) pass an audition.

4. Applicants whose first language is not English are required to meet the *English Language Requirements for Admission*.

5. Applicants must apply through the online Application to Enrol. Their application must include an audition recording.

6. Applications to enrol and the conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.

7. As one of the preconditions for the approval of an application to enrol, the Dean of Te Mata Kairangi School of Graduate Research will establish that the necessary supervision and resources can be provided for the proposed research.

8. If at any time subsequent to the approval of an application the University encounters changes to its staffing or resources, it will make all reasonable efforts to ensure that these do not disadvantage the candidate. However, changes to staffing and resources can mean that a candidate's conditions of enrolment are subject to change or that their enrolment may be terminated.

9. Pursuant to the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement, a student may not be approved to enrol, or remain enrolled, if:
   (a) the student has not provided and maintained a valid and current Ministry of Health My Vaccine Pass as evidence of COVID-19 vaccination or exemption, and
   (b) the student does not have an agreed study plan, approved by the Dean of Te Mata Kairangi School of Graduate Research, that confirms there are no required activities that would breach the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement.
10. Changes to a candidate's conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board
11. The termination of a candidate's enrolment is subject to approval by the Postgraduate Research Committee.
12. Candidates whose applications are approved by the Dean of Te Mata Kairangi School of Graduate Research must enrol in the Division of Arts, Law, Psychology and Social Sciences and, subject to progress which meets expectations, pursue their performance and research for
   (a) normally a minimum of three years and a maximum of four years, if they are enrolled on a full-time basis (1.0 FTE), or
   (b) normally a minimum of six years and a maximum of eight years, if they are enrolled on a part-time basis (0.5 FTE), or
   (c) a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
13. In exceptional circumstances a candidate may apply to the Postgraduate Research Committee for an extension of enrolment.
14. Candidates must not be concurrently enrolled in a research qualification at any other university without written permission from both universities.
15. Candidates are required to maintain continuous enrolment throughout the entire period of the DMA.
16. Enrolment of all new candidates approved by the Dean of Te Mata Kairangi School of Graduate Research is conditional for an initial period of six months. Confirmation of enrolment by the Dean of the School of Graduate Research after the initial period of six months is subject to the submission by the candidate of
   (a) an acceptable research proposal, and
   (b) evidence of ethical approval or a statement confirming that it is not required, in accordance with the *Ethical Conduct in Human Research and Related Activities 2008*, and
   (c) a presentation of the proposed research to a confirmation of enrolment panel, and
   (d) a recommendation from the supervisors, the Head of the School of Arts and the Associate

Dean Postgraduate that the candidate proceed into unconditional enrolment.

17. If the candidate's enrolment is not confirmed within nine months of initial enrolment if they are enrolled on a full-time basis or eighteen months if they are enrolled on a part-time basis it will be terminated.
18. The Dean of Te Mata Kairangi School of Graduate Research will appoint a supervisory panel for each candidate; each candidate must have a minimum of two supervisors, one of whom is a continuing staff member of the University and the chief supervisor.
19. Candidates are required to maintain contact with their supervisory panel throughout the entire period of the enrolment in the DMA.
20. Following enrolment, candidates must submit six-monthly reports on the progress of their research work.
21. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for a suspension from enrolment for a maximum period of twelve months full-time equivalent.
22. A candidate is not entitled to supervision or any University resources during a period of suspension and does not incur tuition fees.
23. The Postgraduate Research Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate progress which meets expectations and/or comply with any regulations or policies which relate to enrolment for the DMA.
24. A thesis may consist of the candidate's published or unpublished material, or a combination of both; all such materials must have been produced within the term of enrolment.
25. Where the thesis includes the candidate's published or unpublished research papers, these must
    (a) be the sole work of the candidate or, where a paper has been co-authored with a supervisor, the candidate will be the lead author, and
    (b) represent original, supervised research undertaken within the term of the candidate's DMA enrolment.
26. Where the thesis primarily consists of a series of published or unpublished research papers, these must be accompanied by introductory chapter/s providing a contextual framework for the thesis, and a concluding chapter providing a synthesising discussion.
27. Candidates must indicate in the thesis any material that has been used or presented for any other degree.
28. Candidates must comply with the *Dissertations and Theses Regulations 2020* which set out the University's requirements with respect to the submission and presentation of theses.
29. Where the thesis contains co-authored research papers and/or any other co-produced work, published or unpublished, Co-Authorship Forms must be completed by the candidate and all other joint authors or producers. These forms must be included as an appendix to the thesis when it is submitted for examination.

Examination

30. The Dean of Te Mata Kairangi School of Graduate Research will appoint at least two examiners for the thesis who are external to the University and not directly connected with the candidate or the candidate's research. At least one of the external examiners must be from outside New Zealand.

31. In the case of divergent examination outcomes, the Dean of Te Mata Kairangi School of Graduate Research may appoint a further examiner.

32. The final public recital will be attended by the New Zealand examiner and the recording of it submitted with the thesis. The thesis must be submitted within three months of the final public recital.

33. The Dean of Te Mata Kairangi School of Graduate Research will make a decision whether or not to proceed to oral examination based on the recommendations and reports of the examiners following the final public recital and the examination of the thesis and will resolve
    (a) that the candidate should proceed to oral examination, the work does not require significant revisions, or
    (b) that the candidate should proceed to oral examination, revisions of the work anticipated, or
    (c) that the candidate should not proceed to oral examination and be asked to re-enrol for a minimum of 6six months to undertake the major revisions indicated in the examiners reports and in due course to re-submit the work for re-examination,or
    (d) that the candidate should not proceed to oral examination and their work should not be accepted for the DMA but is acceptable as fulfilling the requirements for the degree of Master of Philosophy (MPhil) (subject to amendments of a minor nature), or
    (e) that the candidate should not proceed to oral examination and their work should not be accepted for the award of a doctoral degree.

34. On the basis of the final reports of the examiners following the oral examination, the Dean of Te Mata Kairangi School of Graduate Research will resolve
    (a) that the work be accepted in its present form as fulfilling the requirements for the DMA, or
    (b) that the work be accepted as fulfilling the requirements for the DMA subject to the candidate undertaking minor amendments and/or correcting typographical errors to the thesis as required by the examiners, to the satisfaction of the chief supervisor, or
    (c) that the work be accepted as fulfilling the requirements for the DMA subject to the candidate completing substantial amendments to the thesis, to the satisfaction of all the examiners or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks, or
    (d) that the work is not acceptable in its present form and the candidate may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or
    (e) that the work is not acceptable for the DMA but should be accepted as fulfilling the

requirements of the degree of Master of Philosophy (MPhil), or

(f) that the candidate has failed to meet the required standard and that no degree be awarded.

35. A candidate will be permitted to revise and re-submit a thesis only once and only one oral examination will be held.

Transfer

36. A candidates may apply to the Dean of Te Mata Kairangi School of Graduate Research at any time during Part 2 of the degree before submission of the thesis to transfer to the Master of Philosophy (MPhil).

Complaints and Appeals

37. A candidate who wishes to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research or the Postgraduate Research Committee made under these regulations, or who has a concern about supervision or any other aspect of their candidature, may raise the matter under the *Higher Degree Appeals and Complaints Regulations*.

Reporting

38. The Dean of Te Mata Kairangi School of Graduate Research and the Postgraduate Research Committee are required to report any decisions they make with respect to DMA candidates which fall outside of these regulations to the Research Committee.

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Higher Doctorate Regulations

Doctor of Laws (LLD), Doctor of Literature (DLit) and Doctor of Science (DSc)

Date of effect

1. These regulations are effective from 28 July 2021

Requirements for the Degrees

2. The degree of Doctor of Laws (LLD), Doctor of Literature (DLit) or Doctor of Science (DSc), may be awarded to a candidate who has successfully presented for examination a collection of work, or a specially composed thesis based on such work, which constitutes an original, substantial and distinguished contribution to scholarship and establishes the candidate as an international authority in the particular field of study.

Application

3. An applicant for a higher doctorate must
   (a) be a graduate of the University of Waikato,
   (b) have qualified for the award of a degree from another New Zealand university or for a qualification considered by the Academic Board to be equivalent

   and

   (c) have a significant academic association with the University of Waikato, and
   (d) submit work for examination which is related to the current teaching and research expertise of the University of Waikato.

4. An application must be submitted to the Postgraduate Research Committee (through Te Mata Kairangi School of Graduate Research) and include
   (a) a copy of the work on which the application is based, and
   (b) a short discourse on the nature of the work, and
   (c) a statutory declaration which states
      (i) in the case of co-authored work, the name(s) of the co-author(s) and the nature and extent of the applicant's particular contribution to the work, and
      (ii) the details of any other qualification for which the work, in whole or part, has been submitted, and
   (d) the application fee prescribed in the Table of Fees and Charges section of the University of Waikato Calendar.
5. The Postgraduate Research Committee has authority to determine whether an application meets the criteria set out in clauses 3 and 4 of these regulations.
6. If the Postgraduate Research Committee determines that an application does not meet the criteria set out in clauses 3 and 4 of these regulations, the applicant will be notified in writing and the Postgraduate Research Committee will take no further action with respect to the application.
7. If the Postgraduate Research Committee determines that an application meets the criteria set out in clauses 3 and 4 of these regulations, the Chairperson of the Postgraduate Research Committee will consult confidentially with staff of the University who have academic expertise in the relevant field about whether, in their opinion, the work is likely to meet the criteria set out in clause 2 of these regulations and will report accordingly to the Postgraduate Research Committee.
8. On the basis of the consultations undertaken and reported under clause 6 of these regulations, the Postgraduate Research Committee will determine whether the application will proceed to examination.
9. If the Postgraduate Research Committee determines that the application will not proceed to examination, the applicant will be notified in writing and the Postgraduate Research Committee will take no further action with respect to the application.
10. If the Postgraduate Research Committee determines that an application will proceed to examination, the candidate will be required to submit three further copies of the work on which the application is based, together with the examination fee prescribed in the Table of Fees and Charges section of the University of Waikato Calendar.

Examination

11. Three examiners, at least two of whom are external to the University, will be appointed by the Postgraduate Research Committee on the nomination of the Pro Vice-Chancellor of the Division that it considers to be most closely aligned with the applicant's field of expertise or in the case of alignment with the Faculty of Māori and Indigenous Studies, on the nomination of the Deputy

Vice-Chancellor Māori.

12. Each examiner will submit an examiner's report and recommend either:
    (a) that the degree be awarded, or
    (b) that the degree not be awarded.
13. The Postgraduate Research Committee will consider the examiners' reports and recommendations and make a recommendation to the Research Committee as to whether the degree should be awarded.
14. The Research Committee has authority to decide whether the degree will be awarded.
15. If the degree is awarded, one set of the relevant work will be retained by the University and placed in the University Library.

Re-Applications

16. An applicant who is not permitted to proceed to examination or a candidate who is not awarded the degree may not re-apply for a higher doctorate until a period of five years has lapsed since the first application or examination and may re-apply only once.

Provisions for Appeals to the Research Committee

17. A candidate for a higher doctorate who wishes to appeal a decision by the Postgraduate Research Committee in relation to their application or the examination of their work may do so in writing to the Research Committee.
18. An appeal may be made only on one or both of the following grounds
    (a) that the process used to make the decision in relation to the examination was incorrect or unfair, or
    (b) that the decision in relation to the examination was manifestly at odds with the information on which it was based.
19. An appeal lodged under clause 16 of these regulations must comprise a written statement of the circumstances of, and grounds for, the appeal, together with supporting evidence, if available, and must be lodged with the Secretary to the Research Committee (through the Academic Office) not more than 21 days from the date of notification of the decision being appealed.
20. The Research Committee will hear and decide on the appeal.
21. The Chairperson of the Research Committee will ensure that no-one considering the appeal was a party to the original decision.
22. A decision by the Research Committee on an appeal lodged under clause 16 of these regulations will be notified to the candidate in writing and is final.

Provisions for Appeal to the Academic Board

23. A candidate who wishes to appeal a decision by the Research Committee in relation to the award of the degree may do so in writing to the Academic Board.

24. An appeal to the Academic Board may be made only on one or both of the following grounds
    (a) that the process used to make the decision in relation to the award of the degree was incorrect or unfair, or
    (b) that the decision in relation to the award of the degree was manifestly at odds with the information on which it was based.
25. An appeal lodged under clause 23 of these regulations must comprise a written statement of the circumstances of, and grounds for, the appeal, together with supporting evidence, if available, and must be lodged with the Secretary to the Academic Board (through the Academic Office) not more than 21 days from the date of notification of the decision being appealed.
26. The Academic Board may delegate authority to hear and decide the appeal on its behalf to a sub-committee comprising:
    (a) the Chairperson of the Academic Board (or nominee), and
    (b) two members of the Academic Board.
27. The Chairperson of the Academic Board will ensure that no members of a sub-committee appointed under clause 26 of these regulations were party to the original decision.
28. A decision by, or on behalf of, the Academic Board on an appeal lodged under clause 23 of these regulations will be notified to the candidate in writing and is final.

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Regulations for the Certificate of Attainment in Academic English (CertAttainAcadEng)

Admission

1. Candidates for the Certificate of Attainment in Academic English must have achieved the equivalent of an academic IELTS overall score of 4.0 or higher.
2. Admission to the Certificate is subject to the approval of the Head of the University of Waikato College.
3. The level at which admission to the Certificate is approved will be determined by the Head of the University of Waikato College and will depend on the student's proficiency in written and spoken English.

Requirements for the Certificate

4. The Certificate of Attainment in Academic English is taught at five levels. Every candidate must enrol in the University of Waikato College and may complete one or more levels in sequence. The programme of study for each level comprises 43 points. Candidates will receive a Certificate of Attainment for each level passed.
5. Candidates who gain the required 43 points at Levels 4, 5, 6, 7 or 8 will be awarded the Certificate of Attainment in Academic English.
6. The prescription for each level of study for the Certificate is prescribed in the College Programmes entry in the University of Waikato Catalogue of Papers.
7. The programme of every candidate is subject to the approval of the Head of the University of Waikato College.
8. Every candidate must complete to the satisfaction of the Academic Board such class work,

practical work, assignments, tests, and oral and written examinations as may be required.

Credit Transfers

9. A candidate may apply for credit of one unspecified 100 level paper towards a bachelors degree in respect of the Certificate of Attainment awarded at Level 8. The application must be accompanied by the prescribed fee.

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Regulations for the Certificate of Attainment in English Language (CertAttainEngLang)

Admission

1. There are no formal prerequisites for admission to the Certificate of Attainment in English Language.
2. Admission to the Certificate is subject to the approval of the Head of the University of Waikato College.
3. The level at which admission to the Certificate is approved will be determined by the Head of the University of Waikato College and will depend on the student's proficiency in written and spoken English.

Requirements for the Certificate

4. The Certificate of Attainment in English Language is taught at three levels. Every candidate must enrol in the University of Waikato College and may complete one or more levels in sequence. The programme of study for each level comprises 43 points. Candidates will receive a Certificate of Attainment for each level passed.
5. Candidates who gain the required 43 points at Levels 1-3 will be awarded the Certificate of Attainment in English Language.
6. The prescription for each level of study for the Certificate is prescribed in the College Programmes entry in the University of Waikato Catalogue of Papers.
7. The programme of every candidate is subject to the approval of the Head of the University of Waikato College.
8. Every candidate must complete to the satisfaction of the Academic Board such class work,

practical work, assignments, tests, and oral and written examinations as may be required.

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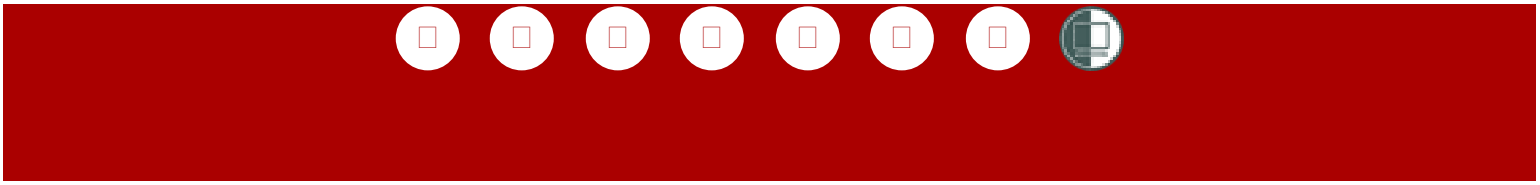

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Regulations for the Certificate of Attainment in Foundation Studies (CertAttainFoundSt)

Admission

1. Candidates for the Certificate must produce evidence which satisfies the Director of the University of Waikato College that they have achieved:
   (a) English language proficiency to the equivalent of IELTS 5.5 with no band less than 5.0 and the equivalent of 40 credits at NCEA Level 2 with 12 credits in each of three University Entrance approved subjects at Level 2, or
   (b) English language proficiency to the equivalent of at least IELTS 5.5 with a minimum of 5.5 in the Writing band and one other band, and no band less than 5.0 and the equivalent of NCEA Level 2 Certificate with 12 credits in each of three University Entrance approved subjects at Level 2.
2. Every candidate for the Certificate must be accepted by the Director of the University of Waikato College.

Requirements for the Certificate

3. The normal minimum period of enrolment for completion of the Certificate is two trimesters for candidates admitted under section 1(a) and one trimester for candidates admitted under section 1(b).
4. Candidates must enrol in the University of Waikato College and follow an approved programme of study.
5. Candidates admitted under section 1(a) must gain 120 points, including any compulsory papers, as prescribed in the College Programmes entry in the University of Waikato Catalogue of Papers.

6. Candidates admitted under section 1(b) must gain 60 points, including 30 points from two compulsory papers, as prescribed in the College Programmes entry in the University of Waikato Catalogue of Papers.
7. Every candidate for the Certificate must complete to the satisfaction of the Academic Board such class work, practical work, assignments, tests, and oral and written examinations as may be required.

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Regulations for the Certificate of University Preparation (CUP)

Admission

1. Candidates for the Certificate should normally have completed Year 13 in a New Zealand Secondary School or its equivalent.
2. Every candidate for the Certificate must be accepted by the Head of the University of Waikato College.

Requirements for the Certificate

3. The normal minimum period of enrolment for completion of the Certificate is one trimester full-time or its equivalent in part-time study. All study should be completed within one academic year.
4. Candidates must enrol in the University of Waikato College and follow an approved programme of study.
5. Candidates must gain 60 points, including any compulsory papers.
6. Candidates must complete the requirements of a stream, as set out in the appendix to these regulations. The programme of study must include 30 points from the compulsory papers listed under Part A and 30 points selected from the papers listed under Part B for the stream the candidate is enrolled in. Candidates may, on the basis of academic advice and approval, be permitted to choose elective papers from the other stream.

Variations

7. The Head of the University of Waikato College or delegated authority may vary or waive these regulations in individual cases.

Appendix

General Stream

Part A: Compulsory Study Skills Papers

FOUND001

Academic Essentials

FOUND002

Foundations of Critical Thought

Part B: Elective Papers

Any two other papers prescribed for the Certificate of University Preparation as described in the relevant entry on the Catalogue of Papers.

Huarahi Māori Stream

Part A: Compulsory Study Skills Papers

FOUND001

Academic Essentials

FOUND002

Foundations of Critical Thought

Part B: Elective Papers

FOUND013

Te Huarahi Bridging Māori plus one other paper prescribed for the Certificate of University Preparation as described in the relevant entry on the Catalogue of Papers.

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Regulations for the Certificate (Cert)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Certificate must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Certificate

3. The normal minimum period of enrolment for completion of the Certificate is one year.
4. Candidates for the Certificate must enrol in a Division or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
5. Candidates must gain 120 points at 100 level or above in the Certificate fields listed in section 8 of these regulations.
6. Candidates must gain at least 90 points in one field.
7. Candidates must meet the field requirements, as set out in the appendix to these regulations.
8. *The Certificate fields are*[1]
   Arts (Cert(Arts))
   Business (Cert(Bus))
   Design (Cert(Des))
   Education (Cert(Ed))
   Environmental Planning (Cert(EnvPlan))
   Health, Sport and Human Performance (Cert(HSHP))
   Law (Cert(Law))
   Management (Cert(Mgt))

Māori and Indigenous Studies (Cert(M&Ist))
Science (Cert(Sc))
Social Sciences (Cert(SocSc))

9. The Certificate awarded will be endorsed in the field in which at least 90 points are gained.

Variations

10. The Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *The subjects and/or papers that comprise each Certificate field are set out in the Undergraduate Diploma and Certificate Fields.*

Appendix

Field Requirements

Business

1. Candidates must complete STMGT101 Introduction to Management.

Management

1. Candidates must complete STMGT101 Introduction to Management.

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Regulations for the Certificate in Health and Wellbeing (Cert(HealthWellbeing))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Certificate must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Certificate

3. The normal minimum period of enrolment for completion of the Certificate is two trimesters.
4. Candidates for the Certificate must enrol in Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 120 points at 100 level, as prescribed in the relevant entry in the University of Waikato Catalogue of Papers, in one of the subjects for the Certificate.
   Subjects
   Biomedical Sciences
   Population Health

Variations

6. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Certificate in Professional Engineering Practice (Cert(PEngPrac))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Certificate must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Certificate

3. The normal minimum period of enrolment for completion of the Certificate is three years, normally concurrent with enrolment in the Bachelor of Engineering with Honours.
4. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 90 points at 200 level or above including 45 points above 200 level and 15 points above 300 level.
6. Candidates must complete ENGEN270, ENGEN570, ENGEN272 (30 points), ENGEN372 (30 points).
7. Candidates must complete, or have completed, the requirements for the Bachelor of Engineering with Honours or equivalent in order to be awarded the Certificate.

Variations

8. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Certificate in STEM (Cert(STEM))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Certificate must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Certificate

3. The normal minimum period of enrolment for completion of the Certificate is one trimester.
4. Candidates for the Certificate must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 60 points at 100 level or above from the papers listed for the field of the Certificate, as set out in the appendix to these regulations. No more than one paper can be chosen from (b) of the appendix.

Variations

6. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Appendix

The field of the Certificate is defined as

(a) the papers offered by the School of Engineering, School of Computing and Mathematical

Sciences or the School of Science, and

(b) the following papers offered by the Division of Education:

Any DLRNG coded paper

EDUCA390 Directed Study

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Regulations for the Graduate Certificate (GradCert)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Graduate Certificate must have
   (a) qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, or
   (b) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience, and ability to proceed with the proposed programme.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Graduate Certificate

4. The normal minimum period of enrolment for completion of the Graduate Certificate is one trimester.
5. Candidates must enrol in a Division or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
6. Candidates must gain 60 points at 100 level or above, including at least 45 points at 300 level or above, in the Graduate Certificate subjects.
7. Candidates must gain at least 45 points from one of the subjects listed in Schedule A.

8. The Graduate Certificate subjects are:

Schedule A

Accounting (GradCert(Acc))
Agribusiness (GradCert(AgBus))
Anthropology (GradCert(Anth))
Applied Computing (GradCert(AppComp))[1]
Applied Digital Communication (GradCert(AppDC))
Aquaculture (GradCert(Aqcul))
Artificial Intelligence (GradCert(AI))
Banking, Finance and Technology (GradCert(BFinTech))
Chemistry (GradCert(Chem))
Chinese (GradCert(Chin))
Communication Design (GradCert(ComDes))
Community Health (GradCert(CommHth))
Computer Graphic Design (GradCert(CGD))
Computer Science (GradCert(CompSc))
Creative Media (GradCert(CM))
Criminology (GradCert(Crim))
Data Analytics (GradCert(DataA))
Digital Business (GradCert(DigiB))
Digital Learning (GradCert(DigLn))
Earth Sciences (GradCert(EarthSc))
Ecology and Biodiversity (GradCert(Eco&Biod))
Economics (GradCert(Econ))
Education and Society (GradCert(EdSoc))
Electronics (GradCert(Elec))
Engineering (GradCert(Eng))
English (GradCert(Engl))
Environmental Planning (GradCert(EnvPlan))
Environmental Sciences (GradCert(EnvSc))
Finance (GradCert(Fin))
French (GradCert(Fren))
Gender and Sexuality Studies (GradCert(GnSex))
Geography (GradCert(Geog))
History (GradCert(Hist))
Human Development (GradCert(HumDev))
Human Performance Science (GradCert(HPS))
Human Resource Management (GradCert(HRM))
Human Rights (GradCert(HumRts))
Interface Design (GradCert(InterDes))
International Languages and Cultures (GradCert(IntLang&Cultures))
Japanese (GradCert(Jap))
Law (GradCert(Law))

Leadership (GradCert(Leadership))
Leadership Communication (GradCert(LComm))
Linguistics (GradCert(Ling))
Management (GradCert(Mgt))
Māori and Indigenous Studies (GradCert(M&ISt))
Māori Language/Te Reo Māori (GradCert(ReoMāori))
Marine Science (GradCert(MarinSc))
Marketing (GradCert(Mrkt))
Materials Science (GradCert(MatSc))
Mathematics (GradCert(Math))
Media Design (GradCert(MedDes))
Media Production (GradCert(MedProd)
Molecular and Cellular Biology (GradCert(Molec&CellBio))
Music (GradCert(Mus))
Pacific and Indigenous Studies (GradCert(P&ISt))
Philosophy (GradCert(Phil))
Political Science (GradCert(PolSc))
Population Studies (GradCert(PopSt))
Psychology (GradCert(Psych))
Public Policy (GradCert(PP))
Public Relations (GradCert(PR))
Relational and Inclusive Practices(GradCert(Rel&InclPrac))
Screen and Media Studies (GradCert(SMSt))
Social Policy (GradCert(SocPol))
Sociology (GradCert(Socy))
Spanish (GradCert(Span))
Sport Development and Coaching (GradCert(SDC))
Statistics (GradCert(Stats))
Strategic Management (GradCert(StratMgt))
Supply Chain Management (GradCert(SCM))
Theatre Studies (GradCert(TheatSt))
Tourism and Hospitality Management (GradCert(THMgt))
Writing Studies (GradCert(WritSt))

9. The Graduate Certificate awarded will be endorsed in the subject in which at least 45 points are gained.

Variations

10. The Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *A Graduate Certificate is not offered in this subject in 2024.*

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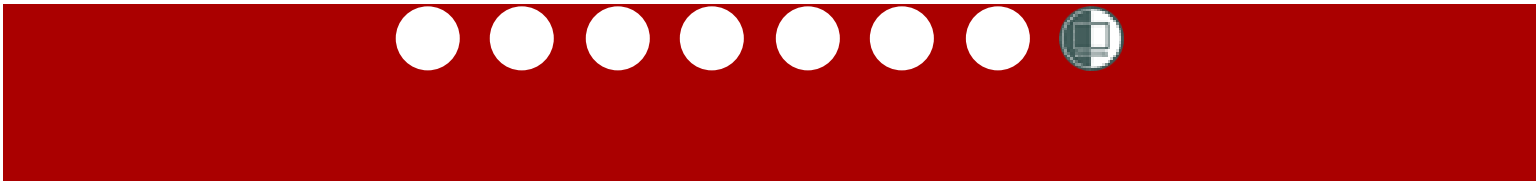

Regulations for the Graduate Certificate in Business Analytics (GradCertBA)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Graduate Certificate in Business Analytics must have qualified for the award of a bachelors degree of the University of Waikato with at least a B- grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either
prior to or concurrently.

Requirements for the Graduate Certificate

4. The normal minimum period of enrolment for completion of the Graduate Certificate in Business Analytics is one trimester.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6. Candidates must gain 60 points from the papers prescribed for the Graduate Certificate in Business Analytics as described in the relevant entry in the Catalogue of Papers.

Variations

7. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Graduate Certificate in Project Management (GradCertPM)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Graduate Certificate in Project Management must have qualified for the award of a bachelors degree of the University of Waikato with at least a B- grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Graduate Certificate

4. The normal minimum period of enrolment for completion of the Graduate Certificate in Project Management is one trimester.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6. Candidates must gain 60 points at 300 level from the papers prescribed for the Graduate Certificate in Project Management as described in the relevant entry in the Catalogue of Papers.

Variations

7. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Postgraduate Certificate (PGCert)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Postgraduate Certificate
   (a) in regards to the subjects listed in section 7(a) must have:
      (i) qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, and have completed study at an advanced level in the subject to be taken for the Postgraduate Certificate, or
      (ii) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience, and ability to proceed with the proposed programme, and
      (iii) satisfied the prerequisites for graduate study in the subject being taken for the Postgraduate Certificate.

