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## 2021 Calendar

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

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### 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 2021** 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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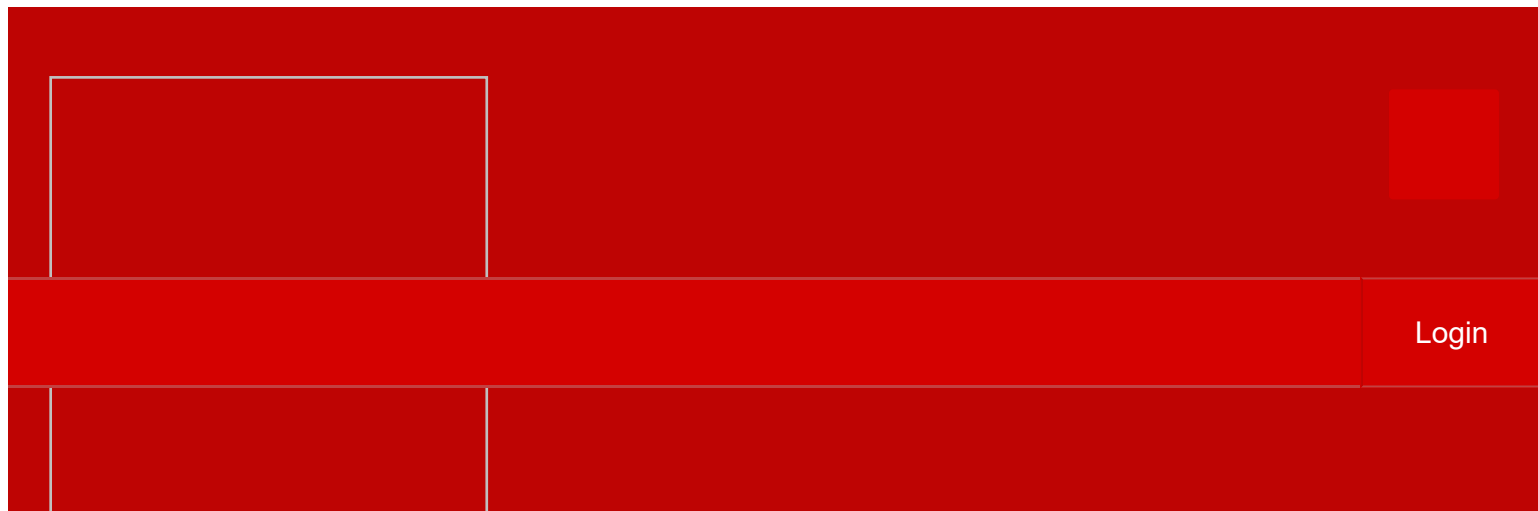
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# The University of Waikato Delegation of Powers Statute

## 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 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 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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## 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 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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# Qualification Regulations

These regulations apply to candidates beginning their studies in 2021. Candidates who first enrolled in a qualification prior to 2021 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.

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[Personal Programmes of Study Regulations](#)

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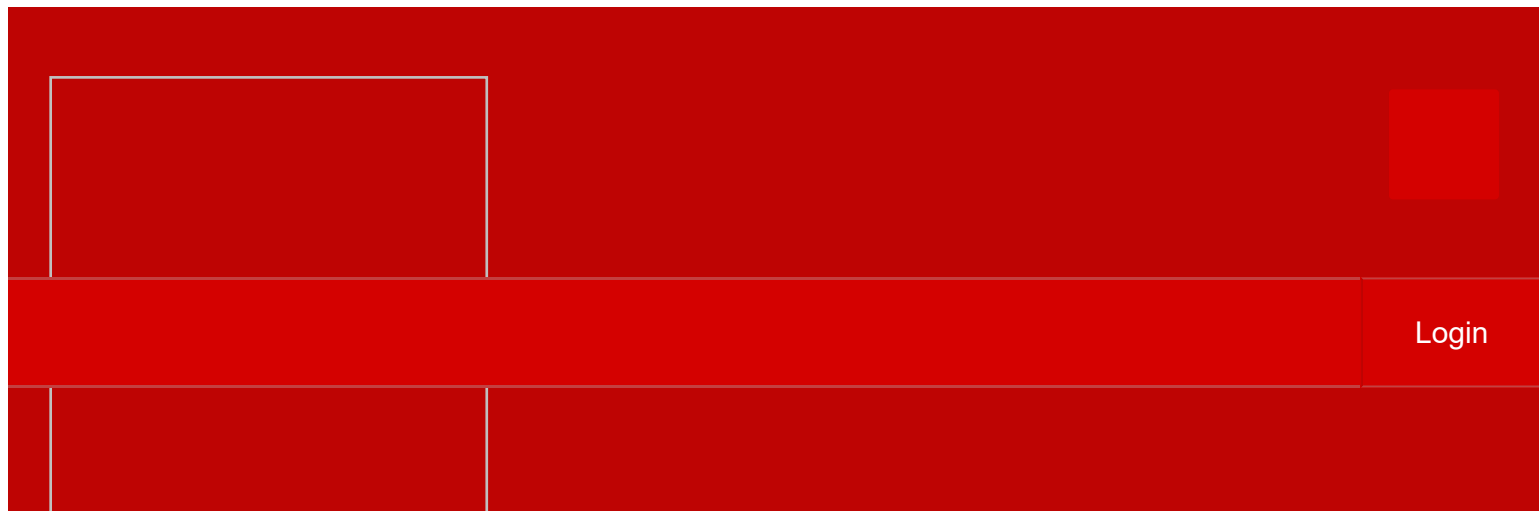
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## Research Institutes

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The Institute of Professional Learning: Te Whai Toi Tāngata (IPL)

The National Institute of Demographic and Economic Analysis: Te Rūnanga Tātari Tatauranga (NIDEA)

The New Zealand Institute for Business Research: Te Pūtahi Rangahau O Umanga o Aotearoa (NZIBR)

The New Zealand Institute for Security and Crime Science: Te Puna Haumarū (NZISCS)

Te Mata Punenga o Te Kotahi: Te Kotahi Research Institute (TKRI)

Wilf Malcolm Institute of Educational Research: Te Pūtahi Rangahau Mātauranga o Wilf Malcolm (WMIER)

## Research Centres

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 Artificial Intelligence Initiative (WAI)

Waikato Centre for Advanced Materials and Manufacturing (WaiCamm)

## Research Units and Groups

Ahuora Smart Energy Systems

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 Networks Dynamics (WAND)

Waikato Applied Statistics Unit

Waikato Biogeochemistry and Ecohydrology Research (WaiBER)

Waikato Engineering Education Research Unit (EERU)

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)

Waikato UNWTO Tourism Observation Laboratory (INSTO)

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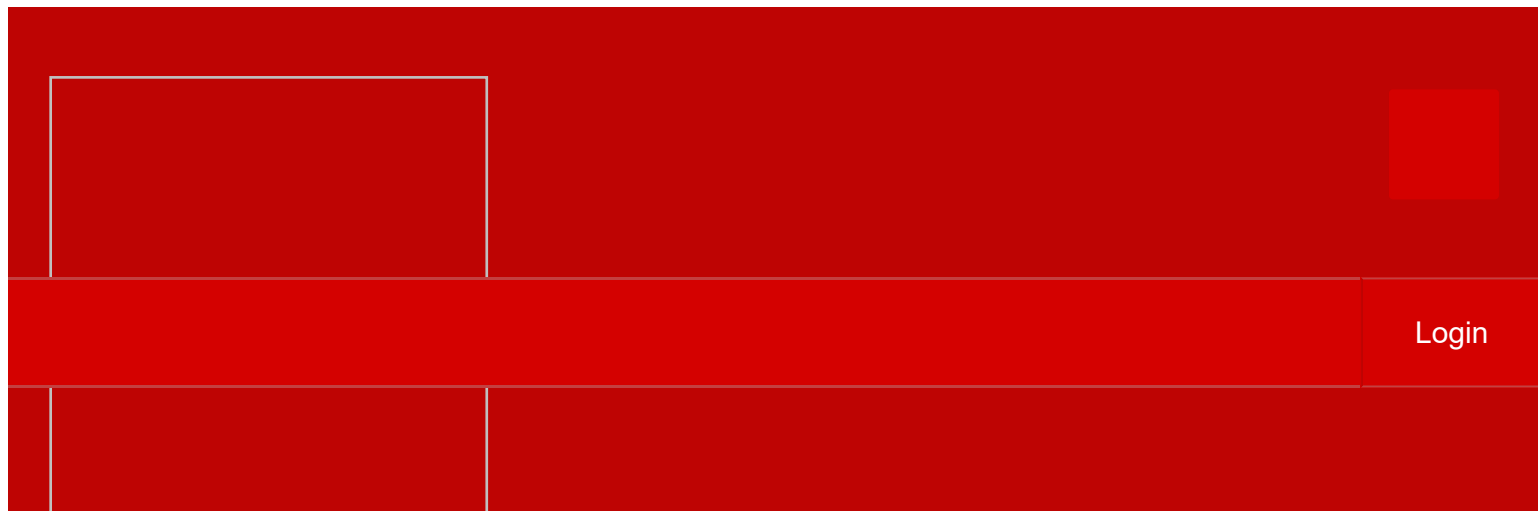
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# Personal Programmes of Study Regulations

