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# 2020 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 2020** 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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# 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

			<b>staff</b> means staff employed by the University of Waikato.
4.		<b>Purpose</b>	
	(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.		<b>Delegations by the Council</b>	
	(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.		<b>Delegations by the Vice-Chancellor</b>	
	(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.
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	(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.
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## 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 <a href="#">Governance and Management Guidelines</a> .
	(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 <a href="#">Committees</a> 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 <a href="#">University of Waikato Policy Framework</a> .
	(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 <a href="#">University of Waikato Calendar</a> .
9.	<b>Power to alter or revoke</b>		
	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.	<b>Reporting Requirements</b>		
	(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.	<b>Monitoring</b>		
	(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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1.		The Vice-Chancellor may give such direction, or make such provision as he or she thinks fit for the relief of undue hardship where it is shown to his or her 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 Dean or Head or equivalent, give such direction or make such provision as he or she thinks fit where it is shown to his or her 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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1.	<b>Title</b>
	These are the Personal Programmes of Study Regulations 2012.
2.	<b>Date of effect</b>
	These regulations are effective from 1 January 2013.
3.	<b>Delegation of powers</b>
	The powers and authority of the Academic Board referred to in these regulations have been delegated in certain matters under the <a href="#">Delegation of Powers Statute 2014</a> .

4.		<b>Definitions</b>
		In these regulations
		<b>paper</b> 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
		<b>programme of study</b> means the selection of papers taken by a candidate in any one academic year for a particular qualification
		<b>equivalent</b> papers are in effect the same papers, one of which was taught in the past with a different paper code
		<b>restricted</b> 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 <b>prerequisite</b> 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 <b>corequisite</b> must be taken either prior to or concurrently with the paper for which the corequisite is specified
		<b>internal assessment</b> 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 <b>field</b> means a general area of academic study that includes a number of related subjects
		a <b>subject</b> 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 <a href="#">Catalogue of Papers</a> . 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)		<p>The criteria for admission to a particular qualification in a given year are determined by the Academic Board and are set out in the <a href="#">Criteria for Admission to Particular Qualifications</a> and the qualification regulations.</p>
	(4)		<p>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.</p>
	(5)		<p>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.</p>
	(6)		<p>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.</p>
	(7)		<p>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 <a href="#">Limitations Statute</a>.</p>

	(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.	<b>Enrolment in a programme of study</b>		
	(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.
			The papers for qualifications and their prescriptions are defined in the

	(4)		University of Waikato <a href="#">Catalogue of Papers</a> . 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.	<b>Maximum student workload</b>		
	(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.	<b>Completion of a qualification</b>		
	(1)		The minimum requirements for the completion of a qualification are defined in the relevant regulations.
			With the approval of the Academic Board, a candidate may be permitted to complete the requirements of a qualification in less than the minimum

	(2)		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.		<b>Eligibility for Honours or Distinction</b>	
		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.		<b>Dissertations and theses</b>	
	(1)		The <i>Dissertations and Theses Regulations 2020</i> 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.
			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

	(4)		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.	<b>Date for submission of dissertations, theses and research reports</b>		
	(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.	<b>Resubmission of dissertations and theses</b>		
	(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.	<b>Credit - transfer credit and cross credit</b>		
	(1)		<b>Transfer credit</b> means credit towards a University of Waikato qualification for papers passed at another tertiary institution.
	(2)		<b>Cross credit</b> 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.
			Applications for credit must be

	(4)		submitted on the prescribed form, together with the prescribed fee, to the Credit Office.
	(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.
			Credit from a completed

	(c)	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

		<p>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.</p>
	(e)	<p>Credit will not normally be awarded for 300 or 400 level papers required for a major in an undergraduate degree.</p>
	(f)	<p>No paper may count towards</p>

			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.		<b>Completion of a University of Waikato qualification at another New Zealand university</b>
		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.		<b>Completion of a qualification of another New Zealand university at the University of Waikato</b>
		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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# Principal Dates

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### December 2019

Monday	2	Deadline for enrolment applications by all students enrolling in Summer School 1 papers (6 January 2020 to 21 February 2020)
Monday	9	Deadline for completion of enrolment for papers that commence during Summer School 1 (6 January 2020 to 21 February 2020)
Wednesday	11	Divisional Board, Division of Health, Engineering, Computing and Science
Thursday	12	Divisional Board, Division of Management

### January 2020

Wednesday	1	<i>New Year's Day</i>
Thursday	2	<i>Day after New Year's Day</i>

Monday	6	University reopens Summer School 1 begins
Thursday	16	Divisional Board, Division of Arts, Law, Psychology and Social Sciences Divisional Board, Division of Education
Monday	27	<i>Auckland Anniversary Day</i>
Tuesday	28	Curriculum Committee
Wednesday	29	Research Committee
<b>February 2020</b>		
Tuesday	4	Council
Wednesday	5	Education Committee
Thursday	6	<i>Waitangi Day</i>
Friday	14	Summer School 1 ends
Monday	17	2019 B Semester Special Examinations
Tuesday	18	Academic Board
Wednesday	19	Summer School 1 examinations begin
Friday	21	Summer School 1 examinations end
Monday	24	Enrolment week begins Deadline for enrolment applications for papers that commence during Trimester A (2 March 2020 to 26 June 2020)
Wednesday	26	Divisional Board, Division of Health, Engineering, Computing and Science Māori Academic Board of Studies

Thursday	27	Divisional Board, Division of Arts, Law, Psychology and Social Sciences Divisional Board, Division of Management Divisional Board, Division of Education
Friday	28	Deadline for completion of enrolment for papers that commence during Trimester A (2 March 2020 to 26 June 2020)
<b>March 2020</b>		
Monday	2	Trimester A begins
Monday	9	Confirmed Summer School 1 results available to students
Tuesday	17	Curriculum Committee
Wednesday	27	Research Committee
<b>April 2020</b>		
Wednesday	1	Education Committee Council
Friday	10	<i>Good Friday</i>
Monday	13	<i>Easter Monday</i>
Tuesday	14	<i>University Holiday</i>
Wednesday	15	Teaching Recess begins
Monday	20	Summer School 1 Special Examinations begin
Tuesday	21	Graduation (Claudelands Events Centre)
Wednesday	22	Academic Board
Thursday	23	Summer School 1 Special Examinations end

Friday	24	Graduation (Te Kohinga Mārama Marae) Teaching Recess ends
Monday	27	<i>Anzac Day</i> observed
<b>May 2020</b>		
TBC		Open Day
Wednesday	6	Divisional Board, Division of Health, Engineering, Computing and Science Māori Academic Board of Studies
Thursday	7	Divisional Board, Division of Arts, Law, Psychology and Social Sciences Divisional Board, Division of Management Divisional Board, Division of Education
Tuesday	19	Council
Friday	22	Deadline for all applications for Trimester A Out-of-Time/Other Location and Special Arrangement examinations
Tuesday	26	Curriculum Committee
Thursday	28	Curriculum Committee
<b>June 2020</b>		
Monday	1	<i>Queen's Birthday</i>
Wednesday	3	Divisional Board, Division of Health, Engineering, Computing and Science Māori Academic Board of Studies
Thursday	4	Divisional Board, Division of

		Arts, Law, Psychology and Social Sciences Divisional Board, Division of Management Divisional Board, Division of Education
Friday	5	Trimester A ends
Monday	8	Study week begins
Friday	12	Study week ends Graduation (Tauranga Campus)
Monday	15	Trimester A examinations begin
Tuesday	16	Curriculum Committee
Wednesday	17	Research Committee
Friday	26	Trimester A examinations end
Monday	29	Teaching Recess begins
<b>July 2020</b>		
Friday	3	Teaching Recess ends
Monday	6	Enrolment week begins Deadline for all enrolment applications for papers that commence during Trimester B (13 July 2020 to 6 November 2020)
Tuesday	7	Council
Wednesday	8	Education Committee
Friday	10	Deadline for completion of enrolment for papers that commence during Trimester B (13 July 2020 to 6 November 2020)
Monday	13	Trimester B begins Boards of Examiners
Tuesday	14	Boards of Examiners
Monday	20	Confirmed Trimester A results

		available to students
Tuesday	28	Academic Board
<b>August 2020</b>		
Wednesday	5	Divisional Board, Division of Health, Engineering, Computing and Science Māori Academic Board of Studies
Thursday	6	Divisional Board, Division of Arts, Law, Psychology and Social Sciences Divisional Board, Division of Management Divisional Board, Division of Education
Monday	24	Teaching recess begins
Tuesday	25	Curriculum Committee
Monday	31	Trimester A Special Examinations begin
<b>September 2020</b>		
Tuesday	1	Council
Wednesday	2	Research Committee
Friday	4	Teaching Recess ends Trimester A Special Examinations end
Thursday	10	Kīngitanga Day
Wednesday	16	Education Committee
<b>October 2020</b>		
Friday	2	Deadline for all applications for Trimester B Out-of-Time/Other Location and Special Arrangement Examinations
Tuesday	6	Academic Board

Wednesday	14	Divisional Board, Division of Health, Engineering, Computing and Science Māori Academic Board of Studies
Thursday	15	Divisional Board, Division of Arts, Law, Psychology and Social Sciences Divisional Board, Division of Management Divisional Board, Division of Education
Friday	16	Trimester B and Y period end
Monday	19	Study week begins
Tuesday	20	Council
Friday	23	Study week ends
Monday	26	<i>Labour Day</i>
Tuesday	27	Trimester B and full year Examinations begin
<b>November 2020</b>		
Monday	2	Deadline for enrolment applications by all students enrolling in Summer School 2 papers (9 November 2020 to 18 December 2020)
Tuesday	3	Curriculum Committee
Wednesday	4	Research Committee
Friday	6	Trimester B and full year Examinations end Deadline for completion of enrolment for papers that commence during Summer School 2 (9 November 2020 to 18 December 2020)

Monday	9	Summer School 2 begins Deadline for enrolment applications for papers that commence during Trimester C (16 November 2020 to 19 February 2021)
Friday	13	Deadline for completion of enrolment for papers that commence during Trimester C (16 November 2020 to 19 February 2021)
Monday	16	Trimester C begins
Wednesday	18	Education Committee
Monday	23	Board of Examiners
Tuesday	24	Board of Examiners
Monday	30	Confirmed 2020 results available to students for most undergraduate papers
<b>December 2020</b>		
Tuesday	1	Council
Wednesday	2	Academic Board
Tuesday	8	Graduation (Claudelands Events Centre) begins
Wednesday	9	Graduation (Claudelands Events Centre) ends
Friday	11	Graduation (Te Kohinga Mārama Marae)
Friday	18	Summer School 2 ends Trimester C first half ends

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## Teaching and Assessment Periods 2020

Important Dates	Week	Month	Mon	Tue	Wed	Thur	Fri	Holidays & Events
6 Jan University Opens	1	Jan	30	31	1	2	3	1-3 Jan New Years Holidays
6 Jan Summer School 1 Starts	2	Jan	6	7	8	9	10	
	3	Jan	13	14	15	16	17	
	4	Jan	20	21	22	23	24	
	5	Jan/Feb	27	28	29	30	31	27 Jan Auckland Anniversary
	6	Feb	3	4	5	6	7	6 Feb Waitangi Day
	7	Feb	10	11	12	13	14	
19-21 Feb Summer School 1 Examinations 21 Feb	8	Feb	17	18	19	20	21	