   (b) in regards to the subjects listed in section 7(b) must have:
      (i) qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, or
      (ii) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience, and ability to proceed with the proposed programme, and
      (iii) satisfied the prerequisites for graduate study in the subject being taken for the Postgraduate Certificate, including having achieved a B grade average either: over the best 120 points of their major; or over the 300 level papers completed that are listed for their major's subject.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Postgraduate Certificate

4. The normal minimum period of enrolment for completion of the Postgraduate Certificate is one trimester.
5. Candidates must enrol in a Division or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
6. Candidates must gain 60 points at 500 level or above in one of the Postgraduate Certificate subjects.
7. The Postgraduate Certificate subjects are
   (a) requiring admission through clause 2(a) are:
   Accounting (PGCert(Acc))
   Agribusiness (PGCert(AgBus))
   Artificial Intelligence (PGCert(AI))
   Chemistry (PGCert(Chem))
   Children's and Young Adult Literature (PGCert(CYAL))
   Computer Science (PGCert(CompSc))
   Counselling (PGCert(Couns))[1]
   Counselling Studies (PGCert(CounsStudies))
   Data Analytics (PGCert(DataA))[1]
   Digital Business (PGCert(DigiB))
   Disability and Inclusion Studies (PGCert(DInS))
   Earth Sciences (PGCert(EarthSc))
   Ecology and Biodiversity (PGCert(Eco&Biod))
   Economics (PGCert(Econ))
   Education (PGCert(Ed))
   Educational Leadership (PGCert(EdLeadership))
   Educational Management (PGCert(EdM))[2]
   Electronics (PGCert(Elec))
   Engineering (PGCert(Eng))
   Environment and Society (PGCert(EnvSoc))
   Environmental Sciences (PGCert(EnvSci))
   Finance (PGCert(Fin))
   Health Development and Policy (PGCert(HealthDevPol))[1]
   Health, Sport and Human Performance (PGCert(HSHP))
   Human Resource Management (PGCert(HRM))
   International Management (PGCert(IntMgt))
   Law (PGCert(Law))

Leadership Communication (PGCert(LComm))
Legal Studies (PGCert(LS))
Management (PGCert(Mgt))
Management and Sustainability (PGCert(MgtStn))
Management Studies (PGCert(MgtSt))[2]
Management Systems (PGCert(MgtSys))[1]
Māori and Indigenous Studies (PGCert(M&ISt))
Marketing (PGCert(Mrkt))
Materials and Processing (PGCert(Mat&Proc))
Mathematics (PGCert(Math))
Molecular and Cellular Biology (PGCert(Molec&CellBio))
Pacific and Indigenous Studies (PGCert(P&ISt))
Physics (PGCert(Phys))
Strategic Management (PGCert(StratMgt))
Tertiary Teaching and Learning (PGCert(TertiaryT&L))
Tourism and Hospitality Management (PGCert(THMgt))

(b) requiring admission through clause 2(b) are:

Anthropology (PGCert(Anth))
Applied Linguistics (PGCert(AppLing))
Chinese (PGCert(Chin))[1]
Creative Practices (PGCert(CreatePrac))
Creative Technologies (PGCert(CreateTech))
English (PGCert(Engl))
Environmental Planning (PGCert(EnvPlan))
French (PGCert(Fren))[1]
Geography (PGCert(Geog))
History (PGCert(Hist))
International Relations and Security Studies (PGCert(IRSSt))
Japanese (PGCert(Jap))[1]
Music (PGCert(Mus))
Philosophy (PGCert(Phil))
Political Science (PGCert(PolSc))
Population Studies and Demography (PGCert(PopStud&Dem))
Professional Writing (PGCert(ProfWrit))
Psychology (PGCert(Psych))
Public Policy (PGCert(PP))
Public Relations (PGCert(PR))
Screen and Media Studies (PGCert(SMSt))
Security and Crime Science (PGCert(SCS))
Social Policy (PGCert(SocPol))
Sociology (PGCert(Socy))
Teaching English to Speakers of Other Languages (PGCert(TESOL))
Theatre Studies (PGCert(TheatSt))

8. The Postgraduate Certificate awarded will be endorsed in the subject in which it is gained.
9. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Certificate.

Variations

10. The Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *A Postgraduate Certificate is not offered in this subject in 2024.*
2. *This Postgraduate Certificate is available only for completion purposes.*

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Regulations for the Postgraduate Certificate in Counselling in Family Counselling (PGCertCouns(FamCouns)) and Postgraduate Certificate in Counselling in Professional Supervision (PGCertCouns(ProfSup))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Postgraduate Certificate must have
   (a) qualified for the award of a bachelors degree of the University of Waikato and a related professional qualification of at least one year's duration or a qualification considered equivalent by the Academic Board, and
   (b) satisfied the prerequisites for graduate study at levels considered appropriate by the Academic Board, including any prerequisite compulsory papers as prescribed in the Counselling entry in the University of Waikato Catalogue of Papers, and
   (c) satisfied the requirements for selection to the specific endorsement sought, as stated in the Counselling entry in the University of Waikato Catalogue of Papers.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Postgraduate Certificate

4. The normal minimum period of enrolment for completion of the Postgraduate Certificate is one trimester.
5. Candidates must enrol in the Division of Education and follow an approved programme of study.
6. Candidates must gain 60 points at 500 level from the papers prescribed for the Postgraduate Certificate, including any compulsory papers as prescribed in the Counselling entry in the University of Waikato Catalogue of Papers.
7. The Postgraduate Certificate will be awarded with one of the following endorsements:
   Family Counselling (PGCertCouns(FamCouns))[1]
   Professional Supervision (PGCertCouns(ProfSup))
8. Candidates who fail a paper may repeat it once. Candidates who fail more than one paper or who fail the same paper twice may not proceed with the Postgraduate Certificate.

Credit Transfers

9. Candidates who have been awarded a Postgraduate Certificate may relinquish it for credit of up to 60 points towards an appropriate Division of Education postgraduate qualification, at the discretion of the Pro Vice-Chancellor of the Division.

Notes:

1. *There will be no new intake into the PGCertCouns(FamCouns) in 2024.*

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Regulations for the Postgraduate Certificate in Information Technology (PGCertInfoTech)

This qualification is awarded jointly by the University of Auckland and the University of Waikato.

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Postgraduate Certificate must have qualified for the award of a bachelors degree of the University of Waikato, or a degree qualification considered by the Academic Board to be equivalent, with a Grade Point Average of 4.0 or higher in 75 points at 300 level or above.
3. In exceptional circumstances, candidates who do not meet the requirements of section 2 of these regulations, but who have at least three years of extensive relevant, practical, professional or scholarly experience deemed to be equivalent to the requirements of section 2 may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe.

Requirements for the Postgraduate Certificate

4. Candidates must
   (a) gain 60 points at 500 level or above

   and

   (b) complete the requirements of the postgraduate certificate in not more than one trimester of full-time study, or, in the case of part-time study, an enrolment period not exceeding four trimesters from the trimester of initial enrolment.
5. The total enrolment for this postgraduate certificate must not exceed 90 points.

6. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
7. A candidate enrolled in this postgraduate certificate must pass 60 points from the papers, excluding internship or project papers, as prescribed in the Computer Science entry in the University of Waikato Catalogue of Papers.
8. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more 30 points in total will not be permitted to proceed with the Certificate.
9. A student admitted to this programme must complete the University of Waikato Academic Integrity Module.

Variations

10. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Postgraduate Certificate in Professional Accounting (PGCertPA)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Postgraduate Certificate would normally have qualified for the award of the degree of a Masters of Professional Accounting of the University of Waikato, or a degree qualification considered by the Academic Board to be equivalent.
3. The Pro Vice-Chancellor of the Division or delegated authority may admit candidates who have substantially completed the requirements of a Master of Professional Accounting of the University of Waikato, or equivalent.
4. In exceptional circumstances, candidates who are able to demonstrate equivalent practical, professional or scholarly experience deemed to be equivalent to the requirements of section 2 may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe.
5. Applicants who have completed a Master of Professional Accounting with an endorsement in Chartered Accountancy will not be admitted to the Postgraduate Certificate in Professional Accounting.

Requirements for the Postgraduate Certificate

6. The normal minimum period of enrolment for completion of the Postgraduate Certificate is one calendar year.
7. Candidates must enrol in the Division of Management and follow an approved programme of study.

8. Candidates must gain 60 points at 500 level, consisting of ACCTP512, ACCTP513, ACCTP514, ACCTP515, ACCTP516, ACCTP517, ACCTP518 and ACCTP519.
9. If admitted under clause 2 of these regulations, candidates must complete their Master of Professional Accounting, or equivalent, in order to be awarded the Postgraduate Certificate in Professional Accounting.
10. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Certificate.

Variations

11. The Pro-Vice Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Postgraduate Certificate of Health Science (PGCertHSc)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Postgraduate Certificate must have
   (a) qualified for the award of the degree of Bachelor of Nursing of the University of Waikato or a qualification considered by the Academic Board to be equivalent;
   (b) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience, and ability to proceed with the proposed programme, this would normally be demonstrated through being a practising Registered Nurse; and
   (c) satisfied the prerequisites for graduate study in the subject being taken for the Postgraduate Certificate.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Postgraduate Certificate

4. The normal minimum period of enrolment for completion of the Postgraduate Certificate is one trimester.

5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.

6. Candidates must gain 60 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the Health Science entry in the University of Waikato Catalogue of Papers, including any compulsory papers.
8. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Certificate.

Variations

9. The Pro-Vice Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Diploma (Dip)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Diploma must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*.

Requirements for the Diploma

3. The normal minimum period of enrolment for completion of the Diploma is one year.
4. Candidates must enrol in a Division or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
5. Candidates must gain 120 points at 100 level or above, including 75 points at 200 level or above, in the Diploma fields listed in section 8 of these regulations.
6. Candidates must gain at least 75 points in one field.
7. Candidates must meet the relevant field requirements, as set out in the appendix to these regulations.
8. *The Diploma fields are*[1]
   Arts (Dip(Arts))
   Business (Dip(Bus))
   Design (Dip(Des))
   Education (Dip(Ed))
   Environmental Planning (Dip(EnvPlan))
   Health, Sport and Human Performance (Dip(HSHP))
   Management (Dip(Mgt))

Māori and Indigenous Studies (Dip(M&ISt))
Science (Dip(Sc))
Social Sciences (Dip(SocSc))

9. The Diploma awarded will be endorsed in the field in which at least 75 points are gained.

Variations

10. The Pro Vice-Chancellor of the relevant Division or the Dean Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *The subjects and/or papers that comprise each Diploma field are set out in the Undergraduate Diploma and Certificate Fields.*

Appendix

Field Requirements

Business

1. Candidates must complete STMGT101 Introduction to Management.

Management

1. Candidates must complete STMGT101 Introduction to Management.

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Regulations for the Diploma in Engineering Management (DipEM)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Diploma must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications.*

Requirements for the Diploma

3. The normal minimum period of enrolment for completion of the Diploma is three years, concurrent with enrolment in the Bachelor of Engineering with Honours.
4. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 120 points at 200 level or above, including 75 points above 200 level and 45 points above 300 level.
6. Candidates must complete ENGEN270, ENGEN570, ENGEN272 (30 points), ENGEN372 (30 points), and 30 points from the list set out in the appendix to these regulations.

Variations

7. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Appendix

EXMBM511

Communication and Collaboration in Organisations

EXMBM512

Leadership and Change Management

EXMBM521

Strategic Management and Decision Making

EXMBM532

Managing Innovation and Value Creation

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Regulations for the Diploma in Law (DipLAW)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Diploma must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications.*

Requirements for the Diploma

3. The normal minimum period of enrolment for completion of the Diploma is two years.
4. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
5. Candidates must gain 150 points at 100 level or above, including 90 points at 200 level.
6. Candidates must complete a specified programme as prescribed in the Law entry in the University of Waikato Catalogue of Papers, and as set out in the appendix to these regulations.

Variations

7. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Appendix

LEGAL103

Legal Method A (15 points)

LEGAL104

Legal Method B (15 points)

LEGAL106

Legal Systems and Societies (30 points)

LEGAL201

Public Law (30 points)

LEGAL204

Contracts (30 points)

LEGAL207

Torts (30 points)

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Regulations for the Diploma in Postgraduate Preparation - Pre-Masters (DipPP)

1. The *Personal Programmes of Study Regulations* apply in these regulations.
2. Candidates would normally have completed the majority of their tertiary education outside of New Zealand.

Admission

3. Candidates for the Diploma in Postgraduate Preparation – Pre-Masters must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications.*
4. Candidates for the International Diploma must have achieved:
   (a) a qualification considered by the Academic Board to be equivalent of level 6 on the New Zealand Qualifications Framework, and
   (b) the equivalent of two years full time successful tertiary study, and
   (c) an IELTS score of 6.0 (with no less than 5.5 in any band) or equivalent.

Requirements for the Diploma

5. The normal minimum period of enrolment for completion of the Diploma in Postgraduate Preparation - Pre-Masters is two trimesters.
6. Candidates must enrol in the University of Waikato College and follow an approved programme of study.
7. Candidates must gain 120 points at 100 level or above, including 75 points at 300 level or above, as prescribed in the relevant entry in the University of Waikato Catalogue of Papers.

Variations

8. In exceptional circumstances the Head of the University of Waikato College may vary or waive these regulations in individual cases.

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Regulations for the Diploma in Te Tohu Paetahi (DipTTP)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Diploma must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications.*

Requirements for the Diploma

3. The normal minimum period of enrolment for completion of the Diploma is one year.
4. Candidates must enrol in Te Pua Wānanga ki te Ao – Faculty of Māori and Indigenous Studies and follow an approved programme of study.
5. Candidates must gain 120 points at 100 level or above, including 75 points above 100 level and 30 points above 200 level.
6. Candidates must complete MAORI111, MAORI112, MAORI115, MAORI211, MAORI212, MAORI215, MAORI311 and MAORI312.

Variations

7. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Graduate Diploma (GradDip)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Graduate Diploma must have
   (a) qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, or
   (b) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience and ability to proceed with the proposed programme.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Graduate Diploma

4. The normal minimum period of enrolment for completion of the Graduate Diploma is one year.
5. Candidates must enrol in a Division or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
6. Candidates must gain 120 points at 100 level or above, including at least 75 points at 300 level or above, in the Graduate Diploma subjects.
7. Candidates enrolled in the Waikato Management School must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
8. Candidates must gain at least 90 points from one of the subjects listed in Schedule A.

9. The Graduate Diploma subjects are:

Schedule A

Accounting (GradDip(Acc))
Adult Learning (GradDip(AdLg))
Agribusiness (GradDipAgBus)
Anthropology (GradDip(Anth))
Applied Computing (GradDip(AppComp))[1]
Applied Digital Communication (GradDip(AppDC))
Aquaculture (GradDip(Aqcul))
Artificial Intelligence (GradDip(AI))
Banking, Finance and Technology (GradDip(BFinTech))
Chemistry (GradDip(Chem))
Chinese (GradDip(Chin))
Communication Design (GradDip(ComDes))
Community Health (GradDip(CommHth))
Computer Graphic Design (GradDip(CGD))
Computer Science (GradDip(CompSc))
Creative Media (GradDip(CM)
Criminology (GradDip(Crim))
Data Analytics (GradDip(DataA))
Digital Business (GradDip(DigiB))
Digital Learning (GradDip(DigLn))
Dispute Resolution (GradDip(DR))
Earth Sciences (GradDip(EarthSc))
Ecology and Biodiversity (GradDip(Eco&Biod))
Economics (GradDip(Econ))
Education (GradDip(Ed))
Education and Society (GradDip(EdSoc))
Electronics (GradDip(Elec))
Engineering (GradDip(Eng))
English (GradDip(Engl))
Environmental Planning (GradDip(EnvPlan))
Environmental Sciences (GradDip(EnvSc))
Finance (GradDip(Fin))
French (GradDip(Fren))
Geography (GradDip(Geog))
History (GradDip(Hist))
Human Development (GradDip(HumDev))
Human Performance Science (GradDip(HPS))
Human Resource Management (GradDip(HRM))
Human Rights (GradDip(HumRts))
Interface Design (GradDip(InterDes))
International Languages and Cultures (GradDip(IntLang&Cultures))

International Management (GradDip(IntMgt))
Japanese (GradDip(Jap))
Law (GradDip(Law))
Leadership (GradDip(Leadership))
Linguistics (GradDip(Ling))
Management (GradDip(Mgt))
Māori and Indigenous Studies (GradDip(M&ISt))
Māori Language/Te Reo Māori (GradDip(ReoMāori))
Marine Science (GradDip(MarinSc))
Marketing (GradDip(Mrkt))
Materials Science (GradDip(MatSc))
Mathematics (GradDip(Math))
Media Design (GradDip(MedDes))
Media Production (GradDip(MedProd))
Molecular and Cellular Biology (GradDip(Molec&CellBio))
Music (GradDip(Mus))
Pacific and Indigenous Studies (GradDip(P&ISt))
Philosophy (GradDip(Phil))
Political Science (GradDip(PolSc))
Population Studies (GradDip(PopSt))
Psychology (GradDip(Psych))
Public Policy (GradDip(PP))
Public Relations (GradDip(PR))
Screen and Media Studies (GradDip(SMSt))
Social Policy (GradDip(SocPol))
Sociology (GradDip(Socy))
Spanish (GradDip(Spanish))
Sport Development and Coaching (GradDip(SDC))
Statistics (GradDip(Stats))
Strategic Management (GradDip(StratMgt))
Supply Chain Management (GradDip(SCM))
Theatre Studies (GradDip(TheatSt))
Tourism and Hospitality Management (GradDip(THMgt))
Writing Studies (GradDip(WritSt))

10. The Graduate Diploma awarded will be endorsed in the subject in which at least 90 points are gained.

Variations

11. The Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *A Graduate Diploma is not offered in this subject in 2024.*

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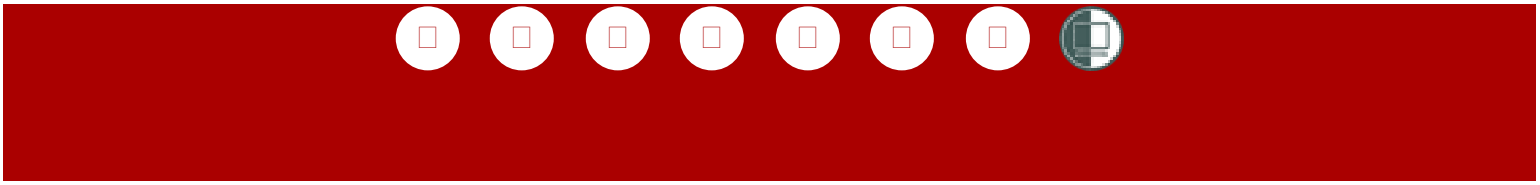

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Regulations for the Graduate Diploma in Teaching (GradDipTchg)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Graduate Diploma in Teaching must have
   (a) satisfied the requirements of a university degree or another qualification recognised by the Teaching Council of Aotearoa New Zealand as acceptable for provisional registration as a teacher in an ECE setting, or primary, or secondary school, and
   (b) been selected by the Division of Education as meeting the Teaching Council's selection criteria for Initial Teacher Education programmes.

Requirements for the Diploma

3. The normal minimum period of enrolment for completion of the Graduate Diploma is one year and the requirements for the Graduate Diploma must be completed within two years of first enrolling in the Graduate Diploma for full-time enrolments and three years for part-time enrolments.
4. Candidates must enrol in the Division of Education and follow an approved programme of study.
5. Candidates must gain at least 150 points at 400 level, as prescribed in the relevant entry in the Waikato Catalogue of Papers.
6. The programme of study of each candidate must comply with the requirements of a sector.
   The sectors are:
   Early Childhood
   Primary
   Secondary

7. The Graduate Diploma will be awarded without classification as to honours or distinction.
8. The Graduate Diploma shall be endorsed to indicate the particular sector completed by the candidate from those defined in section 7 of these regulations.

Variations

9. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Te Ara Hou Te Ahikāroa (TA)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Te Ara Hou Te Ahikāroa must have:
either

(a) satisfied the requirements of:

(i) a university degree or another qualification recognised by the Teaching Council of Aotearoa New Zealand as acceptable for provisional registration as a kaiako in Kōhungahunga, or Kura Tuatahi or Wharekura,

and

(ii) Whakamātauria Tō Reo Māori Level 3 (National Māori Language Proficiency Examinations), or demonstrated te reo Māori competency to an equivalent standard, which will be considered on a case-by-case basis,

or

(b) provided evidence of:

(i) high levels of te reo Māori language use,

(ii) relevant work qualifications and professional development, and

(iii) experience relating to leadership or management skills in a coaching, mentoring, or teaching role, which will be considered on a case-by-case basis,

and

(c) been selected by the Division of Education as a suitable person to be a kaiako, in line with entry requirements outlined in Te Whare o Rongotauira: Māori medium Initial Teachers Education Programme Approval, Monitoring and Review Requirements (Teaching Council of Aotearoa NZ).

Requirements for the Postgraduate Diploma

3. The normal minimum period of enrolment for completion of Te Ara Hou is one year.
4. Candidates must enrol in the Division of Education and follow an approved programme of study.
5. Candidates must gain at least 150 points at 400 level, as prescribed in the entry in the Waikato Catalogue of Papers.
6. Candidates must complete any Assurance of Te Reo Māori Competency requirements prescribed by the Division of Education.
7. Te Ara Hou will be awarded in the subject of Wharekura.

Variations

8. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the International Diploma (IntDip)

1. The *Personal Programmes of Study Regulations* apply in these regulations.
2. Candidates would normally have completed the majority of their high school education outside of New Zealand.

Admission

3. Candidates for the International Diploma must have achieved:
   (a) the equivalent of New Zealand Year 13 High School,
   (b) the equivalent of at least 32 NCEA level 3 credits across three University Entrance approved subjects and the numeracy component of the University Entrance, and
   (c) an IELTS score of 5.5 (with no less than 5.0 in any band) or equivalent.

Requirements for the International Diploma

4. The normal minimum period of enrolment for completion of the International Diploma is three trimesters.
5. Candidates must enrol in the University of Waikato College and follow an approved programme of study.
6. Candidates must gain 120 points at 100 level or above.
7. Candidates must meet the relevant field requirements from one of the fields listed below, as set out in the appendix to these regulations.
   Business
   Computer Science
8. The Diploma will be endorsed in the field that the candidate has met the requirements of.

Variations

9. The Head of the University of Waikato College may vary or waive these regulations in individual cases.

Appendix

Business

Candidates must complete 105 points from:

ACCTN101

Accounting for Management

ECONS101

Economics for Business and Management

ENSLA100

English for Professions

FINAN101

Introduction to Finance

MGSYS101

Digital Business and Supply Chain Management

MNGMT101

Character and Intercultural Capabilities in Organisations

MRKTG101

Fundamentals of Successful Marketing

STMGT101

Introduction to Management

Computer Science

Candidates must complete:

COMPX101

Introduction to Programming

COMPX102

Object-Oriented Programming

DATAX111

Statistics for Science

ENSLA100

English for Professions

MATHS135

Discrete Structures

MATHS165

General Mathematics

Students must also complete two of COMPX161, CSMAX175, MATHS168 and MGSYS101.

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Regulations for the Postgraduate Diploma (PGDip)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Postgraduate Diploma
   (a) in regards to the subjects listed in section 8(a) must have:
      (i) qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, and have completed study at an advanced level in the subject to be taken for the Postgraduate Diploma, or
      (ii) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience and ability to proceed with the proposed programme, and
      (iii) satisfied the prerequisites for graduate study in the subject(s) being taken for the Postgraduate Diploma.

   (b) in regards to the subjects listed in section 8(b) must have:
      (i) qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, or
      (ii) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience, and ability to proceed with the proposed programme, and
      (iii) satisfied the prerequisites for graduate study in the subject being taken for the Postgraduate Diploma, including having achieved a B grade average either: over the best 120 points of their major; or over the 300 level papers completed that are listed for their major's subject.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Postgraduate Diploma

4. The normal minimum period of enrolment for completion of the Postgraduate Diploma is one year.
5. Candidates must enrol in a Division or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above in the Postgraduate Diploma subjects.
7. Candidates must gain at least 90 points in one subject.
8. The Postgraduate Diploma subjects are
   (a) requiring admission through clause 2(a) are:
   Accounting (PGDip(Acc))
   Agribusiness (PGDip(AgBus))
   Artificial Intelligence (PGDip(AI))
   Biomedical Sciences (PGDip(Biomed))
   Chemistry (PGDip(Chem))
   Computer Science (PGDip(CompSc))
   Counselling (PGDip(Couns))[1]
   Counselling Studies (PGDip(CounsStudies))
   Cyber Security (PGDip(CyberSec))
   Data Analytics (PGDip(DataA))[1]
   Digital Business (PGDip(DigiB))
   Disability and Inclusion Studies (PGDip(DInS))
   Earth Sciences (PGDip(EarthSc))
   Ecology and Biodiversity (PGDip(Eco&Biod))
   Economics (PGDip(Econ))
   Education (PGDip(Ed))
   Educational Leadership (PGDip(EdLeadership))
   Educational Management (PGDip(EdM))[2]
   Electronics (PGDip(Elec))
   Engineering (PGDip(Eng))
   Entrepreneurship and Innovation (PGDip(Ent&Inn))[1]
   Environment and Society (PGDip(EnvSoc))
   Environmental Sciences (PGDip(EnvSci))
   Finance (PGDip(Fin))
   Health Development and Policy (PGDip(HealthDevPol))[1]
   Health, Sport and Human Performance (PGDip(HSHP))
   Human Resource Management (PGDip(HRM))

International Management (PGDip(IntMgt))
Interpreting and Translating Māori (PGDip(Int&Trans))[3]
Law (PGDip(Law))
Leadership Communication (PGDip(LComm))
Legal Studies (PGDip(LS))
Management (PGDip(Mgt))
Management and Sustainability (PGDip(MgtStn))[1]
Management Studies (PGDip(MgtSt))[2]
Management Systems (PGDip(MgtSys))[1]
Māori and Indigenous Studies (PGDip(M&ISt))
Marketing (PGDip(Mrkt))
Materials and Processing (PGDip(Mat&Proc))
Mathematics (PGDip(Math))
Molecular and Cellular Biology (PGDip(Molec&CellBio))
Pacific and Indigenous Studies (PGDip(P&ISt))
Physics (PGDip(Phys))
Security and Crime Science (PGDip(SCS))
Strategic Management (PGDip(StratMgt))
Tourism and Hospitality Management (PGDip(THMgt))

(b) requiring admission through clause 2(b) are:
Anthropology (PGDip(Anth))
Applied Linguistics (PGDip(AppLing))
Chinese (PGDip(Chin))[1]
Creative Practices (PGDip(CreatePrac))
Creative Technologies (PGDip(CreateTech))
English (PGDip(Engl))
Environmental Planning (PGDip(EnvPlan))
French (PGDip(Fren))[1]
Geography (PGDip(Geog))
History (PGDip(Hist))
International Relations and Security Studies (PGDip(IRSSt))
Japanese (PGDip(Jap))[1]
Music (PGDip(Mus))
Philosophy (PGDip(Phil))
Political Science (PGDip(PolSc))
Population Studies and Demography (PGDip(PopStud&Dem))
Professional Writing (PGDip(ProfWrit))
Psychology (PGDip(Psych))
Public Policy (PGDip(PP))
Public Relations (PGDip(PR))
Screen and Media Studies (PGDip(SMSt))
Social Policy (PGDip(SocPol))
Sociology (PGDip(Socy))

Teaching English to Speakers of Other Languages (PGDip(TESOL))
Theatre Studies (PGDip(TheatSt))

9. Candidates enrolled in the Waikato Management School must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
10. The Postgraduate Diploma awarded will be endorsed in the subject in which at least 90 points are gained.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Diploma.

Award of Honours

12. The Postgraduate Diploma may be awarded with Distinction.

Variations

13. The Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *A Postgraduate Diploma is not offered in this subject in 2024.*
2. *This Postgraduate Diploma is available only for completion purposes.*
3. *In addition to the admission requirements prescribed in section 2 of these regulations, candidates in this subject must meet additional criteria set out in* Part 2 of the Criteria for Admission to Particular Qualifications.

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Regulations for the Postgraduate Diploma in Design (PGDipDes)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Postgraduate Diploma must have
   (a) qualified for the award of the degree of Bachelor of Design, awarded by the University of Waikato, or for a qualification considered by the Academic Board to be equivalent, or
   (b) in exceptional circumstances, have produced evidence which satisfies the Academic Board that they have adequate training and ability to proceed to the Postgraduate Diploma programme.
3. Selection into the Postgraduate Diploma is on the basis of criteria approved for this purpose by the Academic Board.
4. The Academic Board may prescribe qualifying papers or additional work which must be completed either prior to completion or concurrently if it considers any candidate to be insufficiently prepared for the Postgraduate Diploma programme.

Requirements for the Postgraduate Diploma

5. The normal minimum period of enrolment for completion of the Postgraduate Diploma is one year.
6. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
7. Candidates must complete a specified programme as prescribed in the Design entry in the University of Waikato Catalogue of Papers and must pass all papers on the first attempt.

Award of Honours

8. In accordance with criteria approved for this purpose by the Academic Board, the Postgraduate Diploma may be awarded with Distinction.

Variations

9. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Postgraduate Diploma in Information Technology (PGDipInfoTech)

This qualification is awarded jointly by the University of Auckland and the University of Waikato.

