
Admission Statute

Academic Policy

1 Purpose

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

2 Organisational Scope

This is a University-wide statute.

3 Definitions

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

Domestic student: A person who is a citizen or permanent resident of New Zealand, Australia, the Cook Islands, Niue, or the Tokelau Islands, or a citizen of other countries who is resident in New Zealand as a consequence of assignment to a diplomatic or consular post, his or her spouse, and their immediate dependants.

International student: A student studying in New Zealand on a student visa who is not a domestic student as defined above.

4 Statute Content and Guidelines

4.1 General Admission Statute

(a) Matriculation:

In order to enrol (a) in a course of study leading towards a degree, or (b) for a Certificate of Proficiency in such a course a candidate must matriculate. Matriculation requires satisfying one of the following categories of eligibility:

- (i) be qualified for entry to a university on the basis of the New Zealand University Entrance, Bursaries and Scholarships (NZUEBS) qualification, or National Certificate of Educational Achievement (NCEA) Level 3;

Note: Qualification for entry on this basis is covered by regulations promulgated by the New Zealand Qualifications Authority. Full details are set out in the University's [Enrolment Guide](#).

- (ii) have obtained New Zealand University Entrance (by accrediting or examination) in 1985 or earlier;

- (iii) have been granted admission at entrance level on the basis of a recognised equivalent secondary school qualification (see section 4.2 below);
- (iv) have been granted provisional or discretionary entrance (see section 4.3 below);
- (v) have been granted admission or admission with credit towards a degree (see section 4.4 below);
- (vi) have been granted special admission (see section 4.5 below);
- (vii) have been granted personal interest admission (see section 4.6 below); or
- (viii) have been granted admission at another New Zealand university.

Note 1: Enrolment in a Certificate of Proficiency allows a student to do one or more courses without enrolling in a degree or other recognised programme of study. Refer to the [Certificate of Proficiency Statute](#).

Note 2: Not all of the above categories of eligibility apply to international students. Provisions for international students are set out in section 4.7.

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

(b) Non-matriculated enrolment:

A person wishing to enrol for a diploma or certificate that does not require an entrance qualification may enrol as a non-matriculated student.

Note: Currently the University offers the following courses which are open to non-matriculated students: [Certificate of University Preparation](#), [Certificate of Proficiency in English](#), [Tohu Māoritanga](#), and [Certificate in Māori Business](#).

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

4.2 Admission of Domestic Students on the Basis of a Recognised Equivalent Secondary School Qualification

A domestic student who has gained a secondary school qualification other than NZUEBS or NCEA Level 3 may apply to have that qualification recognised as being equivalent to a school qualification set out in section 4.1(a)(i). This provision may be extended to students who complete a full year of academic study overseas, whether or not a formal academic qualification was obtained, provided they have:

- (a) obtained an aggregate in Sixth Form Certificate of not more than 16 over four subjects; or
- (b) (i) obtained a minimum of 72 credits at NCEA Level 2, including at least 14 credits in each of four subjects of which three must be from the approved list and no more than one that combines credits from up to two subjects on the approved list or domains on the National Qualifications Framework; and
- (ii) achieved the literacy and numeracy standards for university entrance.

Note: Students who have spent Year 13 on an exchange at a school or schools overseas must have completed a minimum of six months' academic study while overseas, and must provide a letter or report from the overseas school(s).

4.3 Provisional or Discretionary Entrance for Domestic Students

Note: Provisional Entrance applies for candidates seeking admission on the basis of Sixth Form Certificate, while Discretionary Entrance applies for a similar group of students who have done NCEA qualifications. Details are available from [Student Recruitment and Course Advice](#).

4.3.1 Provisional Entrance

- (a) A domestic student who is under 20 years of age and is not eligible to apply under any other section of this statute may apply for Provisional Entrance if they:
- (i) are not academically qualified to enrol at a New Zealand university; and
 - (ii) have received secondary schooling to at least New Zealand Year 12 level, or its equivalent overseas, and been awarded Sixth Form Certificate in at least one subject or its equivalent; and
 - (iii) have not in the year of application entered examinations in more than two subjects of the NZUEBS qualification (except as provided in section(b) below).

Note 1: In special circumstances the University may permit candidates who do not fulfil clause (ii) or (iii) above to apply for provisional entrance.

Note 2: Candidates who do not fulfil clause (iii) above may be considered for mid-year admission in the year immediately following their NZUEBS examinations.