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## 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

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December 2020		
Tuesday	1	Deadline for enrolment applications by all students enrolling in H Semester papers (5 January 2021 to 19 February 2021) Council
Wednesday	2	Academic Board
Monday	7	Deadline for completion of enrolment for papers that commence during H Semester (5 January 2021 to 19 February 2021)
January 2021		
Friday	1	<i>New Year's Day</i>
Monday	4	<i>New Year's Day observed</i>
Tuesday	5	

		University reopens H Semester begins
Monday	18	Māori Academic Board of Studies
Wednesday	20	Divisional Board, Division of Health, Engineering, Computing and Science
Thursday	21	Divisional Board, Division of Arts, Law, Psychology and Social Sciences Divisional Board, Division of Education Divisional Board, Division of Management
Wednesday	27	Research Committee
<b>February 2021</b>		
Monday	1	<i>Auckland Anniversary Day</i>
Tuesday	2	Curriculum Committee
Friday	5	2020/2021 Trimester C ends
Monday	8	<i>Waitangi Day observed</i>
Wednesday	10	Education Committee
Friday	12	H Semester ends
Monday	15	2020 Trimester B Special Examinations 2020/2021 Trimester C and H Examinations begin
Tuesday	16	Council
Friday	19	H Semester Examinations end
Monday	22	Enrolment week begins Deadline for enrolment applications for papers that commence during Trimester A (1 March 2021 to 25 June 2021)

Wednesday	24	Academic Board
Friday	26	Deadline for completion of enrolment for papers that commence during Trimester A (1 March 2021 to 25 June 2021)
<b>March 2021</b>		
Monday	1	Trimester A and Y begins  Māori Academic Board of Studies
Wednesday	3	Divisional Board, Division of Health, Engineering, Computing and Science
Thursday	4	Divisional Board, Division of Arts, Law, Psychology and Social Sciences Divisional Board, Division of Education Divisional Board, Division of Management
Monday	8	Confirmed H Semester results available to students
Thursday	18	Curriculum Committee
Tuesday	30	Council
Wednesday	31	Research Committee
<b>April 2021</b>		
Friday	2	<i>Good Friday</i>
Monday	5	<i>Easter Monday</i>
Tuesday	6	<i>University Holiday</i>
Monday	12	Education Committee
Monday	19	Teaching Recess begins
Tuesday	20	H Semester Special Examinations begin



Wednesday	21	Graduation (Claudelands Events Centre)
Thursday	22	H Semester Special Examinations end
Friday	23	Graduation (Te Kohinga Mārama Marae)
Monday	26	<i>Anzac Day</i> observed
Wednesday	28	Academic Board
Friday	30	Teaching Recess ends
<b>May 2021</b>		
Monday	3	Māori Academic Board of Studies
Wednesday	5	Divisional Board, Division of Health, Engineering, Computing and Science
Thursday	6	Divisional Board, Division of Arts, Law, Psychology and Social Sciences Divisional Board, Division of Education Divisional Board, Division of Management
Thursday	20	Curriculum Committee
Friday	21	Open Day - Hamilton Campus Deadline for all applications for Trimester A Out-of-Time/Other Location and Special Arrangement examinations
Tuesday	25	Curriculum Committee
Friday	28	Open Day - Tauranga Campus
Monday	31	Māori Academic Board of Studies
<b>June 2021</b>		

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
Friday	4	Trimester A ends
Monday	7	<i>Queen's Birthday</i>
Tuesday	8	Study week begins
Friday	11	Study week ends Graduation (Tauranga Campus)
Monday	14	Trimester A examinations begin
Tuesday	15	Council
Tuesday	22	Curriculum Committee
Wednesday	23	Research Committee
Friday	25	Trimester A examinations end
Monday	28	Teaching Recess begins
<b>July 2021</b>		
Friday	2	Teaching Recess ends
Monday	5	Enrolment week begins Deadline for all enrolment applications for papers that commence during Trimester B (12 July 2021 to 5 November 2021)
Friday	9	Deadline for completion of enrolment for papers that commence during Trimester B (12 July 2021 to 5 November 2021)

Monday	12	Trimester B begins Boards of Examiners
Tuesday	13	Boards of Examiners Education Committee
Monday	19	Confirmed Trimester A results available to students
Wednesday	28	Academic Board
<b>August 2021</b>		
Monday	2	Māori Academic Board of Studies
Wednesday	4	Divisional Board, Division of Health, Engineering, Computing and Science
Thursday	5	Divisional Board, Division of Arts, Law, Psychology and Social Sciences Divisional Board, Division of Education Divisional Board, Division of Management
Tuesday	17	Council
Monday	23	Teaching recess begins
Tuesday	24	Curriculum Committee
Monday	30	Trimester A Special Examinations begin
<b>September 2021</b>		
Wednesday	1	Research Committee
Friday	3	Teaching Recess ends Trimester A Special Examinations end
Wednesday	8	Education Committee
Thursday	16	Kīngitanga Day
Wednesday	29	Academic Board
<b>October 2021</b>		

Friday	1	Deadline for all applications for Trimester B Out-of-Time/Other Location and Special Arrangement Examinations
Monday	4	Māori Academic Board of Studies
Wednesday	6	Divisional Board, Division of Health, Engineering, Computing and Science
Thursday	7	Divisional Board, Division of Arts, Law, Psychology and Social Sciences Divisional Board, Division of Education Divisional Board, Division of Management
Tuesday	12	Council
Friday	15	Trimester B and Y end
Monday	18	Study week begins
Friday	22	Study week ends
Monday	25	<i>Labour Day</i>
Tuesday	26	Trimester B and Y Examinations begin Curriculum Committee
<b>November 2021</b>		
Wednesday	3	Research Committee
Friday	5	Trimester B and Y Examinations end
Monday	8	Deadline for enrolment applications for papers that commence during Trimester C (15 November 2021 to 18 February 2022) Deadline for enrolment applications by all students enrolling in G Semester papers (15 November 2021 to 24 December 2021)
Friday	12	Deadline for completion of

		enrolment for papers that commence during Trimester C (15 November 2021 to 18 February 2022) Deadline for completion of enrolment for papers that commence during G Semester (15 November 2021 to 24 December 2021)
Monday	15	Trimester C and G Semester begins
Wednesday	17	Education Committee
Thursday	18	Board of Examiners
Friday	19	Board of Examiners
Monday	22	Confirmed 2021 results available to students for most undergraduate papers
<b>December 2021</b>		
Tuesday	7	Council
Wednesday	8	Academic Board
Friday	10	Graduation (Tauranga Campus)
Tuesday	14	Graduation (Claudelands Events Centre) begins
Wednesday	15	Graduation (Claudelands Events Centre) ends
Thursday	16	Graduation (Te Kohinga Mārama Marae) begins
Friday	17	Graduation (Te Kohinga Mārama Marae) ends
Monday	20	G Semester ends Trimester C recess

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## Teaching and Assessment Periods 2021

Important Dates	Week	Month	Mon	Tue	Wed	Thur	Fri	Holidays & Events
5 Jan University Opens	1	Jan	4	5	6	7	8	4 Jan New Years Holiday
5 Jan H Semester Starts	2	Jan	11	12	13	14	15	
	3	Jan	18	19	20	21	22	
	4	Jan	25	26	27	28	29	
5 Feb Trimester C Ends	5	Feb	1	2	3	4	5	1 Feb Auckland Anniversary
12 Feb H Semester Ends	6	Feb	8	9	10	11	12	8 Feb Waitangi Day observed
15-19 Feb Trimester C & H Semester Exams	7	Feb	15	16	17	18	19	
22-26 Feb Enrolment/Teaching Recess	8	Feb	22	23	24	25	26	22-26 Feb Orientation Week