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Postgraduate Diploma must have
   (a) been enrolled in the Master of Information Technology, and
   (b) (i) passed papers with a total value of at least 60 points for that degree
   and
   (ii) been recommended for admission by the Pro Vice-Chancellor of the Division or delegated authority.

3. No candidate on whom the Degree of Master of Information Technology has been conferred may be permitted to apply for admission to the Postgraduate Diploma.

Requirements for the Postgraduate Diploma

4. Candidates must gain 120 points at 500 level or above.
5. The total enrolment for the Postgraduate Diploma must not exceed 150 points.
6. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
7. A candidate enrolled for the Postgraduate Diploma must pass 120 points from the papers,

excluding internship or project papers, as prescribed in the Computer Science entry in the University of Waikato Catalogue of Papers.

8. A candidate admitted to this programme must complete the University of Waikato Academic Integrity Module.

Award of Honours

9. The Postgraduate Diploma may be awarded with Distinction.

Variations

10. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Postgraduate Diploma in Psychology (Clinical) (PGDipPsych(Clin))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Postgraduate Diploma must have
   (a) either:
      (i) completed, with a minimum of a B+ average, the degree of Bachelor of Arts with Honours, Bachelor of Science with Honours, or Bachelor of Social Sciences with Honours of the University of Waikato, or a Postgraduate Diploma in Psychology or a qualification considered by the Academic Board to be equivalent, or
      (ii) demonstrated to the satisfaction of the Clinical Psychology Selection Committee that they have adequate academic skills, experience, and are aligned with the New Zealand Psychologist Board's practicing requirements under the Scope of Practice for trainee psychologists and
   (b) demonstrated, to the satisfaction of the Clinical Psychology Selection Committee and the Head of School of Psychology that:
      (i) they could meet the criteria for admission to register as clinical psychologists as defined by the New Zealand Psychologists Board, and their New Core Competencies for Practice of Psychology in New Zealand, The Code of Ethics and Best Practice Guidelines. or
      (ii) they are suitable candidates with respect to:
         1. a Police vetting check,
         2. the Vulnerable Children's Act 2014, and
         3. the Vaccinations for Health Care Workers Policy.

Details of the selection and police vetting processes are available in the programme handbook and Clinical Psychology supplementary application forms.

3. Candidates for the Postgraduate Diploma must
   (a) be concurrently enrolled in one of the degrees of Master of Arts, Master of Science, Master of Social Sciences, Master of Philosophy, or Doctor of Philosophy of the University of Waikato, in Psychology, or a qualification considered by the Academic Board to be equivalent, with a research topic approved by the Head of School of Psychology or delegated authority, and shall complete the requirements of the concurrent degree before being eligible for the award of the Postgraduate Diploma, or
   (b) have completed one of the degrees of Master of Arts, Master of Science, Master of Social Sciences, Master of Philosophy or Doctor of Philosophy of the University of Waikato, in Psychology, or a qualification considered by the Academic Board to be equivalent, with a research topic approved by the Head of School of Psychology or delegated authority.

4. The admission of every candidate for the Postgraduate Diploma shall require the approval of the Head of School of Psychology.

Requirements for the Postgraduate Diploma

5. The normal minimum period of enrolment for completion of the Postgraduate Diploma is three years.
6. The requirements of the Postgraduate Diploma must be completed within eight full time consecutive years of first enrolling in the Postgraduate Diploma.
7. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study, including where appropriate, the concurrent programme of study for the Masters degree in clause 3(a).
8. Every candidate for the Postgraduate Diploma shall
   (a) complete 140 points as prescribed in the Psychology entry in the University of Waikato Catalogue of Papers, including
   (b) completing placement(s) and internship(s) in a setting approved by the Director of the Clinical Programme or delegated authority.
9. The University will endeavour to arrange placements which will allow a candidate to undertake the practical and placement work referred to in sections 8(b) of these regulations but cannot guarantee to make such arrangements in a given year. If an approved internship position cannot be arranged, placement of a student may be deferred, normally for a maximum of 12 months. As placements become available priority will be given to students for whom they have been deferred.
10. Every candidate must, before presenting themselves for the final examination for the Postgraduate Diploma, have satisfactorily completed the requirements of sections 8(b). The procedures and criteria for assessing the personal and professional competencies central to the satisfactory completion of the requirements referred to in sections 8(b) of these regulations shall

be as prescribed in the appropriate paper outlines.

11. A student may be withdrawn from the programme if:
    (a) they fail more than two of the clinical papers (PSYC521, PSYC522, PSYC523, PSYC524, PSYCH526, PSYCH527)
    (b) it is determined, by the Clinical Psychology Selection Committee, that they cease to meet the standards set out in the criteria for admission to register as a clinical psychologist as defined by the New Zealand Psychologist Board's Core Competencies for Practice of Psychology in New Zealand, The Code of Ethics and Best Practice Guidelines.

Variations

12. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Postgraduate Diploma in Teaching (PGDipTchg)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Postgraduate Diploma must have
   (a) qualified for the award of a bachelors degree with at least a B grade average across the 300 level papers or for a qualification considered by the Academic Board to be equivalent, or
   (b) qualified for the award of a bachelors degree with honours with at least second class honours (second division) or for a qualification considered by the Academic Board to be equivalent, or
   (c) qualified for the award of a postgraduate diploma in a subject relevant to the Postgraduate Diploma in Teaching, or for a qualification considered by the Academic Board to be equivalent, and
   (d) satisfied the prerequisites for graduate study in the subject(s) being presented, at levels considered appropriate by the Academic Board.
3. Candidates must be selected by the Division of Education as meeting the Teaching Council's selection criteria for Initial Teacher Education programmes.
4. Candidates for the secondary endorsement must have a body of knowledge, from levels 5-7 or higher on the New Zealand Qualifications Framework, in their entry qualification, that is relevant for teaching a particular secondary school subject.
5. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of the above section may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be

completed either prior to or concurrent with the PGDipTchg.

Requirements for the Postgraduate Diploma

6. The normal minimum period of enrolment for completion of the Postgraduate Diploma is one year and the requirements for the Postgraduate Diploma must be completed within two years of first enrolling in the Postgraduate Diploma for full-time enrolments and three years for part-time enrolments.
7. Candidates must enrol in the Division of Education and follow an approved programme of study.
8. In order to complete the requirements of the Postgraduate Diploma in Teaching, candidates must gain 150 points in papers at 500 level, as prescribed in the relevant entry in the University of Waikato Catalogue of Papers.
9. The Postgraduate Diploma will be awarded with one of the following endorsements:
   Primary (PGDipTchg(Primary))
   Secondary (PGDipTchg(Secondary))

Award of Honours

10. The Postgraduate Diploma in Teaching is not awarded with Honours.

Variations

11. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Postgraduate Diploma in Technology Innovation in Business (PGDipTIB)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Postgraduate Diploma must have
   (a) been enrolled in the Master of Technology Innovation in Business, and
   (b) (i) passed papers with a total value of at least 60 points for that degree, and
   (ii) been recommended for admission by the Pro Vice-Chancellor of the Division or delegated authority.

3. No candidate on whom the Degree of Master of Technology Innovation in Business has been conferred may be permitted to apply for admission to the Postgraduate Diploma.

Requirements for the Postgraduate Diploma

4. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 120 points at 500 level or above.
6. Candidates must complete the papers prescribed for the Postgraduate Diploma in the Technology Innovation in Business entry in the University of Waikato Catalogue of Papers.

Award of Honours

7. The Postgraduate Diploma may be awarded with Distinction.

8. Except with the approval of the Academic Board, the award will be calculated on the basis of grades for all of the papers presented for the Postgraduate Diploma including any failed papers.

Variations

9. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Postgraduate Diploma in the Practice of Psychology (PGDipPracPsych)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Postgraduate Diploma must have

   (a) qualified for the award of the degree of Master of Applied Psychology from the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and either

      (i) specialised in the master's degree in the area of study of the proposed endorsement for the Postgraduate Diploma, or

      (ii) satisfied the Head of the School of Psychology that they have undertaken sufficient graduate taught and research papers to undertake the proposed endorsement.

   and

   (b) demonstrated, to the satisfaction of the Programme Selection Committee that:

      (i) they could meet the admission of the New Zealand Psychologists Board

      (ii) they are suitable candidates with respect to:

         1. a Police vetting check,
         2. the Vulnerable Children's Act 2014, and
         3. the Vaccinations for Health Care Workers Policy.

   Details of the selection and police vetting processes are available in the programme handbook and Clinical Psychology supplementary application forms.

3. Candidates must be in ongoing employment (paid or unpaid) in an organisation which provides

them with the opportunity to practice significantly in the area of study of the proposed endorsement for the Postgraduate Diploma.

4. Candidates must be accepted by the Head of the School of Psychology. Admission to the programme will depend in each individual case on
   (a) the papers passed by the candidate for the master's degree and their relevance as qualifying papers, and
   (b) evidence of the suitability of the candidate's current and ongoing employment, and
   (c) the availability of suitable supervision.

Requirements for the Postgraduate Diploma

5. The normal minimum period of enrolment for completion of the Postgraduate Diploma is one year.
6. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
7. In order to complete the requirements of the Postgraduate Diploma, candidates must
   (a) gain 120 points in papers at 500 level, including any compulsory papers, as prescribed in the Psychology entry in the University of Waikato Calendar, and
   (b) prior to completion of the qualification, produce evidence to the Chairperson of Psychology of having undertaken appropriate full-time practical work for a period equivalent to one year.
8. The Postgraduate Diploma will be awarded with one of the following endorsements:
   Applied Behaviour Analysis (PGDipPracPsych(ABA))
   Community Psychology (PGDipPracPsych(Comm))
   Organisational Psychology (PGDipPracPsych(OrgPsych)[1]

Variations

9. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *There will be no new enrolments into this Postgraduate Diploma subject in 2024.*

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Regulations for the Postgraduate Diploma of Health Science (PGDipHSc)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Postgraduate Diploma must have
   (a) qualified for the award of the degree of Bachelor of Nursing of the University of Waikato or a qualification considered by the Academic Board to be equivalent;
   (b) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience, and ability to proceed with the proposed programme, this would normally be demonstrated through being a practising health professional; and
   (c) satisfied the prerequisites for graduate study in the subject(s) being taken for the Postgraduate Diploma.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Postgraduate Diploma

4. The normal minimum period of enrolment for completion of the Postgraduate Diploma is one year.
5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.

7. Candidates must gain at least 90 points from the subject of Health Science, including any compulsory papers, as prescribed in the Health Science entry of the University of Waikato Catalogue of Papers.
8. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Diploma.

Award of Honours

9. The Postgraduate Diploma may be awarded with Distinction.

Variations

10. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Higher Degree Complaints and Appeals Regulations

Date of effect

1. These regulations are effective from 28 July 2021

Higher Degrees

2. These regulations apply to the following higher degrees:
   Master of Philosophy (MPhil)
   Doctor of Education (EdD)
   Doctor of Health Science (DHSc)
   Doctor of Juridical Science (SJD)
   Doctor of Musical Arts (DMA)
   Doctor of Philosophy (PhD)

Complaints

3. A candidate for a higher degree who has a concern about supervision or any other aspect of their candidature (other than in relation to enrolment for the degree or its examination, see clause 9(d) of these regulations) is encouraged, in the first instance, to seek a resolution by raising the matter informally with a supervisor or other relevant staff member (e.g. the relevant Head of School or equivalent or Associate Dean Postgraduate or equivalent.
4. Where it has not been possible to resolve a concern informally, the candidate may make a formal complaint to the Chairperson of the Postgraduate Research Committee.
5. A complaint under clause 4 of these regulations must be made in writing and include an appropriately detailed explanation of the concern, together with supporting evidence if available.

6. The Chairperson of the Postgraduate Research Committee must consider the complaint in accordance with the principles of natural justice, and must ensure that all parties of the complaint are accorded the full benefit of those principles.

7. The process may include meetings with the complainant and/or relevant staff; where meetings are held, the parties may, if they wish, be accompanied by a support person.

8. A decision by the Chairperson of the Postgraduate Research Committee with respect to a complaint made under clause 4 of these regulations must be notified in writing to the candidate within 21 calendar days of receipt of the complaint.

Appeals

9. An applicant or candidate for a higher degree
   (a) who has met the minimum requirements for admission, and for whom there is appropriate supervision available, but whose application for conditional enrolment is declined, or
   (b) who has been accepted for conditional enrolment but whose subsequent application for confirmed enrolment has been declined, or
   (c) who wishes to appeal a decision by the Chairperson of the Postgraduate Research Committee made under clause 8 of these regulations, or
   (d) who wishes to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research or the Postgraduate Research Committee in relation to their enrolment for the degree or in relation to it examination

   may appeal the decision to the Research Committee.

10. An appeal under clause 9 of these regulations must be made in writing and include a statement of the circumstances of, and grounds for, the appeal, together with supporting evidence if available, and be submitted to the Secretary to the Research Committee not more than 21 calendar days from the date of notification of the decision.

11. Where an appeal is made under clause 9 of these regulations, the Research Committee may delegate authority to hear and decide on the appeal on its behalf to a sub-committee comprising
   (a) the Chairperson of the Research Committee (or nominee), and
   (b) two members of the Research Committee

   The Chairperson of the Research Committee must ensure that none of those considering the appeal was a party to the original decision.

12. A decision by, or on behalf of, the Research Committee on an appeal made under clause 9 of these regulations must be notified to the applicant or candidate in writing, and is final.

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Student Complaints Procedures

Preamble

Consistent with its commitment to excellence, the University has adopted these procedures to assist both students and staff in the resolution of student concerns and complaints constructively, quickly and fairly.

Where minor concerns arise, students are encouraged to take a common-sense approach and raise them directly with the relevant staff, paper convenor or Dean or Head of School or equivalent with the aim of resolving them at the lowest possible level and without undue formality. However, where informal discussions have not yielded a satisfactory resolution, or where the matter is more serious, the following procedures provide for a more formal process to be pursued.

Complaints considered through these procedures will be monitored and reviewed to enable the University to continually improve processes and services in support of student learning.

Student and staff rights and responsibilities in relation to these procedures are set out in the appendix.

Procedures

1. **Definitions**

   In these procedures

   complaint means a written statement submitted by a student about a matter that requires formal consideration by the University under the terms set out in these procedures
   natural justice means the right to have a decision made by an unbiased decision-maker who observes fair and impartial procedures.
   student means a person enrolled at the University of Waikato.

2. **Application and scope**

(1) Subject to subsection (2), these procedures apply to complaints about any aspect of the teaching and learning process and the broad provision made by the University to support that process.

(2) These procedures may not be used

(a) where the complaint can be dealt with under the *Higher Degree Appeals and Complaints Regulations*, *Student Discipline Regulations* or the *Assessment Regulations* , or

(b) to challenge the academic judgement of examiners.

(3) Depending on the nature of the complaint, these procedures should be read in conjunction with the *Staff Code of Conduct*, the *Code of Student Conduct*, and the *Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021*.

(4) No action will be taken on complaints that are anonymous, frivolous, vexatious or not made in good faith.

(5) A complainant must be able to demonstrate that the complaint is brought without malice and is based on evidence that the complainant honestly and reasonably believes to be substantially true. Those responsible for resolving complaints under these procedures must take all reasonable steps to ensure that the complainant is protected against any subsequent recrimination or victimisation.

(6) Students and staff involved in the consideration of complaints have various rights and responsibilities, which are outlined in the appendix to these procedures.

3. **Informal resolution of concerns**

(1) Before making formal written complaints, students are encouraged to seek a resolution to any concerns by raising and discussing them informally with the relevant staff member who is most directly associated with the matter.

(2) A staff member with whom a concern is raised by a student is expected to deal with the matter in an open and professional manner and to take reasonable and prompt action to try to resolve it informally.

(3) A student who is uncertain about how to seek informal resolution of a concern is encouraged to seek advice from the Waikato Students' Union Student Support and Advocacy Service.

4. **Formal complaints procedures**

(1) Where it has not been possible to resolve a concern informally, a student may make a formal complaint.

(2) A student who wishes to make a formal complaint must submit it in writing, accompanied by evidence, through My Waikato addressed to the Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent responsible for the area in which the action or matter that has given rise to the complaint occurred or, if requested to be considered under the Tikanga Māori procedure set out under section 5 of these procedures, to the Deputy Vice-Chancellor

Māori; if the complaint is about a Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent, it must be submitted to the Senior Deputy Vice-Chancellor.

(3) The written complaint must be submitted within three months of the occurrence of the action or matter that has given rise to the complaint unless the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent agrees to receive it beyond this timeframe.

(4) The Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent who receives a student complaint must acknowledge it in writing as soon as practicable (normally within three working days). They must create and maintain a file of all documentation in relation to the consideration of the complaint.

(5) The Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent must consider the complaint in accordance with the principles of natural justice and must ensure that all parties to the complaint are accorded the full benefit of those principles.

(6) The process of consideration may include meetings with relevant staff, students and the complainant. Where meetings are held, the parties may, if they wish, be accompanied by a support person.

(7) The Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent may refer a matter to the Police if they believe that a crime has been committed and may suspend consideration of a complaint until such time as any associated Police matter has been concluded.

5. **Tikanga Māori**

(1) The spirit of tikanga is to seek resolutions to complaints in a Māori way that encourages a facilitated open exchange of views in order to achieve a resolution that is agreed by all the parties involved.

(2) A complaint may only be addressed through the Tikanga Māori process if

(a) the complainant, and

(b) the person answering the complaint, and

(c) the Deputy Vice-Chancellor Māori

agree to the arrangements determined under subsection (3).

(3) The Deputy Vice-Chancellor Māori is responsible for determining the arrangements for the Tikanga Māori process after discussion with the parties and for informing the parties of the nature and implications of the process.

(4) If, at any time after having agreed to the arrangements determined under subsection (3) the complainant or the person answering the complaint wish to withdraw from the Tikanga Māori process, they may do so only with the agreement of all other parties listed under subsection (2); in such cases, the complaint will be referred to the Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent responsible for the area in which the action or matter that

has given rise to the complaint occurred; if the complaint is about a Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent it will be referred to the Senior Deputy Vice-Chancellor.

(5) Under the Tikanga Māori process a resolution is negotiated by the complainant and the person answering the complaint.

(6) The process is facilitated by the Deputy Vice-Chancellor Māori, assisted by a tikanga panel appointed by the Deputy Vice-Chancellor Māori.

(7) A resolution negotiated by the complainant and the person answering the complaint is final; there is no right of appeal.

(8) Section 6, subsections (1) and (2) and section 7 of these procedures do not apply to complaints addressed under the Tikanga Māori process.

6. Resolution of complaints

(1) The Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent must make a decision in relation to the complaint and notify their decision to the parties, in writing, as soon as practicable (normally within 28 days of receiving the complaint).

(2) When the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent notifies the parties of their decision they must include information on the relevant provision for appeal.

(3) If the complaint involves a University process or service and if, in the opinion of the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent the complaint has substance, the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent may arrange for the relevant process or service to be reviewed with a view to preventing a recurrence and ensuring continued improvement.

(4) If the complaint involves a breach of the *Staff Code of Conduct* and if, in the opinion of the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent the complaint has substance, the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent may refer the matter to the Director of People and Capability for consideration of formal disciplinary action.

7. Appeals

(1) A complainant or a person who was the subject of a complaint may appeal to the Senior Deputy Vice-Chancellor against any decision taken by a Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent under section 6 of these procedures.

(2) If the original complaint was addressed to the Senior Deputy Vice-Chancellor under section 4(2) of these procedures, any appeal of that decision must be made to the Vice-Chancellor. That appeal will be considered and decided by the Vice-Chancellor or their nominee in accordance with appeal processes consistent with these procedures.

(3) An appeal may only be made on one or more of the following grounds:

(a) that the process used for addressing the complaint was unfair

(b) that the decision reached was manifestly at odds with the evidence

(c) that the remedy imposed was manifestly at odds with the misconduct

(d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process that could have had a material effect on the outcome.

(4) The appeal must be submitted in writing within 28 days of the date of the letter notifying the decision.

(5) The Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee will consider the relevant documentation and evidence and may, at their discretion, consult the Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent who made the decision. The Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee may also interview any parties to the complaint.

(6) If they determine that the complaint process has been conducted in accordance with these procedures and the outcome is appropriate, the Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee may dismiss the appeal. Subject to subsections (8) and (9), the decision of the Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee under this section is final.

(7) The Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee will notify their appeal decision in writing to the parties as soon as practicable.

(8) When they notify the parties of the appeal decision, the Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee will inform the parties of the Ombudsman's role in relation to complaints about government organisations (including universities) that affect people in their personal capacities, the New Zealand Qualifications Authority's grievance procedures available to students under the *Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021*, and the iStudent Complaints financial or contractual dispute resolution service available to international students as relevant.

(9) The Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee will inform any staff member who is dissatisfied with a student complaint process of the steps available to them under the University's *Procedure for Resolving Employment Relationship Problems and Personal Grievances*.

8. **Confidentiality**
All processes and decisions under these procedures are confidential to the parties and staff directly involved.

Appendix

Rights and Responsibilities of Parties to a Student Complaint

Parties to a student complaint have the **right** to

- be treated with courtesy at all times
- a fair and timely investigation process in accordance with the principles of natural justice
- express their points of view without fear of recrimination
- be advised in writing of all decisions made in relation to the complaint
- appeal the outcome
- in the case of staff members, avail themselves of the *Procedure for Resolving Employment Relationship Problems and Personal Grievances*.

Parties to a student complaint have a **responsibility** to

- treat all parties with courtesy at all times
- respect the points of view of others
- respect the rights of all parties to the complaint with respect to confidentiality
- in the case of the complainant, ensure that the complaint is made in good faith and complies with the requirements of the Student Complaints Procedures
- provide full and accurate information to the person investigating the complaint
- not take any action that may prejudice the situation or be regarded as an act of recrimination against any other party.

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Student Discipline Regulations

On this page

Part 1: General
Part 2: Authorities
Part 3: Procedures for Making, Investigating and Resolving Complaints of Student Misconduct
Part 4: Provisions for Appeal
Part 5: Reporting

Preamble

At the time they enrol, students are required to agree to abide by the regulations of the University of Waikato as published in the University of Waikato Calendar. The Student Discipline Regulations provide the framework for addressing alleged breaches of University regulations by students and for applying penalties where breaches are substantiated.

Members of the University community are entitled to operate and interact in an environment of safety and respect. It is expected that students will act with integrity and demonstrate respect for others.

If differences and disputes arise between members of the University community, it is expected that they will attempt to resolve such conflicts reasonably and co-operatively. Discipline procedures should be used only where other methods of resolving conflicts have been ineffective or would be inappropriate.

It is the policy of the University that all discipline procedures conform to the principles of natural justice. The procedures in these regulations have been adopted to safeguard the rights of individuals in this respect.

Student Discipline Regulations 2020

Part 1
General

1. **Title**

   These are the Student Discipline Regulations 2020.

2. **Date of effect**

   These regulations are effective from 2 December 2020.

3. **Purpose**

   The purpose of these regulations is to:

   (a) define student misconduct

   (b) explain procedures for making, investigating and resolving complaints of student misconduct, and

   (c) set out the penalties that may be applied where misconduct by a student is substantiated.

4. **Application**

   (1) These regulations apply to the conduct of students while they are enrolled as students of the University of Waikato.

   (2) For the purpose of these regulations, the period during which a student is deemed to be enrolled as a student is defined as:

      (a) the period in a given year from (inclusively) the Monday of the start week of the paper in the student's programme of study that starts earliest in that year, to the Sunday of the end week of the paper that ends last

      (b) any orientation period immediately prior to the start week of the student’s programme of study in a given year, and

      (c) any period in which the student is a resident of University of Waikato student accommodation.

   (3) The processes for dealing with complaints of misconduct may extend beyond the period defined in subsection (2).

   (4) These regulations apply to the conduct of students:

      (a) on any property or in any facility owned or managed by the University (including the halls of residence)

      (b) in the context of a University activity regardless of geographic location

      (c) where the conduct is related directly to the student's status as a student

      (d) where the conduct has harmed or has the potential to harm unfairly another member of

the University community, or

(e) where the conduct has harmed or has the potential to harm unfairly the reputation of the University.

(5) A student against whom a complaint of misconduct is made, either by a member of the University community or another person, is subject to the discipline procedures set down in these regulations.

(6) All authority under these regulations must be exercised in accordance with the principles of natural justice.

5. **Misconduct**

(1) A student commits misconduct if they:

(a) commit a serious breach of the obligation, shared by staff and other members of the University community, to act towards others reasonably, courteously, considerately and with good faith

(b) behave in a manner that significantly impedes or subverts the efficient functioning of the University in accordance with its statutory role

(c) behave in a manner that discredits, or has the potential to discredit, the University

(d) behave in a manner that constitutes physical, psychological, sexual or racial assault, harassment, discrimination or bullying of any person

(e) breach any regulation published in the University of Waikato Calendar

(f) fail to comply with any reasonable and lawful policy or instruction approved and notified by the Vice-Chancellor, Council, Academic Board, or delegated authority of the Vice-Chancellor, Council or Academic Board

(g) use University property, resources or funds for other than authorised purposes

(h) incur liability on the part of the University without authorisation

(i) behave in a manner that is likely to harm unfairly the reputation or professional prospects of another student or a member of staff

(j) behave in a manner that jeopardises the health or safety of another person

(k) knowingly mislead the University in any significant matter

(l) encourage, assist, or procure a person to commit misconduct, or

(m) otherwise breach the Code of Student Conduct.

6. **Definitions**

In these regulations:

bullying means unreasonable behaviour, repeated over time, which is deliberate and intended to humiliate, undermine or otherwise have a detrimental effect on the recipient(s) and/or pose a

risk to their health and safety even though it may not be unlawful

class means a lecture, tutorial, laboratory, workshop, practical session, practicum session, placement session, field trip or any other type of learning activity delivered or supervised by a staff member, including those conducted online

discrimination means conduct that results, or is likely to result, in less favourable treatment, or creates, or is likely to create, a less favourable environment, for a person or group of people on any of the prohibited grounds set out in section 21 of the Human Rights Act 1993 or on any other grounds

harassment means any unwelcome comment, conduct or gesture that is insulting, intimidating, humiliating, malicious, degrading or offensive. It might be repeated or an isolated incident that adversely affects someone's performance, contribution or work environment. It can include physical, degrading or threatening behaviour, abuse of power, isolation, discrimination, sexual harassment and racial harassment. It is behaviour that is unwanted by the recipient even if the recipient does not tell the perpetrator that the behaviour is unwanted. It may be unintentional

internal assessment means the portion of the assessment for a paper that is assigned, supervised and marked internally within the relevant Division or the Faculty of Māori and Indigenous Studies; it may include assignments, practical work, work in tutorials, seminars, written or oral tests, recitals, performances or attendance requirements

natural justice means the right to have a decision made by an unbiased decision-maker who observes fair and impartial procedures

programme of study means the selection of papers applied for or taken by a student in any one academic year for a particular qualification

student means a person enrolled at the University of Waikato

summary jurisdiction means a process for dealing with a complaint of misconduct, where a designated person has authority, individually, to obtain and hear evidence, arrive at a judgement and, within the terms of that authority as defined in these regulations, impose a penalty

University means the University of Waikato

University of Waikato student accommodation means a hall of residence (Bryant Hall, College Hall, Orchard Park and Student Village), apartment or other student accommodation operated by the University, and homestay accommodation facilitated by the University.

7. **Annotation of grades**

Where a student is refused credit for a paper as a whole as a penalty for misconduct, an NC (No Credit)
grade will be awarded for that paper.

Part 2
Authorities

8. **General**

(1) Unless otherwise specified under Part 3 of these regulations, authorities may determine their

own procedures for hearing and deciding complaints of misconduct, provided that they conform to the principles of natural justice, and may issue procedural directions.

(2) Authorities may suspend consideration of a complaint of misconduct until such time as any associated Police matter has been concluded.

9. **Authority of staff for discipline in classes**
A staff member delivering or supervising a class may dismiss from it, for its duration, any student who, in their judgement, has committed misconduct in that class.

10. **Authority of the Pro Vice-Chancellor of the Division of Health, Engineering, Computing and Science for discipline in laboratories**
The Pro Vice-Chancellor of the Division of the Health, Engineering, Computing and Science may exclude from any laboratory in the Division of Health, Engineering, Computing and Science, for up to five working days, any student who, in the Pro Vice-Chancellor's judgement, has committed misconduct in the laboratory.

11. **Authority of the University Librarian for discipline in the Library**
The University Librarian may exclude from the Library, for up to seven days, any student who, in the
Librarian's judgement, has committed misconduct in the Library.

12. **Authority of the Director of Student Systems and Administration for discipline in examinations**

(1) The Director of Student Systems and Administration may impose a formal warning and/or a fine of up to $100 on any student found to have brought into an examination room an electronic device where that device has, in an examination supervisor's judgement, made an audible noise during an examination.

(2) All other complaints of misconduct in examinations must be directed to the Chairperson of the Student Discipline Committee in accordance with section 14 of these regulations.