- (b) A person at a New Zealand secondary school who has entered examinations in more than two subjects of the NZUEBS qualification may apply for provisional entrance in the same year for the purpose of enrolling in a programme offered in the third (summer) trimester by Victoria University of Wellington. Any person admitted under this regulation who does not in the following January gain an entrance qualification based on NZUEBS will be required to withdraw from the University and may reapply for admission at mid-year.
- (c) A person whose application is declined may appeal to the New Zealand Qualifications Authority, whose decision in the matter is final.
- (d) A person whose application is approved may enrol only in the programme for which provisional entrance has been awarded, unless the Assistant Vice-Chancellor (Academic) approves of enrolment in a different programme.

4.3.2 Discretionary Entrance

- (a) A person under the age of 20 years who does not meet the University Entrance standard, but
- (i) is a citizen or permanent resident of New Zealand or Australia*,
 - (ii) 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
 - (iii) has met the literacy and numeracy standards required for University Entrance, or their equivalents,

may apply for discretionary entrance.

**Australian applicants' most recent year of schooling must have been in New Zealand*

Note 1: Admission will be at the discretion of the university concerned, with the proviso that a student 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.

Note 2: In special circumstances the Chair of the New Zealand Vice-Chancellors' Committee's Sub-Committee on University Entrance may permit persons who do not fulfil clause (ii) or clause (iii) above to apply for Discretionary Entrance.

- (b) A domestic student studying at a New Zealand secondary school, who is attempting to qualify for entrance to university, may apply for Discretionary Entrance in the same year for the purpose of enrolling in courses offered in the third (summer) trimester. Any student admitted under this provision who does not, in the following January, meet the University Entrance standard will be required to withdraw from the University and may re-apply for admission at mid-year. Students required to withdraw may complete their summer trimester courses before doing so, but any courses passed will not be credited to a qualification until a University Entrance qualification is gained.
- (c) A person whose application is declined may appeal to the New Zealand Qualifications Authority, whose decision in the matter is final.
- (d) A person whose application is approved may enrol only in the programme for which discretionary entrance has been awarded, unless the Assistant Vice-Chancellor (Academic) approves of enrolment in a different programme.

4.4 Admission or Admission with Credit on the Basis of Study Undertaken at another Tertiary Institution (Admission Ad Eundem Statum) for Domestic Students

Domestic students who have completed any of the following:

- (a) a degree-level qualification awarded by another New Zealand or overseas university;
- (b) degree-level courses at another New Zealand or overseas university;
- (c) courses at Level 4 or above on the New Zealand Qualifications Framework towards a qualification awarded by a tertiary institution other than a university;
- (d) courses at Level 3 towards a qualification awarded by a tertiary institution other than a university, provided the student has also achieved the literacy and numeracy standards for university entrance;

may apply to have their study recognised as the basis of admission to this University.

4.5 Special Admission for Domestic Students over 20 Years of Age

- (a) Any candidate applying as a domestic student who has not gained the minimum entry qualifications ordinarily required for admission to the University, but who will have reached the age of 20 by the first day of the trimester for which admission is sought, is eligible to be enrolled as a student and will qualify for Special Admission.
- (b) The Convener of the Academic Committee may waive the age requirement for a domestic student where in his or her opinion an applicant is otherwise fit to be admitted. In such cases the candidate may be restricted to enrolment in a specified programme of study.

4.6 Personal Interest Admission for Domestic Students

- (a) A domestic secondary school student under 20 years of age and otherwise ineligible to enrol, who has a personal interest in a course or courses may apply to the Convener of the Academic Committee to enrol part-time and be assessed in no more than 48 points per trimester.
- (b) A person who passes a course in which they have enrolled under (a) above and who subsequently becomes eligible to enrol under provisions 4.1 to 4.5 of this statute may

have that course credited to a qualification of this university in accordance with the relevant statute.

- (c) Secondary school students may apply for enrolment under this clause if they:
 - (i) have the written support of their Principal; and
 - (ii) have shown a high level of academic achievement.