Summer School 1 Ends									
24-28 Feb Enrolment	9	Feb/Mar	24	25	26	27	28	24-28 Feb Orientation Week	
2 Mar Trimester A Starts	10	Mar	2	3	4	5	6		
	11	Mar	9	10	11	12	13		
	12	Mar	16	17	18	19	20		
	13	Mar	23	24	25	26	27		
	14	Apr	30	31	1	2	3		
	15	Apr	6	7	8	9	10	10 Apr Good Friday	
13 Apr Teaching Recess Starts	16	Apr	13	14	15	16	17	13-14 Apr Easter & Uni Holiday	
26 Apr Teaching Recess Ends	17	Apr	20	21	22	23	24		
	18	Apr/May	27	28	29	30	1	27 Apr ANZAC Day observed	
	19	May	4	5	6	7	8		
	20	May	11	12	13	14	15		
	21	May	18	19	20	21	22		
	22	May	25	26	27	28	29		
5 Jun Trimester A Ends	23	Jun	1	2	3	4	5	1 Jun Queen's Birthday	
8-12 Jun Study Week	24	Jun	8	9	10	11	12		

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

19-23 Oct Study Week	43	Oct	19	20	21	22	23	
27 Oct Examinations Start	44	Oct/Nov	26	27	28	29	30	26 Oct Labour Day
6 Nov Examinations End	45	Nov	2	3	4	5	6	
9 Nov Summer School 2 Starts	46	Nov	9	10	11	12	13	
16 Nov Trimester C Starts	47	Nov	16	17	18	19	20	
	48	Nov	23	24	25	26	27	
	49	Nov/Dec	30	1	2	3	4	
	50	Dec	7	8	9	10	11	
18 Dec Summer School 2 Ends/Trimester C Recess Starts	51	Dec	14	15	16	17	18	
	52	Dec	21	22	23	24	25	24 & 25 Dec Christmas Holidays
	53	Dec/Jan	28	29	30	31	1	University closed





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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 Waikato Pathways College.

## Division of Arts, Law, Psychology and Social Sciences

The **School of Arts, School of Psychology and School of Social Sciences** – Te Kura Kete Aronui - encourages its students to be flexible, self-directed, and lifelong learners. It fosters excellence in learning and scholarship and provides opportunities for students to become critical thinkers, communicators, facilitators and innovators for change. It offers a wide range of qualifications from undergraduate certificates, diplomas and degrees through to masters and doctorate degrees. Academic and research excellence underpin teaching and learning in programmes designed to foster analytical and critical thinking, creativity, social responsibility, and advanced practical skills in a variety of specialist disciplines. Graduates are equipped with knowledge and expertise in their specialist area along with essential skills, including literacy, communication, reasoning and research. Graduates gain a theoretical and practical understanding of people, places and societies, and a deep knowledge of cultures and histories in local and global contexts.

Programmes incorporate explicit pathways into the workforce as well as to higher degrees. Students may choose from a wide range of subject areas within our general undergraduate and postgraduate qualifications. The Schools also offer specialist four-year degrees in environmental planning and in social work, specialist undergraduate and postgraduate qualifications in music, media and creative technologies, applied linguistics, and applied psychology (in the fields of community psychology, behaviour analysis, organisational psychology, clinical psychology and clinical animal behaviour). Master of Philosophy and Doctor of Philosophy research degrees are offered across a range of Arts

and Social Sciences subjects. A Doctor of Musical Arts (DMA) is also available.

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

The **Faculty of Law** provides an innovative, student-focused Bachelor of Laws (LLB) degree in a stimulating academic environment. The Faculty's founding goals of professionalism, biculturalism, and the study of law in context attract an exciting and diverse group of staff and students. The Faculty of Law remains at the forefront in integrating the teaching of law and technology into its LLB degree, and in providing sophisticated information technology for students. The Faculty of Law is also at the cutting edge in preparing students for real-life practice of law by its integration of practical skills in the degree.

The Law Honours degree is designed to provide academically able students with the opportunity to pursue advanced legal research. 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.

The Faculty of Law also has a new qualification in the BA in Law. The BA in Law is a non-practising law based qualification ideal for those that want to develop knowledge of the law and its implications and a sense of justice and public responsibility.

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

## Division of Health, Engineering, Computing and Science

**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 Science and School of Engineering** offers a unique interdisciplinary environment with degree programmes across life sciences, earth sciences and the whole range of engineering. Undergraduate degrees consist of the Bachelor of Engineering with Honours, Bachelor of Science, and the Bachelor of Science (Technology). Graduate degrees, which may be awarded with Honours, include the Master of Engineering, Master of Science, Master of Science (Research), Master of Science (Technology), and the Master of Professional Practice. 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 and School of Engineering provides strong research-led education, and has more than 270 students enrolled in masters and doctorate degrees. The Schools' host 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 Waikato Centre for Advanced Materials, and the Energy Research Group. The Schools' also hosts the Waikato Radio Carbon Dating Laboratory.

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

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 Faculty 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.waikato.ac.nz/study](http://www.waikato.ac.nz/study).

## 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).

## Waikato Pathways College

The **Waikato Pathways 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.

## 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 9.12.2019)

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 appointed by the Council on the nomination of the Academic Board**

Associate Professor Eva Collins (to 5.8.2023)

## One student member appointed by the Council following an election by the students

Mr Nathan Rahui (to 31.12.2019)

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

Rt Hon. Sir Anand Satyanand (to 30.6.2023)

Ms Susan Hassall (to 15.3.2020)

Mr Scott Bartlett (to 15.5.2022)

## 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 The Associate Dean Research of each Division
13.		The Academic Director, Tauranga
14.		The Director of the Pathways 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.
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28.		One academic staff member appointed by the Vice-Chancellor on the nomination of the TEU for a term of three years.
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### 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

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

2006	John B. Jackman BAgSci <i>Lincoln</i>
2007-2019	Rt Hon James Bolger ONZ

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# Former Vice-Chancellors of the University of Waikato

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

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# Honorary Doctors of the University of Waikato

1967	Lord Ballantrae KT GCMG GCVO DSO OBE
1968	Pei Te Hurinui Jones
1969	Sir Arthur de Terrotte Nevill KBE CB
1971	Donald Wilfred Arcus
1971	Denis Rogers OBE
1971	Richard Bristowe Waddington
1979	Dame Te Atairangikaahu ONZ DBE
1979	Frank Maine Bateson OBE
1980	Jack Stanford Allan MNZM
1982	Henry Rongomau Bennett CBE QSO

1983	Henare Tuwhangai QSM
1984	Sir Ross Malcolm Jansen KBE
1985	Sir Donald Rees Llewellyn KNZM CBE
1986	Dame Phyllis Myra Guthardt DBE
1986	Dorothy Jessie Stafford OBE
1986	Dame Rangimārie Hetet DBE
1987	The Hon Sir David Lance Tompkins KNZM
1990	Norman William Kingsbury CNZM
1992	Janet Frame ONZ CBE
1992	Edwin George Morgan
1993	Dame Mary Josephine Drayton DNZM MBE
1993	Donald Murray Stafford CBE
1994	The Hon Dame Silvia Rose Cartwright PCNZM DBE QSO
1994	The Hon Sir Edward Taihakurei Junior Durie KNZM
1994	Dame Malvina Lorraine Major ONZ GNZM DBE
1994	Waea Mauriohooho
1994	Charlotte Rachel Anwyl Wallace OBE
1995	Elizabeth Ursula Alley



1995	Wilfred Gordon Malcolm CBE
1995	Jeanette King
1995	Huirangi Eruera Waikerepuru
1996	Dame Kiri Te Kanawa ONZ DBE AC
1996	Dame Katerina Te Heikoko Mataira DNZM
1997	The Hon Sir Peter Tapsell KNZM MBE
1997	Hiko Hohepa
1997	The Rt Rev Manuhia Augustus Bennett ONZ CMG
1998	Kevin Roberts CNZM
1998	Paul Woodford Day
1999	Sir Douglas Arthur Montrose Graham KNZM
1999	Koro Tainui Wetere CBE
1999	Gerald David Gibb Bailey QSO
2001	Neil Finn OBE
2001	Tim Finn OBE
2002	Ida Margaret Gaskin CNZM
2002	Michael King OBE

2002	Michael MacRae Hanna
2002	Hirini Melbourne ONZM
2003	Tui Adams
2004	The Hon Margaret Anne Wilson DCNZM
2004	David Gordon Edgar QSO
2004	Caroline Bennett QSO
2004	Apirana Tūāhae Mahuika
2004	Hare Wakakaraka Puke
2005	James Te Wharehuia Milroy CNZM QSO
2005	Margaret Mahy ONZ
2006	Kenneth Owen Arvidson
2006	Jeffrey Alexander Jones
2006	Sir Howard Leslie Morrison OBE
2006	Bryan Charles Gould CNZM
2006	Sir Edmund Percival Hillary KG ONZ KBE
2007	Diggeress Rangituatahi Te Kanawa CNZM QSO
2008	Brian Richard Perry OBE
2008	John Allan Gallagher CNZM KStJ JP

2008	Sir William Murray Gallagher KNZM MBE
2008	Rudolf Hendrik Kleinpaste
2008	Sir Timoti Samuel Kāretu KNZM QSO
2008	Tessa Duder OBE
2009	Heni Materoa Sunderland
2009	Zena Daysh CNZM
2009	Peter Godfrey Scott Sergel MNZM
2009	Hamish Keith CNZM OBE
2009	Sir Wilson James Whineray KNZM OBE
2009	Dame Lynley Stuart Dodd DNZM
2010	Max Martin Gibbs
2010	Margaret Bedggood Mulgan QSO
2010	Roka Pahewa Paora QSM
2010	Jon Mayson CNZM
2011	James Judd
2011	Catherine Moana Dewes ONZM
2011	Dame Jools Topp DNZM

2011	Dame Lynda Topp DNZM
2012	Campbell Smith MNZM
2012	Roger Hill
2013	Gordon Keith Stephenson CNZM
2013	Bernard Thomas Crosby ONZM
2013	Dame Susan Elizabeth Anne Devoy DNZM CBE
2013	Sir Patrick Hogan KNZM CBE
2014	Warren Scotter
2014	Sir Dryden Spring
2015	Richard William Tonks MNZM
2015	Morehu Ngatoko Rahipere MNZM
2016	Robert (Roy) James Crawford CNZM
2016	Archbishop Sir David John Moxon KNZM
2016	Emeritus Bishop Denis George Browne CNZM
2016	Kīngi Tuheitia
2017	Charles Hines Daugherty ONZM FRSNZ
2017	Ian George Jowett
2017	Maxwell Harold Gimblett ONZM

2017	The Rt Hon Helen Elizabeth Clark ONZ
2019	Derek Arana Te Ahi Lardelli ONZM
2019	The Rt Hon James Brendan Bolger ONZ
2020	Lisa Feldman Barrett

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# Recipients of the University of Waikato Medal

1992	Anthony Trevelyan Rogers QSO
1994	Cecil Douglas Arcus
1994	Kenneth Eric Jury ONZM
1994	John Thomas Kneebone CMG
1994	Brian Richard Perry OBE
1994	Hare Wakakaraka Puke
1994	Eric Ashley Taylor
1994	Sister Heeni Wharemaru
1995	Sir Robert Arthur Owens KNZM CBE
1995	Mary Gordon