13. **Authority of the Director of Student Services and Pastoral Care, Associate Director Student Accommodation and delegated authorities for discipline in University of Waikato student accommodation**

(1) The Director of Student Services and Pastoral Care has general authority for order and discipline in University of Waikato student accommodation; the Director of Student Services and Pastoral Care has delegated this authority to the Associate Director Student Accommodation.

(2) The Associate Director Student Accommodation has delegated authority for day-to-day order and discipline in University of Waikato student accommodation to the relevant Residential Life Manager or equivalent.

(3) Where the Director of Student Services and Pastoral Care receives a complaint of

misconduct in University of Waikato student accommodation they may

(a) offer summary jurisdiction to the student, or

(b) refer the matter to the Student Discipline Committee.

(4) Where the Associate Director Student Accommodation receives a complaint of misconduct in University of Waikato student accommodation they may

(a) offer summary jurisdiction to the student, or

(b) refer the matter to the Director of Student Services and Pastoral Care, or

(c) refer the matter to the Student Discipline Committee.

(5) Where a Residential Life Manager or equivalent receives a complaint of misconduct in University of Waikato student accommodation they may

(a) offer summary jurisdiction to the student, or

(b) refer the matter to the Associate Director Student Accommodation

(c) refer the matter to the Director of Student Services and Pastoral Care, or

(d) refer the matter to the Student Discipline Committee.

(6) If the Director of Student Services and Pastoral Care, Associate Director Student Accommodation or Residential Life Manager or equivalent offers summary jurisdiction, the student may choose to

(a) accept the offer of summary jurisdiction, or

(b) have the matter referred to the Student Discipline Committee.

(7) Where the offer to exercise summary jurisdiction is accepted under this section, the Director of Student Services and Pastoral Care, Associate Director Student Accommodation or Residential Life Manager or equivalent must follow the summary jurisdiction procedures set out under section 22 of these regulations.

(8) Where the complaint of misconduct is referred to the Student Discipline Committee under this section, the Student Discipline Committee must follow the procedures set out under section 24 of these regulations.

14. **Authority of the Chairperson of the Student Discipline Committee**

(1) Where the Chairperson of the Student Discipline Committee receives a complaint of misconduct against a student, the Chairperson of the Student Discipline Committee may

(a) offer summary jurisdiction to the student

(b) offer a Tikanga Māori process to the student, or

(c) refer the matter to the Student Discipline Committee.

(2) If the Chairperson of the Student Discipline Committee offers summary jurisdiction or a Tikanga Māori process, the student may choose either

(a) to accept the offer of summary jurisdiction or a Tikanga Māori process, or

(b) to have the matter referred to the Student Discipline Committee.

(3) Subject to section 15 of these regulations, where the offer to exercise summary jurisdiction is accepted under this section, the Chair of the Student Discipline Committee must follow the summary jurisdiction procedures set out under section 22 of these regulations.

(4) Where the offer to exercise a Tikanga Māori process is accepted under this section, the Deputy Vice-Chancellor Māori must follow the procedures set out under section 23 of these regulations.

(5) Where the complaint of misconduct is referred to the Student Discipline Committee under this section, the Student Discipline Committee must follow the procedures set out under section 24 of these regulations.

(6) Subject to the agreement of the Vice-Chancellor, the Chairperson of the Student Discipline Committee may delegate their authority under these regulations.

15. **Authority of Academic Delegates**

(1) The authority of the Chairperson of the Student Discipline Committee to exercise summary jurisdiction under section 14 of these regulations may be delegated to an Academic Delegate, provided that

(a) the complaint involves alleged plagiarism or cheating in a pre-degree, 100 or 200 level item of internal assessment which is worth less than 33% of the total assessment for the paper concerned

(b) the student who is the subject of the complaint has not previously had a finding of misconduct against them under these regulations, and

(c) the student against whom the complaint is made accepts the delegated authority of the Academic Delegate.

(2) Where authority to exercise summary jurisdiction is delegated by the Chairperson of the Student Discipline Committee to an Academic Delegate under this section, the Academic Delegate must follow the summary jurisdiction procedures set out under section 22 of these regulations.

(3) The Chairperson of the Student Discipline Committee is responsible for maintaining a list of Academic Delegates appropriately trained in the summary jurisdiction procedures set out under section 22 of these regulations.

16. **Authority of the Student Discipline Committee**

(1) The Student Discipline Committee is a committee of the Academic Board with delegated authority to exercise the powers and responsibilities set out in these regulations in accordance with the procedures set out under section 24 of these regulations.

(2) The Student Discipline Committee comprises

(a) a staff member with appropriate expertise appointed as Chairperson for a designated term by the Vice-Chancellor

(b) two people appointed by the Chairperson of the Student Discipline Committee from a pool of twelve staff including four based in Tauranga, nominated by the Academic Board for terms of up to three years such that the terms of the members provide for continuity

(c) two students, one of whom is enrolled at the undergraduate level and one of whom is enrolled at the postgraduate level, appointed by the Chairperson of the Student Discipline Committee from a pool of eight students; the pool of students, five of whom are enrolled at the undergraduate level including two based in Tauranga, and three of who are enrolled at the postgraduate level including one based in Tauranga, is appointed by the Chairperson of the Student Discipline Committee after consultation with the student members of the Academic Board.

(3) The Chairperson of the Student Discipline Committee may appoint an adviser or advisers to assist at a hearing in relation to particular aspects of a case; the Chairperson may also co-opt the adviser or advisers as a member of the Student Discipline Committee for that hearing.

(4) One member of the pool of staff nominated by the Academic Board may be appointed by the Chairperson of the Student Discipline Committee as Deputy Chairperson; the Chairperson of the Student Discipline Committee may from time to time delegate their powers and responsibilities, as set out in these regulations, to the Deputy Chairperson.

(5) No meeting of the Student Discipline Committee may be held unless the Chairperson or Deputy Chairperson, at least one staff member and at least one student are present.

17. **Authority of the Student Discipline Appeals Committee**

(1) The Student Discipline Appeals Committee is a committee of Council with delegated authority to exercise the powers and responsibilities set out in these regulations in accordance with the procedures set out under section 27 of these regulations.

(2) The Student Discipline Appeals Committee comprises

(a) two members appointed by and from Council, and

(b) one other member, who is either a member of Council, or a staff member, Emeritus Professor or Honorary Fellow of the University, appointed by Council on the basis of their knowledge of legal processes, who is Chairperson.

(3) The Chairperson of the Student Discipline Appeals Committee may appoint an adviser to assist at a hearing in relation to particular aspects of a case; the Chairperson may also co-opt that adviser as a member of the Student Discipline Appeals Committee for that hearing.

(4) Subject to the agreement of the Chancellor, the Chairperson of the Student Discipline Appeals Committee may delegate their authority under these regulations.

18. **Authority of the Deputy Vice-Chancellor Māori**

(1) The Deputy Vice-Chancellor Māori has authority to determine the arrangements for the

Tikanga Māori process set out under section 23 of these regulations.

(2) Subject to the agreement of the Vice-Chancellor, the Deputy Vice-Chancellor Māori may delegate their authority under these regulations.

19. **Authority of the Vice-Chancellor**

(1) The Vice-Chancellor may exclude a student from the University, or limit access to any designated part, system or facility of the University, if the student has been convicted of a criminal offence and if, in the Vice-Chancellor's judgement, the nature of the offence impinges detrimentally, or has the potential to impinge detrimentally, on the University or its staff or students.

(2) The Vice-Chancellor may, on suspicion of possible misconduct, initiate an investigation of the conduct of a student, whether or not there has been a complaint of misconduct. Any investigation under this section and any procedure related to that investigation must be consistent with these regulations.

(3) The Vice-Chancellor may, on suspicion of possible misconduct or pending the resolution of a complaint of misconduct, suspend a student when and to whatever extent they consider it necessary from

(a) any University building, premises, grounds or University of Waikato student accommodation

(b) any class

(c) any event organised by the University

(d) use of any resource of the University.

(4) When considering whether to suspend a student under subsection (3) the Vice-Chancellor shall take into account the following:

(a) the best interest of the students, staff and other members of the University community

(b) the physical safety of the students, staff and other members of the University community

(c) the orderly conduct of teaching, research and administration of the University

(d) the protection of the property or resources of the University

(e) the potential effects of suspension on the student’s programme of study, and any other matters raised by the student

(f) any other matters the Vice-Chancellor considers appropriate in the circumstances.

(5) The Vice-Chancellor may delegate their authority under these regulations.

20. **Authority of Council**

(1) Council may withdraw or refuse to grant an academic award if it is satisfied that the candidate has committed misconduct in relation to the award while enrolled, or been otherwise dishonest in relation to the award.

(2) Council must consult with the Academic Board before taking a decision under this section; the advice of the Academic Board must be based on a recommendation by the Student Discipline Committee.

(3) The principles and processes followed by the Student Discipline Committee in formulating its recommendation to the Academic Board must be consistent with the principles and procedures outlined in these regulations for the investigation and hearing of allegations of misconduct.

(4) The Academic Board must make all reasonable effort to ensure that the candidate concerned receives prior notification of the advice that it intends to give to Council and is given an opportunity to make a written submission directly to Council.

(5) A decision by Council under this section is final.

Part 3
Procedures for Making, Investigating and Resolving Complaints of Student Misconduct

21. **Procedures for making a complaint**

(1) Any person may lodge a complaint of misconduct against a student.

(2) A complaint of student misconduct must be made in writing

(a) if it relates to student conduct in University of Waikato student accommodation, to the Director of Student Services and Pastoral Care, Associate Director Student Accommodation or relevant Residential Life Manager or equivalent

(b) if it is of the nature set out under section 15(1)(a) of these regulations and the authority of the Chairperson of the Student Discipline Committee has been delegated to an Academic Delegate under section 15(1), to the relevant Academic Delegate

(c) in cases other than (a) or (b), to the Chairperson of the Student Discipline Committee.

(3) If a person who is a party to a complaint of misconduct fails to respond to a communication by a relevant authority, provided the authority has made all reasonable effort to locate and contact that person and to provide adequate opportunity for a response, the authority may proceed to deal with the complaint at their discretion.

22. **Summary jurisdiction**

(1) Summary jurisdiction may be exercised by the following authorities:

(a) the Director of Student Services and Pastoral Care, Associate Director Student Accommodation or Residential Life Manager or equivalent under section 13 of these regulations

(b) the Chairperson of the Student Discipline Committee under section 14 of these regulations

(c) an Academic Delegate under section 15 of these regulations.

(2) A student who accepts summary jurisdiction may write an answer to the complaint.

(3) The complainant and the student

(a) must be given the opportunity to appear and give evidence at a summary jurisdiction meeting with the relevant authority

(b) may be required to attend, at the authority's discretion

(c) may be accompanied at the meeting by any other person to act as an adviser or support person, subject to any conditions that the authority may impose.

(4) Where an authority exercises summary jurisdiction, it determines whether the student has committed misconduct on

(a) the evidence provided by the complainant and the student, and

(b) any other evidence, written or oral, that they may seek or accept at their discretion, provided that this evidence is disclosed to the student and they are given the opportunity to comment on it.

(5) The authority may decide at any time to take no further action on a complaint of misconduct if, in their judgement

(a) the evidence provided by the complainant is insufficient

(b) the subject matter of the complaint is trivial

(c) the complaint is frivolous, vexatious, or not made in good faith, or

(d) the complaint falls outside the scope of these regulations.

(6) If, having investigated a complaint, an authority determines that a student has committed misconduct, they may take one or more of the following actions:

(a) issue to the student a warning containing a statement of the possible consequences if the act or behaviour that provoked the complaint is repeated

(b) require an undertaking from the student as to future behaviour while enrolled at the University and set in place provisions for monitoring the student's behaviour in keeping with the undertaking

(c) require the student to provide any appropriate and available remedy to relieve distress, or repair damage, or correct a mistake

(d) require the student to make a public or private apology, either written or spoken

in the case of summary jurisdiction exercised by the Director of Student Services and Pastoral Care, Associate Director Student Accommodation, Residential Life Manager or equivalent under section 13 of these regulations

(e) require the student to pay, by a given date, a sum of up to the equivalent of one week's

board or rent at the relevant University of Waikato student accommodation

(f) require the student to undertake community service work in the relevant University of Waikato student accommodation of whatever nature the authority thinks fit

(g) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Director of Student Services and Pastoral Care, Associate Director Student Accommodation, Residential Life Manager or equivalent and within a prescribed period

(h) impose an alcohol ban

(i) impose a visitor ban

(j) require the student to transfer to other University of Waikato student accommodation

(k) exclude the student from the relevant University of Waikato student accommodation for up to one year

(l) exclude the student from, or limit access to, a designated part or facility of the relevant University of Waikato student accommodation for up to one year.

in the case of summary jurisdiction exercised by the Chairperson of the Student Discipline Committee under section 14 of these regulations

(m) require the student to pay, by a given date, compensation or a fine of up to $500

(n) arrange for the student to be formally reprimanded by the relevant Pro Vice-Chancellor, a Deputy Vice-Chancellor or the Senior Deputy Vice-Chancellor, either in person or in writing

(o) suspend the student from attendance at any class or programme for up to one year

(p) exclude the student from, or limit access to, any designated part or facility of the University for up to one year

(q) if the misconduct is related to a particular paper or programme of the University,

  (i) require the student to repeat or complete additional assessment

  (ii) refuse or reduce credit for part or all of an individual item of assessment, or refuse credit for a paper as a whole

(r) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Chairperson of the Student Discipline Committee and within a prescribed period

(s) annotate the student's academic record accordingly, either permanently or for a period of time designated by the Chairperson of the Student Discipline Committee.

in the case of summary jurisdiction exercised by an Academic Delegate under section 15 of these regulations

(t) require the student to repeat or complete additional assessment

(u) refuse or reduce credit for part or all of an individual item of assessment

(v) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the authority and within a prescribed period.

(7) The authority must exercise their discretion in the matter as expeditiously as possible.

(8) The authority is responsible for communicating the outcome of the complaint, in writing, to the complainant, the student answering the complaint, and the Chairperson of the Student Discipline Committee as expeditiously as possible.

23. **Tikanga Māori**

(1) The spirit of tikanga is to seek resolutions to complaints in a Māori way that encourages a facilitated open exchange of views, in order to achieve a resolution that is agreed by all the parties involved.

(2) A complaint may only be addressed through the Tikanga Māori process if

(a) the complainant

(b) the student answering the complaint

(c) the Chairperson of the Student Discipline Committee, and

(d) the Deputy Vice-Chancellor Māori

agree to the arrangements determined under subsection (3).

(3) The Deputy Vice-Chancellor Māori is responsible for determining the arrangements for the Tikanga Māori process after discussion with the parties and for informing the parties of the nature and implications of the process.

(4) If, at any time after having agreed to the agreements determined under subsection (3), the complainant or the student answering the complaint wishes to withdraw from the Tikanga Māori process, they may do so only with the agreement of all other parties listed under subsection (2); in such cases, the complaint will be referred back to the Chairperson of the Student Discipline Committee for reconsideration under section 14 of these regulations.

(5) Under the Tikanga Māori process a resolution is negotiated by the complainant and the student answering the complaint.

(6) The process is facilitated by the Deputy Vice-Chancellor Māori, assisted by a tikanga panel appointed by the Deputy Vice-Chancellor Māori

(7) In negotiating a resolution under subsection (5), the complainant and the student answering the complaint are authorised to take any of the actions that are available under summary jurisdiction procedures, as provided under section 22 of these regulations.

(8) A resolution negotiated by the complainant and the student answering the complaint is final; there is no right of appeal.

(9) The Deputy Vice-Chancellor Māori is responsible for reporting the resolution negotiated under subsection (5), in writing, to the complainant, the student answering the complaint, and the Chairperson of the Student Discipline Committee as expeditiously as possible.

(10) The Chairperson of the Student Discipline Committee is responsible for ensuring that all appropriate records relating to the outcome are maintained.

(11) Failure to comply with a resolution negotiated under this section is misconduct.

24. **Procedures of the Student Discipline Committee**

(1) The Student Discipline Committee must convene as soon as is practicable to hear

(a) the evidence provided by the complainant and the student, and

(b) any other evidence, written or oral, that the Committee may seek or accept at its discretion, provided that this evidence is disclosed to the student and they are given the opportunity to comment on it.

(2) Written notice of the time, date and place of the hearing of the Student Discipline Committee, together with full details of the substance of the complaint, must be sent to the student against whom the complaint has been made, at least 14 days before the date of the hearing.

(3) The student who is the subject of the complaint may write an answer to the complaint.

(4) Both the complainant and the student answering the complaint

(a) must be given the opportunity to appear and give evidence at the Student Discipline Committee hearing

(b) may be required to attend, at the Committee's discretion

(c) may be accompanied at the hearing by another person to act as an adviser or support person, subject to any conditions that the Student Discipline Committee may impose.

(5) The Student Discipline Committee may decide at any time to take no further action on a complaint of misconduct if, in its judgement,

(a) the evidence provided by the complainant is insufficient

(b) the subject matter of the complaint is trivial

(c) the complaint is frivolous, vexatious, or not made in good faith, or

(d) the complaint falls outside the scope of these regulations.

(6) If misconduct is substantiated, the Student Discipline Committee may take one or more of the following actions:

(a) issue to the student a warning containing a statement of the possible consequences if the act or behaviour that provoked the complaint is repeated

(b) require an undertaking from the student as to future behaviour while they remain enrolled at the University and set in place provisions for monitoring the student's behaviour in keeping with the undertaking

(c) require the student to provide any appropriate and available remedy to relieve distress, or repair damage, or correct a mistake

(d) require the student to make a public or private apology, either written or spoken

(e) require the student to pay, by a given date, compensation or a fine of up to $1000

(f) arrange for the student to be formally reprimanded by the relevant Pro Vice-Chancellor, a Deputy Vice-Chancellor or the Senior Deputy Vice-Chancellor, either in person or in writing

(g) suspend the student from attendance at any class or programme for up to one year

(h) exclude the student from, or limit access to, any designated part or facility of the University for a specified period of time or permanently

(i) cancel a student's enrolment at the University, as a whole or in respect of any paper or programme, for a specified period of time or permanently

(j) if the misconduct is related to a particular paper or programme of the University,

(i) require the student to repeat or complete additional assessment

(ii) refuse or reduce credit for part or all of an individual item of assessment, or refuse credit for a paper as a whole

(k) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Student Discipline Committee and within a prescribed period

(l) annotate the student's academic record accordingly, either permanently or for a period of time designated by the Chairperson of the Student Discipline Committee.

(7) The Student Discipline Committee must exercise its jurisdiction in the matter as expeditiously as possible.

(8) The outcome must be communicated to the complainant and the student as expeditiously as possible.

(9) Failure to comply with a resolution negotiated or determined under this section is misconduct.

Part 4
Provisions for Appeal

25. **Provision for appeal to the Director of Student Services and Pastoral Care**

(1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Director of Student Services and Pastoral Care against any decision taken by the Associate Director Student Accommodation or Residential Life Manager or equivalent with authority for discipline in University of Waikato student accommodation under section 13 of these regulations.

(2) An appeal must be addressed and submitted in writing to the Director of Student Services and Pastoral Care.

(3) An appeal must be received by the Director of Student Services and Pastoral Care not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.

(4) An appeal may be made only on one or more of the following grounds:

(a) that the process used for addressing the alleged misconduct was unfair

(b) that the decision reached was manifestly at odds with the evidence

(c) that the remedy imposed was manifestly at odds with the misconduct

(d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.

(5) The Director of Student Services and Pastoral Care must hear the appeal as expeditiously as possible.

(6) The appellant and the authority that made the original discipline decision

(a) must be given the opportunity to appear and give evidence at the appeal hearing

(b) may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Director of Student Services and Pastoral Care may impose.

(7) Having heard an appeal, the Director of Student Services and Pastoral Care may

(a) dismiss the appeal and uphold the original decision

(b) vary the decision with respect to the original complaint

(c) require any appropriate and available remedy to settle the appeal.

(8) The Director of Student Services and Pastoral Care may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.

(9) The outcome must be communicated to the appellant, the authority that made the original discipline decision and the Chairperson of the Student Discipline Committee as expeditiously as possible.

(10) Failure to comply with a resolution negotiated or determined under this section is misconduct.

(11) The decision of the Director of Student Services and Pastoral Care on an appeal is final.

26. **Provision for appeal to the Chairperson of the Student Discipline Committee**

(1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Chairperson of the Student Discipline Committee against any decision taken by

(a) the Pro Vice-Chancellor of Health, Engineering, Computing and Science under section 10 of these regulations

(b) the University Librarian under section 11 of these regulations

(c) the Director of Student Services and Pastoral Care under section 12 or section 13 of these regulations, unless it is an appeal decision under section 27 of these regulations, or

(d) an Academic Delegate under section 15 of these regulations.

(2) An appeal must be addressed and submitted in writing to the Chairperson of the Student Discipline Committee, together with the prescribed fee; it must include a postal address and must be signed.

(3) An appeal must be received by the Chairperson of the Student Discipline Committee not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.

(4) An appeal may be made only on one or more of the following grounds:

(a) that the process used for addressing the alleged misconduct was unfair

(b) that the decision reached was manifestly at odds with the evidence

(c) that the remedy imposed was manifestly at odds with the misconduct

(d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.

(5) The Chairperson of the Student Discipline Committee must hear the appeal as expeditiously as possible.

(6) The appellant and the authority that made the original discipline decision

(a) must be given the opportunity to appear and give evidence at the appeal hearing

(b) may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Chairperson of the Student Discipline Committee may impose.

(7) Having heard an appeal, the Chairperson of the Student Discipline Committee may

(a) dismiss the appeal and uphold the original decision

(b) vary the decision with respect to the original complaint

(c) require any appropriate and available remedy to settle the appeal.

(8) The Chairperson of the Student Discipline Committee may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.

(9) The outcome must be communicated to the appellant and the authority that made the original

discipline decision as expeditiously as possible.

(10) Failure to comply with a resolution negotiated or determined under this section is misconduct.

(11) The decision of the Chairperson of the Student Discipline Committee on an appeal is final.

27. **Provision for appeal to the Student Discipline Appeals Committee**

(1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Student Discipline Appeals Committee, a committee of Council, against any decision made under these regulations

(a) by the Vice-Chancellor under section 19 of these regulations

(b) by the Chairperson of the Student Discipline Committee under section 22 of these regulations

(c) by the Student Discipline Committee under section 24 of these regulations.

(2) An appeal must be addressed and submitted in writing to the Secretary to the Student Discipline Appeals Committee, together with the prescribed fee; it must include an email address and must be signed.

(3) An appeal must be received by the Secretary to the Student Discipline Appeals Committee not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.

(4) An appeal may be made only on one or more of the following grounds:

(a) that the process used for addressing the alleged misconduct was unfair

(b) that the decision reached was manifestly at odds with the evidence

(c) that the remedy imposed was manifestly at odds with the misconduct

(d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.

(5) The Student Discipline Appeals Committee must hear appeals as expeditiously as possible.

(6) The appellant must be given the opportunity to appear and give evidence at the appeal hearing and may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Student Discipline Appeals Committee may impose.

(7) The other parties to the complaint, including the authority that made the original discipline decision, must also be given the opportunity to appear and give evidence.

(8) Having heard an appeal, the Student Discipline Appeals Committee may

(a) dismiss the appeal and uphold the original decision

(b) vary the decision with respect to the original complaint

(c) refer the complaint back to the authority that made the decision appealed against, for

rehearing.

(9) The Student Discipline Appeals Committee may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.

(10) The outcome must be communicated to the student and the other parties to the complaint, including the authority that made the original discipline decision, as expeditiously as possible.

(11) Failure to comply with a resolution negotiated or determined under this section is misconduct.

(12) The decision of the Student Discipline Appeals Committee on an appeal is final.

(13) At the discretion of the Chairperson of the Student Discipline Appeals Committee, the fee for an appeal may be refunded, either in full or in part, if the appeal is decided in the appellant's favour.

Part 5
Reporting

28. **Reports to the Academic Board**

The Chairperson of the Student Discipline Committee must submit an annual report through the Education Committee to the Academic Board, including

(a) an overview of summary jurisdiction decisions taken during the relevant year by the Chairperson of the Student Discipline Committee, Academic Delegates and any others who have exercised authority delegated by the Chairperson of the Student Discipline Committee

(b) an overview of decisions through the Tikanga Māori process

(c) an overview of decisions by the Student Discipline Committee

(d) an overview of appeals heard by the Chairperson of the Student Discipline Committee or their delegate

(e) an overview of student discipline matters, including any patterns or trends

(f) a statement about the appropriateness and effectiveness of current regulations, policies and processes concerning student discipline, and

(g) any recommendations with respect to current regulations, policies and processes concerning student discipline.

29. **Reports to Council**

The outcome of any appeal heard by the Student Discipline Appeals Committee must be reported to the next meeting of the Council.

30. **Confidentiality**

(1) All processes and decisions under these regulations are confidential to the parties involved and to staff responsible for administering student discipline processes and maintaining students' academic records.

(2) Relevant information may be made available to relevant Pro Vice-Chancellors, Heads of Schools, Deans and other staff responsible for student progress and for maintaining the University's academic standards and the integrity of its assessment processes.

(3) Relevant information may be made available to relevant staff responsible for the placement of students in work placements and practicums as part of a safety check (vetting) process.

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English Language Requirements for Admission

Due to COVID-19 the University will temporarily accept a number of additional English language tests to meet the English language entry requirements. These tests are listed here.

Applicants whose first language is not English or Māori are required to provide satisfactory evidence of English language proficiency. Scores can vary according to the qualification sought.

Applicants who have achieved University Entrance through NCEA are not required to provide further evidence of English language proficiency.

1. **Admission to CertAttainFoundSt**
   The following minimum scores are considered to be evidence of such competence:
   - an Academic IELTS overall score of 5.5 (with at least 5.0 in the Writing band), or
   - an iBT (Internet Based TOEFL) minimum score of 46 with a writing score of 14, or
   - a TOEFL iBT Home-based minimum score of 46 with a writing score of 14, or
   - a B grade or better at Level 6 in the Certificate of Attainment in Academic English, or
   - a PTE Academic overall score of 42 and no band score lower than 36, or
   - a Language Cert International ESOL (LRWS) B2 Communicator with a pass and no less than pass in each skill, or
   - awarded a New Zealand Certificate in English Language (Applied) (Level 3), or
   - a Trinity College London Integrated Skills in English (ISE) II with no less than a pass in any band, or
   - a C1 Advanced (formally known as Cambridge English: Advanced (CAE)) with an overall score of 162 and no bands below 154, or

a C2 Proficiency (formally known as Cambridge English: Proficiency (CPE)) with an overall score of 162 and no bands below 154, or

- a Michigan English Language Assessment Battery (MELAB) minimum score of 75.

All other evidence is considered on a case by case basis.

2. **Admission to International Diploma**
   The following minimum scores are considered to be evidence of such competence:
   - an Academic IELTS overall score of 5.5 (with no less than 5.0 in any band) or equivalent.
   - an iBT (Internet Based TOEFL) minimum score of 46 with a Writing score of 14, or
   - a B grade or better with a B in Writing at Level 6 in the Certificate of Attainment in Academic English, or
   - a PTE Academic overall score of 42 and no band score lower than 38, or
   - a Language Cert International ESOL (LRWS) B1 Achiever with a high pass and no less than pass in each skill, or
   - awarded a New Zealand Certificate in English Language (Applied) (Level 3), or
   - a Trinity College London Integrated Skills in English (ISE) II with no less than a merit in any band, or
   - a B1 and B2 (formally known as Cambridge English: Proficiency (CPE)) with an overall score of 162 and no bands below 154, or
   - a Michigan English Language Assessment Battery (MELAB) minimum score of 75.

   All other evidence is considered on a case by case basis.

3. **Admission to the Diploma in Postgraduate Preparation - Pre-Masters**
   The following minimum scores are considered to be evidence of such competence:
   - an Academic IELTS overall score of 6.0 (with no less than 5.5 in any band) or equivalent.
   - an iBT (Internet Based TOEFL) score of 80 with a Writing score of 21, or
   - a TOEFL iBT Home-based overall score of 80 with a writing score of 21, or
   - a B grade or better at Level 7 in the Certificate of Attainment in Academic English, or
   - a PTE Academic overall score of 50 and no PTE communicative skills score below 42, or
   - a Language Cert International ESOL (LRWS) C1 Expert with an overall pass and no less than pass in each skill, or
   - awarded a New Zealand Certificate in English Language (Academic) (Level 4), or
   - a Trinity College London Integrated Skills in English (ISE) II with distinction in all four components, or
   - a C1 Advanced (formally known as Cambridge English: Advanced (CAE)) with an overall score of 169 and no bands below 162, or
   - a C2 Proficiency (formally known as Cambridge English: Proficiency (CPE)) with an overall score of 169 and no bands below 162, or
   - a Michigan English Language Assessment Battery (MELAB) minimum score of 80.

All other evidence is considered on a case by case basis.