1 Mar Trimester A Starts	9	Mar	1	2	3	4	5	
	10	Mar	8	9	10	11	12	
	11	Mar	15	16	17	18	19	
	12	Mar	22	23	24	25	26	
	13	Mar/Apr	29	30	31	1	<b>2</b>	2 Apr Good Friday
	14	Apr	<b>5</b>	<b>6</b>	7	8	9	5-6 Apr Easter & Uni Holiday
	15	Apr	12	13	14	15	16	
19 Apr Teaching Recess Starts	16	Apr	19	20	21	22	23	
30 Apr Teaching Recess Ends	17	Apr/May	<b>26</b>	27	28	29	30	26 Apr ANZAC Day observed
	18	May	3	4	5	6	7	
	19	May	10	11	12	13	14	
	20	May	17	18	19	20	21	21 May Open Day - Hamilton Campus
	21	May	24	25	26	27	28	28 May Open Day - Tauranga Campus
4 Jun Trimester A Ends	22	May/Jun	31	1	2	3	4	
8-11 Jun Study Week	23	Jun	<b>7</b>	8	9	10	11	7 Jun Queen's Birthday
14 Jun Examinations Start	24	Jun	14	15	16	17	18	
25 Jun Examinations End	25	Jun	21	22	23	24	25	



28 Jun -9 Jul Teaching Recess	26	Jun/Jul	28	29	30	1	2	
5-9 Jul Enrolment	27	Jul	5	6	7	8	9	5-9 Jul Orientation Week
12 Jul Trimester B Starts	28	Jul	12	13	14	15	16	
	29	Jul	19	20	21	22	23	
	30	Jul/Aug	26	27	28	29	30	
	31	Aug	2	3	4	5	6	
	32	Aug	9	10	11	12	13	
	33	Aug	16	17	18	19	20	
23 Aug Teaching Recess Starts	34	Aug	23	24	25	26	27	
3 Sep Teaching Recess Ends	35	Aug/Sep	30	31	1	2	3	
	36	Sep	6	7	8	9	10	
	37	Sep	13	14	15	16	17	16 Sep Kīngitanga Day
	38	Sep	20	21	22	23	24	
	39	Sep/Oct	27	28	29	30	1	
	40	Oct	4	5	6	7	8	
15 Oct Trimester B Ends	41	Oct	11	12	13	14	15	
18-22 Oct Study Week	42	Oct	18	19	20	21	22	
25 Oct Examinations Start	43	Oct/Nov	25	26	27	28	29	25 Oct Labour Day
5 Nov	44	Nov	1	2	3	4	5	

Examinations End									
8-12 Nov Teaching Recess	45	Nov	8	9	10	11	12		
15 Nov G Semester & Trimester C Starts	46	Nov	15	16	17	18	19		
	47	Nov	22	23	24	25	26		
	48	Nov/Dec	29	30	1	2	3		
	49	Dec	6	7	8	9	10		
	50	Dec	13	14	15	16	17		
20 Dec G Semester Ends/Trimester C Recess Starts	51	Dec	20	21	22	23	24	21-24 University Holidays	
	52	Dec	27	28	29	30	31	27 - 28 Dec Christmas Day and Boxing Day observed	

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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 in the top 1.1% of universities in the world with 13 subjects in the top 300. In the Times Higher Education (THE) world rankings, Waikato sits in the 351-400 band, third equal 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 82% would recommend the University of Waikato to others.

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.

Within the past two 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, new work-integrated learning programmes and compulsory work experience is now included in all undergraduate degrees.

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## Divisions 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 three Schools (Arts, Psychology and Social Sciences) and the Faculty of Law, as well as two research institutes, the National Institute of Demographic and Economic Analysis (NIDEA) and the New Zealand Institute for Security and Crime Studies (NZISCS). Programmes of study are informed by expertise across the Division and our unique blend of disciplines enables students to engage with research leaders who collaboratively address issues of local and global importance.

Our graduates are flexible, self-directed, excellent communicators, 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, as well as fostering analytical and critical thinking and social responsibility.

**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. Re-search covers areas including languages and linguistics, music, dance, theatre and screen and media.

**Te Kura Whatu Oho Mauri School of Psychology** teaches a wide range of psychology paths, from neuroscience to social science. Psychology is offered as a subject under several qualifications at

undergraduate and postgraduate level with specialist graduate pathways including professional qualification in clinical psychology. Research in the school has a strong and diverse profile, extending across areas of the discipline with specific research units in Learning, Behaviour and Welfare, Māori and Psychology, and Transport.

**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, Geography, Environmental Planning, History, Philosophy, Political Science, Social and Public Policy, Sociology and Social Work.

**Te Piringa Faculty of Law**'s founding goals of professionalism, biculturalism, and the study of law in context attract an exciting and diverse group of staff and students. Research in the Faculty is distinctive and firmly based on New Zealand and its place in the wider international community and world economy. The Faculty provides an innovative, student-focused Bachelor of Laws (LLB) degree and a BA in Law which is a non-practising qualification in a stimulating academic environment. 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.

**Te Rūnanga Tātari Tatauranga (NIDEA)** is the only national institute of demographic and population-focused research in Aotearoa New Zealand. It undertakes research that helps inform choices and responses to the demographic, social and economic interactions that are shaping Aotearoa New Zealand's future, and offers a major and postgraduate qualifications in population studies.

**Te Puna Haumarū The New Zealand Institute for Security and Crime Science (NZISCS)** engages in research and teaching that aims to prevent and reduce crime, and to increase our security and safety. We achieve these aims by bringing together disciplines from across the university, including computer science, data analytics, economics, engineering geography, law, management, Māori and indigenous studies, political science, psychology, sociology, social policy, and others. We are a partner in the Evidence-Based Policing Centre, and work with a variety of other agencies. From 2021 we are offering our first undergraduate papers in Security and Crime Science.

## **Division of Health, Engineering, Computing and Science**

The **School of Engineering** offers the full range of professional engineering programmes from the traditional disciplines of Civil<sup>1</sup>, Mechanical, Chemical and Biological, Electrical and Electronic, and Materials and Process Engineering, to the developing areas of Software, Mechatronics<sup>2</sup>, Environmental<sup>3</sup> 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. Five 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. The Master of Philosophy and Doctor of Philosophy are also available, along with a range of graduate and post-graduate certificates and diplomas.

The School of Engineering also provides strong research-led education, with over 65 students enrolled in Masters and Doctorate degrees. The school hosts five world-class research groups in Advanced Materials and Manufacturing (WaiCMM); Robotics, Automation & Sensing (WaiRAS); Resilient Infrastructure & Sustainable Construction (WaiRISC); Energy System Integration (ESI); and Water & Resilience, with combined external funding over over \$40 million.

Further information is available on the website: [eng.waikato.ac.nz](http://eng.waikato.ac.nz)

*Notes:*

<sup>1</sup> *Civil Engineering received provisional accreditation in February 2020.*

<sup>2</sup> *Mechatronics will seek provisional accreditation in 2022.*

<sup>3</sup> *Environmental is preparing for provisional accreditation in 2021.*

The **School of Science** offers a unique interdisciplinary environment with degree programmes across life sciences, earth sciences, chemistry and physics. Undergraduate degrees consist of the Bachelor of Science and the Bachelor of Science (Technology). Graduate degrees, which may be awarded with Honours, include the Master of Science, Master of Science (Research) and Master of Science (Technology). The Master of Philosophy, and the Doctor of Philosophy are also available as well as a range of graduate and postgraduate certificates and diplomas.

The School of Science provides strong research-led education, and has more than 270 students enrolled in masters and doctorate degrees. The School hosts two research institutes and several research centres including: The Environmental Research Institute, and Te Waiora (the Joint Institute for Freshwater Management, hosted jointly with NIWA), the International Centre for Terrestrial Antarctic Research, the Centre for Biodiversity and Ecology Research. The School also hosts the Waikato Radio Carbon Dating Laboratory.

Further information is available on the website: [sci.waikato.ac.nz](http://sci.waikato.ac.nz)

**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. By bringing together expertise from across the university, we have designed programmes of study that are dynamic, challenging and informed by the latest research. Students have the opportunity to explore new ideas and ways of looking at issues that impact 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.

The **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, applied computing, computer science, mathematics, and data analytics. At undergraduate level, the degrees available are the four-year Bachelor of Computing and Mathematical Sciences with Honours, the three-year Bachelor of Science, and the three-year Bachelor of Design. Students interested in software engineering can study towards a four-year Bachelor of Engineering with Honours in Software Engineering. These degrees prepare students for a range of the many professions that depend on subjects offered by the School.