1995	Val Going
1997	Laurence John Denny
1999	Jennifer Alexandra Alford
1999	Pam Banks
1999	Ann MacKay
2000	Stafford John Smith
2002	Yolande Neilson
2002	Jeremy Callaghan
2003	Marie Fenwick
2003	Robert Barrington Grant
2004	Jack Charles (Dufty) Wilson
2006	Paul Malcolm Dell
2009	Michael Law
2010	Terry Healy MNZM
2012	Dame Jocelyn Barbara Fish DNZM CBE
2013	Bill Flower
2015	Brian Linehan
2017	Judy Carmichael



2019	William Ford
2019	John Cronin MNZM

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# Recipients of Distinguished Alumni Awards

2007	Theresa Gattung CNZM
2007	Clare McTamney
2007	Deryck Shaw MNZM
2008	HE Lt Gen Rt Hon Sir Jerry Mateparae GNZM QSO
2008	Dr David Derek Sikua
2008	Sir Peter Vela ONZM
2009	Dr Judy McGregor CNZM
2009	Alyn Ware
2009	Annabelle White
2010	Sam Knowles

2010	Dr Craig Nevill-Manning
2010	Lt Col Tenby Powell
2011	Paul Bowker
2011	John Erkkila
2011	Hon Hekia Parata
2011	Lt Col Dr Christopher Pugsley ONZM FRHistS
2012	Warren Gatland OBE
2012	Karen Morrison-Hume
2012	Murray Sherwin CNZM
2013	Professor Marston Conder
2013	Judge Stephanie Milroy
2013	Edmund Wee
2014	Jamie Fitzgerald
2014	Dr Arthur Grimes
2014	Le Mamea Taulapapa Sefulu Ioane QSO
2014	Parekawhia McLean
2015	Peter Churchouse
2015	Hinewehi Mohi MNZM

2015	Rob Waddell ONZM
2017	Mark Wilson
2017	Professor Fui Le'apai Tu'ua 'Īlaoa Asofou So'o
2017	Deborah Challinor MNZM
2018	Dr Shane Legg
2018	Dr Sarah Calvert
2018	Miriam Dean CNZM QC
2018	Dr Tom Higham
2018	Hon Dame Annette King DNZM
2018	Jan Zijderveld
2019	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

1980	Paul.W. Day MNZM MA <i>NZ and Oxf</i> HonD <i>Waikato</i>
1981	Geoffrey Joseph Schmitt CMG MA BCom <i>NZ</i> DPA <i>Well</i> FCA CMA
1985	James Gordon Pendergrast MSc <i>NZ</i> PhD DIC <i>Lond</i>
1986	Achim Zulauf DrRerNat Mainz PhD <i>Lond</i>
1988	John Davidson McCraw MBE MSc <i>NZ</i> DSc <i>Well</i> FNZSSS CRSNZ
1988	William Theodore Roy MA <i>L'now</i> FRAS FRSA
1990	John Trevor Ward BSc(Econ) <i>Lond</i> MLitt <i>Oxf</i> PhD <i>Lond</i>
1990	Rudi Ziedins MA PhD <i>Melb</i>



1991		David George Bettison MA PhD Rhodes
1993		Bruce Sween Liley MSc NZ PhD <i>R'dg</i> FInstP CPhys FNZIP FRSA
1993		Ian Andrew McLaren MA NZ AM <i>Chic</i> PhD <i>Well</i>
1993		James Ernest Ritchie ONZM MA DipEd PhD NZ FBPsS FNZPsS FAAA
1999		Kenneth Malcolm Mackay BSc <i>Aberd</i> PhD <i>Camb</i> CChem FRSC FNZIC
1999		Brian V. Smith BCA <i>Well</i> ACA CMA
1999		Fred Woodward Marshall MA NZ DU DipdeCultFrCont <i>Paris</i> OPA
2002		Michael John Selby ONZM BA(Hons) MA DipEd DSc <i>Oxf</i> DPhil <i>Waikato</i>
2007		Noeline Alcorn QSO BA <i>Well</i> MA <i>Cant</i> PhD <i>Calif</i> DipEd <i>Massey</i> DipT FNZEAS
2007		G.Marshall Walker MA PhD <i>Glas</i>
2008		Leslie Richard Foulds BSc MSc <i>Auck</i> PhD <i>VirgPolyInst</i> FTICA
2009		Edward Lewis Glynn BA MA <i>Auck</i> PhD <i>Tor</i> DipGrad <i>Otago</i> FNZPsS FRSNZ
2009		Peter H. Oettli BA NZ PhD <i>Auck</i>
2010		Sir Tamati Muturangi Reedy BA MA <i>Auck</i> MA PhD <i>Hawaii</i> KNZM

2010		David Ian Pool BA MA NZ PhD ANU FRSNZ CNZM
2010		Jane Beaglehole Ritchie BA MA NZ PhD <i>Well</i> OBE JP
2011		Warwick B. Silvester BSc NZMSc <i>Auck</i> PhD <i>Cant</i>
2011		Alexandra Barratt BA(Hons) MA <i>Camb</i> MA <i>Car</i> PhD <i>Tor</i>
2013		Ian David Graham BSc <i>Lond</i> PhD <i>Camb</i> CEng MBCS
2013		Brian Kenneth Nicholson BSc(Hons) PhD <i>Otago</i> FNZIC
2013		Richard Price BSc(Hons) ANU PhD <i>Otago</i>
2013		Campbell Nelson BSc(Hons) <i>Well</i> PhD <i>Auck</i> FRSNZ
2013		Roy M. Daniel BSc(Hons) PhD <i>Leic</i> FRSNZ FNZIC
2013		Roberta L. Farrell BSc <i>Missouri</i> MSc PhD <i>Ill</i> CNZM FRSNZ FIAWS
2013		Clive McGee BA MA DPhil <i>Waik</i> DipT
2013		Susan C. Middleton BA BEdSt MA <i>Well</i> DipEd <i>Massey</i> PhD <i>Waik</i> DipT
2013		Stewart R. Lawrence BSc(Hons)(Econ) <i>Lond</i> MSc <i>Warw</i> PhD <i>Waik</i> ACMA CA
2014		Richard D. Bedford BA MA <i>Auck</i> PhD

		<i>ANU QSO FRSNZ</i>
2014		Alan Russell Bishop ONZM BA(Hons) <i>Well MA PhD Otago DipEd Massey DipT</i>
2014		T.G. Allan Green BA(Hons) MA DPhil <i>Oxf</i>
2014		Alistair L. Wilkins BSc(Hons) PhD <i>Otago</i> FNZIC
2014		Richard J. Wilkins MSc <i>Auck</i> PhD <i>Otago</i>
2014		Ian H. Witten MSc <i>Calg</i> MA <i>Camb</i> PhD <i>Essex</i> CEng FACM FRSNZ MIEE MIEEE
2015		Bevan Grant BEd MA <i>Vic</i> BC PhD <i>Otago</i>
2016		Robert (Roy) James Crawford CNZM BSc(Hons) PhD DSc <i>Belf</i>
2016		Kevin Broughan BSc MSc <i>Auck</i> MA PhD <i>Col</i> MACM MEngNZ FNZMS
2016		Hugh Morgan BSc <i>Wales</i> MSc <i>Strath</i> PhD <i>Guelph</i>
2016		Robert Hannah BA(Hons) <i>Otago</i> MPhil <i>Oxf</i> FSA FRSNZ
2016		Dame Peggy G. Koopman-Boyden BA MA DipEd <i>Massey</i> DNZM CNZM
2016		Michael P. O'Driscoll BSc(Hons) <i>WAust</i> PhD <i>Flin</i>
2016		Clive H.J. Gilson BA(Hons) <i>Middx</i> MA PhD <i>Warw</i>

2017		Roger I. Moltzen BEd MEd PhD <i>Waik</i> DipT MNZM
2017		T. Mary Foster BSc MSc DipClinPsych PhD <i>Auck</i>
2017		Dov Bing BA <i>HebrewUniversityJerusalem</i> PhD <i>Auck</i> FRAS
2018		Jacques Poot Drs VU <i>Amst</i> PhD <i>Well</i> MAE
2018		Margaret Carr BA MA <i>Well</i> PhD DipEdSt <i>Waik</i> DipNZFKU
2018		Terry Locke BA MA PhD <i>Auck</i>
2018		Janis E. Swan MNZM BTech MTech <i>Massey</i> PhD <i>Wat</i> FNZIFST DistFEngNZ
2018		Ngahuaia Te Awekotuku BA MA(Hons) <i>Auck</i> PhD <i>Waik</i>
2020		Ernest G. Kalnins BSc(Hons) <i>Cant</i> MSc PhD <i>WOnt</i> FRSNZ
2020		Margaret Wilson LLB(Hons) MJur <i>Auck</i> HonD <i>Waik</i> DCNZM
2020		Peter J.J. Kamp BSc MSc PhD <i>Waik</i>
2020		Anne M. McKim MA <i>Dund</i> MA <i>Manit</i> PhD <i>Edin</i>

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1994	John Turner
1994	Guyon Wells OBE
1994	Graham Lamont
1994	Robert Katterns
1997	Malcolm Carr
1999	Barry Parsonson
1999	Rachel Irwin
2000	Margaret McLaren
2000	Peter Ramsay QSM

2000	Laurie Barber
2000	Hugh Barr
2002	Samuel Edwards
2002	David Mitchell
2002	Jill Mitchell
2002	Alan Hall
2006	Michael Hills ONZM
2006	David Coy
2007	Antony Millett
2008	Ngaere Roberts
2008	Warren Hughes
2008	Alfred Sneyd
2008	David Taylor
2010	David Swain
2010	Derek W Smith
2010	Lyndsay Main
2011	Brian Silverstone
2012	Ray Harlow

2013	Roger Briggs
2013	Ray Littler
2013	Alan Langdon
2013	Jan Pilditch
2013	William Bolstad
2014	Chris Hendy
2015	Michael Goldsmith
2015	Murray Jorgensen
2016	Denis L Drysdall
2017	John Tressler
2019	Jenny Young-Loveridge
2019	Alison Campbell

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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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## Section Contents

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# Admission Statute

1.	<b>Title</b>	
		This is the Admission Statute 2016.
2.	<b>Date of effect</b>	
		This statute is effective from 1 January 2017.
3.	<b>Application</b>	
		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.	<b>General</b>	
	(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.
		Unless approved otherwise by the Academic Board, a

	(2)		person who is enrolled for full-time instruction in a secondary school or area school is not eligible for admission.
	(3)		Subject to the <i>Limitations Statute</i> 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 <i>Criteria for Admission to Particular Qualifications</i>
		(b)	in the case of graduate and postgraduate qualifications, in the regulations for the relevant qualification.
5.	<b>University Entrance</b>		
	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:
			(a)	5 credits in reading, and
			(b)	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)	a minimum of 14 credits at Level 3 or higher in each of two subjects from an approved list, with a further
			(b)	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>
			From 1993 to 2004: Higher School Certificate and a C	

	(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.	<b>Discretionary Entrance</b>		
	(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.	<b>Special Admission</b>		
	(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.		<b>Admission at entrance level or with credit from previous study</b>	
	(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.		<i>The University of Waikato Certificate of Studies: English at Level 2 or Level 3 is recognised as meeting the literacy requirements of NCEA.</i>
2.		<i>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.</i>

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](#)).