4. **Admission to all undergraduate qualifications with the exception of LLB, BNurs, BSW and Initial Teacher Education (ITE) qualifications**
   The following minimum scores are considered to be evidence of such competence:
   - an Academic IELTS overall score of 6.0 (with no bands below 5.5), or
   - an iBT (Internet Based TOEFL) score of 80 with a Writing score of 21, or
   - a TOEFL iBT Home-based overall score of 80 with a Writing score of 21, or
   - a B grade or better at Level 7 in the Certificate of Attainment in Academic English, or
   - a PTE Academic overall score of 50 and no PTE communicative skills score below 42, or
   - a Language Cert International ESOL (LRWS) C1 Expert with an overall pass and no less than pass in each skill, or
   - awarded a New Zealand Certificate in English Language (Academic) (Level 4), or
   - a Trinity College London Integrated Skills in English (ISE) II with distinction in all four components, or
   - a C1 Advanced (formally known as Cambridge English: Advanced (CAE)) with an overall score of 169 and no bands below 162, or
   - a C2 Proficiency (formally known as Cambridge English: Proficiency (CPE)) with an overall score of 169 and no bands below 162, or
   - a Michigan English Language Assessment Battery (MELAB) minimum score of 80.

   All other evidence is considered on a case by case basis.

5. **Admission to LLB**
   The following minimum scores are considered to be evidence of such competence:
   - an Academic IELTS overall score of 6.5 (with no less than 6.0 in any band), or
   - an iBT (Internet Based TOEFL) score of 90 with a Writing score of 21, or
   - a B grade or better at Level 8 in the Certificate of Attainment in Academic English, or
   - a PTE Academic overall score of 58 and no PTE communicative skills score below 50.

   All other evidence is considered on a case by case basis.

6. **Admission to BNurs**
   The following minimum scores are considered to be evidence of such competence:
   - an Academic IELTS overall score of 6.5 (with no bands below 6.5).

   All other evidence is considered on a case by case basis.

7. **Admission to BSW**
   All students who do not have English, Māori, or New Zealand sign language as their primary language must demonstrate either:
   - an Academic IELTS overall score of 6.5 (with no less than 6.5 in any band) or
   - an iBT (Internet Based TOEFL) score of 85 or higher with a Writing score of 22.

   These tests must have been completed in one sitting within the previous two years. All other

evidence will be considered on a case by case basis.

8. **Admission to graduate/postgraduate programmes**
   The requirements are higher for admission to graduate qualifications (including higher degrees such as the MPhil, PhD and EdD). It is generally recommended that students have:
   - an Academic IELTS Overall score of at least 6.5 (with no less than 6.0 in any band), or
   - an iBT (Internet Based TOEFL) score of 90 with a Writing score of 21, or
   - a TOEFL iBT Home-based overall score of 90 with a Writing score of 21, or
   - a B grade or better at Level 8 in the Certificate of Attainment in Academic English, or
   - a PTE Academic overall score of 58 and no PTE communicative skills below 50, or
   - a Language Cert International ESOL (LRWS) C1 Expert with an overall high pass and no less than a pass in each skill, or
   - a Language Cert International ESOL (LRWS) C2 Mastery with an overall pass and no less than a pass in each skill, or
   - awarded a New Zealand Certificate in English Language (Academic) (Level 5), or
   - a Trinity College London Integrated Skills in English (ISE) III with a pass in all four components, or
   - a C1 Advanced (formally known as Cambridge English: Advanced (CAE)) with an overall score of 176 and no bands below 169, or
   - a C2 Proficiency (formally known as Cambridge English: Proficiency (CPE)) with an overall score of 176 and no bands below 169, or
   - a Michigan English Language Assessment Battery (MELAB) minimum score of 85.

   However, some qualifications, such as the LLD and SJD, require a higher score. The English language proficiency requirements for admission to particular qualifications are at the discretion of the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies concerned.

9. **Admission to MNursPrac**
   The following minimum score is considered to be evidence of such competence:
   - an Academic IELTS overall score of 7.0 (with no less than 7.0 in any band); and

   All other evidence is considered on a case by case basis.

10. **Admission to all Initial Teacher Education (ITE) programmes (BTchg, BEd(Technology), GradDipTchg, PGDipTchg) and MTchgLn**
    The following minimum scores are considered to be evidence of such competence:
    - an Academic IELTS overall score of 7.0 (with no less than 7.0 in any band)
    - International Baccalaureate full diploma in English medium (24 points minimum). This must be completed at an IB school;
    - Cambridge International Examinations minimum 120 points on the UCAS Tariff plus meeting the CIE literacy requirements;
    - Awarded Cambridge Certificate in Teaching English to Speakers of Other Languages (CELTA);

- Awarded Trinity College London Certificate in Teaching English to Speakers of Other Languages (CertTESOL);
- Cambridge English exams C2 Proficiency (CPE) or C1 Advanced (CAE) or Cambridge English exams B2 First (FCE). A minimum score of 185, with no band score less than185;
- International Second Language Proficiency Ratings (ISLPR). A minimum score of 4 in all modules;
- Pearson Test of English (PTE) Academic. A minimum score of 65 in all four modules;
- Trinity ISE III (3). A pass with Merit in all four modules;
- LanguageCert C2 Mastery IESOL. A pass in all four modules;
- LanguageCert C1 Expert IESOL. A high pass in all four modules;
- TOEFL Internet-based test (IBT). Must meet the following scores in each module: Listening - 24; Reading - 24; Writing - 27; Speaking – 23.

All other evidence is considered on a case by case basis.

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Ethical Conduct in Human Research and Related Activities Regulations

Preamble

Any member of the University community who participates in research and specified related activities is required to conduct the research and/or related activities in a manner that conforms with ethical standards set down by the University, by relevant national and international professional bodies, and by the law of the country in which the research is undertaken.

These regulations apply specifically to the following activities: research, teaching, consulting, evaluation, and publications which involve collecting data about and from people and organisations. These regulations also apply to any research where there are ethical issues that are not addressed by the Animal Ethics Committee *Code of Ethical Conduct for the Use of Animals for Research, Testing and Teaching*.

Students are referred also to the University's *Student Discipline Regulations 2020* in this Calendar, and the *Guidelines for Professional Practice and Community Contact in the Conduct of University Research or Related Activities* (see Appendix 1 to these regulations), and the Higher Research Degrees website, as amended from time to time: http://www.waikato.ac.nz/students/research-degrees/.

Staff are referred also to the University's *Staff Code of Conduct*.

Students and staff are also referred to the resources on *Human Research Ethics*, available from the Research & Enterprise Office.

Ethical Conduct in Human Research and Related Activities Regulations

1. **Title**

   These are the Ethical Conduct in Human Research and Related Activities Regulations 2008.

2. **Purpose**

   Ethical issues arise when University research and/or related activities involve the interests and rights of others. The purpose of these regulations is to facilitate ethical conduct which respects the rights of people, communities, companies, trusts, and other organisations. These regulations explain the standards of ethical conduct and the procedures that apply for the maintenance and monitoring of these standards. All applications to the University's human research ethics review committees will be reviewed for approval on the basis of their compliance with these regulations.

3. **Date of effect**

   These regulations are effective from 1 July 2008.

4. **Scope**

   (1) These regulations apply to all

   (a) staff of the University of Waikato

   (b) students of the University of Waikato, and

   (c) any other person authorised to undertake research and/or a related activity on behalf of the University of Waikato, including those employed or contracted in wholly-owned subsidiary entities.

   (2) Research collaborators or partners are expected to apply for approval of their research and/or related activities from their organisation and must also apply to the relevant University of Waikato Divisional or Faculty of Māori and Indigenous Studies committee.

   (3) Under these regulations, all research and/or related activities are required to have formal ethics review and approval.

   (4) Applications for approval are not required for normal teaching activities; but are required for specific teaching that involves the participation of a student or students and has the potential for harm (see section 13 of these regulations), or that involves collection of data from students.

   (5) Applications are not required for University teaching evaluations or for University reviews and quality assurance activities; however, such activities do have ethical implications and should be conducted in a professional way consistent with the University *Staff Code of Conduct* and should be consistent with the spirit of these regulations.

5. **Definitions**

   In these regulations

   research means an inquiry of an investigative, experimental, or critical nature which is driven by a question, hypothesis, or intellectual position capable of rigorous assessment, and the

findings of which are open to scrutiny and formal evaluation. It may include any intellectual or creative work published, exhibited, presented, or performed in a written, spoken, electronic, broadcasting, visual, performance, or other medium

related activities may include teaching, consulting, evaluation, and publication when these activities involve collecting data about and from people and organisations. These activities are defined as follows:

teaching means teaching in lectures, tutorials, demonstrations, and related educational research

consulting means the provision of advice to a client, such advice being based upon the pre-existing professional knowledge and skills of the consultant

evaluation means the systematic collection and analysis of information to make judgements, usually about the effectiveness, efficiency, and/or appropriateness of the research and/or related activity

publication means any intellectual or creative work published, exhibited, presented, or performed in a written, spoken, electronic, broadcasting, visual, performance, or other medium

participant means a live human being or group of live human beings who participate in research and/or related activities whether by observation, questioning, participation in an experiment, provision of specimens or human tissue samples, or by any other means

organisation means a social unit of people systematically arranged and managed to meet a need or to pursue collective goals on a continuing basis. Examples include firms, iwi groupings, schools, and professional societies

researcher means the person undertaking research and/or related activities

harm includes physical, psychological, social, economic, or cultural harm to participants

field research means research conducted in person in a natural setting outside of a laboratory.

6. **Application procedures**

(1) A staff member, student, or authorised person must not commence research or a related activity until it has been approved by the appropriate authority and in accordance with these regulations.

(2) Researchers must submit applications for approval for their research or related activity to one of the delegated relevant Divisional or Faculty of Māori and Indigenous Studies committees (see section 22 of and Appendix 2 to these regulations) within the University.

(3) Where applications are made to an external ethics committee, an application must also be submitted to, and approved by, the relevant delegated committee within the University (see section 22(3) of and Appendix 5 to these regulations).

(4) Applications for approval of research and/or related activities must be submitted in the form prescribed for the relevant Division or the Faculty of Māori and Indigenous Studies (see Appendix 3 to these regulations).

(5) If an ethical issue relating to the research and/or related activity that was not envisaged at the beginning arises during its course, the researcher must stop the research and/or related activity, consult the appropriate authority, and apply for approval. The researcher must not

begin the research and/or related activity again until the necessary approval has been obtained.

(6) For situations where prior, free, express, and informed consent from participants may not be possible, see sections 10 and 11 of these regulations for guidance in making application for approval of the research or a related activity.

7. **Responsibility for ethics in research and related activities**

(1) Individual staff, students, and authorised persons are responsible for ensuring their research and/or related activities comply with these regulations.

(2) If a researcher is a student, the staff member responsible for supervising the student's research must take all reasonable steps to ensure that the student complies with these regulations.

(3) Paper convenors may apply for ethics approval for an entire paper if it involves students in that paper engaging in research or related activities. Such applications must cover all anticipated research or related activities the student may engage in, and the convenor's, lecturers' and/or tutors' responsibilities. Applications must identify ethical issues and describe practices for addressing them.

8. **Value of research or related activities and the public interest**

(1) A researcher must be able to justify to their peers the goals and methodology of the research and/or related activity in terms of its reasonably anticipated benefits balanced against any foreseeable risk of harm to the participants.

(2) A researcher must normally make available the findings of research in the public domain. Any exception to this must be approved in writing by the Senior Deputy Vice-Chancellor, or by a person to whom authority is delegated in writing by the Senior Deputy Vice-Chancellor (see section 10(7) and section 14 of the *Dissertations and Theses Regulations 2015*).

9. **Informed consent of participants**

(1) Researchers must gain participants' prior, free, express, and informed consent in a culturally and socially appropriate manner, unless in the case of approved exceptions. For proxy consent from authorised representatives, see subsection (4)(e) and (4)(f) of this section of these regulations. Exceptions regarding large sample surveys and similar research methods, some cases of field research, and the possibility of gaining informed consent after data collection are dealt with in sections 10, 11 and 14 of these regulations.

(2) A researcher must establish explicit processes for reaching agreement with participants. A researcher must not involve a participant in any research and/or related activities unless the researcher is satisfied that the participant has understood the nature of their involvement and freely agreed to it in accordance with the principles outlined in this section.

(3) A researcher must not use explicit or implicit coercion to obtain the agreement, and must not use inducement to obtain the agreement except in accordance with section 18 of these regulations.

(4) Unless sections 10, 11 or 14 of these regulations apply, a researcher must adhere to the following principles with respect to informed consent of participants:

(a) A researcher must inform prospective participants of all information relevant to the decision to participate including

(i) their right to decline to participate in the research and/or related activities or any portion or any part of these

(ii) the form in which the findings will be published

(iii) duration and security of data storage

(iv) their right to withdraw any information they have provided up until analysis has commenced on their data

(v) their right to access and correct personal information

(vi) the process for withdrawing information they have provided.

(b) The more readily identifiable the participants may be, the more formal the consent should be. Where participants are asked to answer questionnaires that might identify them, answer questions in a formal interview, undergo formal tests, or where they are subjected to formal observation and recording procedures, the process for obtaining informed consent, and the form of the consent, should be similarly formal and recorded in writing or some other reproducible form. Where the participation is more anonymous the consent may be less personalised and less explicit (see section 10 of these regulations).

(c) If the research or related activity involves manipulation of, or intervention in, the physical or psychological state of a participant, the participant's consent, or, if subsection (e) of this section applies, the consent of the person with authorised responsibility for the participant, must be recorded in writing or some other reproducible form.

(d) Because some research and/or related activities involve collectives, a researcher must recognise the complexities of relationships between individuals and collectives. In some cultures it is common for the leader of a collective to make a decision in respect of participation on behalf of its members. If an individual in a collective wishes to participate or not to participate in the research and/or related activity, regardless of a decision taken on behalf of the collective, the individual's wishes must be respected and all reasonable care taken to ensure that those wishes are also respected by other members of the collective.

(e) If a prospective participant is reasonably judged incapable of giving informed consent, the researcher must obtain the proxy consent from the person who has responsibility for the prospective participant's welfare, taking particular care to protect the participant's interests and also taking into account any potential conflict of interest between them and the person whose consent is required.

(f) A researcher who seeks the proxy consent of another person on behalf of a prospective

participant under subsection (e) of this section must make all reasonable effort to involve the prospective participant themselves in the process and the decision about consent.

(g) Staff, students, and other approved persons must obtain informed consent when recording images of participants, participants' possessions, or research and/or related activity in which participants are involved, unless the recording of images is of lawful activity occurring in a public place and is culturally appropriate.

(h) A researcher must provide the information under subsection (a) of this section plainly and in the language and medium that is appropriate for the prospective participants.

(i) A researcher must inform participants of their right of access to any data that may have been collected from or about them.

(j) A researcher must inform participants of their right to complain about the conduct of the research and/or related activity and must also inform them of the process for making a complaint.

10. **Large random sample surveys and informed consent**

(1) A researcher who intends to collect data involving large numbers of people is not required to adhere to all the principles concerning informed consent outlined in section 9(4) of these regulations if the research method makes adherence to all these principles impractical or undesirable and if such a requirement is likely to impact adversely on the researcher's ability to generate reliable information.

(2) However, the researcher must declare and justify an intention not to adhere to the principles in section 9(4) of these regulations in the application for approval submitted under section 6 of these regulations.

(3) In these situations the researcher must provide the following information, as a minimum, to a participant before the research or related activity begins

(a) the anticipated length of the research or related activity

(b) the general purpose of the research or related activity

(c) the forms in which the data might be published

(d) an assurance that the participant will not be identified in any publication or dissemination of research findings.

11. **Field research and informed consent**

(1) 'Field' research in this context means research conducted in person in a natural setting outside of a laboratory.

(2) In field research situations, prior, free, express, and informed consent must be gained in a culturally and socially appropriate manner from participants.

(3) In some forms of field research using such methods as participant observation, participatory research and action research, where obtaining prior, free, express, and informed consent

from all participants would be inappropriately intrusive or impractical for social, cultural, or methodological reasons, it is acceptable not to gain such consent.

(4) However, the researcher must take care to apply other ethical principles, especially minimising the risk of harm to participants and maintaining the anonymity of participants. It may also be appropriate in such cases that informed consent be sought afterwards but prior to the publication of research findings, from people who have in the course of information collection come to the attention of the researcher.

12. **Archiving of data, privacy, storage, and use of information**

(1) All non-identifying data (eg data sets and transcripts) used for publication must be securely kept long enough to allow for academic examination, challenge, or peer review. This period would normally be at least five years. Identifying data such as consent forms, photographs, and videos will be securely stored consistent with agreements made under section 9(4)(a) of these regulations. The responsibility for data storage lies with the department or other equivalent academic unit.

(2) Where the research and/or related activity is conducted in New Zealand, the researcher must comply with the Privacy Act 1993 and the Official Information Act 1982, and must adhere to the following principles consistent with that legislation

(a) participants and informants must not be publicly identified or identifiable without their explicit consent

(b) participants must be informed (unless sections 10, 11 and 14 of these regulations apply) that they will not be identified in any publication or dissemination of the research findings without their explicit consent

(c) researchers must take all reasonable precautions to prevent unauthorised use, access, modification, or disclosure of personal information

(d) data identifying participants must not be kept for longer than required for the purpose for which it is collected (see subsection (1) of this section)

(e) except in circumstances specified in the relevant legislation, personal information may be used only for the purpose for which it is collected.

(3) Where the research and/or related activity is conducted in a country other than New Zealand, the researcher must comply with any legislation that applies in that country with respect to privacy and storage of personal information.

(4) Even where the research and/or related activity is conducted in a country other than New Zealand, the researcher must comply as far as possible with the spirit of the Privacy Act 1993 and the Official Information Act 1982; however, if there are contradictions between the legislation of New Zealand and the other country, the legislation of the other country must prevail

(5) A researcher must include in an application submitted under section 4(3) of these regulations a statement about the conditions under which, and the period for which, any personal

information collected for the research and/or related activity is to be stored.

(6) Data must not be made available to persons or for purposes that are not named on the application.

13. **Minimisation of harm**

(1) A researcher must make particular effort to identify physical, psychological, social, economic, or cultural harm to participants before seeking their consent to participation.

(2) A researcher must minimise both the risk of harm to a participant and the potential for negative consequences of the harm.

(3) 'Harm' in this context includes pain, stress, emotional distress, fatigue, embarrassment, and exploitation.

(4) Unless it would be impractical or undesirable to do so in the terms described in section 10 of these regulations, a researcher must consult participants to ascertain any risk of harm that they themselves may identify or concerns that they themselves may have.

(5) If, during the course of the research and/or related activity, it is apparent to the researcher that the risk of harm to the participant is greater than originally envisaged, the researcher must inform the participant and re-evaluate the research and/or related activity in terms of the principles outlined in this section.

14. **Limitation of deception**

(1) Deception of participants conflicts with the principle of informed consent, but in some research and/or related activities it may be necessary to withhold information about the purpose of the research and/or related activity or the procedures involved.

(2) Research and/or related activities involving deception of participants will be approved only if the researcher demonstrates in the application for ethics review that the deception is absolutely essential to the goals of the research and/or related activity.

(3) A researcher who undertakes research and/or related activities involving deception of a participant must ensure that the participant is provided with an explanation of the true purpose of the research and/or related activity and the reason for the deception as soon as practicable after the participation.

15. **Social and cultural sensitivity**

(1) A researcher must respect the cultural, social, and language preferences and sensitivities of the participant.

(2) Where the research and/or related activity potentially affects individuals or groups who are significantly different in culture from the researcher, the researcher must consult an appropriate person before the research and/or related activity begins about appropriate cultural procedures and approaches to the research and/or related activity and about informing the participant or community concerned of the research findings.

(3) An application for ethics review under these regulations must demonstrate how the

researcher has responded to the advice received from the person consulted.

(4) Appropriate consultation and subsequent responses on matters of social and cultural sensitivity are the responsibility of the researcher.

16. **Exploitation of relationships**

(1) A researcher must not exploit the relationship between researcher and participant.

(2) A researcher must resist any initiative by a participant to exploit the relationship between researcher and participant.

(3) 'Exploitation' in this context means the seeking or obtaining of money, goods, services, favours, information or relationships that have no direct bearing on the stated research and/or related activity aims or data gathering.

(4) Where a researcher is a staff member and the prospective participant a student, the researcher must not exploit that relationship and must strive to ensure that the student is not disadvantaged through their participation or refusal to participate, academically, professionally, or otherwise.

17. **Respect for property rights**

(1) A researcher must ensure that procedures or publications associated with the research and/or related activity do not infringe legally determined property rights.

(2) A researcher must ensure that procedures or publications associated with the research and/or related activity do not infringe culturally determined property rights to the extent possible and reasonable in all circumstances.

(3) Property rights in this context may apply to land, goods, works of art and craft, images, and intangible materials such as spiritual treasures, music, information, and intellectual property (see Appendix 4 of these regulations).

(4) A researcher must identify and address any issues associated with property rights and ownership of data at the time they seek informed consent and monitor these issues throughout the research process.

18. **Payment for participation**

A researcher must not pay participants for their participation, or arrange for participants to be paid, in money, goods, services, prizes, favours, or in any other form of remuneration or form of hospitality appropriate to the engagement, either directly or indirectly, unless the payment is approved by the appropriate approving authority (see section 22 of and Appendix 2 to these regulations).

19. **Professional codes of ethics**

A researcher must ensure that their research or related activity complies with any professional code of ethical practice or standard relevant to the research and/or related activity.

20. **University research and/or related activities in schools and early childhood services**

A researcher involved in research and/or related activities in schools or early childhood services must comply with the *Guidelines for Observation and Research in Schools and Early Childhood Services* (see Appendix 5 to these regulations).

21. **Declaration of potential conflict of interest**

(1) A researcher must, in an application submitted under section 4 of these regulations, declare any potential conflict of interest.

(2) 'Conflict of interest' occurs where a researcher or related party is, or is reasonably likely to

(a) obtain an unfair, inappropriate, or unethical professional, commercial, or personal advantage as a result of or in connection with the research and/or related activity

(b) be in a position in relation to the activity or the participants that could appear to affect the researcher's impartiality in the research and/or related activity;

(c) obtain a direct or indirect pecuniary benefit or interest as a result of or in connection with the research or related activity.

(3) If the research and/or related activity is commissioned or sponsored, the researcher must ensure that the commission or the sponsorship

(a) is declared to the participants and in any published findings

22. **Authority for ethical approval and monitoring**

(1) Authority for administering these regulations rests with the University of Waikato Human Research Ethics Committee.

(2) The University of Waikato Human Research Ethics Committee makes recommendations to the Vice-Chancellor through the Academic Board for the promotion, review, and monitoring of ethical practice in University research and/or related activities and for monitoring compliance with these regulations.

(3) Each Division and the Faculty of Māori and Indigenous Studies has one or more committees with responsibility at the Divisional or Faculty of Māori and Indigenous level, delegated by the University of Waikato Human Research Ethics Committee, for

(a) the approval of research and/or related activities with human participants in the relevant Division or the Faculty of Māori and Indigenous Studies (health and disability research involving human participants must also be reviewed by the University of Waikato Human Research Ethics Committee).

(b) compliance with these regulations in the relevant Division or the Faculty of Māori and Indigenous Studies

(c) maintaining records of University research and/or related activity with human participants in the relevant Division or the Faculty of Māori and Indigenous Studies in the form required by the University of Waikato Human Research Ethics Committee

(d) reporting to the University of Waikato Human Research Ethics Committee in the form

required by that Committee.

(4) The Pro Vice-Chancellor of the relevant Division or the Dean of Faculty of Māori and Indigenous Studies recommends to the University of Waikato Human Research Ethics Committee for approval the committee structure for the respective area, and the Terms of Reference, constitution, membership, and procedures of any committee involved consistent with these regulations (see Appendix 2 to these regulations).

(5) Responsibility for the following matters in any organisational unit outside a Division or the Faculty of Māori and Indigenous Studies is delegated by the University of Waikato Human Research Ethics Committee to the Director of that unit

(a) ensuring applications for approval of research and/or related activities with human participants in the unit are submitted to the University of Waikato Human Research Ethics Committee

(b) compliance with these regulations in the unit

(c) maintaining records of human research and/or related activities with human participants in the unit in the form required by the University of Waikato Human Research Ethics Committee

(d) reporting to the University of Waikato Human Research Ethics Committee in the form required by that Committee.

(6) A committee at the relevant Division or the Faculty of Māori and Indigenous Studies level, or a Director of a unit outside a Division or the Faculty of Māori and Indigenous Studies, may consult with the University of Waikato Human Research Ethics Committee at any time and may request that the University of Waikato Human Research Ethics Committee review any relevant matter, or review any decision taken under delegated authority.

23. **Researcher appeals against decisions concerning applications for approval**

(1) Having made an application under these regulations, a researcher may appeal to the University of Waikato Human Research Ethics Committee against any decision taken at the relevant Divisional or the Faculty of Māori and Indigenous Studies level.

(2) A researcher may appeal to the Academic Board against any decision by the University of Waikato Human Research Ethics Committee under these regulations.

(3) The Academic Board may determine its own procedures for hearing and deciding the appeal provided that they conform with the principles of natural justice, and may delegate authority to hear and decide an appeal on its behalf.

(4) The decision of the Academic Board (or delegated authority) on an appeal is final.

24. **Addressing concerns and complaints**

(1) A concern or complaint about the research and/or related activities to which these regulations apply may be referred to the University of Waikato Human Research Ethics Committee.

(2) If a concern or complaint arises, the University of Waikato Human Research Ethics

Committee may require that the relevant research and/or related activity be discontinued until the issue is resolved.

(3) If the University of Waikato Human Research Ethics Committee considers that the issue is sufficiently serious, it may refer the matter to the Vice-Chancellor who may arrange for it to be dealt with as applicable

(a) under the *Student Discipline Regulations 2020*, as amended from time to time

(b) as a breach of the *Staff Code of Conduct*

(c) as the Vice-Chancellor thinks fit.

(4) If the University of Waikato Human Research Ethics Committee considers that the issue is not sufficiently serious to be referred to the Vice-Chancellor, it may take informal action, at its discretion, to deal with the complaint or dispute.

25. **Appeal provision**

(1) A person may appeal to the Academic Board against any matters dealt with under section 23 or section 24 of these regulations by the University of Waikato Human Research Ethics Committee under these regulations.

(2) The Academic Board determines its own procedures for hearing and deciding the appeal conforming with the principles of natural justice, and delegates authority to hear and decide an appeal on its behalf.

(3) The decision of the Academic Board (or delegated authority) on an appeal is final.