Advanced degrees offered within the School include the Bachelor of Science with Honours, the Bachelor of Design with Honours, the Master of Science, the Master of Science (Research), the Master of 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](http://www.cms.waikato.ac.nz).

## **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.

The School 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 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 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.

Further information is available on the website: [www.waikato.ac.nz/education/](http://www.waikato.ac.nz/education/).

## **Division of Management**

**Waikato Management School** respected nationally and internationally for its influential practice, practical programmes, relevant research and focus on connecting students with businesses. The School's strategic areas of expertise - leading through innovation and responsible management - are integrated into its research, teaching and management. 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.

Further information is available on the website: [www.management.ac.nz](http://www.management.ac.nz).

## **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 or BSocSc, or for a diploma or certificate. The Diploma in Te Tohu Paetahi is a one year fulltime 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, three service 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 level of study, including a scholarship to study overseas for a trimester.

Further information is available on the website: [www.waikato.ac.nz/fmis](http://www.waikato.ac.nz/fmis).

## University of Waikato College

The **University of Waikato College** offers educational programmes to enhance access to all levels of university study. The Certificate of Attainment in English Language prepares 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-trimester 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 one or two trimester full-time programme for international students who are high school graduates but do not meet the entry requirements to study at a New Zealand university. The International Diploma (Business and Science) combine the first year of the Bachelor of Business or Bachelor of Science with additional supporting papers in academic English and academic study skills. Short-term courses are also offered to universities, high school and specialist 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.

Further information is available on the website: [www.waikato.ac.nz/pathways/](http://www.waikato.ac.nz/pathways/).

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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 Strategy and 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 under section 276 of the Education and Training Act 2020

Ms Margaret Devlin (to 30.4.2021)

Mr Simon Graafhuis (to 25.2.2024)

Mr Graeme Milne (to 11.6.2021)

Dr Joan Forret (to 9.4.2022)

#### 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 Paki Rawiri (to 30.9.2023)

#### One staff member elected by the staff

Associate Professor Eva Collins (to 5.8.2023)

#### One student member elected by the students

Ms Kyla Campbell-Kamariera (to 31.12.2021)



## Three members appointed directly by the Council, chosen by the Council

Rt Hon. Sir Anand Satyanand (to 30.6.2023)

Ms Susan Hassall (to 15.3.2024)

...

### 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. One academic staff member elected by and from Māori Academic Board of Studies for a term of three years.
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. One academic staff member elected by and from the School of Engineering Board of Studies for a term of three years.
25. 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.
26. 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**

27. 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.
28. One academic staff member ;appointed by the Vice-Chancellor on the nomination of the TEU for

a term of three years.

## Co-opted Members

29. 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

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

2007-2019

Rt Hon James Bolger ONZ HonD *Waikato*

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## Former Vice-Chancellors of the University of Waikato

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

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## Honorary Doctors of the University of Waikato

<b>1967</b>	Lord Ballantrae KT GCMG GCVO DSO OBE
<b>1968</b>	Pei Te Hurinui Jones
<b>1969</b>	Sir Arthur de Terrotte Nevill KBE CB
<b>1971</b>	Donald Wilfred Arcus
<b>1971</b>	Denis Rogers OBE
<b>1971</b>	Richard Bristowe Waddington
<b>1979</b>	Dame Te Atairangikaahu ONZ DBE
<b>1979</b>	Frank Maine Bateson OBE
<b>1980</b>	Jack Stanford Allan MNZM
<b>1982</b>	Henry Rongomau Bennett CBE QSO
<b>1983</b>	Henare Tuwhangai QSM
<b>1984</b>	Sir Ross Malcolm Jansen KBE
<b>1985</b>	Sir Donald Rees Llewellyn KNZM CBE
<b>1986</b>	Dame Phyllis Myra Guthardt DBE

<b>1986</b>	Dorothy Jessie Stafford OBE
<b>1986</b>	Dame Rangimārie Hetet DBE
<b>1987</b>	The Hon Sir David Lance Tompkins KNZM
<b>1990</b>	Norman William Kingsbury CNZM
<b>1992</b>	Janet Frame ONZ CBE
<b>1992</b>	Edwin George Morgan
<b>1993</b>	Dame Mary Josephine Drayton DNZM MBE
<b>1993</b>	Donald Murray Stafford CBE
<b>1994</b>	The Hon Dame Silvia Rose Cartwright PCNZM DBE QSO
<b>1994</b>	The Hon Sir Edward Taihakurei Junior Durie KNZM
<b>1994</b>	Dame Malvina Lorraine Major ONZ GNZM DBE
<b>1994</b>	Waea Mauriohooho
<b>1994</b>	Charlotte Rachel Anwyl Wallace OBE
<b>1995</b>	Elizabeth Ursula Alley
<b>1995</b>	Wilfred Gordon Malcolm CBE
<b>1995</b>	Jeanette King
<b>1995</b>	Huirangi Eruera Waikerepuru
<b>1996</b>	Dame Kiri Te Kanawa ONZ DBE AC
<b>1996</b>	Dame Katerina Te Heikoko Mataira DNZM
<b>1997</b>	The Hon Sir Peter Tapsell KNZM MBE
<b>1997</b>	Hiko Hohepa
<b>1997</b>	The Rt Rev Manuhua Augustus Bennett ONZ CMG
<b>1998</b>	Kevin Roberts CNZM
<b>1998</b>	Paul Woodford Day

<b>1999</b>	Sir Douglas Arthur Montrose Graham KNZM
<b>1999</b>	Koro Tainui Wetere CBE
<b>1999</b>	Gerald David Gibb Bailey QSO
<b>2001</b>	Neil Finn OBE
<b>2001</b>	Tim Finn OBE
<b>2002</b>	Ida Margaret Gaskin CNZM
<b>2002</b>	Michael King OBE
<b>2002</b>	Michael MacRae Hanna
<b>2002</b>	Hirini Melbourne ONZM
<b>2003</b>	Tui Adams
<b>2004</b>	The Hon Margaret Anne Wilson DCNZM
<b>2004</b>	David Gordon Edgar QSO
<b>2004</b>	Caroline Bennett QSO
<b>2004</b>	Apirana Tūāhae Mahuika
<b>2004</b>	Hare Wakakaraka Puke
<b>2005</b>	James Te Wharehuia Milroy CNZM QSO
<b>2005</b>	Margaret Mahy ONZ
<b>2006</b>	Kenneth Owen Arvidson
<b>2006</b>	Jeffrey Alexander Jones
<b>2006</b>	Sir Howard Leslie Morrison OBE
<b>2006</b>	Bryan Charles Gould CNZM
<b>2006</b>	Sir Edmund Percival Hillary KG ONZ KB
<b>2007</b>	Diggeress Rangituatahi Te Kanawa CNZM QSO
<b>2008</b>	Brian Richard Perry OBE
<b>2008</b>	John Allan Gallagher CNZM KStJ JP

<b>2008</b>	Sir William Murray Gallagher KNZM MBE
<b>2008</b>	Rudolf Hendrik Kleinpaste
<b>2008</b>	Sir Timoti Samuel Kāretu KNZM QSO
<b>2008</b>	Tessa Duder OBE
<b>2009</b>	Heni Materoa Sunderland
<b>2009</b>	Zena Daysh CNZM
<b>2009</b>	Peter Godfrey Scott Sergel MNZM
<b>2009</b>	Hamish Keith CNZM OBE
<b>2009</b>	Sir Wilson James Whineray KNZM OBE
<b>2009</b>	Dame Lynley Stuart Dodd DNZM
<b>2010</b>	Max Martin Gibbs
<b>2010</b>	Margaret Bedggood Mulgan QSO
<b>2010</b>	Roka Pahewa Paora QSM
<b>2010</b>	Jon Mayson CNZM
<b>2011</b>	James Judd
<b>2011</b>	Catherine Moana Dewes ONZM
<b>2011</b>	Dame Jools Topp DNZM
<b>2011</b>	Dame Lynda Topp DNZM
<b>2012</b>	Campbell Smith MNZM
<b>2012</b>	Roger Hill
<b>2013</b>	Gordon Keith Stephenson CNZM
<b>2013</b>	Bernard Thomas Crosby ONZM
<b>2013</b>	Dame Susan Elizabeth Anne Devoy DNZM CBE
<b>2013</b>	Sir Patrick Hogan KNZM CBE
<b>2014</b>	Warren Scotter