### On this page:

[Part 1: Admission to Bachelors Degrees](#)

[Part 2: Admission to Certificates and Diplomas](#)

[Part 3: Re-entry for Returning Students](#)

[Part 4: Admission for Transferring Students](#)

[Part 5: Exclusion for Unsatisfactory Progress from Particular Papers](#)

[Part 6: Appeals](#)

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

1.	Admission to the
	<b>Bachelor of Arts (BA)</b>
	<b>Bachelor of Business (BBus)</b>
	<b>Bachelor of Business Analysis (BBA)</b>

	<b>Bachelor of Communication Studies (BCS)</b>
	<b>Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons))</b>
	<b>Bachelor of Design (BDes)</b>
	<b>Bachelor of Environmental Planning (BEP)</b>
	<b>Bachelor of Health (BHealth)</b>
	<b>Bachelor of Health, Sport and Human Performance (BHSHP)</b>
	<b>Bachelor of Science (BSc)</b>
	<b>Bachelor of Science (Technology) (BSc(Tech))</b>
	<b>Bachelor of Social Sciences (BSocSc) degrees</b>

Applicants for the above degrees must fulfil the academic criteria listed below:

1.1	<b>University Entrance</b> <sup>2</sup>
	Applicants who have achieved University Entrance through NCEA will be accepted into the degrees listed above.
1.2	<b>Discretionary Entrance</b> <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		<b>Special Admission</b>
			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 Waikato Pathways College bridging programmes.
	1.4		<b>Admission at entrance level or with credit from previous study for</b>
			<b>Bachelor of Arts (BA)</b>
			<b>Bachelor of Design (BDes)</b>
			<b>Bachelor of Environmental Planning (BEP)</b>
			<b>Bachelor of Health (BHealth)</b>
			<b>Bachelor of Health, Sport and Human Performance (BHSHP)</b>
			<b>Bachelor of Media and Creative Technologies (BMCT)</b>
			<b>Bachelor of Science (BSc) in the Faculty of Science and Engineering</b>
			<b>Bachelor of Science (Technology) (BSc(Tech))</b>
			<b>Bachelor of Social Sciences</b>

**(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		<i>Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent<sup>4</sup></i>
			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		<i>Admission from the University of Waikato Certificate of University Preparation</i>
				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		<b>Admission at entrance level or with credit from previous study for</b>	
			<b>Bachelor of Business (BBus)</b>	
			<b>Bachelor of Science (BSc)</b> 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		<i>Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent<sup>4</sup></i>				
			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				
			<table border="1"> <tr> <td>(a)</td> <td>no less than a C-grade in any paper, and</td> </tr> <tr> <td>(b)</td> <td>a B-grade or better in each of FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study.</td> </tr> </table>	(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.
(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		<i>Admission from the University of Waikato Certificate of University Preparation</i>
			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		<i>Admission from the International Diploma (Business)</i>
			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		<i>Admission from the International Diploma (Computer Science)</i>



				Applicants seeking admission into 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 of the requirements of the International Diploma (Computer Science) with no less than a C- grade in any paper, and having not been awarded the Diploma.
	1.6		<b>Admission at entrance level or with credit from previous study for</b>	
			<b>Bachelor of Communication Studies (BCS)</b>	
			<b>Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons))</b>	
		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		<i>Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent<sup>4</sup></i>
				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	
			<b>Bachelor of Computer Graphic Design (BCGD) degree</b>
			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.
			<b>Bachelor of Education (BEd) and Bachelor of Teaching (BTchg) degrees</b>
			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 <a href="#">Schedule of Limitations on Enrolments</a> ).
			<b>Bachelor of Music (BMus) degree</b>
			In addition to satisfying the requirements for achieving University Entrance, all applicants for the BMus must have
	(a)		at least 20 credits in NCEA at Level 2 in Music, or

	(b)	at least 14 credits in NCEA at Level 3 in Music, or
	(c)	a Grade 3 Theory pass or better in the New Zealand Music Education Board, or Australian Music Education Board, or
	(d)	a Grade 5 Theory pass or better in the Trinity College or Royal College of Music examinations, or
	(e)	a music qualification assessed as equivalent.
	Entry to the Performance stream will, in addition to the above criteria, require successful completion of an audition.	
	<b>Bachelor of Social Work (BSW) degree</b>	
	<p>In addition to satisfying the requirements for achieving University Entrance, all applicants must follow a selection process approved by the Dean of the Faculty of Arts and Social Sciences, including an interview and 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 programme handbook and BSW supplementary application forms.</p>	
	Applicants to the above programmes must satisfy the requirements for admission to university listed below:	

	2.1		<b>University Entrance</b> <sup>2</sup>
			Applicants who have achieved University Entrance through NCEA will be eligible to be accepted into the degrees listed above.
	2.2		<b>Discretionary Entrance</b> <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		<b>Special Admission</b>
			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 Waikato Pathways College bridging programmes.
	2.4		<b>Admission at entrance level or with credit from previous study for</b>
			<b>Bachelor of Music (BMus) degree</b>
	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		<i>Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent<sup>4</sup></i>
			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		<i>Admission from the University of Waikato Certificate of University Preparation</i>
			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		<b>Admission at entrance level or with credit from previous study for</b>
			<b>Bachelor of Education (BEd), and Bachelor of Teaching (BTchg) degrees</b>
	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		<i>Admission from the University of Waikato Certificate of Attainment in</i>

*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	<i>Admission from the University of Waikato Certificate of University Preparation</i>
			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		<b>Admission at entrance level or with credit from previous study for</b>
			<b>Bachelor of Social Work (BSW) degree</b>
		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.
			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

	2.6.2		<p>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.</p>						
	2.6.3		<p><i>Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent<sup>4</sup></i></p>						
			<p>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</p>						
			<table border="1"> <tr> <td data-bbox="1027 1308 1174 1693">(a)</td> <td data-bbox="1174 1308 1331 1693"></td> <td data-bbox="1331 1308 1481 1693">no less than a C-grade in any paper, and</td> </tr> <tr> <td data-bbox="1027 1693 1174 2136">(b)</td> <td data-bbox="1174 1693 1331 2136"></td> <td data-bbox="1331 1693 1481 2136">a B-grade or better in each of FOUND021 and FOUND022</td> </tr> </table>	(a)		no less than a C-grade in any paper, and	(b)		a B-grade or better in each of FOUND021 and FOUND022
(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.
			2.6.4		<i>Admission from the University of Waikato Certificate of University Preparation</i>
					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 <b>Bachelor of Engineering with Honours (BE(Hons))</b> degree			
		3.1			<b>University Entrance</b> <sup>2</sup>
			3.1.1		<i>Admission to the BE(Hons) in the Specified Programmes of Civil Engineering, Electrical and</i>

			<i>Electronic Engineering, Mechanical Engineering and Mechatronics Engineering</i>
			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.
	3.1.2		<i>Admission to the BE(Hons) in the Specified Programmes of Chemical and Biological Engineering, Environmental Engineering, and Materials and Process Engineering</i>
			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.
	3.1.3		<i>Admission to the BE(Hons) in the Specified Programme of Software Engineering</i>
			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.
		3.1.4	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.
	3.2		<b>Special Admission</b>
			Applicants with evidence of successfully completed post-secondary study will normally be accepted. This includes applicants who have successfully completed the an appropriate Waikato Pathways College bridging programme.
	3.3		<b>Admission at entrance level or with credit from previous study</b>
			Applications will be considered on a case by case basis bearing in mind

	3.3.1		patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.
	3.3.2		<i>Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent<sup>4</sup></i>
		3.3.2.1	<i>Admission to the BE(Hons) in the Specified Programmes of Civil Engineering, Electrical and Electronic Engineering, Mechanical Engineering and Mechatronics Engineering</i>
			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 FOUN011 and
			(c) a B-grade in FOUN007 and
			(d) at least a C-grade in every other paper and
			(e) a B-grade in FOUN021 and FOUN022 to satisfy the minimum English language requirement for undergraduate study
			will be accepted <sup>1</sup>

	<p>into this specified programme.</p>	
	<p>Applicants not satisfying these requirements will be assessed on a case by case basis.</p>	
	<p>3.3.2.2</p>	<p><i>Admission to the BE(Hons) in the Specified Programmes of Chemical and Biological Engineering, Environmental Engineering, and Materials and Process Engineering</i></p>
	<p>Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and</p>	



			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 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.
	3.3.2.3		<i>Admission to the BE(Hons) in the Specified Programme of Software Engineering</i>
			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 into this specified programme. Applicants not satisfying these requirements will be assessed on a case by case basis.
	3.3.3		<i>Admission from the University of Waikato Certificate of University Preparation</i>
		3.3.3.1	<i>Admission to the BE(Hons) in the Specified Programmes of Civil Engineering, Electrical and Electronic Engineering, Mechanical Engineering and Mechatronics Engineering</i>
			Applicants who have successfully completed the Certificate of

University Preparation and achieved an overall B-grade average, including a B-grade in FOUND011, 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.

3.3.3.2

*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 FOUND007, FOUND010 or 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

		<p>case by case basis.</p>
	<p>3.3.3.3</p>	<p><i>Admission to the BE(Hons) in the Specified Programme of Software Engineering</i></p>
		<p>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></p>
		<p>Applicants not</p>

satisfying these requirements will be assessed on a case by case basis

4.		Admission to the <b>Bachelor of Management Studies with Honours (BMS (Hons))</b> degree	
	4.1		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.
	4.2		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.
	4.3		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.
5.		Admission to all <b>Law</b> papers and programmes <sup>5</sup>	
	The Faculty of Law Admissions 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](#)).

5.1

### **University Entrance <sup>2</sup>**

There are a limited number of places in the Faculty of Law and a selection process applies. Each applicant will be considered by the Faculty of Law Admissions 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.

5.2

### **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 Faculty of Law Admission Committee which will also consider the applicant's personal statement and their academic preparedness for university law study.

5.3

### **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 Waikato Pathways

			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.
	5.4		<b>Admission at entrance level or with credit from previous study</b>
		5.4.1	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.
		5.4.2	<i>Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent<sup>4</sup></i>
			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 Faculty of Law Admissions

			Committee on a case by case basis, taking account of their level of academic achievement.
	5.4.3		<i>Admission from the University of Waikato Certificate of University Preparation</i>
			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 Faculty of Law Admissions Committee, on a case by case basis, taking account of their level of academic achievement.

## Part 2

# Admission to Certificates and Diplomas

6.		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:	
	6.1		<b>Diploma in Engineering Professional Practice</b>

		Entry into the Diploma in Engineering Professional Practice in the Faculty of Science and Engineering or the Faculty 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.
	6.2	<b>Graduate Diploma of Teaching</b>
		Entry into the GradDipT programme in the Faculty of Education is available only to applicants who are chosen by the Faculty's selection panels (see the <a href="#">Schedule of Limitations on Enrolment</a> ).
	6.3	<b>Postgraduate Certificate in School Principalship (PGCert(SchPrinc))</b>
		Applicants must have at least three years full-time equivalent teaching experience.
	6.4	<b>Postgraduate Diploma in Interpreting and Translating Māori (PGDip(Int&amp;Trans))</b>
		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

7.		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.
8.		<b>Annual re-entry criteria</b>
		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.