Appendix 1
Guidelines for Professional Practice and Community Contact in the Conduct of University Research or Related Activities

Appendix 2
Delegated Ethics Committees

Appendix 3
Application Format

Appendix 4
Intellectual Property in Research

Appendix 5
Guidelines for Observation and Research in Schools and Early Childhood Services (under review)

Appendix 6
Referring Human Ethics Applications to a Health and Disability Ethics Committee (under review)

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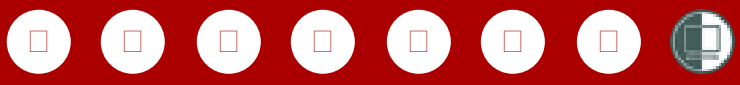

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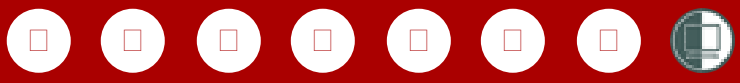

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Professor Frank Scrimgeour

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John Gibson BAgSc *Cant* MAgSc *Lincoln* PhD *Stan*

Mark Holmes BA *Essex* MSc *Lond* PhD *Dund*

Les Oxley BA(Hons) *Wales* MA *Sheff* PhD *Tilburg*

Riccardo Scarpa MSc *Wales* MA PhD *UW-Madison*

Frank Scrimgeour BAgSc(Hons) *Cant* BDiv *Melb* PhD *Hawaii*

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Associate Professors

Leon Li PhD *NCCU*

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Umesh Sharma BA BEd MA DipEd DipAcc&Fin DipEdAd *S'Pac* PhD *Waik*

Steven Tucker BA *Colorado* MSc PhD *Purdue*

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Murugesh Arunachalam BAcct *Malaya* MSc *Stir* PhD *Waik*

Martin Bai PhD *Massey*

Samuel Benjamin BSc *Oxf.Brookes* MBA *E.Lond* PhD *Multimedia(M'sia)*

Vida Botes BCom(Acctg) *Pret* MCom(Acctg) *N-W (S.Af.)* Bcom(Hons) DTE DCom *UNISA* CA

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Muhammad Awais Gulzar BBA MBA *Bahawalpur* PhD *Hangzhou*
Gazi Hassan BBus(Admin) *North South* MA(Econ) *Kent* MA *York(UK)* PhD *UWS*
Yang (Greg) Hou BBus *NAU* MACF *Adel* PhD *S.Aust*
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Peter Huang PhD *UNSW*
Pei-Chi Kelly Hsiao BMS MMS PhD *Auck*
Sultan Mirza MBA *Wuhan* BSc(Hons) *Punjab* PhD *DUFE*
Pedram Nourani BIM *Hormozgan* MBA *Multimedia(M'sia)* PhD *Malaya*
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David Okorie DEc *Xiamen*
Asif Saeed PhD *Paris EST*
Ou Wang PhD Ghent
Vijay Kumar PhD *Waik*

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Iris Li MBus *Otago*
Hannah Li BMgt *CUMT PhD* Well

Research Officer
Geua Boe-Gibson DipEcon MMS *Waik*

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Ian Bateman BSocSc Birm MA Manc PhD *Nott*
David Bloom BSc *Cornell* MA PhD *Prin*
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Associate Professor Stuart Dillon

Director of Engagement and Executive Education

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Director MBA

Nadia Trent MSc(IndEng) *Georgia Tech* PGCert(HighEd) BEng Beng(Hons) PhD *UP*

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Brad Jackson BSc *Brist* MA *Br.Col* PhD *Lanc*

Celine Louche MEM PhD *EUR*

Debashish Munshi BA(Hons) *Calc* PhD *Waik*

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Chellie Spiller MIR *Well* PhD *Auck*

Adjunct Professor

George Cheney PhD *Purdue*

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Joanna Scott-Kennel BMS MMS PhD *Waik*
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Peter Y.T. Sun BSc MPhil *Moratuwa* PhD *Waik*
Margalit Toledano BA MA *Hebrew* PhD *Paris* APR
William (Yu Chung) Wang MBA PhD *UNiSA*

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Fabrice Desmarais BA(Hons) PhD *Waik*
Suzette Dyer BMS MMS PhD *Wai*
Derek Friday BCom MSc *Mak* PhD *Newcastle(NSW)*
Jennifer Gibb BSocSc MSocSc PhD *Waik*
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Hataya Sibunruang PhD *ANU*
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Amanda Williamson BBS MBS BL&MS *Massey* PhD *Sheff*

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Antoine Gilbert-Saad MBA *ICN Business School* PhD *Auck*
Amob Zahid BSc *Lanc* MSc *Beds* PhD*Cant*

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Dannie Jefferies BBus MDigiBus *Waik*
Jessica Kuo BMS(Hons) MMS *Waik*

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Jay B. Barney BS *Brigham Young* MA PhD *Yale*
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Table of Fees and Charges

Students should also refer to the *Regulations Governing Payment of Fees and Charges*.

Fees

Tuition and Resource Fees
Domestic tuition and resource fees are available from the Student Centre and are published in the online Catalogue of Papers. International fees are available online at Waikato International.

Charges (GST inclusive)

Admission Applications	
LLD, DLit and DSc applications ($500 for the Application Fee and $1500 for the Examination Fee)	$2000.00

Library Fines and Charges	
Administrative charge for non-returned, lost or damaged material, additional to the cost of replacement or repair	$10.00
Associate Membership fee (per annum)	$200.00
Replacement charge for lost or damaged Associate Membership card	$10.00
Replacement charge for a barcode removed from a Library book	$4.50
Fines for late return of books	
- for a *High Demand Collection* issued book for	$2.00 per hour or part

	use within the Library	thereof
	- for a book issued on short-term loan	$3.00 a day
	- for a book not returned by the due date shown on the recall notice	$3.00 a day
	- all other cases	30 cents a day

Notes:	
1.	*The maximum fine charged for any single overdue book or any single failure to respond to a recall notice within the required period specified in subsections 10(1) and 10(2) of the Library Regulations 2007 shall be limited to $30.00.*
2.	*Library fines may be paid at the Library Service Desk or online.*
3.	*Library invoices may be paid at the Fees Office or online.*
4.	*Borrowing facilities will be withheld from students and Approved Borrowers whose fines at any time exceed $10.00, and staff whose fines exceed $50.00. Borrowing facilities will be withheld from all other Library borrowers whose fines exceed $5.00.*
5.	*The borrower has the right to appeal to the Vice-Chancellor against any fines imposed, and such appeal shall proceed as the Vice-Chancellor determines.*
6.	*These fines and charges shall apply to all Library borrowers.*

Miscellaneous Services	
Application for credit	$60.00
Application for credit from overseas study prior to enrolment	$120.00
Application for cross-credit from a completed degree	Free
Application for approval to take papers elsewhere for a Waikato qualification	
- within New Zealand	$60.00

	- overseas	$60.00
Reinstatement of enrolment after cancellation		$60.00
Charge for issuing a replacement cheque		$18.00
RPL (Recognition of prior learning)		
	- Challenge Examination (per paper)	$205.00
	- Administration fee (per application)	$50.00

Examination Charges	
Review of grade under the *Assessment Regulations 2016* - per paper	$65.00

Scripts, Transcripts and Certificates		
Replacement identity card		$15.00
Academic transcripts		
	- first copy	$40.00
	- each additional copy (if requested at the same time as the first copy)	$20.00
	- faxing/scanning letters and transcripts	$10.00
Replacement degree/diploma or other qualification certificate		$100.00
All other official letters of certification		
	- first copy	$40.00
	- each additional copy (if requested at the same time as the first copy)	$20.00
	- faxing/scanning letters overseas	$10.00
Resubmission of thesis (MPhil & PhD)		$100.00
Copy of exam script		$15.00

Late Enrolment Charges

Charge after deadline to complete enrolment (see *Enrolment* for the prescribed deadlines after which this charge applies)	$100.00

Late Payment Charges	
Payment of fees and charges made on the start of the trimester or thereafter will incur a charge of 10% or $100 (maximum $100)	10% or $100.00

Student Discipline Appeal Charges	
Appeal to the Chairperson of the Student Discipline Committee against a discipline decision under the *Student Discipline Regulations 2020*	$50.00
Appeal to the Council against a discipline decision under the *Student Discipline Regulations 2020*	$200.00

International Students Refund Administration Charge	
Refund of pre-paid tuition fees administration charge (see *International Students*, for the Pre-Paid Tuition Fees Policy)	

Other Charges		
Student Services Fee (compulsory)		
	The Student Services Fee is changed on a per point basis	$7.04 per point

Student Health Service User Charges		
Domestic students enrolled with the Student Health Service (PHO) (per consultation)		$10.00
Domestic students not enrolled with the Student Health Service (PHO) Nurse appointment		
	With a Community Services Card (per consultation)	$15.00
	Without a Community Services Card (per consultation)	$20.00
Domestic students not enrolled with the Student Health Service (PHO) Doctor appointment		
	With a Community Services Card (per consultation)	$30.00
	Without a Community Services Card (per consultation)	$45.00
ACC consultation surcharges and repeat prescription charges also apply to domestic students not		

enrolled with the PHO.	
International Students using the Student Health Service (per consultation)	varies depending on consultation type
DNA (Did not arrive for scheduled appointment)	$10.00

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Student Discipline Regulations

On this page

Part 1: General
Part 2: Authorities
Part 3: Procedures for Making, Investigating and Resolving Complaints of Student Misconduct
Part 4: Provisions for Appeal
Part 5: Reporting

Preamble

At the time they enrol, students are required to agree to abide by the regulations of the University of Waikato as published in the University of Waikato Calendar. The Student Discipline Regulations provide the framework for addressing alleged breaches of University regulations by students and for applying penalties where breaches are substantiated.

Members of the University community are entitled to operate and interact in an environment of safety and respect. It is expected that students will act with integrity and demonstrate respect for others.

If differences and disputes arise between members of the University community, it is expected that they will attempt to resolve such conflicts reasonably and co-operatively. Discipline procedures should be used only where other methods of resolving conflicts have been ineffective or would be inappropriate.

It is the policy of the University that all discipline procedures conform to the principles of natural justice. The procedures in these regulations have been adopted to safeguard the rights of individuals in this respect.

Student Discipline Regulations 2020

Part 1
General

1. **Title**

   These are the Student Discipline Regulations 2020.

2. **Date of effect**

   These regulations are effective from 2 December 2020.

3. **Purpose**

   The purpose of these regulations is to:

   (a) define student misconduct

   (b) explain procedures for making, investigating and resolving complaints of student misconduct, and

   (c) set out the penalties that may be applied where misconduct by a student is substantiated.

4. **Application**

   (1) These regulations apply to the conduct of students while they are enrolled as students of the University of Waikato.

   (2) For the purpose of these regulations, the period during which a student is deemed to be enrolled as a student is defined as:

      (a) the period in a given year from (inclusively) the Monday of the start week of the paper in the student's programme of study that starts earliest in that year, to the Sunday of the end week of the paper that ends last

      (b) any orientation period immediately prior to the start week of the student’s programme of study in a given year, and

      (c) any period in which the student is a resident of University of Waikato student accommodation.

   (3) The processes for dealing with complaints of misconduct may extend beyond the period defined in subsection (2).

   (4) These regulations apply to the conduct of students:

      (a) on any property or in any facility owned or managed by the University (including the halls of residence)

      (b) in the context of a University activity regardless of geographic location

      (c) where the conduct is related directly to the student's status as a student

      (d) where the conduct has harmed or has the potential to harm unfairly another member of

the University community, or

(e) where the conduct has harmed or has the potential to harm unfairly the reputation of the University.

(5) A student against whom a complaint of misconduct is made, either by a member of the University community or another person, is subject to the discipline procedures set down in these regulations.

(6) All authority under these regulations must be exercised in accordance with the principles of natural justice.

5. **Misconduct**

(1) A student commits misconduct if they:

(a) commit a serious breach of the obligation, shared by staff and other members of the University community, to act towards others reasonably, courteously, considerately and with good faith

(b) behave in a manner that significantly impedes or subverts the efficient functioning of the University in accordance with its statutory role

(c) behave in a manner that discredits, or has the potential to discredit, the University

(d) behave in a manner that constitutes physical, psychological, sexual or racial assault, harassment, discrimination or bullying of any person

(e) breach any regulation published in the University of Waikato Calendar

(f) fail to comply with any reasonable and lawful policy or instruction approved and notified by the Vice-Chancellor, Council, Academic Board, or delegated authority of the Vice-Chancellor, Council or Academic Board

(g) use University property, resources or funds for other than authorised purposes

(h) incur liability on the part of the University without authorisation

(i) behave in a manner that is likely to harm unfairly the reputation or professional prospects of another student or a member of staff

(j) behave in a manner that jeopardises the health or safety of another person

(k) knowingly mislead the University in any significant matter

(l) encourage, assist, or procure a person to commit misconduct, or

(m) otherwise breach the Code of Student Conduct.

6. **Definitions**

In these regulations:

bullying means unreasonable behaviour, repeated over time, which is deliberate and intended to humiliate, undermine or otherwise have a detrimental effect on the recipient(s) and/or pose a

risk to their health and safety even though it may not be unlawful

class means a lecture, tutorial, laboratory, workshop, practical session, practicum session, placement session, field trip or any other type of learning activity delivered or supervised by a staff member, including those conducted online

discrimination means conduct that results, or is likely to result, in less favourable treatment, or creates, or is likely to create, a less favourable environment, for a person or group of people on any of the prohibited grounds set out in section 21 of the Human Rights Act 1993 or on any other grounds

harassment means any unwelcome comment, conduct or gesture that is insulting, intimidating, humiliating, malicious, degrading or offensive. It might be repeated or an isolated incident that adversely affects someone's performance, contribution or work environment. It can include physical, degrading or threatening behaviour, abuse of power, isolation, discrimination, sexual harassment and racial harassment. It is behaviour that is unwanted by the recipient even if the recipient does not tell the perpetrator that the behaviour is unwanted. It may be unintentional

internal assessment means the portion of the assessment for a paper that is assigned, supervised and marked internally within the relevant Division or the Faculty of Māori and Indigenous Studies; it may include assignments, practical work, work in tutorials, seminars, written or oral tests, recitals, performances or attendance requirements

natural justice means the right to have a decision made by an unbiased decision-maker who observes fair and impartial procedures

programme of study means the selection of papers applied for or taken by a student in any one academic year for a particular qualification

student means a person enrolled at the University of Waikato

summary jurisdiction means a process for dealing with a complaint of misconduct, where a designated person has authority, individually, to obtain and hear evidence, arrive at a judgement and, within the terms of that authority as defined in these regulations, impose a penalty

University means the University of Waikato

University of Waikato student accommodation means a hall of residence (Bryant Hall, College Hall, Orchard Park and Student Village), apartment or other student accommodation operated by the University, and homestay accommodation facilitated by the University.

7. **Annotation of grades**

Where a student is refused credit for a paper as a whole as a penalty for misconduct, an NC (No Credit)
grade will be awarded for that paper.

Part 2
Authorities

8. **General**

(1) Unless otherwise specified under Part 3 of these regulations, authorities may determine their

own procedures for hearing and deciding complaints of misconduct, provided that they conform to the principles of natural justice, and may issue procedural directions.

(2) Authorities may suspend consideration of a complaint of misconduct until such time as any associated Police matter has been concluded.

9. **Authority of staff for discipline in classes**
A staff member delivering or supervising a class may dismiss from it, for its duration, any student who, in their judgement, has committed misconduct in that class.

10. **Authority of the Pro Vice-Chancellor of the Division of Health, Engineering, Computing and Science for discipline in laboratories**
The Pro Vice-Chancellor of the Division of the Health, Engineering, Computing and Science may exclude from any laboratory in the Division of Health, Engineering, Computing and Science, for up to five working days, any student who, in the Pro Vice-Chancellor's judgement, has committed misconduct in the laboratory.

11. **Authority of the University Librarian for discipline in the Library**
The University Librarian may exclude from the Library, for up to seven days, any student who, in the
Librarian's judgement, has committed misconduct in the Library.

12. **Authority of the Director of Student Services for discipline in examinations**

(1) The Director of Student Services may impose a formal warning and/or a fine of up to $100 on any student found to have brought into an examination room an electronic device where that device has, in an examination supervisor's judgement, made an audible noise during an examination.

(2) All other complaints of misconduct in examinations must be directed to the Chairperson of the Student Discipline Committee in accordance with section 14 of these regulations.

13. **Authority of the Director of Student Services, Associate Director Student Accommodation and delegated authorities for discipline in University of Waikato student accommodation**

(1) The Director of Student Services has general authority for order and discipline in University of Waikato student accommodation; the Director of Student Services has delegated this authority to the Associate Director Student Accommodation.

(2) The Associate Director Student Accommodation has delegated authority for day-to-day order and discipline in University of Waikato student accommodation to the relevant Residential Life Manager or equivalent.

(3) Where the Director of Student Services receives a complaint of misconduct in University of Waikato student accommodation they may

(a) offer summary jurisdiction to the student, or

(b) refer the matter to the Student Discipline Committee.

(4) Where the Associate Director Student Accommodation receives a complaint of misconduct in University of Waikato student accommodation they may

(a) offer summary jurisdiction to the student, or

(b) refer the matter to the Director of Student Services, or

(c) refer the matter to the Student Discipline Committee.

(5) Where a Residential Life Manager or equivalent receives a complaint of misconduct in University of Waikato student accommodation they may

(a) offer summary jurisdiction to the student, or

(b) refer the matter to the Associate Director Student Accommodation

(c) refer the matter to the Director of Student Services, or

(d) refer the matter to the Student Discipline Committee.

(6) If the Director of Student Services, Associate Director Student Accommodation or Residential Life Manager or equivalent offers summary jurisdiction, the student may choose to

(a) accept the offer of summary jurisdiction, or

(b) have the matter referred to the Student Discipline Committee.

(7) Where the offer to exercise summary jurisdiction is accepted under this section, the Director of Student Services, Associate Director Student Accommodation or Residential Life Manager or equivalent must follow the summary jurisdiction procedures set out under section 22 of these regulations.

(8) Where the complaint of misconduct is referred to the Student Discipline Committee under this section, the Student Discipline Committee must follow the procedures set out under section 24 of these regulations.

14. **Authority of the Chairperson of the Student Discipline Committee**

(1) Where the Chairperson of the Student Discipline Committee receives a complaint of misconduct against a student, the Chairperson of the Student Discipline Committee may

(a) offer summary jurisdiction to the student

(b) offer a Tikanga Māori process to the student, or

(c) refer the matter to the Student Discipline Committee.

(2) If the Chairperson of the Student Discipline Committee offers summary jurisdiction or a Tikanga Māori process, the student may choose either

(a) to accept the offer of summary jurisdiction or a Tikanga Māori process, or

(b) to have the matter referred to the Student Discipline Committee.

(3) Subject to section 15 of these regulations, where the offer to exercise summary jurisdiction is accepted under this section, the Chair of the Student Discipline Committee must follow the summary jurisdiction procedures set out under section 22 of these regulations.

(4) Where the offer to exercise a Tikanga Māori process is accepted under this section, the Deputy Vice-Chancellor Māori must follow the procedures set out under section 23 of these regulations.

(5) Where the complaint of misconduct is referred to the Student Discipline Committee under this section, the Student Discipline Committee must follow the procedures set out under section 24 of these regulations.

(6) Subject to the agreement of the Vice-Chancellor, the Chairperson of the Student Discipline Committee may delegate their authority under these regulations.

15. **Authority of Academic Delegates**

(1) The authority of the Chairperson of the Student Discipline Committee to exercise summary jurisdiction under section 14 of these regulations may be delegated to an Academic Delegate, provided that

(a) the complaint involves alleged plagiarism or cheating in a pre-degree, 100 or 200 level item of internal assessment which is worth less than 33% of the total assessment for the paper concerned

(b) the student who is the subject of the complaint has not previously had a finding of misconduct against them under these regulations, and

(c) the student against whom the complaint is made accepts the delegated authority of the Academic Delegate.

(2) Where authority to exercise summary jurisdiction is delegated by the Chairperson of the Student Discipline Committee to an Academic Delegate under this section, the Academic Delegate must follow the summary jurisdiction procedures set out under section 22 of these regulations.

(3) The Chairperson of the Student Discipline Committee is responsible for maintaining a list of Academic Delegates appropriately trained in the summary jurisdiction procedures set out under section 22 of these regulations.

16. **Authority of the Student Discipline Committee**

(1) The Student Discipline Committee is a committee of the Academic Board with delegated authority to exercise the powers and responsibilities set out in these regulations in accordance with the procedures set out under section 24 of these regulations.

(2) The Student Discipline Committee comprises

(a) a staff member with appropriate expertise appointed as Chairperson for a designated term by the Vice-Chancellor

(b) two people appointed by the Chairperson of the Student Discipline Committee from a

pool of twelve staff including four based in Tauranga, nominated by the Academic Board for terms of up to three years such that the terms of the members provide for continuity

(c) two students, one of whom is enrolled at the undergraduate level and one of whom is enrolled at the postgraduate level, appointed by the Chairperson of the Student Discipline Committee from a pool of eight students; the pool of students, five of whom are enrolled at the undergraduate level including two based in Tauranga, and three of who are enrolled at the postgraduate level including one based in Tauranga, is appointed by the Chairperson of the Student Discipline Committee after consultation with the student members of the Academic Board.

(3) The Chairperson of the Student Discipline Committee may appoint an adviser or advisers to assist at a hearing in relation to particular aspects of a case; the Chairperson may also co-opt the adviser or advisers as a member of the Student Discipline Committee for that hearing.

(4) One member of the pool of staff nominated by the Academic Board may be appointed by the Chairperson of the Student Discipline Committee as Deputy Chairperson; the Chairperson of the Student Discipline Committee may from time to time delegate their powers and responsibilities, as set out in these regulations, to the Deputy Chairperson.

(5) No meeting of the Student Discipline Committee may be held unless the Chairperson or Deputy Chairperson, at least one staff member and at least one student are present.

17. **Authority of the Student Discipline Appeals Committee**

(1) The Student Discipline Appeals Committee is a committee of Council with delegated authority to exercise the powers and responsibilities set out in these regulations in accordance with the procedures set out under section 27 of these regulations.

(2) The Student Discipline Appeals Committee comprises

(a) two members appointed by and from Council, and

(b) one other member, who is either a member of Council, or a staff member, Emeritus Professor or Honorary Fellow of the University, appointed by Council on the basis of their knowledge of legal processes, who is Chairperson.

(3) The Chairperson of the Student Discipline Appeals Committee may appoint an adviser to assist at a hearing in relation to particular aspects of a case; the Chairperson may also co-opt that adviser as a member of the Student Discipline Appeals Committee for that hearing.

(4) Subject to the agreement of the Chancellor, the Chairperson of the Student Discipline Appeals Committee may delegate their authority under these regulations.

18. **Authority of the Deputy Vice-Chancellor Māori**

(1) The Deputy Vice-Chancellor Māori has authority to determine the arrangements for the Tikanga Māori process set out under section 23 of these regulations.

(2) Subject to the agreement of the Vice-Chancellor, the Deputy Vice-Chancellor Māori may delegate their authority under these regulations.

19. **Authority of the Vice-Chancellor**

(1) The Vice-Chancellor may exclude a student from the University, or limit access to any designated part, system or facility of the University, if the student has been convicted of a criminal offence and if, in the Vice-Chancellor's judgement, the nature of the offence impinges detrimentally, or has the potential to impinge detrimentally, on the University or its staff or students.

(2) The Vice-Chancellor may, on suspicion of possible misconduct, initiate an investigation of the conduct of a student, whether or not there has been a complaint of misconduct. Any investigation under this section and any procedure related to that investigation must be consistent with these regulations.

(3) The Vice-Chancellor may, on suspicion of possible misconduct or pending the resolution of a complaint of misconduct, suspend a student when and to whatever extent they consider it necessary from

(a) any University building, premises, grounds or University of Waikato student accommodation

(b) any class

(c) any event organised by the University

(d) use of any resource of the University.

(4) When considering whether to suspend a student under subsection (3) the Vice-Chancellor shall take into account the following:

(a) the best interest of the students, staff and other members of the University community

(b) the physical safety of the students, staff and other members of the University community

(c) the orderly conduct of teaching, research and administration of the University

(d) the protection of the property or resources of the University

(e) the potential effects of suspension on the student’s programme of study, and any other matters raised by the student

(f) any other matters the Vice-Chancellor considers appropriate in the circumstances.

(5) The Vice-Chancellor may delegate their authority under these regulations.

20. **Authority of Council**

(1) Council may withdraw or refuse to grant an academic award if it is satisfied that the candidate has committed misconduct in relation to the award while enrolled, or been otherwise dishonest in relation to the award.

(2) Council must consult with the Academic Board before taking a decision under this section; the advice of the Academic Board must be based on a recommendation by the Student Discipline Committee.

(3) The principles and processes followed by the Student Discipline Committee in formulating its recommendation to the Academic Board must be consistent with the principles and procedures outlined in these regulations for the investigation and hearing of allegations of misconduct.

(4) The Academic Board must make all reasonable effort to ensure that the candidate concerned receives prior notification of the advice that it intends to give to Council and is given an opportunity to make a written submission directly to Council.

(5) A decision by Council under this section is final.

Part 3
Procedures for Making, Investigating and Resolving Complaints of Student Misconduct

21. **Procedures for making a complaint**

(1) Any person may lodge a complaint of misconduct against a student.

(2) A complaint of student misconduct must be made in writing

(a) if it relates to student conduct in University of Waikato student accommodation, to the Director of Student Services, Associate Director Student Accommodation or relevant Residential Life Manager or equivalent

(b) if it is of the nature set out under section 15(1)(a) of these regulations and the authority of the Chairperson of the Student Discipline Committee has been delegated to an Academic Delegate under section 15(1), to the relevant Academic Delegate

(c) in cases other than (a) or (b), to the Chairperson of the Student Discipline Committee.

(3) If a person who is a party to a complaint of misconduct fails to respond to a communication by a relevant authority, provided the authority has made all reasonable effort to locate and contact that person and to provide adequate opportunity for a response, the authority may proceed to deal with the complaint at their discretion.

22. **Summary jurisdiction**

(1) Summary jurisdiction may be exercised by the following authorities:

(a) the Director of Student Services, Associate Director Student Accommodation or Residential Life Manager or equivalent under section 13 of these regulations

(b) the Chairperson of the Student Discipline Committee under section 14 of these regulations

(c) an Academic Delegate under section 15 of these regulations.

(2) A student who accepts summary jurisdiction may write an answer to the complaint.

(3) The complainant and the student

(a) must be given the opportunity to appear and give evidence at a summary jurisdiction meeting with the relevant authority

(b) may be required to attend, at the authority's discretion

(c) may be accompanied at the meeting by any other person to act as an adviser or support person, subject to any conditions that the authority may impose.

(4) Where an authority exercises summary jurisdiction, it determines whether the student has committed misconduct on

(a) the evidence provided by the complainant and the student, and

(b) any other evidence, written or oral, that they may seek or accept at their discretion, provided that this evidence is disclosed to the student and they are given the opportunity to comment on it.

(5) The authority may decide at any time to take no further action on a complaint of misconduct if, in their judgement

(a) the evidence provided by the complainant is insufficient

(b) the subject matter of the complaint is trivial

(c) the complaint is frivolous, vexatious, or not made in good faith, or

(d) the complaint falls outside the scope of these regulations.

(6) If, having investigated a complaint, an authority determines that a student has committed misconduct, they may take one or more of the following actions:

(a) issue to the student a warning containing a statement of the possible consequences if the act or behaviour that provoked the complaint is repeated

(b) require an undertaking from the student as to future behaviour while enrolled at the University and set in place provisions for monitoring the student's behaviour in keeping with the undertaking

(c) require the student to provide any appropriate and available remedy to relieve distress, or repair damage, or correct a mistake

(d) require the student to make a public or private apology, either written or spoken

in the case of summary jurisdiction exercised by the Director of Student Services, Associate Director Student Accommodation, Residential Life Manager or equivalent under section 13 of these regulations

(e) require the student to pay, by a given date, a sum of up to the equivalent of one week's board or rent at the relevant University of Waikato student accommodation

(f) require the student to undertake community service work in the relevant University of Waikato student accommodation of whatever nature the authority thinks fit

(g) require the student to participate in a specified educational and/or training programme

related to the misconduct, in terms prescribed by the Director of Student Services, Associate Director Student Accommodation, Residential Life Manager or equivalent and within a prescribed period

(h) impose an alcohol ban

(i) impose a visitor ban

(j) require the student to transfer to other University of Waikato student accommodation

(k) exclude the student from the relevant University of Waikato student accommodation for up to one year

(l) exclude the student from, or limit access to, a designated part or facility of the relevant University of Waikato student accommodation for up to one year.

in the case of summary jurisdiction exercised by the Chairperson of the Student Discipline Committee under section 14 of these regulations

(m) require the student to pay, by a given date, compensation or a fine of up to $500

(n) arrange for the student to be formally reprimanded by the relevant Pro Vice-Chancellor, a Deputy Vice-Chancellor or the Senior Deputy Vice-Chancellor, either in person or in writing

(o) suspend the student from attendance at any class or programme for up to one year

(p) exclude the student from, or limit access to, any designated part or facility of the University for up to one year

(q) if the misconduct is related to a particular paper or programme of the University,

(i) require the student to repeat or complete additional assessment

(ii) refuse or reduce credit for part or all of an individual item of assessment, or refuse credit for a paper as a whole

(r) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Chairperson of the Student Discipline Committee and within a prescribed period

(s) annotate the student's academic record accordingly, either permanently or for a period of time designated by the Chairperson of the Student Discipline Committee.

in the case of summary jurisdiction exercised by an Academic Delegate under section 15 of these regulations

(t) require the student to repeat or complete additional assessment

(u) refuse or reduce credit for part or all of an individual item of assessment

(v) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the authority and within a prescribed period.

(7) The authority must exercise their discretion in the matter as expeditiously as possible.

(8) The authority is responsible for communicating the outcome of the complaint, in writing, to the complainant, the student answering the complaint, and the Chairperson of the Student Discipline Committee as expeditiously as possible.

23. **Tikanga Māori**

(1) The spirit of tikanga is to seek resolutions to complaints in a Māori way that encourages a facilitated open exchange of views, in order to achieve a resolution that is agreed by all the parties involved.

(2) A complaint may only be addressed through the Tikanga Māori process if

(a) the complainant

(b) the student answering the complaint

(c) the Chairperson of the Student Discipline Committee, and

(d) the Deputy Vice-Chancellor Māori

agree to the arrangements determined under subsection (3).

(3) The Deputy Vice-Chancellor Māori is responsible for determining the arrangements for the Tikanga Māori process after discussion with the parties and for informing the parties of the nature and implications of the process.

(4) If, at any time after having agreed to the agreements determined under subsection (3), the complainant or the student answering the complaint wishes to withdraw from the Tikanga Māori process, they may do so only with the agreement of all other parties listed under subsection (2); in such cases, the complaint will be referred back to the Chairperson of the Student Discipline Committee for reconsideration under section 14 of these regulations.

(5) Under the Tikanga Māori process a resolution is negotiated by the complainant and the student answering the complaint.