<b>2014</b>	Sir Dryden Spring
<b>2015</b>	Richard William Tonks MNZM
<b>2015</b>	Morehu Ngatoko Rahipere MNZM
<b>2016</b>	Robert (Roy) James Crawford CNZM
<b>2016</b>	Archbishop Sir David John Moxon KNZM
<b>2016</b>	Emeritus Bishop Denis George Browne CNZM
<b>2016</b>	Kīngi Tuheitia
<b>2017</b>	Charles Hines Daugherty ONZM FRSNZ
<b>2017</b>	Ian George Jowett
<b>2017</b>	Maxwell Harold Gimblett ONZM
<b>2017</b>	The Rt Hon Helen Elizabeth Clark ONZ
<b>2019</b>	Derek Arana Te Ahi Lardelli ONZM
<b>2019</b>	The Rt Hon James Brendan Bolger ONZ
<b>2020</b>	Lisa Feldman Barrett
<b>2021</b>	Paul Hunt
<b>2021</b>	Sir Harawira Tiri Gardiner KNZM

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## Recipients of the University of Waikato Medal

<b>1992</b>	Anthony Trevelyan Rogers QSO
<b>1994</b>	Cecil Douglas Arcus
<b>1994</b>	Kenneth Eric Jury ONZM
<b>1994</b>	John Thomas Kneebone CMG
<b>1994</b>	Brian Richard Perry OBE
<b>1994</b>	Hare Wakakaraka Puke
<b>1994</b>	Eric Ashley Taylor
<b>1994</b>	Sister Heeni Wharemaru
<b>1995</b>	Sir Robert Arthur Owens KNZM CBE
<b>1995</b>	Mary Gordon
<b>1995</b>	Val Going
<b>1997</b>	Laurence John Denny
<b>1999</b>	Jennifer Alexandra Alford
<b>1999</b>	Pam Banks

<b>1999</b>	Ann MacKay
<b>2000</b>	Stafford John Smith
<b>2002</b>	Yolande Neilson
<b>2002</b>	Jeremy Callaghan
<b>2003</b>	Marie Fenwick
<b>2003</b>	Robert Barrington Grant
<b>2004</b>	Jack Charles (Dufty) Wilson
<b>2006</b>	Paul Malcolm Dell
<b>2009</b>	Michael Law
<b>2010</b>	Terry Healy MNZM
<b>2012</b>	Dame Jocelyn Barbara Fish DNZM CBE
<b>2013</b>	Bill Flower
<b>2015</b>	Brian Linehan
<b>2017</b>	Judy Carmichael
<b>2019</b>	William Ford
<b>2019</b>	John Cronin MNZM

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## Recipients of Distinguished Alumni Awards

<b>2007</b>	Theresa Gattung CNZM
<b>2007</b>	Clare McTamney
<b>2007</b>	Deryck Shaw MNZM
<b>2008</b>	HE Lt Gen Rt Hon Sir Jerry Mateparae GNZM QSO
<b>2008</b>	Dr David Derek Sikua
<b>2008</b>	Sir Peter Vela ONZM
<b>2009</b>	Dr Judy McGregor CNZM
<b>2009</b>	Alyn Ware
<b>2009</b>	Annabelle White
<b>2010</b>	Sam Knowles
<b>2010</b>	Dr Craig Nevill-Manning
<b>2010</b>	Lt Col Tenby Powell
<b>2011</b>	Paul Bowker
<b>2011</b>	John Erkkila

<b>2011</b>	Hon Hekia Parata
<b>2011</b>	Lt Col Dr Christopher Pugsley ONZM FRHistS
<b>2012</b>	Warren Gatland OBE
<b>2012</b>	Karen Morrison-Hume
<b>2012</b>	Murray Sherwin CNZM
<b>2013</b>	Professor Marston Conder
<b>2013</b>	Judge Stephanie Milroy
<b>2013</b>	Edmund Wee
<b>2014</b>	Jamie Fitzgerald
<b>2014</b>	Dr Arthur Grimes
<b>2014</b>	Le Mamea Taulapapa Sefulu Ioane QSO
<b>2014</b>	Parekawhia McLean
<b>2015</b>	Peter Churchouse
<b>2015</b>	Hinewehi Mohi MNZM
<b>2015</b>	Rob Waddell ONZM
<b>2017</b>	Mark Wilson
<b>2017</b>	Professor Fui Le'apai Tu'ua 'Īlaoa Asofou So'o
<b>2017</b>	Deborah Challinor MNZM
<b>2018</b>	Dr Shane Legg
<b>2018</b>	Dr Sarah Calvert
<b>2018</b>	Miriam Dean CNZM QC
<b>2018</b>	Dr Tom Higham
<b>2018</b>	Hon Dame Annette King DNZM
<b>2018</b>	Jan Zijderveld
<b>2019</b>	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

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## Emeritus Professors of the University of Waikato

<b>1980</b>	Paul.W. Day MNZM MA <i>NZ and Oxf</i> HonD <i>Waikato</i>
<b>1981</b>	Geoffrey Joseph Schmitt CMG MA BCom <i>NZ</i> DPA <i>Well</i> FCA CMA
<b>1985</b>	James Gordon Pendergrast MSc <i>NZ</i> PhD DIC <i>Lond</i>
<b>1986</b>	Achim Zulauf DrRerNat Mainz PhD <i>Lond</i>
<b>1988</b>	John Davidson McCraw MBE MSc <i>NZ</i> DSc <i>Well</i> FNZSSS CRSNZ
<b>1988</b>	William Theodore Roy MA <i>L'now</i> FRAS FRSA
<b>1990</b>	John Trevor Ward BSc(Econ) <i>Lond</i> MLitt <i>Oxf</i> PhD <i>Lond</i>
<b>1990</b>	Rudi Ziedins MA PhD <i>Melb</i>
<b>1991</b>	David George Bettison MA PhD Rhodes
<b>1993</b>	Bruce Sween Liley MSc <i>NZ</i> PhD <i>R'dg</i> FInstP CPhys FNZIP FRSA
<b>1993</b>	Ian Andrew McLaren MA <i>NZ</i> AM <i>Chic</i> PhD <i>Well</i>
<b>1993</b>	James Ernest Ritchie ONZM MA DipEd PhD <i>NZ</i> FBPsS FNZPsS FAAA

<b>1999</b>	Kenneth Malcolm Mackay BSc <i>Aberd</i> PhD <i>Camb</i> CChem FRSC FNZIC
<b>1999</b>	Brian V. Smith BCA <i>Well</i> ACA CMA
<b>1999</b>	Fred Woodward Marshall MA NZ DU DipdeCultFrCont <i>Paris</i> OPA
<b>2002</b>	Michael John Selby ONZM BA(Hons) MA DipEd DSc <i>Oxf</i> DPhil <i>Waikato</i>
<b>2007</b>	Noeline Alcorn QSO BA <i>Well</i> MA <i>Cant</i> PhD <i>Calif</i> DipEd <i>Massey</i> DipT FNZEAS
<b>2007</b>	G.Marshall Walker MA PhD <i>Glas</i>
<b>2008</b>	Leslie Richard Foulds BSc MSc <i>Auck</i> PhD <i>VirgPolyInst</i> FTICA
<b>2009</b>	Edward Lewis Glynn BA MA <i>Auck</i> PhD <i>Tor</i> DipGrad <i>Otago</i> FNZPsS FRSNZ
<b>2009</b>	Peter H. Oettli BA NZ PhD <i>Auck</i>
<b>2010</b>	Sir Tamati Muturangi Reedy BA MA <i>Auck</i> MA PhD <i>Hawaii</i> KNZM
<b>2010</b>	David Ian Pool BA MA NZ PhD <i>ANU</i> FRSNZ CNZM
<b>2010</b>	Jane Beaglehole Ritchie BA MA NZ PhD <i>Well</i> OBE JP
<b>2011</b>	Warwick B. Silvester BSc <i>NZMSc</i> <i>Auck</i> PhD <i>Cant</i>
<b>2011</b>	Alexandra Barratt BA(Hons) MA <i>Camb</i> MA <i>Car</i> PhD <i>Tor</i>
<b>2013</b>	Ian David Graham BSc <i>Lond</i> PhD <i>Camb</i> CEng MBCS
<b>2013</b>	Brian Kenneth Nicholson BSc(Hons) PhD <i>Otago</i> FNZIC
<b>2013</b>	Richard Price BSc(Hons) <i>ANU</i> PhD <i>Otago</i>
<b>2013</b>	Campbell Nelson BSc(Hons) <i>Well</i> PhD <i>Auck</i> FRSNZ
<b>2013</b>	Roy M. Daniel BSc(Hons) PhD <i>Leic</i> FRSNZ FNZIC