9.		<b>Re-entry to Law Programmes</b>	
	9.1		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 20 points in Law papers will gain re-entry.
	9.2		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.
10.		<b>Re-entry to Teacher Education Programmes</b>	
	10.1		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 the professional practice requirements will gain re-entry.
	10.2		A returning student who wishes to transfer between teacher education streams will need permission from the Dean of Education.
	10.3		The Dean has authority to determine on a case by case basis whether candidates who fail papers in the Graduate Diploma in Teaching in a given year, may repeat those papers.
11.		<b>Re-entry to conjoint degree programmes</b>	
		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.	
12.		<b>Trimester re-entry criteria</b>	
	12.1		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.

	12.2		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

13.			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.
14.			Additional criteria apply in the case of transfer into the following qualifications.
15.			<b>Transfer into the Bachelor of Business Analysis (BBA), Bachelor of Communication Studies (BCS), and Bachelor of Management Studies (BMS) degrees</b>
			Students will not normally be considered unless they have successfully completed a full-time year of study and obtained a minimum B average.
16.			<b>Transfer into Law programmes</b>
	16.1		The Faculty Admissions 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.
	16.2		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.
	16.3		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.
17.		<b>Transfer into the Bachelor of Health, Sport and Human Performance (BHSHP)</b>	
	17.1		There are a limited number of places available for transferring students within the BHSHP degree and this may vary from year to year.
	17.2		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.
18.		<b>Transfer into the Bachelor of Education (BEd) and Bachelor of Teaching (BTchg)</b>	
	18.1		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.
	18.2		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

19.		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.
20.		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

21.	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 paper
	may 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.
22.	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.
23.	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.
24.	A decision by the Deputy Vice-Chancellor Academic is notified in writing, and is final.
25.	<b>Report to the Education Committee</b>
	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:*

1.	<p><i>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.</i></p>
2.	<p><i>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.</i></p>
3.	<p><i>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.</i></p>
4.	<p><i>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.</i></p>
5.	<p><i>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.</i></p>

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## Section Contents

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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.

All other evidence is considered on a case by case basis.

## 3. *Admission to all undergraduate qualifications with the exception of LLB, BSW and Teaching*

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.

## 4. *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.

## 5. *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.

## 6. *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.

#### 7. Admission to all Initial Teacher Education (ITE) programmes (BTchg, BEd(Technology), and GradDipT):

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;
- 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.

#### 8. Admission to MTchgLn

The following minimum scores are considered to be evidence of such competence:

- an Academic IELTS overall score of 7.5 (with no less than 7.0 in any band)

All other evidence is considered on a case by case basis.

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## Section Contents

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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 2020

### 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 Admissions Committee.

*Law: LEGAL458-20B (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: PSYCH581-20A (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: MEDIA206-20X (HAM) Introduction to Filmmaking*

35 students per trimester selected by the Course Convenor.

### 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.

### Waikato Pathways 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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## Section Contents

# 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*

**Monday 2 December 2019** for papers that commence during Summer School 1 (6 January 2020 to 21 February 2020)

**Monday 24 February 2020** for papers that commence during trimester A (2 March 2020 to 26 June 2020)

**Monday 6 July 2020** for papers that commence during trimester B (13 July 2020 to 6 November 2020)

	<b>Monday 2 November 2020</b> for papers that commence during Summer School 2 (9 November 2020 to 18 December 2020)
	<b>Monday 9 November 2020</b> for papers that commence during trimester C (16 November 2020 to 19 February 2021)

### *Selected Programme Application Deadlines*

The following programmes have application deadlines that differ from the standard deadlines:

	<b>Friday 29 November 2019</b> for new students for Teacher Education programmes. Applications received after this date will be considered if there are spaces available.
	<b>One month prior to the start date of the programme</b> for WMS Executive Education programmes
	<b>One month prior to the intended start date of the thesis</b> 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

	<b>Monday 9 December 2019</b> for papers commencing 6 January 2020 to 21 February 2020
	<b>Friday 28 February 2020</b> for papers commencing 2 March 2020 to 26 June 2020 and papers commencing 2 March 2020 to 6

	November 2020
	<b>Friday 10 July 2020</b> for papers commencing 13 July 2020 to 6 November 2020
	<b>Friday 6 November 2020</b> for papers commencing 9 November 2020 to 18 December 2020
	<b>Friday 13 November 2020</b> for papers commencing 16 November 2020 to 19 February 2021
	the <b>Friday prior to the start date</b> of a WMS Executive Education programme
	the <b>Friday prior to the start date</b> 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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## Section Contents

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# Change of Enrolment Regulations

1.	<b>Title</b>
	These are the Change of Enrolment Regulations 2012.
2.	<b>Date of effect</b>
	These regulations are effective from 1 January 2020.
3.	<b>Definitions</b>
	In these regulations
	<b>change of enrolment</b> means any of the following changes to the programme of study in which a student has originally enrolled for a given teaching period:
	<ul style="list-style-type: none"> <li>the <b>addition</b> of a paper, with payment of the prescribed fees</li> </ul>
	<ul style="list-style-type: none"> <li>the <b>deletion</b> of a paper, with refund of the prescribed fees (the paper is deleted from the student's academic record)</li> </ul>

		<ul style="list-style-type: none"> <li>• <b>withdrawal</b> from a paper, without refund of any fees (the paper remains on the student's academic record, annotated as 'withdrawn')</li> </ul>
		<ul style="list-style-type: none"> <li>• <b>change</b> of qualification, major or specified programme.</li> </ul>
		<p><b>MyWaikato</b> means the computer system, accessible to enrolled students, which enables them to apply for change of enrolment on the internet.</p>
4.		<p><b>Application</b></p>
		<p>These regulations apply to papers at 0, 100, 200, 300, 400, 500 and 700 levels.</p>
		<p><i>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.</i></p>
5.		<p><b>Fees</b></p>
		<p>The fees referred to in these regulations are available online at <a href="http://www.waikato.ac.nz/study/costs">www.waikato.ac.nz/study/costs</a>.</p>
6.		<p><b>Teaching periods</b></p>
		<p>The teaching periods referred to in these regulations are defined in the <a href="#">Teaching and Assessment Periods 2020</a> section of the University of Waikato Calendar.</p>
7.		<p><b>Programme approval</b></p>
		<p>Any change of enrolment constitutes a change to a programme of study and requires the approval of the Faculty or School of Study.</p>
8.		<p><b>Procedure for change of enrolment</b></p>
		<p>Applications for change of enrolment must be</p>

	(1)		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.	<b>Timeframe for change of qualification, major or specified programme</b>		
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.	<b>Deadlines for adding papers (with payment of the prescribed fees)</b>		
	(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.	<b>Deadlines for substituting papers (with transfer of the prescribed fees)</b>		
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

12. **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.
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13.	<b>Withdrawal from papers (without a refund of the tuition fee)</b>
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	(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.
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	(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:
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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	3 weeks	Within 21 days of, and

		(including S, G and H periods)		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.
14.		<b>Late deletion or withdrawal under exceptional circumstances</b>		
		<p>Note: <i>Part 4 of the <a href="#">Assessment Regulations 2016</a> 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 <a href="#">Assessment Regulations 2016</a>.</i></p>		
	(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.
15.	<b>Appeals</b>		
	(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 <a href="#">Table of Fees and Charges</a> 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 <a href="#">Change of Enrolment Regulations 2012</a> 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.
	Cancellation of a student's enrolment does not discharge any outstanding

5.		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 <a href="#">Table of Fees and Charges</a> , 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 <a href="#">Change of Enrolment Regulations 2012</a> ).
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

DLit, LLD and DSc applications (\$1500 for the Examination Fee and \$500 for the Application 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)

	- life members of the University of Waikato Alumni Association	\$50.00
	- University of Waikato Alumni Association	\$100.00
	- others	\$200.00
Replacement charge for lost or damaged Associate Membership card		\$10.00
Replacement charge for a barcode removed from a Library book		\$4.50
Fines for late return of books		
	- for a <i>High Demand Collection</i> issued book for use within the Library	\$2.00 per hour or part thereof
	- for a book issued on short-term loan (seven days)	\$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
<i>Notes:</i>		
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 <a href="#">Library Regulations 2007</a> shall be</i>

		<i>limited to \$30.00.</i>
2.		<i>Library fines and invoices may be paid at the Library Service Desk.</i>
3.		<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>
4.		<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>
5.		<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
<b>Examination Charges</b>			
Review of grade under the <a href="#">Assessment Regulations 2016</a> - per paper			\$65.00
<b>Scripts, Transcripts and Certificates</b>			
Replacement identity card			\$15.00
Academic transcripts			
		- first copy	\$40.00
		- each additional copy (if requested at the same time as the first copy)	\$20.00
		- faxing/scanning letters and transcripts	\$10.00

Replacement degree/diploma or other qualification certificate	\$100.00	
All other official letters of certification		
	- first copy	\$40.00
	- each additional copy (if requested at the same time as the first copy)	\$20.00
	- faxing/scanning letters overseas	\$10.00
Resubmission of thesis (MPhil & PhD)	\$100.00	
Copy of exam script	\$15.00	
<b>Late Enrolment Charges</b>		
Charge after deadline to complete enrolment (see <a href="#">Enrolment</a> for the prescribed deadlines after which this charge applies)	\$100.00	
<b>Late Payment Charges</b>		
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	
<b>Student Discipline Appeal Charges</b>		
Appeal to the Chairperson of the Student Discipline Committee against a discipline decision under the <a href="#">Student Discipline Regulations 2014</a>	\$50.00	
Appeal to the Council against a discipline decision under the <a href="#">Student Discipline Regulations 2014</a>	\$200.00	

## 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 levy (compulsory)

	All students studying in Hamilton and Tauranga courses:		
		- full year	\$734.00
		- one trimester (up to 27 weeks)	\$470.00
		- teaching period less than 7 weeks	\$181.00
	All NET and Distance students		
		- full year	\$269.00
		- one trimester (up to 27 weeks)	\$172.00

## 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
	Without a Community Services Card (per consultation)	\$20.00

Domestic students not enrolled with the Student Health Service (PHO) Doctor appointment

	With a Community Services Card (per consultation)	\$30.00
	Without a Community Services Card (per consultation)	\$45.00

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
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DNA (Did not arrive for scheduled appointment)	\$10.00
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## Section Contents

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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 are eligible for domestic fees for their studies. Conditions apply. For more information, see the [Higher Research Degrees](#) website.

## New Zealand Immigration Requirements

All international students must hold a valid student visa for the duration of their studies. A visitor visa is only

	(1)		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 <a href="#">here</a> .
	(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 <a href="https://www.immigration.govt.nz">https://www.immigration.govt.nz</a> .

## Pre-paid Tuition Fees Policy

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.

	(1)		All students must apply in writing for a refund of their pre-paid tuition fees to the Director of Student Services Division.
	(2)		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.
	(3)		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.
	(4)		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.
			Where a student will be returning to

	(5)		their home country, the funds will be refunded in one of two ways:				
			<table border="1"> <tr> <td>(a)</td> <td>an overseas bank draft sent to the overseas address provided by the student</td> </tr> <tr> <td>(b)</td> <td>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.</td> </tr> </table>	(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.
(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.						
	(6)		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:				
			<table border="1"> <tr> <td>(a)</td> <td>upon evidence of a valid INZ visa to remain in New Zealand, or</td> </tr> <tr> <td>(b)</td> <td>confirmation that INZ has discharged the University of Waikato's duty under the original student visa.</td> </tr> </table>	(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.
(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.						
	(7)		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://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 <https://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/>.

