

## A. Enrollment and Coursework

1. (a) A student may be enrolled for a personal course of study only when this has been approved by the Dean of the appropriate Faculty or, where specific regulations so require, the Academic Board.
- (b) A student may enrol for a course only after having satisfied the prerequisites for that course, and only while concurrently enrolled in or after having satisfied every co-requisite for that course.
- (c) Permission to Repeat Courses: Unless otherwise stated in individual degree regulations, an undergraduate student may attempt a course no more than three times, and after failing an undergraduate course twice the student must obtain the permission of the relevant Dean before enrolling in the course for a third and final time.

### Notes:

1. *This clause applies to courses deemed to be equivalent to courses already failed.*
2. *Re-enrolment in limited entry courses is addressed in Admission Regulation G, B4.*

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## Notes:


1. *A suspension of a student's enrolment may be sought by a student, Head of Department/School or programme convenor on the grounds of the student's ill-health or some other reason that prevents the student from pursuing their course of study, and when the course of study is otherwise subject to strict time limits. A condition of the suspension is that no work relevant to the course shall be undertaken during the period of suspension and the student is not eligible to receive any supervision.*
2. *Master's thesis students and PhD students may apply for a suspension of their studies; however, suspensions can only start from the first day of the month, will be for a minimum period of one month and will be granted for whole months only.*
3. *Where suspension of a student's enrolment is sought, whether by a student, Head of Department/School or programme convenor, the approval of the relevant Dean is required (in the case of postgraduate students, the Dean of Postgraduate Studies).*
3. A student may enrol in more than one qualification concurrently only with the approval of the relevant Dean or Deans. The Dean(s) may determine the maximum and/or minimum number of points for which the student may enrol in each qualification.
4. Where prescriptions provide options, a student must consult the Head of Department/School concerned before any selection is made.

## Notes:

1. *For the purposes of these regulations the term Head of Department/School includes the Chairperson or Coordinator of an interdisciplinary course.*
2. *Not all of the options listed in the prescriptions are necessarily offered in any one year.*
5. If a student enrolls again in a course for any reason (such as failure or receipt of restricted credit), the Head of the relevant Department/School may, at his or her discretion, and with the agreement of the student concerned, exempt the student from tuition in lectures, tutorials, laboratory, practical, field, or any other work. If a student seeks such an exemption, application to the Head of Department/School must be made before the end of the second teaching week of the course or the first teaching week for a Summer Programme course.

6. If any exemption from tuition is granted, the student must nevertheless enrol and pay the full tuition fee for the course, but the student may be exempt from any additional course costs (such as those specifically to cover the costs of fieldwork) related to the work for which an exemption has been granted.
7. Late enrolment in a course is subject to the approval of the Head of Department/School concerned, and may be declined.

B. 

1. A student seeking credit in any course must attend such lectures and perform satisfactorily such oral, practical, written and other work as the Head of Department/School concerned may require. The Head of Department/School shall give reasonable notice of these requirements in writing (see Section C Work and Assessment, regulations 1 and 3 below).
2. No student may receive credit for both of two substantially equivalent courses.  
*Note: Courses to which this restriction applies are in general indicated in the restrictions column of the schedules to the degree regulations.*
3. If a specific course is offered under different course codes, a student passing such a course may subsequently elect to receive credit under any one of those course codes.
4. A student enrolled in such a ~~course~~ 

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may at the discretion of the Academic Board, be excluded from laboratories and workshops or from using any such equipment, machinery or other material.

7. (a) A candidate who wishes to qualify for a degree of the University of Canterbury but is unable to complete studies for that degree as a student of this university may be permitted to credit approved courses passed as a student of another university in New Zealand or overseas.
- (b) A candidate seeking credit under this regulation must make prior application to the Academic Board.
8. *Note: This regulation is not applicable to students studying by distance, at a regional campus or flexibly, for which no special permission is required, or to students with timetable difficulties.*
  - (a) When attendance is expected in a course, a student enrolled in an undergraduate, Honours or Masters course may, in exceptional circumstances and with the approval of the relevant Head of Department/School, study for the course away from the University of Canterbury Christchurch campus. Such a student is not expected to attend all classes, but will complete all oral, written, practical and other work and will sit all tests and formal examinations for the course.  
A student seeking approval to study away from the University of Canterbury Christchurch campus must produce evidence to the satisfaction of the Head of Department/School that they are prevented from attending classes at the Christchurch campus.
  - (b) A student enrolled for a postgraduate degree programme involving the writing of a thesis, creative work or a Master's project in the Faculty of Engineering and Forestry may be permitted to study away from the University of Canterbury Christchurch campus.
    - i. For a Master's project in the Faculty of Engineering and Forestry, approval to study away from the University of Canterbury is required from the Head of Department/School, and shall have effect only for the duration of the specified course.
    - ii. For a Master of Fine Arts, a Master of Music in Composition or a Master of Fine Arts in Creative Writing, approval to study