<b>2013</b>	Roberta L. Farrell BSc <i>Missouri</i> MSc PhD <i>Ill</i> CNZM FRSNZ FIAWS
<b>2013</b>	Clive McGee BA MA DPhil <i>Waik</i> DipT
<b>2013</b>	Susan C. Middleton BA BEdSt MA <i>Well</i> DipEd <i>Massey</i> PhD <i>Waik</i> DipT
<b>2013</b>	Stewart R. Lawrence BSc(Hons)(Econ) <i>Lond</i> MSc <i>Warw</i> PhD <i>Waik</i> ACMA CA
<b>2014</b>	Richard D. Bedford BA MA <i>Auck</i> PhD <i>ANU</i> QSO FRSNZ
<b>2014</b>	Alan Russell Bishop ONZM BA(Hons) <i>Well</i> MA PhD <i>Otago</i> DipEd <i>Massey</i> DipT
<b>2014</b>	T.G. Allan Green BA(Hons) MA DPhil <i>Oxf</i>
<b>2014</b>	Alistair L. Wilkins BSc(Hons) PhD <i>Otago</i> FNZIC
<b>2014</b>	Richard J. Wilkins MSc <i>Auck</i> PhD <i>Otago</i>
<b>2014</b>	Ian H. Witten MSc <i>Calg</i> MA <i>Camb</i> PhD <i>Essex</i> CEng FACM FRSNZ MIEE MIEEE
<b>2015</b>	Bevan Grant BEd MA <i>Vic</i> BC PhD <i>Otago</i>
<b>2016</b>	Robert (Roy) James Crawford CNZM BSc(Hons) PhD DSc <i>Belf</i>
<b>2016</b>	Kevin Broughan BSc MSc <i>Auck</i> MA PhD <i>Col</i> MACM MEngNZ FNZMS
<b>2016</b>	Hugh Morgan BSc <i>Wales</i> MSc <i>Strath</i> PhD <i>Guelph</i>
<b>2016</b>	Robert Hannah BA(Hons) <i>Otago</i> MPhil <i>Oxf</i> FSA FRSNZ
<b>2016</b>	Dame Peggy G. Koopman-Boyden BA MA DipEd <i>Massey</i> DNZM CNZM
<b>2016</b>	Michael P. O'Driscoll BSc(Hons) <i>WAust</i> PhD <i>Flin</i>
<b>2019</b>	Clive H.J. Gilson BA(Hons) <i>Middx</i> MA PhD <i>Warw</i>
<b>2017</b>	Roger I. Moltzen BEd MEd PhD <i>Waik</i> DipT MNZM
<b>2017</b>	T. Mary Foster BSc MSc DipClinPsych

	PhD <i>Auck</i>
<b>2017</b>	Dov Bing BA <i>HebrewUniversityJerusalem</i> PhD <i>Auck</i> FRAS
<b>2018</b>	Jacques Poot Drs VU <i>Amst</i> PhD <i>Well</i> MAE
<b>2018</b>	Margaret Carr BA MA <i>Well</i> PhD DipEdSt <i>Waik</i> DipNZFKU
<b>2018</b>	Terry Locke BA MA PhD <i>Auck</i>
<b>2018</b>	Janis E. Swan MNZM BTech MTech <i>Massey</i> PhD <i>Wat</i> FNZIFST DistFEngNZ
<b>2018</b>	Ngahuia Te Awekotuku BA MA(Hons) <i>Auck</i> PhD <i>Waik</i>
<b>2020</b>	Ernest G. Kalnins BSc(Hons) <i>Cant</i> MSc PhD <i>WOnt</i> FRSNZ
<b>2020</b>	Margaret Wilson LLB(Hons) MJur <i>Auck</i> HonD <i>Waik</i> DCNZM
<b>2020</b>	Peter J.J. Kamp BSc MSc PhD <i>Waik</i>
<b>2020</b>	Anne M. McKim MA <i>Dund</i> MA <i>Manit</i> PhD <i>Edin</i>
<b>2021</b>	Brian Findsen BSocSc MA CertMāoriSt <i>Waik</i> EdD <i>NCSU</i> DipT
<b>2021</b>	Carolyn King BSc(Hons) <i>Liv</i> DPhil <i>Oxf</i> PhD <i>Waik</i>
<b>2021</b>	Linda Tuhiwai Smith BA MA PhD <i>Waik</i> CNZM

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## Honorary Fellows of the University of Waikato

<b>1994</b>	Margaret Avery
<b>1994</b>	John Turner
<b>1994</b>	Guyon Wells OBE
<b>1994</b>	Graham Lamont
<b>1994</b>	Robert Katterns
<b>1997</b>	Malcom Carr
<b>1999</b>	Barry Parsonson
<b>1999</b>	Rachel Irwin
<b>2000</b>	Margaret McLaren
<b>2000</b>	Peter Ramsay QSM
<b>2000</b>	Laurie Barber
<b>2000</b>	Hugh Barr
<b>2002</b>	Samuel Edwards
<b>2002</b>	David Mitchell

<b>2002</b>	Jill Mitchell
<b>2002</b>	Alan Hall
<b>2006</b>	Michael Hills ONZM
<b>2006</b>	David Coy
<b>2007</b>	Antony Millett
<b>2008</b>	Ngaere Roberts
<b>2008</b>	Warren Hughes
<b>2008</b>	Alfred Sneyd
<b>2008</b>	David Taylor
<b>2010</b>	David Swain
<b>2010</b>	Derek W Smith
<b>2010</b>	Lyndsay Main
<b>2011</b>	Brian Silverstone
<b>2012</b>	Ray Harlow
<b>2013</b>	Roger Briggs
<b>2013</b>	Ray Littler
<b>2013</b>	Alan Langdon
<b>2013</b>	Jan Pilditch
<b>2013</b>	William Bolstad
<b>2014</b>	Chris Hendy
<b>2015</b>	Michael Goldsmith
<b>2015</b>	Murray Jorgensen
<b>2016</b>	Denis L Drysdall
<b>2017</b>	John Tressler
<b>2019</b>	Jenny Young-Loveridge

2019	Alison Campbell
2021	Sayeeda Bano
2021	Linda Mitchell

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[Te Pua Wānanga ki te Ao Faculty of Māori and and Indigenous Studies](#)

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# 2024 Calendar

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

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## 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 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<sup>1</sup> 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.<sup>1</sup>

(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.<sup>2</sup>
- (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<sup>3</sup>, 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 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 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 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 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 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](#))

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## Part 1 Admission to Bachelors Degrees<sup>1</sup>

1. Admission to the

**Bachelor of Arts (BA)**

**Bachelor of Business (BBus)**

**Bachelor of Business Analysis (BBA)**

**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<sup>2</sup>**

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

**1.2 Discretionary Entrance<sup>3</sup>**

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) in the Faculty of Science and Engineering**

**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<sup>4</sup>*

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will

be accepted<sup>1</sup> 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<sup>1</sup> 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)** in the Faculty of Computing and Mathematical Sciences, 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*<sup>4</sup>

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted<sup>1</sup> 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<sup>1</sup> 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<sup>4</sup>*

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted<sup>1</sup> 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<sup>1</sup> 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



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 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**<sup>2</sup>

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

## 2.2 **Discretionary Entrance**<sup>3</sup>

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*<sup>4</sup>

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted<sup>1</sup> 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<sup>1</sup> 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<sup>4</sup>

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted<sup>1</sup> 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<sup>1</sup> 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<sup>4</sup>

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted<sup>1</sup> 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 FOUN021 and FOUN022 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<sup>1</sup> 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**<sup>2</sup>

##### 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*<sup>4</sup>

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<sup>1</sup> 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<sup>1</sup> 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<sup>1</sup> 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.<sup>1</sup> 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.<sup>1</sup> 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<sup>1</sup> 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**<sup>2</sup>

#### 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 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 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.