## **Student Exchanges between the University of Waikato and Partner Institutions**

The International Office administers the University's international student exchange programmes. Exchange students must come from a university that has a formal two-way student exchange agreement with the University of Waikato and must be nominated by the relevant office of their home university. Exchange students can enrol at the University of Waikato for one or two trimesters and credit study to their home degree but students may not go on exchange to their home country. Exchange students are expected to be positive ambassadors for the University of Waikato and New Zealand. With prior approval, study completed at the partner University will be credited towards students' University of Waikato qualifications, although this cannot be guaranteed in advance. Further information for exchange applications can be obtained from the Study Abroad and Exchange Manager in the International Office, Level 2 of the Gateway Building, Hamilton Campus, or the website: <https://www.waikato.ac.nz/study/international/study-abroad-and-exchange> .

### **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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## Section Contents

# 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.	<b>Title</b>
	These are the Student Research Regulations 2008.
2.	<b>Date of effect</b>
	These regulations are effective from 1 January 2009.
3.	<b>Definitions</b>
	In these regulations
	<b>plagiarism</b> 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 <i>Ethical Conduct in Human Research and Related Activities Regulations</i> when the research involves collecting data about and from people and organisations.
6.		<b>Research or teaching involving the development of low risk genetically modified organisms (GMOs)</b>	
		(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.		<b>Research using live animals</b>	
		(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)	<p>ensuring that any experimental procedure involving live animals complies with the Animal Welfare Act 1999 and the University's <a href="#">Code of Ethical Conduct for the Use of Animals for Teaching and Research</a> </p>
		(b)	<p>initiating investigations into any suspected non-compliance with the Animal Welfare Act 1999 or the University's <a href="#">Code of Ethical Conduct for the Use of Animals for Teaching and Research</a> </p>

			<p><a href="#">h</a> </p> <p>arbitrating in disputes about use of live animals for teaching and research.</p>
	(3)		<p>A student involved in the use of animals for research must comply with</p>
		(a)	<p>the University's <a href="#">Code of Ethical Conduct for the Use of Animals for Teaching and Research</a> , or</p>
		(b)	<p>any other instruction by the Animal Ethics Committee.</p>
8.	<b>Breaches</b>		
	<p>A breach of these regulations is misconduct under the <a href="#">Student Discipline Regulations 2014</a>.</p>		

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## Section Contents


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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 2014](#) 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 [Ethical Conduct in Research and Related Activities](#), available from the [Research & Enterprise Office](#).

---

# Ethical Conduct in Human Research and Related Activities Regulations

1.		<b>Title</b>
		These are the Ethical Conduct in Human Research and Related Activities Regulations 2008.
2.		<b>Purpose</b>
		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.		<b>Date of effect</b>
		These regulations are effective from 1 July 2008.
4.		<b>Scope</b>
	(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 <i>Staff Code of Conduct</i> and should be consistent with the spirit of these regulations.
5.	<b>Definitions</b>	
	In these regulations	
	<b>research</b> 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	
	<b>related activities</b> 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:	
	<b>teaching</b> means teaching in lectures, tutorials, demonstrations, and related educational research	

			<p><b>consulting</b> means the provision of advice to a client, such advice being based upon the pre-existing professional knowledge and skills of the consultant</p>
			<p><b>evaluation</b> 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</p>
			<p><b>publication</b> means any intellectual or creative work published, exhibited, presented, or performed in a written, spoken, electronic, broadcasting, visual, performance, or other medium</p>
			<p><b>participant</b> 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</p>
			<p><b>organisation</b> 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</p>
			<p><b>researcher</b> means the person undertaking research and/or related activities</p>
			<p><b>harm</b> includes physical, psychological, social, economic, or cultural harm to participants</p>
			<p><b>field research</b> means research conducted in person in a natural setting outside of a laboratory.</p>
6.			<p><b>Application procedures</b></p>
	(1)		<p>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.</p>
	(2)		<p>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</p>

			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.		<b>Responsibility for ethics in research and related activities</b>	
	(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.		<b>Value of research or related activities and the public interest</b>	
	(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 <a href="#">Dissertations and Theses Regulations 2015</a> ).
9.		<b>Informed consent of participants</b>	
	(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)		<p>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).</p>
	(c)		If the research or related activity

			<p>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.</p>
	(d)		<p>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.</p>
	(e)		<p>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.</p>
	(f)		<p>A researcher who seeks the</p>

			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.		<b>Large random sample surveys and informed consent</b>	

	(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.	<b>Field research and informed consent</b>		
	(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.	<b>Archiving of data, privacy, storage, and use of information</b>		
	(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.	<b>Minimisation of harm</b>		
	(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.	<b>Limitation of deception</b>		
	(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.	<b>Social and cultural sensitivity</b>		
	(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.	<b>Exploitation of relationships</b>		
	(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.	<b>Respect for property rights</b>		
	(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.	<b>Payment for participation</b>		
	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.	<b>Professional codes of ethics</b>		
	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.			<b>University research and/or related activities in schools and early childhood services</b>
			A researcher involved in research and/or related activities in schools or early childhood services must comply with the <a href="#">Guidelines for Observation and Research in Schools and Early Childhood Services</a>  (see Appendix 5 to these regulations).
21.			<b>Declaration of potential conflict of interest</b>
	(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
		(b)	does not compromise the standard or ethics of the research and/or related activity.
22.	<b>Authority for ethical approval and monitoring</b>		
	(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.	<b>Researcher appeals against decisions concerning applications for approval</b>		
	(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.	<b>Addressing concerns and complaints</b>		
	(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 <i>Student Discipline Regulations 2014</i> , as amended from time to time
		(b)	as a breach of the <i>Staff Code of Conduct</i>
		(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.	<b>Appeal provision</b>		
	(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.

## Appendix 1

*Guidelines for Professional Practice and Community Contact in the Conduct of University Research or Related Activities* 



## Appendix 2

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[Delegated Ethics Committees](#) 

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## Appendix 3

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[Application Format](#)

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## Appendix 4

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[Intellectual Property in Research](#) 

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## Appendix 5

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[Guidelines for Observation and Research in Schools and Early Childhood Services \(under review\)](#)

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## Appendix 6

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[Referring Human Ethics Applications to a Health and Disability Ethics Committee \(under review\)](#)

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## Section Contents

# 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 the 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.	<b>Title</b>
	These are the Dissertations and Theses Regulations 2020.
2.	<b>Date of effect</b>
	These regulations are effective from 1 January 2020.

3.	<b>Definitions</b>
	In these regulations
	<b>dissertation</b> 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
	<b>first masters degree</b> means a masters degree except for the Master of Philosophy (MPhil)
	<b>thesis</b> 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.	<b>Word limit for dissertations</b>
	The maximum word limit for a dissertation is determined by the Faculty in which the dissertation is undertaken.
5.	<b>Word limit for first masters theses</b>
	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.	<b>Word limit for Master of Philosophy (MPhil) theses</b>
	Unless the Postgraduate Research Committee approves otherwise in an individual case, the maximum word limit for an MPhil thesis is 50,000 words.
7.	<b>Word limit for doctoral theses</b>

			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.		<b>Submission of dissertations</b>	
	(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.		<b>Submission of first masters theses</b>	
	(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 <a href="#">Ethical Conduct in Human Research and Related Activities Regulations 2008</a> and/or the <a href="#">Code of Ethical Conduct for the Use of Animals for Research Testing and Teaching 2014</a>  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.	<b>Submission of MPhil and doctoral theses</b>		
	(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 the 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 <a href="#">Ethical Conduct in Human Research and Related Activities Regulations 2008</a> and/or the <a href="#">Code of Ethical Conduct for the Use of Animals for Research Testing and Teaching 2014</a>  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.		<b>Digital format</b>	
	(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 <a href="#">Write and Submit a Thesis</a> a which is available from the Library website.
12.		<b>Embargoes</b>	
	(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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## Section Contents

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# Assessment Regulations

## Part 1 General

1.	<b>Title</b>
	These are the Assessment Regulations 2016.
2.	<b>Date of effect</b>
	These regulations are effective from 1 January 2016.
3.	<b>Definitions</b>
	In these regulations
	<b>assessment</b> 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
	<b>chief examiner</b> 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)

		<p><b>compulsory assessment item</b> 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</p>
		<p><b>examination</b> 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</p>
		<p><b>examiner</b> means the person or persons designated in the relevant paper outline as the lecturer or convenor of the paper concerned</p>
		<p><b>internal assessment</b> 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</p>
		<p><b>paper outline</b> means the document distributed by the relevant department providing detailed information about the nature and requirements of the paper</p>
		<p><b>plagiarism</b> 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</p>
		<p><b>special examination</b> 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.</p>
4.		<p><b>Application</b></p>
		<p>These regulations apply to papers at 0, 100, 200, 300, 400, 500, and 700 levels.</p>
5.		<p><b>Fees</b></p>

		The fees referred to in these regulations are prescribed in the <a href="#">Table of Fees and Charges</a> .
6.		<b>Eligibility to submit assessment</b>
		A student must be enrolled for a paper in order to be eligible to submit assessment in it.
7.		<b>Use of particular languages for assessment</b>
	(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 <a href="#">Policy on the Use of Māori for Assessment</a> .
8.		<b>Plagiarism and cheating</b>
	(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.		<b>Use of the same material for different assessment items</b>

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.		<b>Presence and identification at examinations</b>		
	(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.		<b>Conduct in the examination room</b>		

	(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 information
			is 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.		<b>Communications with others about examinations</b>	
	(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.		<b>Applications and procedures</b>	
	(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.	<b>Conditions attached to special arrangements</b>		
	(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.	<b>Grounds for applications for special consideration</b>		
			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.	<b>Special consideration in respect of internal assessment</b>		
	(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 <a href="#">Change of Enrolment Regulations 2012</a> 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.	<b>Special consideration in respect of examinations</b>		
	(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.
			Where an application is accepted as valid by the Special Consideration Committee, the chief

	(8)		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 <a href="#">Change of Enrolment Regulations 2012</a> 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 <a href="#">Change of Enrolment Regulations 2012</a> to withdraw from the paper on medical or compassionate grounds.