away from the University of Canterbury is required from the Dean of Creative Arts. Approval may be given for the duration of enrolment in the award.

- iii. For a Master's thesis or dissertation not specified in i. or ii. above, for a period of more than one month (not including field work), and for all study and research overseas, approval is required from the Faculty Dean.
- iv. For a PhD thesis, approval to study and research away from the University of Canterbury is required from the Dean of Postgraduate Studies.

In all cases, approval will be given only when it is established to the satisfaction of the person granting the approval that the student will receive adequate supervision, that the necessary resources (financial or otherwise) to support the work are available, and that there are reliable and satisfactory means of communication between the student and the supervisor/lecturer for the duration of the time away from the University of Canterbury.

*Notes:*

1. *See also the Master's and PhD Regulations and Guidelines.*
2. *Students should consult Departments/Schools about departmental policies in relation to study away from the Christchurch campus.*

9. (a) No candidate shall normally be eligible to graduate with the Degree of Bachelor of Arts, Bachelor of Commerce, Bachelor of Education, Bachelor of Education in Science, Bachelor of Science, Bachelor of Sport Coaching, Bachelor of Teaching and Learning (Early Childhood), or Bachelor of Teaching and Learning (Primary), unless he or she has been credited with courses of this University which:
  - i. have a total value of at least 120 points; and
  - ii. include courses satisfying the 300-level

recounting under Regulation 8 below.

3. The Head of Department/School shall, not later than two weeks after the start of each course, ensure that the type, dates and times of all items of course work for each course and the value apportioned to each item have been notified in Course Outlines, and have been entered in the appropriate official University database, and are therefore available to students on the Web. Students will be able to access the database through the University website.
- or in the case of students who have satisfactorily completed the first two years of the Christchurch Polytechnic Institute of Technology Jazz Diploma (2002 onwards): a combination of courses from Group C of the Schedule satisfying the 300-level requirements of the degree.
- (c) No candidate shall normally be eligible to graduate with the degree of Bachelor of Fine Arts unless he or she has been credited with courses at this University which:
    - i. have a total value of at least 243 points from courses in Part 2 of the Schedule; and
    - ii. include 81 points at 400-level in Part 2 of the Schedule.
  - (d) No candidate shall be eligible to graduate with the degree of Bachelor of Engineering, Bachelor of Engineering with Honours, Bachelor of Forestry Science or Bachelor of Forestry Science with Honours unless he or she has been credited with courses at this University which satisfy the 300 and 400-level requirements of the degree.

## C.

1. The performance of each student enrolled for credit in a course shall be assessed on the basis of such examinations, tests, and other work as the examiners for the course shall determine.
2. For the purpose of these regulations, the term 'work' includes the following:
  - (a) Formal examinations supervised by the Registry;
  - (b) Major tests in the form of supervised written examinations supervised by the Department/School or the Registry, each worth not less than 10% of the total assessment;
  - (c) Major work, other than major tests, each item of which is worth not less than 10% of the total assessment;
  - (d) Minor work each item of which is worth less than 10% of the total assessment.
  - (e) Professional placement or fieldwork practice.

The items listed in 1.(b) to (e) are referred to collectively as the course work.

All work for assessment, including theses, shall be presented in English or Maori unless otherwise specified.

*Note: Students are advised to preserve any item of the course work as defined under this regulation in case they wish to submit it for a reconsideration under Section G Course Work, Regulation 2 or a*

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together with the following values assigned to letter grades: A+ (9), A (8), A- (7), B+ (6), B (5), B- (4), C+ (3), C (2), C- (1), D (0), E (-1), X (-3).

