

Enrolment Statute

Academic Policy

1 Purpose

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

2 Organisational Scope

This is a University-wide statute.

3 Definitions

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

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

Offer of Study: A notification sent to a student in response to an enrolment application to inform the student of the qualification(s) and course(s) the University is offering them. The student must accept this notification in order to be officially registered in courses.

4 Statute Content and Guidelines

4.1 Enrolment Applications

- (a) Before attending any course, a student must be registered for that course.
- (b) Students wishing to study in 2009 should submit a completed Enrolment Application to the University by the dates listed below for the relevant trimester.

For Courses in:	Trimester 1 2009	Trimester 2 2009	Trimester 3 2009
LIMITED ENTRY qualifications or courses*	10 Dec 2008	30 May 2009	3 Oct 2009
DISTANCE courses	9 Jan 2009	29 May 2009	**
Postal or online enrolment in OPEN ENTRY qualifications and courses	30 Jan 2009	26 Jun 2009	31 Oct 2009
Enrolment in Person in OPEN ENTRY qualifications and courses	23 Feb 2009	6 Jul 2009	**

Note 1:* The qualifications and courses requiring an additional application form (see section 4.3) have separate closing dates and these are listed in the Appendix.

*Note 2**:* These deadlines vary according to the course; consult the summer brochure or online [Course Catalogue](#).

Note 3: Candidates for PhD and Master's degrees by thesis only are able to enrol at any time throughout the year.

Note 4: Refer to the current [Guide to Enrolment](#) for a complete listing of all enrolment deadlines.

4.2 Late Submission of Enrolment Application

Applications should be received by the University by the appropriate due date.

- (a) Late applications will be given lower priority for selection into limited entry qualifications or courses.
- (b) Students enrolling after the relevant Enrolment in Person Period (see section 4.6) may be required to seek acceptance into their course(s) before being permitted to enrol.

Note 1: Any student seeking to enrol in a course after it has started must do so in accordance with section 7 of the [Personal Courses of Study Statute](#).

Note 2: Non-receipt of enrolment material through the mail will not be accepted as justification for failure to apply by the due date.

4.3 Enrolment Application Requirements

4.3.1 Enrolment Application Forms

All students must complete and submit the standard Enrolment Application form, the Postgraduate Enrolment Application form, or the Thesis Enrolment Application form as appropriate.

4.3.2 Qualifications or Courses Requiring an Additional Application Form

Students wishing to enter the qualifications or courses listed in the Appendix to this statute must submit an *additional* qualification-specific or course-specific application form by the relevant due dates *in addition* to completing the relevant general enrolment application form. For qualification-specific and course-specific application forms and additional information, contact the appropriate person listed in the Appendix.

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

4.3.3 Teacher Education Qualifications

Students wishing to enter a teacher education qualification leading to provisional registration as a teacher by the New Zealand Teachers Council must complete the College of Education's assessment process including assessment against the good character and fitness to teach requirements of the New Zealand Teachers Council. Students who fail to meet the assessment requirements will be denied entry to the teacher education qualification and excluded from any University course that includes contact with children, schools or early childhood centres.

Students enrolled in a teacher education qualification who subsequently fail to meet the good character and fitness to teach requirements of the New Zealand Teachers Council may be disenrolled from that qualification and excluded from any University course that includes contact with children, schools or early childhood centres by the Pro Vice-Chancellor (Education). The student may appeal to the Disciplinary Appeals Committee against the decision of the Pro Vice-Chancellor.

Note 1: All first year and transferring international students are required to submit the standard ['International Application Form for Admission'](#) when applying for any qualification; this is in addition to any qualification-specific forms that may be required.

4.4 Documentation

Students must supply the following documentation with their enrolment application. Students should refer to the current [Guide to Enrolment](#) for full details of documentation requirements.

- (a) Students whose most recent enrolment was at another New Zealand university must supply:
 - (i) evidence of name, date of birth, and immigration status (e.g. passport or birth certificate); and
 - (ii) academic records from any New Zealand university ever enrolled at (excluding Victoria University results). Any results notifications for courses completed immediately before enrolling should be forwarded to the Enrolment Office as soon as available.
- (b) Students who have never been to a New Zealand university must supply:
 - (i) evidence of name, date of birth and immigration status (e.g. passport or birth certificate);
 - (ii) approval letters relating to admission if applicable;
 - (iii) Year 12 and Year 13 school results if applicable; and
 - (iv) other tertiary study results if applicable.

Note 1: Copies of documents can be accepted only if they have been certified by a Solicitor, a Notary Public, a Justice of the Peace or the institution which issued the original. Current secondary school students may have documentation certified by the school Principal. Students may also bring original documents and copies to be certified by staff in the Enrolment Office, School or 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.