(6) The process is facilitated by the Deputy Vice-Chancellor Māori, assisted by a tikanga panel appointed by the Deputy Vice-Chancellor Māori

(7) In negotiating a resolution under subsection (5), the complainant and the student answering the complaint are authorised to take any of the actions that are available under summary jurisdiction procedures, as provided under section 22 of these regulations.

(8) A resolution negotiated by the complainant and the student answering the complaint is final; there is no right of appeal.

(9) The Deputy Vice-Chancellor Māori is responsible for reporting the resolution negotiated under subsection (5), in writing, to the complainant, the student answering the complaint, and the Chairperson of the Student Discipline Committee as expeditiously as possible.

(10) The Chairperson of the Student Discipline Committee is responsible for ensuring that all appropriate records relating to the outcome are maintained.

(11) Failure to comply with a resolution negotiated under this section is misconduct.

24. **Procedures of the Student Discipline Committee**

(1) The Student Discipline Committee must convene as soon as is practicable to hear

(a) the evidence provided by the complainant and the student, and

(b) any other evidence, written or oral, that the Committee may seek or accept at its discretion, provided that this evidence is disclosed to the student and they are given the opportunity to comment on it.

(2) Written notice of the time, date and place of the hearing of the Student Discipline Committee, together with full details of the substance of the complaint, must be sent to the student against whom the complaint has been made, at least 14 days before the date of the hearing.

(3) The student who is the subject of the complaint may write an answer to the complaint.

(4) Both the complainant and the student answering the complaint

(a) must be given the opportunity to appear and give evidence at the Student Discipline Committee hearing

(b) may be required to attend, at the Committee's discretion

(c) may be accompanied at the hearing by another person to act as an adviser or support person, subject to any conditions that the Student Discipline Committee may impose.

(5) The Student Discipline Committee may decide at any time to take no further action on a complaint of misconduct if, in its judgement,

(a) the evidence provided by the complainant is insufficient

(b) the subject matter of the complaint is trivial

(c) the complaint is frivolous, vexatious, or not made in good faith, or

(d) the complaint falls outside the scope of these regulations.

(6) If misconduct is substantiated, the Student Discipline Committee may take one or more of the following actions:

(a) issue to the student a warning containing a statement of the possible consequences if the act or behaviour that provoked the complaint is repeated

(b) require an undertaking from the student as to future behaviour while they remain enrolled at the University and set in place provisions for monitoring the student's behaviour in keeping with the undertaking

(c) require the student to provide any appropriate and available remedy to relieve distress, or repair damage, or correct a mistake

(d) require the student to make a public or private apology, either written or spoken

(e) require the student to pay, by a given date, compensation or a fine of up to $1000

(f) arrange for the student to be formally reprimanded by the relevant Pro Vice-Chancellor, a Deputy Vice-Chancellor or the Senior Deputy Vice-Chancellor, either in person or in writing

(g) suspend the student from attendance at any class or programme for up to one year

(h) exclude the student from, or limit access to, any designated part or facility of the University for a specified period of time or permanently

(i) cancel a student's enrolment at the University, as a whole or in respect of any paper or programme, for a specified period of time or permanently

(j) if the misconduct is related to a particular paper or programme of the University,

(i) require the student to repeat or complete additional assessment

(ii) refuse or reduce credit for part or all of an individual item of assessment, or refuse credit for a paper as a whole

(k) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Student Discipline Committee and within a prescribed period

(l) annotate the student's academic record accordingly, either permanently or for a period of time designated by the Chairperson of the Student Discipline Committee.

(7) The Student Discipline Committee must exercise its jurisdiction in the matter as expeditiously as possible.

(8) The outcome must be communicated to the complainant and the student as expeditiously as possible.

(9) Failure to comply with a resolution negotiated or determined under this section is misconduct.

Part 4
Provisions for Appeal

25. **Provision for appeal to the Director of Student Services**

(1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Director of Student Services against any decision taken by the Associate Director Student Accommodation or Residential Life Manager or equivalent with authority for discipline in University of Waikato student accommodation under section 13 of these regulations.

(2) An appeal must be addressed and submitted in writing to the Director of Student Services.

(3) An appeal must be received by the Director of Student Services not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.

(4) An appeal may be made only on one or more of the following grounds:

(a) that the process used for addressing the alleged misconduct was unfair

(b) that the decision reached was manifestly at odds with the evidence

(c) that the remedy imposed was manifestly at odds with the misconduct

(d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.

(5) The Director of Student Services must hear the appeal as expeditiously as possible.

(6) The appellant and the authority that made the original discipline decision

(a) must be given the opportunity to appear and give evidence at the appeal hearing

(b) may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Director of Student Services may impose.

(7) Having heard an appeal, the Director of Student Services may

(a) dismiss the appeal and uphold the original decision

(b) vary the decision with respect to the original complaint

(c) require any appropriate and available remedy to settle the appeal.

(8) The Director of Student Services may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.

(9) The outcome must be communicated to the appellant, the authority that made the original discipline decision and the Chairperson of the Student Discipline Committee as expeditiously as possible.

(10) Failure to comply with a resolution negotiated or determined under this section is misconduct.

(11) The decision of the Director of Student Services on an appeal is final.

26. **Provision for appeal to the Chairperson of the Student Discipline Committee**

(1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Chairperson of the Student Discipline Committee against any decision taken by

(a) the Pro Vice-Chancellor of Health, Engineering, Computing and Science under section 10 of these regulations

(b) the University Librarian under section 11 of these regulations

(c) the Director of Student Services under section 12 or section 13 of these regulations, unless it is an appeal decision under section 27 of these regulations, or

(d) an Academic Delegate under section 15 of these regulations.

(2) An appeal must be addressed and submitted in writing to the Chairperson of the Student Discipline Committee, together with the prescribed fee; it must include a postal address and must be signed.

(3) An appeal must be received by the Chairperson of the Student Discipline Committee not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.

(4) An appeal may be made only on one or more of the following grounds:

(a) that the process used for addressing the alleged misconduct was unfair

(b) that the decision reached was manifestly at odds with the evidence

(c) that the remedy imposed was manifestly at odds with the misconduct

(d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.

(5) The Chairperson of the Student Discipline Committee must hear the appeal as expeditiously as possible.

(6) The appellant and the authority that made the original discipline decision

(a) must be given the opportunity to appear and give evidence at the appeal hearing

(b) may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Chairperson of the Student Discipline Committee may impose.

(7) Having heard an appeal, the Chairperson of the Student Discipline Committee may

(a) dismiss the appeal and uphold the original decision

(b) vary the decision with respect to the original complaint

(c) require any appropriate and available remedy to settle the appeal.

(8) The Chairperson of the Student Discipline Committee may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.

(9) The outcome must be communicated to the appellant and the authority that made the original discipline decision as expeditiously as possible.

(10) Failure to comply with a resolution negotiated or determined under this section is misconduct.

(11) The decision of the Chairperson of the Student Discipline Committee on an appeal is final.

27. **Provision for appeal to the Student Discipline Appeals Committee**

(1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Student Discipline Appeals Committee, a

committee of Council, against any decision made under these regulations

(a) by the Vice-Chancellor under section 19 of these regulations

(b) by the Chairperson of the Student Discipline Committee under section 22 of these regulations

(c) by the Student Discipline Committee under section 24 of these regulations.

(2) An appeal must be addressed and submitted in writing to the Secretary to the Student Discipline Appeals Committee, together with the prescribed fee; it must include an email address and must be signed.

(3) An appeal must be received by the Secretary to the Student Discipline Appeals Committee not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.

(4) An appeal may be made only on one or more of the following grounds:

(a) that the process used for addressing the alleged misconduct was unfair

(b) that the decision reached was manifestly at odds with the evidence

(c) that the remedy imposed was manifestly at odds with the misconduct

(d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.

(5) The Student Discipline Appeals Committee must hear appeals as expeditiously as possible.

(6) The appellant must be given the opportunity to appear and give evidence at the appeal hearing and may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Student Discipline Appeals Committee may impose.

(7) The other parties to the complaint, including the authority that made the original discipline decision, must also be given the opportunity to appear and give evidence.

(8) Having heard an appeal, the Student Discipline Appeals Committee may

(a) dismiss the appeal and uphold the original decision

(b) vary the decision with respect to the original complaint

(c) refer the complaint back to the authority that made the decision appealed against, for rehearing.

(9) The Student Discipline Appeals Committee may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.

(10) The outcome must be communicated to the student and the other parties to the complaint, including the authority that made the original discipline decision, as expeditiously as possible.

(11) Failure to comply with a resolution negotiated or determined under this section is misconduct.

(12) The decision of the Student Discipline Appeals Committee on an appeal is final.

(13) At the discretion of the Chairperson of the Student Discipline Appeals Committee, the fee for an appeal may be refunded, either in full or in part, if the appeal is decided in the appellant's favour.

Part 5
Reporting

28. **Reports to the Academic Board**

The Chairperson of the Student Discipline Committee must submit an annual report through the Education Committee to the Academic Board, including

(a) an overview of summary jurisdiction decisions taken during the relevant year by the Chairperson of the Student Discipline Committee, Academic Delegates and any others who have exercised authority delegated by the Chairperson of the Student Discipline Committee

(b) an overview of decisions through the Tikanga Māori process

(c) an overview of decisions by the Student Discipline Committee

(d) an overview of appeals heard by the Chairperson of the Student Discipline Committee or their delegate

(e) an overview of student discipline matters, including any patterns or trends

(f) a statement about the appropriateness and effectiveness of current regulations, policies and processes concerning student discipline, and

(g) any recommendations with respect to current regulations, policies and processes concerning student discipline.

29. **Reports to Council**

The outcome of any appeal heard by the Student Discipline Appeals Committee must be reported to the next meeting of the Council.

30. **Confidentiality**

(1) All processes and decisions under these regulations are confidential to the parties involved and to staff responsible for administering student discipline processes and maintaining students' academic records.

(2) Relevant information may be made available to relevant Pro Vice-Chancellors, Heads of Schools, Deans and other staff responsible for student progress and for maintaining the University's academic standards and the integrity of its assessment processes.

(3) Relevant information may be made available to relevant staff responsible for the placement of

students in work placements and practicums as part of a safety check (vetting) process.

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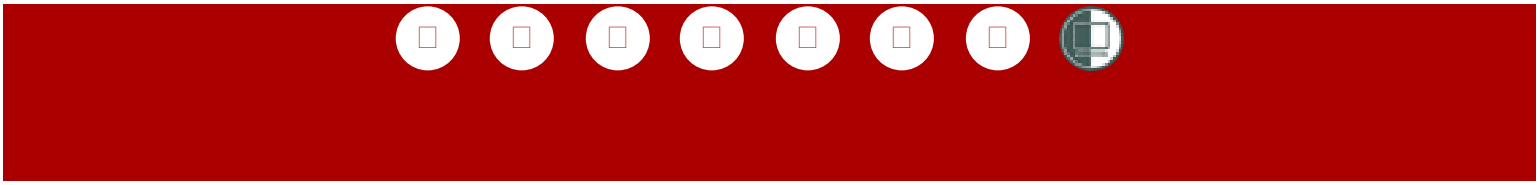

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Director

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Trevor Daya-Winterbottom MA *DeMont* LLM *Nottingham Trent* LLM *Northumbria* PhD *Anglia Ruskin*

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Rhys Aston PhD *Flin*

Deputy Director

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Regulations Governing Payment of Fees and Charges

Fees and Charges Payable

1. A student is deemed enrolled and liable for payment of fees upon signing and acceptance of an Enrolment Agreement, Notification of Change, or other document(s) by which acceptance into a paper or papers is formally agreed.
2. Every person must pay fees and charges (as set out in the *Table of Fees and Charges* in the University of Waikato Calendar) according to arrangements and terms agreed at the time of enrolment in the Enrolment Agreement or Notification of Change.
3. Students who do not attend a paper in which they have formally accepted a place will be liable for payment of the fees for that paper, unless the withdrawal procedures as detailed in the *Change of Enrolment Regulations 2012* are followed.
4. Unless the Director of Finance determines otherwise, where a student defaults on a payment and does not pay the outstanding amount within 28 days of the due date that student's enrolment will be cancelled.
5. Cancellation of a student's enrolment does not discharge any outstanding debt.
6. Unless special arrangements are agreed by the Director of Finance, the following penalties apply in addition to the cancellation of the student's enrolment while a debt remains outstanding:
   (a) the student is not entitled to use the Library, attend lectures, participate in laboratory classes, or otherwise make use of university facilities
   (b) the student's academic results are withheld
   (c) the student may not re-enrol at this university
   (d) the student is not entitled to have his or her academic record transferred to any other

institution

(e) the award of any qualification is deferred

(f) the student's outstanding debt may be referred to a debt recovery agency for collection. The University also reserves the right to recover any additional costs in relation to this debt collection from the student.

7. A student whose enrolment is cancelled for reasons of non-payment of fees may subsequently apply for reinstatement of enrolment, provided
   (a) the application is submitted to the Director of Finance within four weeks of the date of the cancellation
   (b) all outstanding fees, charges, and surcharges are paid before or at the time that the application is submitted, and
   (c) the service charge for the reinstatement of enrolment after cancellation, as prescribed in the *Table of Fees and Charges*, is paid.
8. An enrolment that is reinstated under this section is deemed to have been continuous.
9. The tuition and resource fees for a particular paper fall due on the payment date for the trimester in which teaching for that paper starts, or, where beginning outside of these trimesters, the first day of the teaching period of the particular paper.

Payment by Trimester

10. These provisions for payment of tuition and resource fees by trimester do not apply to students who pay by Student Loan.
11. Unless the tuition and resource fees are being paid by Student Loan, a student who enrols for more than one trimester may elect to pay tuition and resource fees by trimester.
12. Payment dates are prescribed for each of the trimesters, namely S - Summer School 1, A trimester, B trimester and C trimester.
13. The tuition and resource fees for a particular paper fall due on the payment date for the trimester in which teaching for that paper starts.
14. Students who have made arrangements to pay by trimester and who discontinue any of their papers remain liable for all payments as they fall due, unless they submit an application to delete the relevant paper by the prescribed deadline (see the *Change of Enrolment Regulations 2012*).
15. All fees and charges other than tuition and resource fees fall due as part of the students' first payment.
16. A surcharge of 10% or $100, whichever is lower, will be levied on any fees that are outstanding at the start date of the trimester. This applies to Summer School 1, A, B and C Trimester start dates respectively.

Appeals

17. A student may appeal to the Vice-Chancellor against any decision by the Director of Finance under these regulations.

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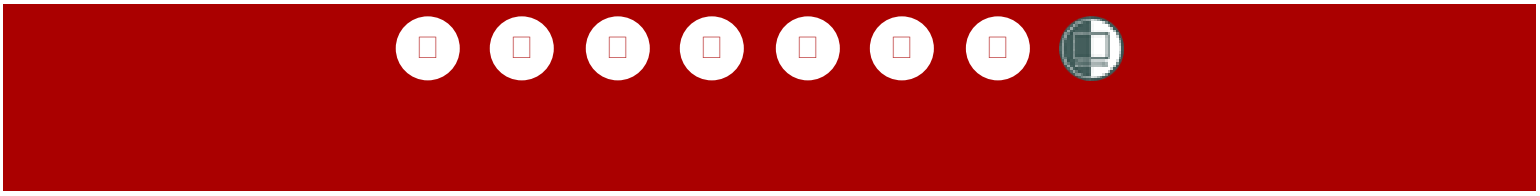

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Assessment Regulations

Part 1 General

1. **Title**
   These are the Assessment Regulations 2016.

2. **Date of effect**
   These regulations are effective from 1 January 2016.

3. **Definitions**
   In these regulations

   Assessment means the internal assessment (details of which are prescribed in the relevant paper outline) and, if one is offered, the examination that a student must undertake in order to be awarded a grade for the paper concerned
   Chief Examiner means the person appointed by the relevant Head of School or Dean as the chief examiner for the paper concerned; (the names of chief examiners are available from the Director of Student Services)
   Compulsory Assessment Item means an assessment item that is identified as compulsory in the relevant paper outline, and that a student must submit in order to be eligible to pass the paper
   Examination means the portion of the assessment for a paper that a student undertakes under formally supervised conditions, at a time and place notified by the Student Centre
   Examiner means the person or persons designated in the relevant paper outline as the lecturer or convenor of the paper concerned
   Internal Assessment means the portion of the assessment for a paper that is assigned, supervised and marked internally within the relevant department; it may include assignments,

practical work, work in tutorials, seminars, written or oral tests, recitals, performances or attendance requirements

Paper Outline means the document distributed by the relevant department providing detailed information about the nature and requirements of the paper

Plagiarism means presenting as one's own work the work of another, and includes the copying or paraphrasing of another person's work in an assessment item without acknowledging it as the other person's work through full and accurate referencing; it applies to assessment presented through a written, spoken, electronic, broadcasting, visual, performance or other medium

Special Examination means an examination prepared and scheduled for a student whose application for special consideration under section 17 of these regulations has been accepted as valid by the Special Consideration Committee.

4. **Application**

These regulations apply to papers at 0, 100, 200, 300, 400, 500, and 700 levels.

5. **Fees**

The fees referred to in these regulations are prescribed in the *Table of Fees and Charges*.

6. **Eligibility to submit assessment**

A student must be enrolled for a paper in order to be eligible to submit assessment in it.

7. **Use of particular languages for assessment**

(1) Unless specified otherwise in the relevant paper outline, students must submit assessment in either English or Māori.

(2) The presentation of assessment in Māori is subject to the *Policy on the Use of Māori for Assessment*.

8. **Plagiarism and cheating**

(1) Guidelines for sourcing and referencing styles appropriate to particular disciplines are available from the Faculties or School of Studies and the Library.

(2) Plagiarism is prohibited.

(3) It is not a defence against a charge of plagiarism for a student to argue that they did not act intentionally in appropriating the writing or work of another person; however, the extent to which the student is judged to have plagiarised intentionally, and the level and standard of scholarship that might reasonably be expected of the student, may be factors in the determination of any disciplinary action to be taken against the student.

(4) Cheating in any matter connected with assessment is prohibited.

9. **Use of the same material for different assessment items**

Unless approved otherwise by the examiner of the paper concerned, a student must not submit for assessment material that is substantially the same as material submitted for assessment for a

different paper, or for a paper which the student has attempted and/or completed previously in substantially the same form and is repeating.

Part 2 Conduct in Examinations

10. **Presence and identification at examinations**

(1) A student may attend an examination only if he or she is enrolled for the paper for which it is prescribed.

(2) A student may not enter an examination to begin an examination after the first 45 minutes.

(3) Except with the permission of the examination supervisor, a student may not leave an examination room during the first 45 minutes or during the last 15 minutes.

(4) Students undertaking an examination must sign their examination script and identify themselves to the Examination Supervisor by producing either

(a) their student identity card, or

(b) another form of photo identification that can be authenticated by the Examination Supervisor.

(5) A student may not leave the examination room during an examination with the intention of returning unless supervised during the period of absence by the examination supervisor.

11. **Conduct in the examination room**

(1) A student undertaking an examination must follow the instructions in the examination paper as well as any instructions given by the Examination Supervisor.

(2) An electronic device that

(a) makes use of an audible alarm, or

(b) has facilities for transmission or reception of information, or

(c) is capable of storing and displaying information

is prohibited in the examination room, unless it is turned off and stored separately from the student, or is an item authorised by an Examiner under subsection 11(3) of these regulations.

(3) A student may not bring into the examination room any of the following items unless authorised in writing by the Examiner:

(a) paper

(b) books

(c) calculators

(d) electronic devices, including dictionaries

(e) computers.

(4) If items are authorised under subsection 11(3) of these regulations, details of the type and

the functions that may be used will be specified by the Examiner.

(5) Items brought into an examination room may be subject to scrutiny and their use during the examination may be monitored by the Examination Supervisor.

(6) A student undertaking an examination must not

(a) communicate with another student during the examination

(b) share material in the examination room.

12. **Communications with others about examinations**

(1) A student must not communicate with the examiner about the content of an examination between the time it is undertaken and the notification of confirmed grades.

(2) A student who wishes to raise an issue about an examination between the time it is undertaken and the notification of confirmed grades may do so by contacting the Student Centre.

Part 3 Special Arrangements for Examinations

13. **Applications and procedures**

(1) Applications under Part 3 are considered and decided upon by the Special Consideration Committee. Which is a committee of the Education Committee.

(2) The times and places of examinations are notified by the Student Centre.

(3) A student

(a) who has a learning or physical disability that is likely to affect his or her performance in an examination, or

(b) who, for any other reason that he or she considers to be compelling, requires a special arrangement to undertake an examination,

may apply to undertake the examination at a different time, a different place, or under special conditions.

(4) The application must be submitted to the Student Centre, on the prescribed form, as soon as practicable after the teaching of the paper has started and the need for the special arrangement has been identified.

(5) If the need is identified too late to allow for a suitable arrangement to be made by the University, the student will be advised to apply for special consideration under Part 4 of these regulations.

(6) An application under Part 3 must be supported by evidence as stipulated on the application form.

(7) A student who makes an application under this Part may be requested by the Special Consideration Committee to undergo an evaluation by an independent professional person.

(8) The University makes any arrangements and meets any costs for an evaluation under

subsection 13(7) of these regulations.

(9) If the Special Consideration Committee considers that

(a) the circumstances documented in the application are valid according to the criteria set down in subsection 13(3) of these regulations, and

(b) it is practicable to do so given the nature of the circumstances involved and the availability of resources, it will offer the student a special arrangement.

14. **Conditions attached to special arrangements**

(1) Unless approved otherwise by the Special Consideration Committee, a student will not be permitted to undertake an examination at a different time that is more than two days before or after the notified time for other candidates.

(2) A student who accepts an opportunity to undertake an examination at a different time is required to sign a statutory declaration promising not to communicate about the content of the examination with any other person between the time they undertake it and the time it is undertaken by the other candidates.

(3) The Special Consideration Committee may require, as a condition attached to the offer of a special arrangement, that the student contribute part or all of any associated costs.

Part 4 Special Consideration for Missed Assessment, or Impaired Performance in Assessment

15. **Grounds for applications for special consideration**

If, due to circumstances beyond their control (such as illness, injury, bereavement or trauma)

(a) a student has been prevented from presenting internal assessment,

(b) a student's performance in internal assessment has been seriously impaired,

(c) a student has been prevented from undertaking an examination,

(d) a student's performance in an examination has been seriously impaired, or

(e) a student's ability to prepare for an examination in the two weeks immediately preceding the examination has been seriously impaired, the student may apply for special consideration.

16. **Special consideration in respect of internal assessment**

(1) Applications for special consideration in respect of internal assessment are considered and decided by the Examiner of the paper for which the assessment is prescribed.

(2) An application for special consideration in respect of an internal assessment must be made in writing to the relevant Examiner not later than three days after the date on which it is due.

(3) The application must be supported by evidence that is acceptable to the Examiner; the evidence may be in the form of

(a) a medical certificate for an illness or injury affecting the period relevant to the particular assessment item, or

(b) evidence of any other circumstance and its effect on the student over the period relevant to the particular assessment item.

(4) If the Examiner accepts that the circumstances documented in the application are valid, they may

(a) estimate a mark for the assessment item, or

(b) if it is practicable to do so, offer the student an opportunity to submit or repeat the original assessment item or to submit an alternative assessment item.

(5) A student may not be awarded estimated marks under subsection 16(4) of these regulations for more than 33% of the overall internal assessment for a paper.

(6) If the Examiner does not offer any of the options under subsection 16(4) of these regulations, the student may apply under the *Change of Enrolment Regulations 2012* to withdraw from the paper on medical or compassionate grounds.

(7) A student may appeal to the Chief Examiner against any decision by an examiner under this section.

(8) An appeal to the Chief Examiner must be made in writing by the student not more than seven days after they have received notification of the relevant decision by the Examiner.

(9) Where an Examiner is also the Chief Examiner, a student may appeal directly to the Director of Student Services under the provisions of section 24 of these regulations.

17. **Special consideration in respect of examinations**

(1) Applications for special consideration in respect of examinations are considered and decided by the Special Consideration Committee.

(2) In order to be eligible for special consideration in respect of an examination, a student must have submitted all compulsory items of internal assessment for the relevant paper.

(3) An application for special consideration in respect of an examination must be submitted to the Student Centre on the prescribed form not later than three days after the date of the examination.

(4) The application must be accompanied by evidence of the circumstances relating to the application.

(5) In the case of injury, illness, bereavement or trauma, the evidence required under subsection 17(4) of these regulations must be in the form of a report that relates to a consultation within 24 hours of the examination between the student and a medical practitioner, midwife, dental surgeon or psychologist, or between the student and a counsellor who is recognised for this purpose by the Special Consideration Committee. (Details of the names of counsellors recognised for this purpose are available from the Student Centre.)

(6) In the case of any circumstance other than those described in subsection 17(5) of these regulations, the evidence must be in the form of a statement of the nature and time of the

circumstance, written by the student.

(7) The Director of Student Services may, at their discretion, request the student to submit a statutory declaration affirming details of the circumstances relating to the application.

(8) Where an application is accepted as valid by the Special Consideration Committee, the Chief Examiner will be requested by the Student Centre to consider the assessment of the student in the relevant paper.

(9) The Chief Examiner may at their discretion

(a) estimate a grade for the paper, or

(b) offer the student the opportunity to undertake a special examination.

(10) If the Chief Examiner does not estimate a grade for the paper under subsection 17(9) of these regulations, and it is not practicable to offer a special examination (either because of the nature of the assessment or the continuing circumstances of the student), the student may apply under the *Change of Enrolment Regulations 2012* to withdraw from the paper on medical or compassionate grounds.

(11) Where a student demonstrates to the Director of Student Services that, because of circumstances beyond their control, they are not able to accept the offer of a special examination, the student may apply under the *Change of Enrolment Regulations 2012* to withdraw from the paper on medical or compassionate grounds.

Part 5 Review of Grade and Return of Examination Script

18. **Review of grade**

(1) A student who considers that a mistake has been made in the process of calculating or determining a grade for a paper may apply for a review of a grade.

(2) An application for review of grade must be submitted by the student on the prescribed form, together with the prescribed fee, to the Student Centre not more than 14 days after receiving notification of the grade.

(3) The application must be accompanied by all items of internal assessment for the relevant paper that have been returned to the student.

(4) A review of grade involves a re-marking of all items of assessment that contribute to the final grade and a re-calculation of marks, or the student may elect to have their exam script only reviewed.

(5) A review of grade results in a grade either being left unchanged, raised or lowered.

(6) The fee for a review of grade is refunded if the review results in a change of grade.

19. **Return of examination script**

(1) A student may apply for the return of his or her marked examination script.

(2) An application for the return of an examination script must be submitted to the Student Centre online, as prescribed in the *Copies of Examination Scripts*, no later than three months after

the date of the examination concerned. Proof of identity and the prescribed fee must accompany this application.

(3) Non-publishable exam papers remain the property of the University. Students are only able to view a non-publishable paper exam script for 15 minutes under supervision. Proof of identity is required and no notes can be taken. This does not incur any charges.

(4) Examination scripts are destroyed by the University after the three-month deadline has elapsed.

Part 6 Grades and Annotations

20. **Grades**

(1) Grades are confirmed by Boards of Examiners or delegated authorities.

(2) The schedule of grades used by the University and the range of marks represented by each grade is as follows:

Pass Grades

A+

90-100%

A

85-89%

A-

80-84%

B+

75-79%

B

70-74%

B-

65-69%

C+

60-64%

C

55-59%

C-

50-54%

RP

Restricted pass

P

Ungraded pass

Fail Grades

D

40-49%

E

0-39%

F

Ungraded fail

(3) An IC annotation means “Incomplete”, and is awarded if a student

(a) does not submit a compulsory assessment item, or

(b) if an examination was prescribed, does not undertake the examination.

(4) An IC annotation is treated as a fail grade.

(5) A “ ... ” annotation is used on students’ academic records for theses and papers that may be undertaken over more than one year, and indicates that the enrolment is continuing into a subsequent year.

(6) A restricted pass (“RP”) grade may be awarded at the discretion of a Board of Examiners or delegated authority for a paper in which the student has achieved

(a) borderline performance, or

(b) a D grade compensated by overall good performance in the relevant subject or the relevant subject and closely related subjects.

Note: A paper for which a Restricted Pass (RP) has been awarded will not be accepted as meeting the prerequisite requirements for any other paper unless the Head of School or the Dean of the Faculty or School in which the other paper is offered approves otherwise.

(7) The NC annotation means “No Credit” and indicates that credit for the paper has been refused as a direct consequence of a finding of misconduct.

21. **Conceded credit**

(1) A Board of Examiners or delegated authority may award a conceded credit to a candidate for a bachelors degree who has

(a) undertaken the required number of papers for the degree,

(b) passed all compulsory papers, and

(c) passed all papers required for the major, specified programme or stream,

but who has narrowly failed one paper in the final year.

(2) The award of a conceded credit is based on the candidate's performance in the bachelors degree as a whole as well as the paper in question.

(3) The conceded credit is attached to the degree as a whole (and does not affect the fail grade in the paper in question).