2. In recommending the award of Honours, faculties will normally apply the following guidelines: First Class Honours, GPA in the range 7.00-9.00; Second Class Honours, GPA in the range 4.00-6.99. The calculation of GPA for the purposes of Honours may involve a selection of course material from the degree programme, and special weightings may apply. Master's degrees may be awarded with Distinction or Merit, as specified in individual award regulations. College Offices (or in the case of Law, the School Office) will be able to provide more information on how the calculations are made in the case of any specific degree or subject, and they will also be able to provide information on how Second Class Honours is divided into Divisions One and Two, and how Third Class Honours (if it exists) is determined.
3. Unless an exception has been approved, all final undergraduate grades for SI occurrences and other relevant courses offered within the first year will





include police reports, medical certificates or letters from others concerned in the situation.

4. The Manager (Records, Examinations, Graduation and Scholarships) shall forward the application and supporting evidence in confidence to the Head of Department/School concerned. The Head of Department/School may submit the supporting evidence to the Director of the Student Health and Counselling Service for comment. The applicant will be informed within 14 days if the grounds for the application are accepted or not accepted, in the former case by the Head of Department/School, and in the



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- (d) The records of graduate and postgraduate students may be reviewed if there is poor academic progress in the award for which they are enrolled.
- (e) The records of students will not be reviewed if:
  - i. they are enrolled in summer courses only; or
  - ii. they are enrolled in an exchange programme.

*Note: For the purposes of this Regulation, students are considered to be 'enrolled' in a course if they are on the course roll after the official course discontinuation date.*

- 3. (a) Decisions with respect to individual courses or subjects are made by faculties and will be reported to the Academic Administration Committee.
- (b) Decisions with respect to undergraduate and graduate awards, or exclusion from faculties or the University are made by the Academic Administration Committee, on the recommendation of faculties.
- (c) Decisions with respect to postgraduate awards are made by the Academic Administration Committee, on the recommendation of the Faculty Dean or the Dean of Postgraduate Studies.
- 4. After reviewing the records of the students identified in 2 (a - c) above, the faculty or the Academic Administration Committee (as appropriate – see 3 above) may make one or more of the following decisions:
  - (a) that no action be taken;
  - (b) that the student be sent a letter giving advice to assist in improving his or her academic performance, which might include referral to the Learning Skills Centre;
  - (c) that the student be sent a letter warning that if his or her academic performance does not improve in the next semester or next year further action, including exclusion from the faculty or the University, may be taken;
  - (d) that the student be permitted to re-enrol subject to specified conditions, or restricted to a certain number of points. These conditions or restrictions will be determined by the Dean;

## J. B. D.

1. In the case of tests and other work being taken for credit (excluding formal examinations):

- (a) An examiner, with the approval of the Head of Department/School or delegate, may:
  - i. decline to award a grade; or
  - ii. deduct marks; or
  - iii. resolve the matter in any other appropriate way

for any work which is the result of dishonest or improper practice, including non-compliance with formal instructions undertaken with dishonest intent.

*Note: Plagiarism is a form of dishonest practice.*

- (b) If an examiner is satisfied that a student has committed a breach of instructions not amounting to dishonest or improper practice, the examiner may, with the approval of the Head of Department or delegate:
  - i. decline to award a grade for that student's work in whole or in part; or
  - ii. deduct marks; or
  - iii. resolve the matter in any other appropriate way.

- (c) Before determining that dishonest practice or breach of instructions has occurred, the Head of Department/School or delegate shall give the student an opportunity to make representations.

- (d) If the Head of Department/School or delegate, after hearing the student's representations, is of the opinion that the student may be guilty of dishonest or improper practice in connection with the test or other work, the Head of Department/School or delegate may, instead of determining that the work shall be penalised, refer the matter to the Proctor for investigation and reference to the Discipline Committee if the Proctor thinks fit.

- (e) Any student against whom a decision is given by the Head of Department/School or delegate may appeal to the Discipline Committee within 14 days of the decision.

2. In the case of formal examinations:

- (a) If an examiner is satisfied that a student has committed a breach of instructions, the Head of Department/School or delegate may refer the matter to the Discipline Committee.