## 4.2 **Special Admission**

Applicants with evidence of successfully completed post-secondary study will normally be accepted. This includes applicants who have successfully completed the 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*<sup>4</sup>

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<sup>1</sup> 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 FOUN021 and FOUN022 to satisfy the minimum English language requirement for undergraduate study
- will be accepted<sup>1</sup> 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 FOUN007 and
- (c) at least a C- grade in every other paper; and
- (d) a B- grade in FOUN021 and FOUN022 to satisfy the minimum English language requirement for undergraduate study

will be accepted<sup>1</sup> 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 FOUN011, a B- grade in FOUN007, and at least a C- grade in every other paper will be accepted.<sup>1</sup> 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 FOUN007, FOUN010 or FOUN011 and at least a C- grade in every other paper, will be accepted.<sup>1</sup> 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.<sup>1</sup>

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<sup>5</sup>

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**<sup>2</sup> There are a limited number of places<sup>2</sup> 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**<sup>3</sup> 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*<sup>4</sup>

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

7. 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:
  - 7.1 **Certificate in Professional Engineering Practice**

Entry into the Certificate in Professional Engineering Practice in the School of Engineering or the School of Computing and Mathematical Sciences is available only to applicants who are currently enrolled in, or have completed, a Bachelor of Engineering with Honours, or equivalent.
  - 7.2 **Diploma in Engineering Management**

Entry into the Diploma in Engineering Management in the School of Engineering or the School of Computing and Mathematical Sciences is available only to applicants who are currently enrolled in, or have completed, a Bachelor of Engineering with Honours, or equivalent.
  - 7.3 **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](#)).
  - 7.4 **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

8. 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.
9. **Annual re-entry criteria**
  - 9.1 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.
10. **Re-entry to Bachelor of Nursing**
  - 10.1 A student gains unrestricted passes in all of their required Bachelor of Nursing papers will gain re-entry.
  - 10.2 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.

## 11. **Re-entry to Law Programmes**

- 11.1 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.
- 11.2 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.

## 12. **Re-entry to Teacher Education Programmes**

- 12.1 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.
- 12.2 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.
- 12.3 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.
- 12.4 A returning student who wishes to transfer between teacher education streams will need permission from the Pro Vice-Chancellor of Education.
- 12.5 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.

## 13. **Re-entry to Social Work Programmes**

- 13.1 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.

## 14. **Re-entry to conjoint degree programmes**

- 14.1 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 Dean(s) of the Faculty and/or School of Studies that their academic performance is of a good standard.

## 15. **Trimester re-entry criteria**

- 15.1 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.
- 15.2 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

16. 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.
17. Additional criteria apply in the case of transfer into the following qualifications.
18. **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.
19. **Transfer into Law programmes**
  - 19.1 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.
  - 19.2 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.
  - 19.3 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.
20. **Transfer into the Bachelor of Health, Sport and Human Performance (BHSHP)**
  - 20.1 There are a limited number of places available for transferring students within the BHSHP degree and this may vary from year to year.
  - 20.2 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.
21. **Transfer into the Bachelor of Education (BEd) and Bachelor of Teaching (BTchg)**
  - 21.1 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.
  - 21.2 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

22. 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.
23. 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

24. 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 papermay 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.
25. A person whose application for reconsideration is declined by the relevant Dean may make a further appeal to the Deputy Vice-Chancellor Academic under delegated authority of the Academic Board.
26. 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.
27. A decision by the Deputy Vice-Chancellor Academic is notified in writing, and is final.
28. **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:

*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.*

*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.*

*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.*

*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.*

*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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# 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, generally in the form of an IELTS (academic) or TOEFL examination score. 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 Dean concerned.

## 9. **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 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;
- 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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# 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 2021

### 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 Faculty of Law Undergraduate Programmes Committee.

*Law: LEGAL458-21B (HAM) 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: PSYCH581-21A (HAM) Psychological Assessment*

25 students per trimester selected by the Course 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: MEDIA206-21X (HAM) Introduction to Filmmaking*

35 students per trimester selected by the Course Convenor.

### 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.

*HLTSC101-21X (HAM) Health Assessment 1*

Restricted to 80 students who are enrolled in the Bachelor of Nursing.

*HLTSC102-21X (HAM) Applied Health Science 1*

Restricted to 80 students who are enrolled in the Bachelor of Nursing.

*HLTSC103-21X (HAM) Nursing Practice 1*

Restricted to 80 students who are enrolled in the Bachelor of Nursing.

*HLTSC104-21X (HAM) Pharmacology for Nurses 1*

Restricted to 80 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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# 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/](http://www.waikato.ac.nz/study/apply/). Academic advice is available through the individual Faculties or School of Study for returning students and from the Admissions Office for students enrolling in 100 level papers.

### *Standard Application Deadlines*

**Tuesday 1 December 2020** for papers that commence during Summer School 1 (5 January 2021 to 19 February 2021)

**Monday 22 February 2021** for papers that commence during trimester A (1 March 2021 to 25 June 2021)

**Monday 5 July 2021** for papers that commence during trimester B (12 July 2021 to 5 November 2021)

**Monday 8 November 2021** for papers that commence during Summer School 2 (15 November 2021 to 24 December 2021)

**Monday 8 November 2021** for papers that commence during trimester C (15 November 2021 to 18 February 2022)

### *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.

**Tuesday 1 December 2020** 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 WMS 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 7 December 2020** for papers commencing 5 January 2021 to 19 February 2021

**Friday 26 February 2021** for papers commencing 1 March 2021 to 25 June 2021 and papers commencing 1 March 2021 to 7 November 2021

**Friday 9 July 2021** for papers commencing 12 July 2021 to 5 November 2021


**Friday 12 November 2021** for papers commencing 15 November 2021 to 24 December 2021 and papers commencing 15 November 2021 to 18 February 2022

the **Friday prior to the start date** of a WMS 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 phoning 0800 WAIKATO or (07) 838-4007, or emailing [recruitment@waikato.ac.nz](mailto:recruitment@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 or the Auckland Office, which is based at 21 Putney Way, Manukau City, Auckland.

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 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](http://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 2021](#) 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 MyWaikato. The exceptions are students enrolled in articulation programmes - they need to complete specific forms to add University of Waikato papers to their enrolment.

(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.

(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.

## 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.

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
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1. **Deadlines for deleting papers (with a refund of the prescribed fees)**

(1) An application to delete a paper must be submitted to the Faculty or School of 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
More than 40 weeks	5 weeks	Within 35 days of, and including, the first day 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.

1. **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.

- (2) 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:

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 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.

#### 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 Faculty or School of Study, 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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# 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 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 enrolls 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 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

LLD, DLit and DSc applications (\$500 for the Application Fee and \$1500 for the Examination Fee)	\$2000.00
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### Library Fines and Charges

Administrative charge for non-returned, lost or damaged material, additional to the cost of replacement or repair	\$10.00
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Associate Membership fee (per annum)	\$200.00
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Replacement charge for lost or damaged Associate Membership card	\$10.00
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Replacement charge for a barcode removed from a Library book	\$4.50
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Fines for late return of books	
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- for a <i>High Demand Collection</i> issued book for	\$2.00 per hour or part
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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.	<i>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.</i>
2.	<i>Library fines may be paid at the Library Service Desk or online.</i>
3.	<i>Library invoices may be paid at the Fees Office or online.</i>
4.	<i>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.</i>
5.	<i>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.</i>
6.	<i>These fines and charges shall apply to all Library borrowers.</i>

**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 <a href="#">Assessment Regulations 2016</a> - per paper	\$65.00
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### Scripts, Transcripts and Certificates

Replacement identity card	\$15.00
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#### Academic transcripts

- first copy	\$40.00
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- each additional copy (if requested at the same time as the first copy)	\$20.00
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- faxing/scanning letters and transcripts	\$10.00
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Replacement degree/diploma or other qualification certificate	\$100.00
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#### All other official letters of certification

- first copy	\$40.00
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- each additional copy (if requested at the same time as the first copy)	\$20.00
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- faxing/scanning letters overseas	\$10.00
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Resubmission of thesis (MPhil & PhD)	\$100.00
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Copy of exam script	\$15.00
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### Late Enrolment Charges

Charge after deadline to complete enrolment (see <a href="#">Enrolment</a> for the prescribed deadlines after which this charge applies)	\$100.00
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### 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
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### Student Discipline Appeal Charges

Appeal to the Chairperson of the Student Discipline Committee against a discipline decision under the <a href="#">Student Discipline Regulations 2020</a>	\$50.00
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Appeal to the Council against a discipline decision under the <a href="#">Student Discipline Regulations 2020</a>	\$200.00
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### 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 charged on a per point basis	\$6.60 per point
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### Student Health Service User Charges

Domestic students enrolled with the Student Health Service (PHO) (per consultation)	\$10.00
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Domestic students not enrolled with the Student Health Service (PHO) Nurse appointment

With a Community Services Card (per consultation)	\$15.00
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Without a Community Services Card (per consultation)	\$20.00
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Domestic students not enrolled with the Student Health Service (PHO) Doctor appointment

With a Community Services Card (per consultation)	\$30.00
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Without a Community Services Card (per consultation)	\$45.00
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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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# 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/study/international/](http://www.waikato.ac.nz/study/international/).