4.7 International Students

4.7.1 Types of Admission

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

- (a) Be qualified for entry to a university on the basis of the New Zealand University Entrance, Bursaries and Scholarships (NZUEBS) qualification, and have met the English language requirements in section 4.7.2(c).
- (b) Be qualified for entry to a university on the basis of National Certificate of Education Achievement (NCEA) Level 3. Students applying under this category must have also satisfied the NCEA literacy and numeracy requirements.
- (c) Have been granted admission, or admission with credit towards a degree, on the basis of study undertaken at another institution. Students who have completed any of the following may apply to have their study recognised as the basis for admission to this university:
 - (i) a degree-level qualification awarded by another New Zealand or overseas university;
 - (ii) degree-level courses at another New Zealand or overseas university;
 - (iii) a qualification awarded by an overseas secondary school or tertiary institution which this university considers to be equivalent to a recognised school qualification as set out in section 4.1(a)(i);
 - (iv) courses at Level 4 or above on the New Zealand Qualifications Framework towards a qualification awarded by a tertiary institution other than a university.

4.7.2 Other Requirements

In addition to the above, international students must also follow these procedures:

- (a) All international students seeking admission as first-year students must apply to Victoria International, Victoria University of Wellington. Students already studying in New Zealand at Year 13 level can be accepted conditional upon a satisfactory result in the NZUEBS examination or the NCEA Level 3 as set out in section 4.7.1(a) and (b) above.

Note: For further details on the required levels of performance, refer to the Victoria International Prospectus.

- (b) All international students with overseas qualifications seeking admission with graduate status, or with credit towards a degree programme, should apply to [Victoria International](#), Victoria University of Wellington.
- (c) English Language Competence – international students who have gained their educational qualifications through a medium of instruction other than English must

provide evidence of their proficiency in English. For this purpose students normally take one of the TOEFL, IELTS, CPE or CAE tests. The required minimum results are:

Admission to undergraduate programmes

TOEFL: A score of 550 on the paper-based test or 213 on the computer-based test.

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

CPE: C Pass

CAE: C Pass

Admission to undergraduate teacher education programmes

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

Admission to graduate and postgraduate programmes

TOEFL: A score of 575, normally with a TWE of 5 on the paper-based test or 237 on the computer-based test.

IELTS: An overall band score of 6.5 with no sub-score below 6

CPE: C Pass

CAE: B Pass

Note 1: Some programmes may set a higher standard than the minimum English language requirements specified above to ensure a student is capable of proceeding with the proposed course of study.

Note 2: For students who need to improve their English before undertaking university study, the English Language Institute (ELI) at the University offers an English proficiency programme. Those attending the summer course, from November to February, are assessed by their teachers and by taking the ELI Proficiency Test. If students achieve the required standard, the University will accept this as evidence that they have met the English language requirements for admission.

4.8 Documentation

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

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

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

- (b) The University reserves the right to refuse admission to any person where it is suspected that fraudulent documents have been submitted to the University. The decision to refuse admission is made by the Convener of the Academic Committee and may be appealed to the Deputy Vice-Chancellor (Academic).

4.9 Effect of Statute

- (a) A student who is eligible for admission in accordance with this statute and who complies with section 4.8 and, where appropriate, section 4.7, may enrol at this University. In addition, International Students must comply with section 4.7.
- (b) Any person who applies for admission to this University agrees thereby to be bound by the statutes and regulations of the University.
- (c) Any person seeking admission pursuant to this statute must do so in accordance with section 4.8 of this statute. In addition, International Students must comply with section 4.7 of this statute.

Note 1: With the exception of admission on the basis of NZUEBS, NCEA, or Special Admission over 20 years of age, applications for admission take some time to process. All students are advised to apply as soon as possible, and not later than the dates published for the different qualifications in the [Enrolment Guide](#). For further details contact the [Enrolment Office](#) or [Victoria International](#).

Note 2: All applications for admission should be submitted with the Enrolment Application. Domestic students should send their application to the [Enrolment Office](#), and international students should send their application to [Victoria International](#). Any student with queries regarding admission with credit should contact the relevant Faculty Student Administration Office.

Note 3: As specified in the [Personal Courses of Study Statute](#), enrolments for any course are not normally accepted after the first one-sixth of that course.

5 Legislative Compliance

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

[Education Act 1989](#)

6 References

[Enrolment Statute](#)

[Enrolment Guide](#)

[Victoria University of Wellington Calendar](#)

[Personal Courses of Study Statute](#)

[Certificate of Proficiency Statute](#)

Previous Version: [archived Admission Statute 20091130.pdf](#)

7 Appendices

None

8 Approval Agency

University Council

9 Approval Dates

This statute was originally approved in: 1994

This version takes effect from: 1 December 2009

This statute will be reviewed by: 1 December 2010

10 Statute Sponsor

Assistant Vice Chancellor (Academic)

11 Contact Person

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

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