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- (a) no degree or diploma may contain more than 120 points from any other award or awards unless the regulations for the relevant degree or diploma permit otherwise;
  - (b) courses cross credited from another award must meet the requirements of the relevant degree or diploma;
  - (c) postgraduate courses may not be so credited;
  - (d) no course may be used to satisfy the 300-level or final Professional or Honours year requirement of more than one degree or diploma;
  - (e) if any regulation prevents the transfer of credit for a course which is compulsory for the second degree another course approved by the Dean of the appropriate Faculty must be substituted.
2. With the permission of the Academic Board, a student may receive credit on transfer towards Honours and Master's degrees, and postgraduate diplomas for courses taken at other universities but not already credited to completed qualifications.
    - (a) The amount of credit allowed will depend on the facts of the particular case, but will not exceed 50 percent of the total degree requirements.
    - (b) If a thesis is a requirement of the degree, the thesis must normally be undertaken at the University of Canterbury.
    - (c) Such transfer of credit would normally be approved by the Faculty Dean.

*the PhD Regulations and Guidelines. Students and staff are also referred to the Student Administration website, where forms, policies and guidelines relating to thesis work are available.*

4. *Any departure from the following regulations requires the approval of the Dean of Postgraduate Studies acting on behalf of the Academic Board.*

### Supervision

1. (a) All theses shall be supervised by more than one supervisor.
- (b) One supervisor shall be designated the Senior Supervisor and shall be responsible for ensuring administrative and regulatory requirements are met.
- (c) The Senior Supervisor must be a member of the continuing academic staff of the University



**Notes:**

1. *These regulations apply to all theses. They might also apply to postgraduate dissertations, projects, and other original work if the regulations for the degree or diploma specify that the work is subject to the conditions laid down in General Course and Examination Regulations Section L, and shall be submitted in accordance with those regulations.*
2. *Unless otherwise specified in these regulations, 'relevant Dean' means the relevant Faculty Dean in the case of Master's theses and the Dean of Postgraduate Studies in the case of PhD theses. HOD/HOS means the Head of Department or School, and the HOD/HOS may delegate to a programme director or other suitable person. Where a thesis student is enrolled in a research centre, HOD/HOS means the Director of the Centre.*
3. *For regulations specific to individual degrees, see the relevant Master's Degree Regulations and*

- (d) six months from the date of enrolment for doctoral students;  
unless the relevant degree regulations specify otherwise.
3. Every Research Proposal shall be accompanied by the 'PhD Registration (Research Proposal)' form which includes a standardised agreement signed by the student, the Senior Supervisor, and the HOD/HOS, and which sets out expectations regarding supervision, resource availability, and feedback.
4. Theses shall be written in English or Maori.  
*Note: The stipulation that a thesis will be written*



## 2. Appeal by Way of Rehearing

All appeals are conducted as a full re-examination of the original decision.

## 3. Appeals from a Departmental or School Decision

- i. A student who is aggrieved by a decision made by a Head of School, Head of Department, or an academic within a Department or School, may appeal to the Dean of the Faculty for the degree to which the decision applies.

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under course regulations other than the current regulations, and

- (b) the current regulations do not contain relevant transitional provisions,
  - (c) then candidates will complete their qualifications by taking such courses, as may be prescribed by the Deans of the relevant Faculties that are consistent with current regulations.
2. Notwithstanding 1. above, candidates who are completing qualifications in which they originally enrolled at the Christchurch College of Education, and which were formerly awarded by the Christchurch College of Education, will complete under the Christchurch College of Education regulations applicable at the date of the merger between the University of Canterbury and the Christchurch College of Education. In all these cases, there are time limits for completing the qualification under these regulations.
  3. A University of Canterbury student, enrolled before 2006, can complete his or her degree under the transition regulations, as specified in 4. below. Where, however, a student abandons the original degree and enrolls in another University of Canterbury degree, the transition regulations will no longer apply.
  4. Students who have enrolled prior to the 2006 academic year in the Bachelor of Arts, Bachelor of Commerce, Bachelor of Education, Bachelor of Education in Science, Bachelor of Engineering with Honours, Bachelor of Fine Arts, Bachelor of Forestry Science, Bachelor of Laws, Bachelor of Music, Bachelor of Social Work, Bachelor of Speech and Language Therapy, Bachelor of Science, Graduate Diploma in Accountancy Finance and Information Systems, Graduate Diploma in Arts, Graduate Diploma in Forestry, Graduate Diploma in Management, Graduate Diploma in Science, may complete the qualification under the 2005 regulations, in which case the qualification must be completed by 31 December 2009. If a student does not complete their current qualification before 31 December 2009 then transition arrangements will be made on an individual basis.

*Note: See also General Course and Examination Regulations Section N Hardship regarding hardship arising from changes to Course Regulations.*



For the Regulations 2010