

Enrolment Regulations

1. Version

- (a) These Regulations came into force on 1 January 2025.
- (b) The previous version came into force on 1 October 2017.

2. Authority

- (a) The Tumu Tuarua Akoranga | Deputy Vice-Chancellor Academic holds authority for these Regulations.
- (b) The relevant Amo | Dean(s) are delegated the administration of these Regulations.

3. Requirements for Approval in a Programme of Study

- (a) A student's personal programme of study must be approved by the relevant Amo | Dean.
- (b) A student must ensure that their programme of study complies with the regulations of the qualification sought.
- (c) the relevant Amo | Dean may:
 - i. refuse a student's enrolment in a personal programme of study which conforms to the regulations, if the dean believes the proposed enrolment is unsuitable; or
 - ii. approve a personal programme of study which does not conform to the regulations.

4. Maximum Workload for a Programme of Study

A student must be approved by the relevant Amo | Dean to enrol in a programme of study that exceeds the following limits:

- (a) more than 180 points in a continuous twelve-month period; or
- (b) more than 75 points for Semester 1 or Semester 2; or
- (c) more than 30 points of summer courses; or
- (d) more than 5 points per week in any one week when averaged over the duration of the study period.

5. Requirements for Enrolment in a Programme of Study

- (a) A student must apply to enrol or to change an enrolment.
- (b) To complete their enrolment, and prior to attending classes, a student must accept the Enrolment Offer.
- (c) A student must also satisfy the admission regulations for any qualification to enrol in courses for that qualification or be admitted into a Certificate of Proficiency for the course.
- (d) Some courses have a limitation on the number of enrolments as specified in the Schedule to the Regulations for Enrolment.
- (e) A student may enrol for a course only:
 - i. after having satisfied the prerequisites for that course; and/or
 - ii. while concurrently enrolled in, or after having satisfied every corequisite for that course.
- (f) Exemption from a prerequisite or corequisite may be granted if the relevant Amo | Dean is satisfied that either:
 - i. sufficient material in the prerequisite or corequisite has been covered to a comparable standard elsewhere; or
 - ii. there is clear evidence of special ability in the subject area of the proposed course.
- (g) Late enrolment in a course is subject to the approval of the relevant Amo | Dean.

6. Enrolment in a Research Course

- (a) A student enrolling for the first time in a research course may commence studies at any time mutually agreed to by the student and the relevant Amo | Dean.
- (b) The enrolment period starts on the first day of the month and is specified in whole months.
- (c) The enrolment period for a doctoral student is:
 - i. A minimum of 12 months for the first 36 accumulated months of enrolment; and
 - ii. After 36 accumulated months of enrolment, whole periods of 3 months.
- (d) The enrolment period for a master's student is:
 - i. A minimum of 12 months for the first 12 accumulated months of enrolment; and
 - ii. After 12 accumulated months of enrolment, whole periods of 3 months.
- (e) A student must be enrolled in order to submit their thesis or final piece of work.
- (f) Re-enrolment is required on or before the enrolment anniversary date.

7. Change of Enrolment

- (a) Withdrawals: a student will be officially withdrawn from a course if a Change of Enrolment is submitted by the final withdrawal date.
- (b) Additions: a student will be officially enrolled in an additional course if a Change of Enrolment is approved.
- (c) A student who wishes to completely withdraw from their programme of study must follow the Change of Enrolment procedure.
- (d) A student cannot withdraw from courses after the final withdrawal dates unless they have successfully applied for a late withdrawal through the Special Consideration process.

8. Certificate of Proficiency

- (a) A student may enrol in any course(s) without seeking a qualification from the University and instead receive a Certificate of Proficiency for each course, subject to the approval of the relevant Amo | Dean.
- (b) A student may not accumulate courses studied for Certificates of Proficiency that would exceed 50% of a qualification to which they could be credited, unless exempted by the relevant Amo | Dean.
- (c) A student may apply to the relevant Amo | Dean at a later date to transfer a Certificate of Proficiency to a qualification. Such transfer must be consistent with the regulations of the qualification including the course being completed within the time limit for the qualification, and the student meeting the following requirements before the commencement of their course:
 - i. all prerequisites and corequisites for the course; and
 - ii. admission requirements for the qualification.
- (d) A student who successfully completes a course or courses for a qualification from the University and who subsequently decides not to credit that course to a qualification may retrospectively request a