(4) A student may be awarded one conceded credit only in a bachelors degree.

22. **Notification of confirmed grades**

(1) When assessment results are returned to a student those results will include a percentage mark, except where a P (ungraded pass) or F (ungraded fail) mark is given.

(2) Confirmed final grades are published confidentially in MyWaikato.

Part 7 Breaches and Appeals

23. **Breaches**

A breach of these regulations is misconduct under the *Student Discipline Regulations 2020* .

24. **Appeals**

(1) A student may appeal against any decision taken under these regulations.

(2) An appeal, comprising a written statement of the circumstances of the appeal, together with supporting evidence if available, must be submitted by the student in writing to the Director of Student Services Division not more than seven days after the date on which notification of the relevant decision is received.

(3) Appeals under this section are considered and decided by the Deputy Vice-Chancellor by delegated authority of the Education Committee.

(4) A decision by the Deputy Vice-Chancellor is notified in writing, and is final.

Part 8 Grade Reconsideration under COVID-19

25. **Scope and application**

(1) Part 8 sets out the process for the reconsideration of a paper grade, in its entirety, due to circumstances related to COVID-19.

(2) This Part applies to papers where a date between 30 March 2020 and 28 June 2020 inclusive, falls between the paper's start and end dates inclusive. In exceptional circumstances, papers outside of this criteria may be considered.

(3) Part 8 does not apply to dissertation or thesis papers.

(4) An application under Part 8 does not affect the ability of a student to make an application under any other part of these regulations.

26. **Grounds for grade reconsideration**

If, due to circumstances related to COVID-19, and beyond their control,

(a) a student's performance in a paper has been impaired, and

(b) the student believes their final grade has not sufficiently taken account of that impairment,

the student may apply for grade reconsideration.

27. **Grade reconsideration process**

(1) An application for grade reconsideration must be made to the Grade Reconsideration Committee within 10 working days of a final grade being notified to the student.

(2) The application must describe the nature and circumstances of the impairment, with supporting evidence where applicable.

(3) Where the Grade Reconsideration Committee accepts an application for grade reconsideration, the relevant Board of Examiners or delegated authority, will be required to reconsider the final grade of the student for the relevant paper.

(4) The Board of Examiners may at their discretion

(a) increase the final grade of the paper,

(b) offer the student the opportunity to undertake an alternative piece of assessment to replace assessment(s) from the relevant paper, or

(c) recommend to the Grade Reconsideration Committee that the student be allowed to withdraw on medical or compassionate grounds under the *Change of Enrolment Regulations 2012* .

(5) Where the Board of Examiners makes a recommendation under subsection 27(4)(c) of these regulations, the Grade Reconsideration Committee may, at their discretion, offer a withdrawal to the student.

(6) A student may appeal against any decision made by a Board of Examiners under this section.

(7) An appeal under subsection 27(6) of these regulations must be made by the student in writing to the Grade Reconsideration Committee no more than seven days after notification of the decision by the Board of Examiners is received.

28. **Breaches and Appeals**

For the avoidance of doubt, Part 7 of these regulations applies to the grade reconsideration process.

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Enrolment

Applications to Enrol

Any person who wishes to enrol at the University must submit an application to enrol by the relevant deadline. Applications submitted after the deadline may be accepted if space is available. Apply online at www.waikato.ac.nz/study/apply/. Academic advice is available through the individual Division, Faculty or School of Study for returning students and from the Admissions Office for students enrolling in 100 level papers.

Standard Application Deadlines

Wednesday 1 December 2021 for papers that commence during Summer School 1 (H Teaching period) (5 January 2022 to 18 February 2022)

Monday 21 February 2022 for papers that commence during Trimester A (7 March 2022 to 3 July 2022)

Monday 4 July 2022 for papers that commence during Trimester B (18 July 2022 to 13 November 2022)

Monday 7 November 2022 for papers that commence during Summer School 2 (G Teaching period) (16 November 2022 to 20 December 2022)

Monday 7 November 2022 for papers that commence during Trimester C (16 November 2022 to 10 February 2023)

Selected Programme Application Deadlines

The following programmes have application deadlines that differ from the standard deadlines:

1 October of the year prior for the Master of Counselling.

1 October of the year prior for the Postgraduate Diploma in Psychology (Clinical) and the Postgraduate Diploma in the Practice of Psychology.

1 November of the year prior for the Master of Applied Psychology.

Thursday 1 December 2022 for new students for Teacher Education programmes. Applications received after this date will be considered if there are spaces available.

One month prior to the intended start date of the thesis for thesis enrolments.

COVID-19

Pursuant to the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement, a student may not be permitted to enrol in a paper if:

1. the student has not provided a valid and current Ministry of Health *My Vaccine Pass* as evidence of COVID-19 vaccination or exemption, and
2. the paper requires the student to undertake an activity that would breach the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirements.

Enrolment Dates

Enrolment is not complete until a signed enrolment agreement confirming the intended method of payment of fees option has been received by the University. Students must accept online or sign and return their enrolment agreement by

Monday 6 December 2021 for papers commencing 5 January 2022 to 20 February 2022

Friday 4 March 2022 for papers commencing 7 March 2022 to 3 July 2022 and papers commencing 7 March 2022 to 11 November 2022

Friday 15 July 2022 for papers commencing 18 July 2022 to 13 November 2022

Friday 11 November 2022 for papers commencing 16 November 2022 to 20 December 2022 and papers commencing 14 November 2022 to 19 February 2023

the **Friday prior to the start date** of a thesis enrolment

Programme Advice and Planning

The Future Students Recruitment Office assists students who are unfamiliar with the University or who require assistance to plan their programme of study. Prospective students can obtain information from the Student Centre by phoning 0800 WAIKATO or (07) 838-4007, or emailing info@waikato.ac.nz. Alternatively this can be done in person by calling in to the Hamilton campus (Level 2 of the Student Centre), the Tauranga campus (Level 1 in the Student Hub) at 101-121 Durham Street, Tauranga.

The Future Student Recruitment Advisers represent the University at regional careers expos,

secondary school career evenings, and other events throughout New Zealand and overseas. They provide comprehensive information, personal advice sessions and campus tours, which are available by appointment. An Open Day and several information sessions are held on campus throughout the year, and details are available on request. Students can explore a range of options - undergraduate study, postgraduate study, bridging courses and pathways programmes including those that target women, mature students and Māori. Prospective students will also receive information on the range of academic and support services that are available.

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International Students

The following information is a general guide for international students wishing to enrol at the University of Waikato. Further information is available on the website: www.waikato.ac.nz/study/international/. Email: international@waikato.ac.nz.

Admission

All students are required to meet the entry requirements for admission, as set out in the *Admission Statute 2016*. Applicants whose first language is not English are also required to provide satisfactory evidence of English language proficiency, as set out in the *English Language Requirements for Admission*. Scores can vary according to the qualification sought.

International students apply for admission online at www.waikato.ac.nz/study/apply

Permanent residents of Australia and New Zealand, Australian citizens, and students from the Cook Islands, Tokelau or Niue who are New Zealand citizens, are treated as New Zealand students and do not need to apply for admission as international students.

Please note that to be eligible for domestic tuition fees, permanent residents and citizens of Australia must be living in New Zealand for the duration of the study. Domestic tuition fees information is available at www.waikato.ac.nz/study/costs/tuition-costs-domestic.
All international students enrolling in an undergraduate programme must hold as a minimum requirement, an equivalent university entrance qualification; as set out online at www.waikato.ac.nz/study/enrolment/undergraduate-international.

Many of the degrees offered at the University of Waikato have prerequisites on their core papers. Applicants who have not achieved specified prerequisites through their study will be required to take additional papers or foundation courses in order to satisfy these prerequisites. Applicants in this

situation are advised that not all papers may count towards the completion of the degree and that the programme may take an additional period of time.

Code of Practice

The University of Waikato has agreed to observe and be bound by the *Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021*. Copies of the Code are available from the New Zealand Qualifications Authority website https://www.nzqa.govt.nz/providers-partners/tertiary-and-international-learners-code/.

Students should refer to the Code of Practice for their specified responsibilities and to the International Student Handbook or this Calendar for University procedures and recommendations.

Tuition Fees and Charges

1. International students are required to pay full cost tuition fees. Students should refer to the *Table of Fees and Charges* for other fees and charges that may be applicable.
2. New international PhD students may be eligible for domestic fees for their studies. Conditions apply. For more information, see the Higher Research Degrees website.

New Zealand Immigration Requirements

1. All international students must hold a valid student visa for the duration of their studies. A visitor visa is only valid for courses lasting less than three months in total. Further information regarding the various requirements of Immigration New Zealand (INZ) can be obtained from the Immigration New Zealand website, or the nearest New Zealand High Commission or Embassy.
2. An offer of place at the University of Waikato does not guarantee that the student will be issued with a student visa.
3. International students are required to obtain a student visa before travelling to New Zealand. Students must provide evidence to show they can have enough money to support themselves while they study in New Zealand. The source of fund is considered stable and there are no unexplained lump sum deposits. For more information please see here.
4. The University is required to report to INZ those students who are not fulfilling the requirements of their student visa, which includes completing compulsory course components and passing papers.
5. Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from INZ, and can be viewed on their website at https://www.immigration.govt.nz.

Pre-paid Tuition Fees Policy

1. As indicated above, international students are required to obtain their student visa and pay their tuition fees before enrolment can be completed. These funds are held against the student's name until they complete their enrolment in person. This policy details the process for refunding these

funds if (i) the student travels to New Zealand and does not complete their enrolment, or (ii) completes the first trimester of study and does not enrol in the second trimester of study and they have a student visa valid for one year, with the exception of students enrolling in B trimester then A trimester.

2. All students must apply in writing for a refund of their pre-paid tuition fees to the Director of Student Services Division.
3. Students are required to supply a verified copy of their passport and student visa, and a copy of their University of Waikato receipt(s) with their application for a refund.
4. The University of Waikato will notify INZ that the student has not fulfilled the obligations of their visa by completing their enrolment at the University of Waikato.
5. Where a student wishes to attend another institution in New Zealand, the University of Waikato will transfer the pre-paid tuition fees to that institution, upon written confirmation from that institution of the student's intention to study. This should be in the form of a formal letter of offer or invoice which confirms the student's acceptance into a qualification. If the student has already paid their tuition fees at the other institution, the University of Waikato will refund the pre-paid tuition fees to the student, upon written confirmation from the other institution that the fees have been paid. It is the student's responsibility to provide the necessary documentation from the other institution.'
6. Where a student will be returning to their home country, the funds will be refunded in one of two ways:
   (a) an overseas bank draft sent to the overseas address provided by the student
   (b) if it is known that the pre-paid tuition fees have been paid by a third party, the refund may be paid back to that third party
7. Where a student is wishing to remain in New Zealand without enrolling at an educational institution, the University of Waikato will refund these funds either:
   (a) upon evidence of a valid INZ visa to remain in New Zealand, or
   (b) confirmation that INZ has discharged the University of Waikato's duty under the original student visa.
8. If a programme of study is cancelled by the University of Waikato, a full refund of pre-paid tuition fees will be made to the student by bank draft.

International Students Refund Administration Charge

International students who withdraw their application or their enrolment before the start date of their programme will receive a 100 percent refund of pre-paid tuition fees less a $500 Administration Fee. Students who withdraw their application or their enrolment after the start date of their programme but during the period for deletion of papers (refer to Clause 12 of the *Change of Enrolment Regulations 2012*, will receive a 100 percent refund of pre-paid tuition fees less a $2,000 Administration Fee.

Compulsory Medical and Travel Insurance

International students (including group students) must have appropriate and current medical and travel insurance while studying in New Zealand, as stated in the *Code of Practice for the Pastoral Care of International Students*. Under the Immigration New Zealand Policy, this must be at least for the duration of your student visa. Enrolment is dependent on proof of appropriate insurance. To simplify the process of selecting insurance, the University has selected Studentsafe-University (underwritten by Allianz New Zealand) as the preferred insurance policy for all international students. The Studentsafe-University insurance premium will be added to tuition fees at the time of enrolment, resulting in international students being automatically enrolled in the Studentsafe-University insurance scheme. This premium will not be charged if evidence of an alternative compliant insurance policy is provided to the University before the specified deadline (please note there are only a small number of approved alternative compliant policies). For further information please refer to the website https://www.waikato.ac.nz/study/international.

Eligibility for Health Services

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on the website https://www.health.govt.nz. The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website www.acc.co.nz.

New Zealand Government Scholarships

The New Zealand Aid Programme (NZAP) is the New Zealand Government's International Aid and Development Programme managed by the Ministry of Foreign Affairs and Trade. Education is vital to the New Zealand Aid Programme's mission of supporting sustainable development in order to reduce poverty and contribute to a more secure, equitable and prosperous world. Scholarships are available to citizens from selected developing countries to undertake vocational training or tertiary level study in their home country, in New Zealand, or in the Pacific region. These scholarships enhance the skills, training and knowledge of individuals, and build their capacity to contribute to the sustainable development of key areas in their home country. The eligibility criteria and application process can be found on: https://www.mfat.govt.nz/en/aid-and-development/new-zealand-government-scholarships/.

Strategic Alliances, International Partnerships and Agreements

The University is a forward-looking, innovative institution that welcomes strategic alliances, international partnerships, and agreements. Consideration is given to international institutions that match the University of Waikato profile in terms of reputation, academic standing, and research output.

All proposals for University to University linkages should be discussed in the first instance with the

International Office. Proposals for guaranteed credit agreements need submission of full documentation to the International Office which will refer them to the appropriate academic authority for approval. Partnership proposals are welcome and will be explored on a case by case basis.

Memorandums of Understanding should also be submitted as proposals to the International Office, which will refer them to the appropriate authority.

Overseas visitors are welcome. Prospective visitors should contact the International Office with full background information about their proposed visit. The International Office will assist in arranging an itinerary which meets both the visitors' and the University of Waikato's needs.

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Change of Enrolment Regulations

1. **Title**
   These are the Change of Enrolment Regulations 2012.

2. **Date of effect**
   These regulations are effective from 1 January 2020.

3. **Definitions**
   In these regulations

   change of enrolment means any of the following changes to the programme of study in which a student has originally enrolled for a given teaching period:
   the **addition** of a paper, with payment of the prescribed fees
   the **deletion** of a paper, with refund of the prescribed fees (the paper is deleted from the student's academic record)
   withdrawal from a paper, without refund of any fees (the paper remains on the student's academic record, annotated as 'withdrawn')
   change of qualification, major or specified programme.
   MyWaikato means the computer system, accessible to enrolled students, which enables them to apply for change of enrolment on the internet.

4. **Application**
   These regulations apply to papers at 0, 100, 200, 300, 400, 500 and 700 levels.

   Note: Policies and procedures with respect to change of enrolment for 800 (MPhil) and 900 (doctoral) level programmes are available from the School of Graduate Research.

5. **Fees**

The fees referred to in these regulations are available online at www.waikato.ac.nz/study/costs.

6. **Teaching periods**
   The teaching periods referred to in these regulations are defined in the Teaching and Assessment Periods 2022 section of the University of Waikato Calendar.

7. **COVID-19**
   Pursuant to the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement, the University may delete a paper from a student's enrolments at any time if:

   (1) the student has not provided and maintained a valid Ministry of Health My Vaccine Pass as evidence of COVID-19 vaccination or exemption, and

   (2) the paper requires the student to undertake a future activity that would breach the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirements.

8. **Programme approval**
   Any change of enrolment constitutes a change to a programme of study and requires the approval of the relevant Division or the Faculty of Māori and Indigenous Studies.

9. **Procedure for change of enrolment**

   (1) Applications for change of enrolment must be submitted to the relevant Division or the Faculty of Māori and Indigenous Studies that the student is enrolled in for consideration. They need to be submitted through MyWaikato.

   (2) Absence from classes or failure to submit items for assessment does not constitute withdrawal from a paper. A student who does not withdraw from a paper using the procedures outlined in these regulations remains enrolled for the paper and remains liable for any prescribed fees.

   (3) Attendance at classes and submission of items for assessment does not constitute enrolment in that paper.

10. **Timeframe for change of qualification, major or specified programme**
    Provided that no changes are made to the selection of papers, a student may apply to change a qualification, major or specified programme at any time.

11. **Deadlines for adding papers (with payment of the prescribed fees)**

    (1) An application to add a (500 level) thesis must be submitted to the relevant Division or the Faculty of Māori and Indigenous Studies at least one month before the intended start date for the thesis.

    (2) An application to add an Executive Education paper must be submitted to the Waikato Management School at least one month before the start of the paper.

12. **Deadlines for substituting papers (with transfer of the prescribed fees)**
A student may apply to add a paper in place of a paper being deleted up until the relevant deadline listed in section 13 of these regulations provided that the paper to be added is of the same or lesser points value as the paper to be deleted.

Length of paper	Substitution Period	Deadline
Less than 17 weeks (including C trimester, S, G and H periods	1 week	Within 7 days of, and including the first day of the relevant teaching period
17 weeks or more (including A and B trimesters, D period)	2 weeks	Within 14 days of, and including, the first day of the relevant teaching period

1. **Deadlines for deleting papers (with a refund of the prescribed fees)**

(1) An application to delete a paper must be submitted to the relevant Division or the Faculty of Māori and Indigenous Studies by the following deadlines:

Length of paper	Deletion Period	Deadline
10 weeks or less (including S, G and H period)	1 week	Within 7 days of, and including the first day of the relevant teaching period
Up to, and including, 20 weeks (including A, B and C trimester)	2 weeks	Within 14 days of, and including, the first day of the relevant teaching period)
Up to, and including, 30 weeks	3 weeks	Within 21 days of, and including, the first day of the relevant teaching period
Up to, and including, 40 weeks	4 weeks	Within 28 days of, and including, the first day of the relevant teaching period
		Within 35 days of, and

More than 40 weeks	5 weeks	including, the first day of the relevant teaching period

(2) Where subjects provide for different levels of proficiency on first enrolment (e.g. Mathematics, languages), a student may apply to transfer, with a transfer of fees, from one paper to a closely related paper in the same subject up until the relevant deadline for withdrawal listed in section 14 of these regulations.

1. **Withdrawal from papers (without a refund of the tuition fee)**

(1) Unless exceptional circumstances apply (as provided for under section 15 of these regulations), a student who withdraws from a paper after the deadline for deletion (see section 13 of these regulations) is not entitled to a refund of the fees for that paper; if the fees have not been paid, the student remains liable for them.

(2) An application to withdraw from a pre-degree or undergraduate paper (0, 100, 200, 300, 400 levels or 700 level) after the deadline for deletion (see section 13 of these regulations) must be submitted to the relevant Division or the Faculty of Māori and Indigenous Studies by the following dates:

Type of paper	Withdrawal Period	Deadline
Trimester A or B	6 weeks	Within 42 days of, and including the first day of the relevant teaching period
Trimester C	3 weeks	Within 21 days of, and including, the first day of the relevant teaching period
Other, less than 17 weeks (including S, G and H periods)	3 weeks	Within 21 days of, and including, the first day of the relevant teaching period
Other, 17 weeks or more (including D period)	6 weeks	Within 42 days of, and including, the first day of the relevant teaching period

(3) A student may withdraw from a graduate paper (500 or 700 level, excluding Te Kura Toi Tangata School of Education 700 level) after the deadline for deletion (see section 13 of these regulations) at any time before the start of the examination or, if the paper is internally assessed, at any time before the due date for the final item of assessment.

1. **Late deletion or withdrawal under exceptional circumstances**

   Note: *Part 4 of the Assessment Regulations 2016 sets out the University's provisions for special consideration in assessment. Students considering withdrawal from papers because of exceptional circumstances beyond their control are encouraged to seek advice first from their relevant Division or the Faculty Māori and Indigenous Studies, or from the Student Centre, about whether they might be entitled to special consideration under the Assessment Regulations 2016.*

   (1) If, after the deadline for deletion or withdrawal, a student considers that he or she is unable to complete a paper because of exceptional circumstances beyond his or her control, the student may apply in writing to the Director of Student Services for late deletion or withdrawal.

   (2) Applications for Medical or Compassionate withdrawals will only be considered within 12 months from the end date of the paper.

   (3) The application must be submitted to the Director of Student Services and must include an account, with appropriate evidence if available, of the circumstances that prompted the application.

   (4) Applications under this section are considered and decided by the Director of Student Services or an approved delegate.

   (5) If the application is approved, the Director of Student Services or their approved delegate may also approve, at their discretion, a credit of some or all of the student's fees.

2. **Appeals**

   (1) A student may appeal against any decision taken under these regulations.

   (2) An appeal, comprising a written statement of the circumstances of the appeal, and supporting evidence if available, must be submitted in writing to the Director of Student Services not more than seven days after the date on which the student receives notification of the relevant decision. Late appeals may be accepted at the discretion of the Director of Student Services.

   (3) Appeals under this section are considered and decided by the Deputy Vice-Chancellor Academic, or his or her nominee, by delegated authority of the Academic Board.

   (4) A decision by the Deputy Vice-Chancellor Academic is notified in writing and is final.

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Policy on the Use of Māori for Assessment

Statement of Principle

1. In recognition of the status of the Māori language as a tāonga protected under the Treaty of Waitangi, and within the spirit of the Māori Language Act 1987, the University of Waikato endorses the right of its students to use the Māori language in written work for assessment within the University.
2. In keeping with the above and in accordance with its Charter commitments the University seeks to have sufficient suitable staff employed or available throughout its Divisions or the Faculty of Māori and Indigenous Studies to ensure that any work submitted in Māori would be assessed in that language by staff competent in the subject under examination and in the Māori language.
3. In the meantime, the use of the Māori language in assessment is subject to conditions set out in this policy statement.

Exceptions

4. There are occasions when, due to the nature of the skills being tested, work submitted for assessment may be required to be in a particular language. In such cases that requirement shall be made explicit in writing, either in the relevant subject entry or prescription in the University of Waikato Catalogue of Papers or in the paper outline distributed to candidates at the beginning of a paper.

Notice

5. Candidates who intend to present all or part of an examination or piece of internally assessed work in Māori are requested to give at least 14 day's notice of their intention of doing so in writing to the Student Centre. This notice of intention is desirable to allow the University the time and opportunity to make proper arrangements for marking including, when necessary, translation and external assessment. If less than 14 days' notice is given, the material presented in Māori will still

be accepted. The processing of it may, however, be delayed and the opportunity to have the script marked in the original language may be reduced.

6. Where a candidate who intends to present material in Māori has given the requested notice of intention, they will be informed as soon as reasonably possible, as to whether or not the assessment will be based on translation.

Potential for Delays

7. The University will do its best to make the results of an examination or item of internally assessed work presented in Māori available to the candidate within the ordinary time-frame. However the process of assessment in such cases, possibly including translation, may result in delays in the return of coursework or in the publication of results.

Māori-speaking Paper Examiners

8. The examination or internally assessed work will be assessed in Māori by the examiner for the paper if the examiner is considered by the Deputy Vice-Chancellor Māori or their nominee to be linguistically competent to do so.

Co-examiners

9. If the examiner of the relevant paper is not competent to assess in Māori, a co-examiner, competent in both the subject under examination and in Māori, may be appointed to conduct the assessment of work presented in Māori in consultation with the examiner.

Translation

10. If no person is available in the circumstances to assess the work in Māori, a translator will be appointed by the Deputy Vice-Chancellor Māori or their nominee in agreement with the appropriate chief examiner. The translator will be asked not to correct errors in the original nor to make any embellishments; however, ambiguities may be pointed out to the examiner. Where necessary the examiner may seek clarification of the translation of the paper from the translator but contact between the student and the translator is prohibited, as is contact between the student and the examiner. The assessment will then be carried out by the examiner of the paper on the basis of the translation.
    The University intends that resort to translation be made only when reasonable efforts to find an examiner capable of assessing the work in its original language have been exhausted.

11. In the process of appointing a translator, the Deputy Vice-Chancellor Māori or their nominee will take all reasonable steps to ensure that the translator is competent in the relevant subject under examination, as well as in the Māori language.

External Assessment

12. If the internal assessment and/or examination script is to be subject to external assessment, the other institution undertaking the external assessment will be requested to indicate whether an external assessor is available to conduct the assessment in Māori. If not, a translation will be obtained for the purpose by the University according to the process explained in sections 10 and 11 of these regulations.

Return of Scripts

13. When any translation is relied upon in the assessment of an examination, a candidate making proper application for the return of a script shall also receive any translation made of the script. When assessed coursework is normally returned to the student, any translation used is likewise to be returned.

Appeals and Reconsiderations

14. An appeal against a decision regarding linguistic or subject competence made under the provisions of sections 8 and 11 of these regulations shall be to the Senior Deputy Vice-Chancellor whose decision shall be final.

15. The regulatory provisions for reconsideration of final grade together with the established appeal provisions will apply, with the addition that the Māori Language Commission is regarded by the Council as the final authority on the accuracy of a translation.

Oral Work

16. The details of this policy apply to written internally assessed work and to examinations. When oral work is assessable, the same principles should apply; however, practicalities may necessitate more restricted policy details, such as a requirement on the candidate to give longer notice or a limitation on the use of Māori where oral work involves interaction with other candidates.

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Teaching and Assessment Periods 2022

Important Dates	Week	Month	Mon	Tue	Wed	Thu	Fri	Holidays & Events
5 Jan University Opens Trimester C resumes and H Teaching Period Starts	1	Jan	3	4	5	6	7	3-4 Jan New Years Holiday
	2	Jan	10	11	12	13	14	
	3	Jan	17	18	19	20	21	
	4	Jan	24	25	26	27	28	
	5	Jan/Feb	31	1	2	3	4	31 Jan Auckland Anniversary
11 Feb Trimester C and H Teaching Period Ends	6	Feb	7	8	9	10	11	7 Feb Waitangi Day observed
16-18 Feb Trimester C & H Teaching Period Exams	7	Feb	14	15	16	17	18	

21 Feb-4 Mar Enrolment/Teaching Recess	8	Feb	21	22	23	24	25	
	9	Feb/Mar	28	1	2	3	4	28 Feb-4 Mar Orientation Week
7 Mar Trimester A Starts	10	Mar	7	8	9	10	11	
	11	Mar	14	15	16	17	18	
	12	Mar	21	22	23	24	25	
	13	Mar/Apr	28	29	30	31	1	
	14	Apr	4	5	6	7	8	
	5	Apr	11	12	13	14	**15**	15 Apr Good Friday
18 Apr Teaching Recess Starts	16	Apr	**18**	**19**	20	21	22	18-19 Apr Easter & Uni Holiday
29 Apr Teaching Recess Ends	17	Apr	**25**	26	27	28	29	25 Apr ANZAC Day
	18	May	2	3	4	5	6	
	19	May	9	10	11	12	13	
	20	May	16	17	18	19	20	
	21	May	23	24	25	26	27	27 May Open Day - Hamilton Campus TBC
	22	May/Jun	30	31	1	2	3	
10 Jun Trimester A Ends	23	Jun	**6**	7	8	9	10	6 Jun Queen's Birthday
13-17 Jun Study Week	24	Jun	13	14	15	16	17	
20 Jun Examinations Start	25	Jun	20	21	22	23	24	24 Jun Matariki

1 Jul Examinations End	26	Jun/Jul	27	28	29	30	1	
4-8 Jul Teaching Recess	27	Jul	4	5	6	7	8	
11-15 Jul Enrolment	28	Jul	11	12	13	14	15	11-15 Jul Orientation Week
18 Jul Trimester B Starts	29	Jul	18	19	20	21	22	
	30	Jul	25	26	27	28	29	
	31	Aug	1	2	3	4	5	
	32	Aug	8	9	10	11	12	
	33	Aug	15	16	17	18	19	
	34	Aug	22	23	24	25	26	
29 Aug Teaching Recess Starts	35	Aug/Sep	29	30	31	1	2	
9 Sep Teaching Recess Ends	36	Sep	5	6	7	8	9	
	37	Sep	12	13	14	15	16	15 Sep Kīngitanga Day
	38	Sep	19	20	21	22	23	
	39	Sep/Oct	26	27	28	29	30	
	40	Oct	3	4	5	6	7	
	41	Oct	10	11	12	13	14	
21 Oct Trimester B Ends	42	Oct	17	18	19	20	21	
25 Oct Study Week	43	Oct	**24**	25	26	27	28	24 Oct Labour Day
31 Oct	44	Oct/Nov	31	1	2	3	4	

Examinations Start								
11 Nov Examinations End	45	Nov	7	8	9	10	11	
14-15 Nov Teaching Recess 16 Nov Trimester C and G Teaching Period Starts	46	Nov	14	15	16	17	18	
	47	Nov	21	22	23	24	25	
	48	Nov/Dec	28	29	30	1	2	
	49	Dec	5	6	7	8	9	
	50	Dec	12	13	14	15	16	
20 Dec G Teaching Period Ends 21 Dec Trimester C Recess Starts	51	Dec	19	20	21	22	23	21-23 Dec University Holidays
	52	Dec	**26**	**27**	28	29	30	26-27 Dec Christmas Day and Boxing Day observed

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