## Part 5 Review of Grade and Return of Examination Script

18.		<b>Review of grade</b>	
	(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.		<b>Return of examination script</b>	
	(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 <a href="#">Copies of Examination Scripts</a> , 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.		<b>Grades</b>	
	(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:
		<b>Pass Grades</b>	
		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.
			<i>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.</i>
	(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.		<b>Conceded credit</b>	
	(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.	<b>Notification of confirmed grades</b>	
	(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.	<b>Breaches</b>	
	A breach of these regulations is misconduct under the <a href="#">Student Discipline Regulations 2014</a> .	
24.	<b>Appeals</b>	
	(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.		<b>Scope and application</b>	
	(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.		<b>Grounds for grade reconsideration</b>	
		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.		<b>Grade reconsideration process</b>	
	(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 <a href="#">Change of Enrolment Regulations 2012</a>
	(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.
			An appeal under subsection 27(6) of these regulations must be made by the student in writing

(7)

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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## Section Contents

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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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## Section Contents

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# Graduation

The University will hold a number of graduation ceremonies in 2020. Graduation will take place in Hamilton during April and December. There will be a graduation ceremony in Tauranga in June. 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 [2020 graduation ceremonies](http://www.waikato.ac.nz/students/graduation) 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 2019

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.		<b>This statute may be cited as the Degrees, Diplomas and Certificates Statute 2019.</b>
2.		<b>The Council has power to confer the following degrees:</b>
		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 Studies (BCS)
	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 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))
	Bachelor of Electronic Commerce (BCom) <sup>1</sup>
	Bachelor of Electronic Commerce with Honours (BCom(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 (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 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, 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)
	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 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.		<b>The Council has power to award the following diplomas:</b>
		Diploma (Dip)
		Diploma in Engineering Professional Practice (DipEPP)
		Diploma in Law (DipLaw)
		Diploma in in Te Tohu Paetahi (DipTTP)
		Graduate Diploma (GradDip)
		Graduate Diploma of Teaching (GradDipT)
		International Diploma (IntDip)
		Postgraduate Diploma (PGDip)
		Postgraduate Diploma in Computer Graphic Design (PGDipCGD) <sup>1</sup>

		Postgraduate Diploma in Design (PGDipDes)
		Postgraduate Diploma in Information Technology (PGDipInfoTech)
		Postgraduate Diploma in Māori and Indigenous Business (PGDipMAIBus)
		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>
4.		<b>The Council has power to award the following certificates:</b>
		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 Tīmatanga Hou (TTH) <sup>1</sup>
		Graduate Certificate (GradCert)
		Graduate Certificate in Project Management (GradCertPM)
		Postgraduate Certificate (PGCert)
		Postgraduate Certificate in Counselling (PGCertCouns)
		Postgraduate Certificate in Information Technology (PGCertInfoTech)
		Postgraduate Certificate in Māori and Indigenous Business (PGCertMAIBus)
5.		<b>The Council has power to confer the following honorary degree:</b>
		Honorary Doctor of the University of Waikato (HonD)



6.		<p><b>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):</b></p>
		<p>Bachelor of Arts with Honours (BA(Hons))</p>
		<p>Bachelor of Business with Honours (BBus(Hons))</p>
		<p>Bachelor of Business Analysis with Honours (BBA(Hons))<sup>1</sup></p>
		<p>Bachelor of Business Analysis with Honours - Financial (BBA(Hons)(Fin))<sup>1</sup></p>
		<p>Bachelor of Communication Studies with Honours (BCS(Hons))</p>
		<p>Bachelor of Computer Graphic Design with Honours (BCGD(Hons))<sup>1</sup></p>
		<p>Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons))</p>
		<p>Bachelor of Design with Honours (BDes(Hons))</p>
		<p>Bachelor of Electronic Commerce with Honours (BECOM(Hons))<sup>1</sup></p>
		<p>Bachelor of Engineering with</p>

	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 Science with Honours (BSc(Hons))
	Bachelor of Social Sciences with Honours (BSocSc(Hons))
	Bachelor of Social Work (BSW)
	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)

	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)
	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.		<b>Of the degrees listed in clause 2, the following may be awarded with Third Class Honours:</b>
		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 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 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.		<b>Of the degrees and diplomas listed in clauses 2 and 3, the following may be awarded with Distinction:</b>
		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)
	Master of Teaching and Learning (MTchgLn)
	Postgraduate Diploma (PGDip)
	Postgraduate Diploma in Computer Graphic Design (PGDipCGD) <sup>1</sup>
	Postgraduate Diplomaa in Design (PGDipDes)
	Postgraduate Diploma in Information Technology

		(PGDipInfoTech)
9.		<b>Of the degrees and diplomas listed in clauses 2 and 3, the following may be awarded with Merit:</b>
		Postgraduate Diploma in Māori and Indigenous Business (PGDipMAIBus)
		Master of Engineering Practice (MEngPrac)
		Master of Māori and Indigenous Business (MMAIBus)

*Notes:*

1.		<i>Qualification no longer available to new students.</i>
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[Bachelor of Engineering \(BE\)](#)

[Bachelor of Environmental Planning \(BEP\)](#)

[Bachelor of Health \(BHealth\)](#)

[Bachelor of Health, Sport and Human Performance \(BHSHP\)](#)

[Bachelor of Laws \(LLB\)](#)

[Bachelor of Management Studies \(BMS\)](#)

[Bachelor of Media and Creative Technologies \(BMCT\)](#)

[Bachelor of Music \(BMus\)](#)

[Bachelor of Science \(BSc\)](#)

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[Bachelor of Design with Honours \(BDes\(Hons\)\)](#)

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[Master of Business Administration \(MBA\)](#)

[Master of Business and Management \(MBM\)](#)

[Master of Clinical Animal Behaviour \(MCAB\)](#)

[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 \(MEnvSci\)](#)

[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)

Master of Media and Creative Technologies (MMCT)

Master of Music (MMus)

Master of Professional Accounting (MPAcct)

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)

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[Certificate in Health and Wellbeing \(Cert\(HealthWellbeing\)\)](#)

[Certificate in STEM \(Cert\(STEM\)\)](#)

[Graduate Certificate \(GradCert\)](#)

[Graduate Certificate in Project Management \(GradCertPM\)](#)

[Postgraduate Certificate \(PGCert\)](#)

[Postgraduate Certificate in Counselling in Counselling Supervision \(PGCertCouns\(CounsSup\)\)](#)

[Postgraduate Certificate in Counselling in Family Counselling \(PGCertCouns\(FamCouns\)\)](#)

[Postgraduate Certificate in Information Technology \(PGCertInfoTech\)](#)

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[International Diploma \(IntDip\)](#)

[Postgraduate Diploma \(PGDip\)](#)

[Postgraduate Diploma in Design \(PGDipDes\)](#)

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# Specialisations

Specialisations provide you with another opportunity to shape your qualification to your interests and needs. They can be used to broaden your knowledge, allow you to focus on an aspect related to your first major, or perhaps provide some cohesion to your elective papers in an area of interest to you.

Specialisations meet all of the requirements for a qualification but provide for further specialisation in or beyond the major (bachelors degree) or subject (honours or masters degree, graduate certificate, graduate diploma, postgraduate certificate, or postgraduate diploma).

For more information and advice on how a specialisation might fit into your programme of study, talk to a Student Adviser in your Faculty.

## Specialisations at degree level

Specialisations at degree level allow students to include complementary study within their overall programme of study. Specialisations available at degree level are:

Advanced Pedagogy	BEd
Technology	BEd

## Specialisations at major or subject level

Specialisations at major or subject level allow students to focus in depth on a particular aspect of that subject. For example, within the International Languages and Cultures major, specialisations in Chinese, French, Japanese and Spanish are available.

At postgraduate level, for example within the Education subject for the Postgraduate Diploma, specialisations in eEducation, Global Studies in Education, Guidance and Pastoral Care, or Māori



Medium Teaching/Te Ropu Paerua are available.

Specialisations available at major or subject level are listed under the subject entries in the [University of Waikato Catalogue of Papers](#).

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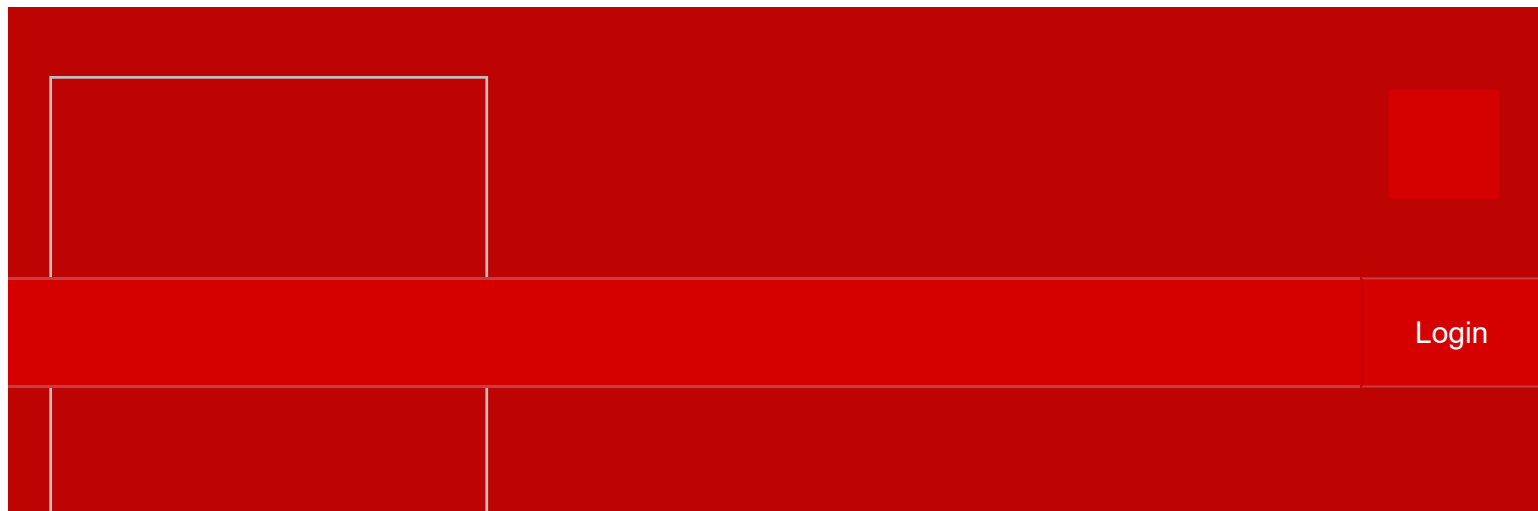
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## Arts

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[Māori Language/Te Reo Māori](#)

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[Philosophy](#)

[Political Science](#)

Population Studies  
Psychology  
Screen and Media Studies  
Social Policy  
Sociology  
Spanish  
Theatre Studies  
Writing Studies

## **Business**

Accounting  
Agribusiness  
Digital Business  
Economics  
Finance  
Human Resource Management  
Leadership Communication  
Marketing  
Public Relations  
Strategic Management  
Supply Chain Management  
Tourism and Hospitality Management

## **Design**

Communication Design  
Industrial Design  
Interface Design  
Media Design

## **Education**

This field is comprised of the undergraduate papers listed in the Catalogue of Papers:  
<https://papers.waikato.ac.nz/subjects/EDUCA>

## **Environmental Planning**

Environmental Planning

## **Health, Sport and Human Performance**

Community Health  
Human Performance Science

## Sport Development and Coaching

## Law

Law

## Management

Accounting

Agribusiness

Economics

Digital Business

Finance

Human Resource Management

International Management

Management

Leadership Communication

Marketing

Public Relations

Strategic Management

Supply Chain Management

Tourism and Hospitality Management

## Māori and Indigenous Studies

Māori and Indigenous Studies

Māori Language/Te Reo Māori

Pacific and Indigenous Studies

## Science

Applied Physics

Biological Sciences

Chemistry

Coastal Processes

Computer Science

Data Analytics

Ecology and Biodiversity

Earth Sciences

Electronics

Engineering

Environmental Sciences

Geology

Hydrology  
Materials and Processing  
Materials Science  
Mathematics  
Molecular and Cellular Biology  
PHILO102 and PHILO208  
Psychology (Science papers only)  
Soil Science  
Statistics

## Social Sciences

Anthropology  
Digital Learning  
Economics  
Education and Society  
Environmental Planning  
Ethics  
Gender and Sexuality Studies  
Geography  
History  
Human Development  
Industrial Relations and Human Resource Management<sup>1</sup>  
Linguistics  
Māori and Indigenous Studies  
Pacific and Indigenous Studies  
Philosophy  
Political Science  
Population Studies  
Psychology  
Public Policy  
Social Policy  
Sociology  
Work, Employment and Society<sup>1</sup>

*Notes:*

*1. This subject is not offered in 2020.*

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# Enrolment for Individual Paper Credit (IPC)

Students may be permitted to enrol in a paper without enrolling for a particular qualification. This may be because they have no intention of completing a full qualification, or because the paper is being taken for the purposes of qualifying for admission to a specific qualification. Alternatively, the student may be taking the paper for credit towards a qualification at another institution. Enrolments of this nature are recorded as Individual Paper Credit (IPC) enrolments.