Email: [international@waikato.ac.nz](mailto: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, 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/apply](http://www.waikato.ac.nz/study/apply) or on the Application to enrol form for new international students, available online at [www.waikato.ac.nz/study/international/how-to-apply](http://www.waikato.ac.nz/study/international/how-to-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](http://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](http://www.waikato.ac.nz/study/enrolment/undergraduate-international).

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.<sup>1</sup> Please contact the International 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 *Education (Pastoral Care of International Students) Code of Practice 2016*. Copies of the Code are available from the New Zealand Qualifications Authority website <https://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>.

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 nearest New Zealand High Commission, Embassy or INZ Office.
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](http://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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# 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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# 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 Faculty 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 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, 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 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 Faculty has one or more committees with responsibility at the Faculty 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 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 or department
  - (c) maintaining records of University research and/or related activity with human participants in the Faculty 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 recommends to the University of Waikato Human Research Ethics Committee for approval the committee structure for the respective Faculty, 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 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 or Faculty level, or a Director of a unit outside a Faculty, 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 or Faculty 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.

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## 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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## 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 Te Mata Kairangi School of Graduate Research.

General information about the submission of MPhil and doctoral theses is published on the Higher Research Degrees [website](#).

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 [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 Faculty in which the dissertation is undertaken.

#### 5. **Word limit for first masters theses**

Unless the Dean of the 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 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.
- (3) The relevant 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 publically 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 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 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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# 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 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 informationis 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 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 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 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 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 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 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

- (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) This Part does not apply to dissertation or thesis papers.
- (4) An application under this Part 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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# 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 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 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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## Graduation

The University will hold a number of graduation ceremonies in 2021. Graduation will take place in Hamilton during April and December. There will be a graduation ceremony in Tauranga in June and December.

All students who have completed the requirements for any of the University's qualifications can attend a ceremony. Graduation invitations 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 MyWaikato and can also be done in anticipation.

Further information regarding the [2021 graduation ceremonies](#) can be obtained from the website [www.waikato.ac.nz/students/graduation](http://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 2020

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 2020.**
- 2. The Council has power to confer the following degrees:**
  - Bachelor of Arts (BA)
  - Bachelor of Arts with Honours (BA(Hons))
  - Bachelor of Business (BBus)
  - Bachelor of Business with Honours (BBus(Hons))
  - Bachelor of Business Analysis (BBA)
  - Bachelor of Business Analysis - Financial (BBA(Fin))<sup>1</sup>
  - Bachelor of Business Analysis with Honours (BBA(Hons))<sup>1</sup>
  - Bachelor of Business Analysis with Honours - Financial (BBA(Hons)(Fin))<sup>1</sup>
  - Bachelor of Business Analysis - Management Studies (BBA(MgtSt))<sup>1</sup>
  - Bachelor of Communication (BC)
  - Bachelor of Communication Studies (BCS)<sup>1</sup>
  - Bachelor of Communication Studies with Honours (BCS(Hons))
  - Bachelor of Computer Graphic Design (BCGD)
  - Bachelor of Computer Graphic Design with Honours (BCGD(Hons))<sup>1</sup>
  - Bachelor of Computer Science (BCompSc)
  - Bachelor of Computing and Mathematical Sciences (BCMS)
  - Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons))
  - Bachelor of Design (BDes)
  - Bachelor of Design with Honours (BDes(Hons))



Bachelor of Education (BEd)  
Bachelor of Education with Honours (BEd(Hons))<sup>1</sup>  
Bachelor of Electronic Commerce (BECOM)<sup>1</sup>  
Bachelor of Electronic Commerce with Honours (BECOM(Hons))<sup>1</sup>  
Bachelor of Engineering (BE)  
Bachelor of Engineering with Honours (BE(Hons))  
Bachelor of Entrepreneurship (BEntre)<sup>1</sup>  
Bachelor of Environmental Planning (BEP)  
Bachelor of Health (BHealth)  
Bachelor of Health, Sport and Human Performance (BHSHP)  
Bachelor of Health, Sport and Human Performance with Honours (BHSHP(Hons))  
Bachelor of Laws (LLB)  
Bachelor of Laws with Honours (LLB(Hons))  
Bachelor of Liberal Studies (BLibS)<sup>1</sup>  
Bachelor of Management Studies (BMS)  
Bachelor of Management Studies with Honours (BMS(Hons))  
Bachelor of Māori and Pacific Development (BMPD)<sup>1</sup>  
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 Nursing (BNurs)  
Bachelor of Nursing with Honours (BNurs(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 Teaching (BTchg)  
Bachelor of Teaching with Honours (BTchg(Hons))  
Bachelor of Tourism (BTour)<sup>1</sup>  
Bachelor of Tourism with Honours (BTour(Hons))<sup>1</sup>  
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)<sup>1</sup>  
Master of Clinical Animal Behaviour (MCAB)  
Master of Computer Graphic Design (MCGD)<sup>1</sup>  
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)<sup>1</sup>  
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 Māori and Indigenous Business (MMAIBus)<sup>1</sup>  
Master of Māori and Pacific Development (MMPD)<sup>1</sup>  
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)<sup>1</sup>  
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 Social Work (MSW)  
Master of Teaching and Learning (MTchgLn)  
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 (Dip)

Diploma in Engineering Management (DipEM)

Diploma in Engineering Professional Practice (DipEPP)<sup>1</sup>

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)

Graduate Diploma of Teaching (GradDipT)<sup>1</sup>

International Diploma (IntDip)

Postgraduate Diploma (PGDip)

Postgraduate Diploma in Computer Graphic Design (PGDipCGD)<sup>1</sup>

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)<sup>1</sup>

Postgraduate Diploma in the Practice of Psychology (PGDipPracPsych)

Postgraduate Diploma in Psychology (Clinical) (PGDipPsych(Clin))

Postgraduate Diploma in Psychology (Community) (PGDipPsych(Com))<sup>1</sup>

Postgraduate Diploma in Teaching (PGDipTchg)

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

Certificate (Cert)

Certificate in Health and Wellbeing (CertHealthWellbeing)

Certificate in STEM (CertSTEM)

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)<sup>1</sup>

Graduate Certificate (GradCert)

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)<sup>1</sup>

**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))<sup>1</sup>  
Bachelor of Business Analysis with Honours - Financial (BBA(Hons)(Fin))<sup>1</sup>  
Bachelor of Communication Studies with Honours (BCS(Hons))  
Bachelor of Computer Graphic Design with Honours (BCGD(Hons))<sup>1</sup>  
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))<sup>1</sup>  
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)<sup>1</sup>  
Bachelor of Teaching with Honours (BTchg(Hons))  
Bachelor of Tourism with Honours (BTour(Hons))<sup>1</sup>  
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)<sup>1</sup>  
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)<sup>1</sup>  
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 Management Studies (MMS)

Master of Māori and Pacific Development (MMPD)<sup>1</sup>  
Master of Media and Creative Technologies (MMCT)  
Master of Music (MMus)  
Master of Professional Accounting (MPAcct)  
Master of Professional Management (MPM)<sup>1</sup>  
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 Social Work (MSW)

**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))<sup>1</sup>  
Bachelor of Business Analysis with Honours - Financial (BBA(Hons)(Fin))<sup>1</sup>  
Bachelor of Communication Studies with Honours (BCS(Hons))  
Bachelor of Computer Graphic Design with Honours (BCGD(Hons))<sup>1</sup>  
Bachelor of Design with Honours (BDes(Hons))  
Bachelor of Electronic Commerce with Honours (BECOM(Hons))<sup>1</sup>  
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))<sup>1</sup>

**8. Of the degrees and diplomas listed in clauses 2 and 3, the following may be awarded with Distinction:**

Master of Applied Finance (MAppFin)  
Master of Business Administration (MBA)  
Master of Business and Management (MBM)  
Master of Business and Management Specialised (MBMS)<sup>1</sup>  
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)<sup>1</sup>  
Master of Teaching and Learning (MTchgLn)

Postgraduate Diploma (PGDip)

Postgraduate Diploma in Computer Graphic Design (PGDipCGD)<sup>1</sup>

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)<sup>1</sup>

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)<sup>1</sup>

Master of Engineering Practice (MEngPrac)

Master of Māori and Indigenous Business (MMAIBus)<sup>1</sup>

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*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 2020. Candidates who first enrolled in a qualification prior to 2020 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 **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 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 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 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.
- (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 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 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 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 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 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.
- (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 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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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 Social Work (MSW)

Master of Teaching and Learning (MTchgLn)

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