4.5 Offer of Study

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

Note 1: When accepting the Offer of Study students are required to accept an undertaking to obey the regulations of the University. This undertaking may be incorporated within a student contract.

Note 2: Some Offers are required to be returned by due dates (e.g. distance courses and some postgraduate qualifications). Please refer to the current [Guide to Enrolment](#) for these dates or follow any instructions written on the Offer.

Note 3: First-year and transferring international students follow a slightly different process and do not receive an Offer of Study. Refer to [Victoria International](#) for details.

4.6 Enrolment in Person

- (a) Students will be advised through their Offer of Study if they need to enrol in person. Students asked to enrol in person should enrol during the relevant Enrolment in Person period, as outlined in the [Guide to Enrolment](#).

Note 1: In 2009 the Enrolment in Person periods are 23-26 February and 6-10 July.

Note 2: Students asked to enrol in person for the BArch, BBSec or BDes should enrol at the Faculty of Architecture and Design (Te Aro Campus) between 23 and 26 February 2009.

Note 3: All first-year and transferring international students are required to complete an [International Enrolment Application](#) and enrol in person. First-year and transferring international students' enrolment will be held on 18-20 February 2009 for Trimester 1 and 6-10 July 2009 for Trimester 2.

- (b) Students who have not submitted an enrolment application, or who have not received an Offer of Study, should report to the Enrolment Office (Hunter Building, Level 1) during Enrolment in Person.

Note: First-year international students should report to the [Victoria International](#) Office (Level 2, Rutherford House).

4.7 Payment of Fees

The required fees must be paid by the appropriate date as specified in Sections 4.3 and 4.8 of the [Fees Statute](#) unless alternative arrangements have been approved.

4.8 Enrolment for Interest Only

Where the University has officially provided, it is possible to enrol for a course for interest only. Students enrolling on this basis cannot attend practical classes, tutorials, workshops, laboratories or studios, submit coursework or sit examinations. No grade or credit will be given to graduates enrolled in courses under this provision. Enrolment on this basis may be denied if this would preclude the enrolment of full-fee paying students.

Note: Enrolment for interest only is permitted only under the Access Victoria programme. Enquiries should be made to the [Centre for Continuing Education and Executive Development](#).

4.9 Enrolment of a Member of the Security Intelligence Service

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

4.10 Refusal or Cancellation of Enrolment

- (a) In accordance with the [Education Act 1989](#), the University may cancel or refuse to permit the enrolment of a person as a student at the University on the grounds that the person is not of good character; the person has been guilty of misconduct or a breach of discipline; or is currently excluded or suspended from another New Zealand university.
- (b) If a student no longer meets the requirements of the [Immigration Act 1987](#) in that they no longer hold a valid or current visa, then the University may cancel their enrolment and withdraw their entitlement:
- (i) to be issued with an ID card or have an ID card endorsed;
 - (ii) to attend lectures, laboratories, tutorials, or use the University Library and ITS Student Computing Services.

4.11 Enrolment for Second or Third (Summer) Trimester

- (a) Students wishing to start their study in the second trimester may submit enrolment applications at any time up until the Friday two weeks prior to the beginning of

teaching. After this date, students should enrol at the mid-year Enrolment in Person period.

- (b) Students wishing to start their study in the summer trimester may submit enrolment applications at any time up until the Friday one week before the summer trimester begins for open entry summer trimester courses. After this date, students should apply in person before the course starts.

Note: The open entry deadlines for 2009 are 26 June for second-trimester courses and 31 October for summer trimester courses. Please refer to the current [Guide to Enrolment](#) for a complete listing of all enrolment deadlines.

4.12 Cancellation of Courses

Any programme or course to be offered by the University and listed in its [Course Catalogue](#) may be restricted to a limited number of enrolments, or may be cancelled by the University as a result of insufficient resources or student demand, or if unforeseen circumstances arise. (Refer to the [Cancellation of Programme Intakes Policy](#) and the [Cancellation of Course Offerings Policy](#).)

5 Legislative Compliance

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

[Education Act 1989](#)

[Immigration Act 1987](#)

6 References

[Cancellation of Course Offerings Policy](#)

[Cancellation of Programmes Intake Policy](#)

[Course Catalogue](#)

[Guide to Enrolment](#)

[Fees Statute](#)

[International Application Form for Admission](#)

[Personal Course of Study Statute](#)

[Student Conduct Statute](#)

Previous Version: [archived Enrolment Statute 20081130.pdf](#)

7 Appendices

Appendix A: [Qualifications and Courses in 2009 Requiring an Additional Application Form](#)

8 Approval Agency

University Council

9 Approval Dates

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

This version was approved on: 28 April 2008

This version takes effect from: 1 December 2008

This statute will be reviewed by: 1 December 2009

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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