## Regulations Governing Enrolment for Individual Paper Credit (IPC)

1.		A candidate who enrolls on an IPC basis is liable for all fees and charges prescribed for the paper(s) and must meet any requirements specified in the prescription and paper outline.
2.		Enrolment on an IPC basis is subject to the approval of the Dean of the Faculty or School of Studies in which the paper is offered.
		A candidate who has passed a paper taken on an IPC



3.		basis may, at a later date, apply to have the paper credited to a University of Waikato qualification. Approval will be based on the regulations for the qualification concerned.
4.		A student enrolled on an IPC basis is subject to all general regulations of the University of Waikato.
5.		A candidate who completes a paper on an IPC basis will receive official notification of his or her final results from the University of Waikato, and will be eligible to apply for an academic transcript.

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# Prescriptions for Papers

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The following page contains a brief introduction to the subjects and papers offered by the University. Subjects are set out in alphabetical order. A brief description may be given of the content of each paper as well as equivalents and restrictions, prerequisites and corequisites, required book information, and the internal assessment/examination ratio. Students also receive a paper outline when classes start, which provides more detail about the content, reading and assessment requirements for each paper.

In addition to the papers listed, departments may offer 800 and 900 level papers for MPhil and PhD students. Prospective students are advised to consult the School of Graduate Research and the Chairperson of the Department concerned for more information.

The prescriptions refer to the papers which the University expects to offer. The availability of these papers is subject to change if the University encounters unexpected staffing or resource difficulties. For up-to-date details of 2020 offerings, see the online Catalogue of Papers at [papers.waikato.ac.nz](http://papers.waikato.ac.nz).

In all cases where it is necessary to cancel papers, the Policy and Procedure for the Cancellation of Papers will apply, as approved by the Academic Board. Copies are available from the Academic Office.

In the prescriptions, each paper is identified by an alpha-numeric code.

For example:

HISTY107-20A (HAM)			<i>New Zealand Histories: Fresh Perspectives</i>	
HISTY			This is the subject code. In this case, History.	
	107			This is the level of the paper, followed by a unique identifier. 100 = 100 level 200 = 200 level 300 = 300 level
		20A		This is the year and trimester in which the paper is taught.
			(HAM)	This is the location where the paper is taught.

A **prerequisite** must be passed before a student may enrol in the paper for which the prerequisite is

specified. For example, FRNCH231 *French Language Intermediate 1* is a prerequisite for FRNCH232 *French Language Intermediate 2*. Students may not enrol in FRNCH232 until they have passed FRNCH231. (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 or Director of the Faculty or School of Studies in which the other paper is offered approves otherwise.)

A **corequisite** must be taken in association with the paper for which the corequisite is specified. For example ENGEE211 *Electromagnetics* is a corequisite with ENGEN201 *Engineering Mathematics 2*. You may enrol in ENGEE211 only if you have either already passed ENGEN201 or are concurrently enrolled in it.

**Equivalent** papers are in effect the same papers, one of which was taught in the past with a different paper code. For example ACCT331 *Management Accounting* is equivalent to ACCTN303 *Management Accounting*. Students who have passed ACCT331 may not enrol in and receive credit for ACCTN303.

**Restricted** papers share a significant amount of common content. Students may therefore receive credit for only one of the papers listed. For example MGSYS200 *Tools for Managing Projects* has a restriction with MGSYS300 *Tools for Managing Projects*. Restricted papers may not be used to satisfy prerequisite or corequisite requirements.

The **required books** which may be listed under some of the prescriptions are a conservative list only. Additional required books may be prescribed during the academic year. Lists of recommended reading are usually included in the paper outline provided by the department concerned.

The **internal assessment/examination weighting** is provided for all papers. The weighting sets out how much of the paper is internally assessed and how much is formally examined, as percentages of the total mark. The weighting 100:0 means a paper is fully internally assessed, while the ratio 50:50 shows that the assessment for the paper is evenly weighted between internal assessment and an examination. Examinations are scheduled in a formal examination period. All A trimester papers which are not fully internally assessed will be examined at mid-year unless otherwise specified. Tests that form part of the internal assessment requirements may be held outside normal lecture hours.

**Teaching activities** for all undergraduate papers are listed in the Timetable. Teaching activities, including lectures, tutorials, laboratories and workshops, are scheduled to last 50 minutes and begin on the hour until (and including) 12 noon, and at 10 minutes past the hour from 1:10 p.m. This allows a lunch break of 20 minutes from 12:50 p.m. to 1:10 p.m. for students with continuous teaching activity commitments. Normal teaching hours are between 8.00 a.m. and 6.00 p.m.

A **trimester** is a period for which students enrol in papers, attend classes and submit assessment items. The University of Waikato has two standard trimesters (A and B), which each normally comprise 17 weeks. There are also two intensive summer teaching periods - Summer School 1 (S or G trimester), normally comprising eight weeks in January/February, and Summer School 2 (T trimester), normally comprising six weeks in November/December. The trimester period includes

teaching as well as any study weeks and an examination period. The exact duration of trimesters in a particular year is defined by week numbers in the [Teaching and Assessment Periods](#).

2020:	A trimester, weeks 10-26
	B trimester, weeks 29-45
	C trimester, weeks 47-7
	D trimester, weeks 10-45
	G trimester, weeks 46-51
	S trimester, weeks 2-8

Some papers have start and end dates which differ from the standard teaching periods set out above. Papers which extend across both the A and B trimesters are annotated as D papers. Papers which are taught in non-standard periods have a X, I, or J etc. suffix.

The period for which a student is eligible for loans and/or allowances, is calculated on the basis of the exact start and end weeks of papers. Students are advised of the start and end dates of their papers in the relevant paper outlines.

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## Section Contents

# Keys

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## Key to Paper Codes

From 2018, new five-letter paper code subject prefixes are being introduced. In 2018, all 100 and 200 level papers and some higher level papers use the new five-letter paper code prefixes. Most papers will use five-letter paper code prefixes from 2019.

### Codes within the Faculty of Arts and Social Sciences

ANTH	ANTHY	Anthropology
APPL	APLNG	Applied Linguistics
	ARTSC	Faculty of Arts and Social Sciences core papers
	ARTSW	Faculty of Arts and Social Sciences Work Placement papers



CHIN	CHINE	Chinese
CRPC	CREAT	Creative Practices
	DANCE	Dance
ENGL	ENGLI	English
ESLA	ENSLA	English as a Second Language
ESOC	ENVSO	Environment and Society
ENVP	ENVPL	Environmental Planning
GEOG	GEOGY	Geography
HDVP	HDVPY	Health Development and Policy
HIST	HISTY	History
INTL	INTLC	International Languages and Cultures
JAPA	JAPAN	Japanese
LBST	LABST	Labour Studies
LING	LINGS	Linguistics
MUSI	MUSIC	Music
PHIL	PHILO	Philosophy
POLS	POLSC	Political Science/Public Policy
POPS	POPST	Demography/Population Studies

PSYC	PSYCH	Psychology
RELS	STREL	Studies in Religion
SMST	MEDIA	Screen and Media Studies
SOCP	SOCPY	Social Policy
SOCY	SOCIO	Sociology
SOCW	SOCWK	Social Work
SPAN	SPNSH	Spanish
THST	THSTS	Theatre Studies
WGST	WGSTS	Women's and Gender Studies
WRIT	WRITE	Writing Studies

## Codes within the Faculty of Computing and Mathematical Sciences

CGRD	DSIGN	Computer Graphic Design
COMP	COMPX	Computer Science
	DATAA	Data Analytics
MATH	MATHS	Mathematics
ISCS		Security and Crime Science
STAT	STATS	Statistics

## Codes within the Faculty of Education

*Note:* Papers with the subject prefix TE are available only for students enrolled in a Faculty of Education teacher education programme.

	ADLNG	Adult Learning
	EDART	Arts Education
ALED		Arts Education/Language and Literacy Education
	COUNS	Counselling
	DLRNG	Digital Learning
	DINST	Disability and Inclusion Studies
MBED	EDUCA	Education
DSOE		Education/Educational Leadership
PCSS	EDSOC	Education and Society
PROF	EDLED	Educational Leadership
	ENVED	Environmental Education
	GLOBE	Global Studies
	HMDEV	Human Development
HDCO		Human Development/Counselling

	LLTED	Language and Literacy Education
	MAOED	Māori Education
MSTE	MTHED	Mathematics Education
	SCIED	Science Education
STER		Science, Technology and Environmental Education
	THEDR	Te Hononga School of Curriculum and Pedagogy papers
	TOEDR	Te Oranga School of Human Development and Movement Studies papers
	TWEDR	Te Whiringa School of Educational Leadership and Policy papers
TEAL	TEEDU	Teaching conjoint papers
TEDE	TEPRO	Teaching practicum papers
TEHD	TEACH	Teaching core papers
TEMB		Teaching
TEMS		Teaching
TEPC		Teaching
TEPS		Teaching

TESP		Teaching
	TECED	Technology
THED		Education/Language and Literacy Education/Mathematics Education
TOED		Counselling/Disability and Inclusion Studies/Education/Human Development/Sport, Health and Human Performance
TWED		Education/Education Studies/Educational Leadership

## Codes within the Faculty of Health, Sport and Human Performance

SPLS	HSHUP	Health, Sport and Human Performance
	CMYHE	Community Health
	HPSCI	Human Performance Science
	SDCOA	Sport Development and Coaching

## Codes within the Faculty of Law

LAWS	LEGAL	Law
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## Codes within the Faculty of Māori and Indigenous Studies

DEVS	DEVST	Development Studies
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MAOR	MAORI	Māori and Indigenous Studies/Māori Language/Te Reo Māori
MMAC		Māori Media and Communication
MPDV		Māori and Pacific Development
REOM		Māori and Pacific Development
TIKA		Māori Cultural Studies/Tikanga Māori
	PACIS	Pacific and Indigenous Studies
TTWA		Treaty of Waitangi Studies/Akoranga Te Tiriti o Waitangi

## Codes within the Faculty of Science and Engineering

	APHYS	Applied Physics
	AQUAC	Aquaculture
BIOL		Biological Sciences
	ENGCB	Chemical and Biological Engineering
CHEM	CHEMY	Chemistry
ENCV	ENGCV	Civil Engineering
ERTH	EARTH	Earth Sciences
	BIOEB	Ecology and Biodiversity
ENEL	ENGEE	Electronics
ENGG	ENGEN	Engineering

ENEV	ENGEV	Environmental Engineering
ENVS	ENVSC	Environmental Sciences
	MARIN	Marine Biodiversity
ENMP	ENGMP	Materials and Processing
ENME	ENGME	Mechanical Engineering
	BIOMO	Molecular and Cellular Biology
PHYS		Physics
SCIE	SCIEN	Science

## Codes within the Waikato Management School

ACCT	ACCTN	Accounting
AGRI	AGBUS	Agribusiness
	DIGIB	Digital Business
	EXCOR	Executive Education
EXEC		Executive Education
EXED	EXED	Executive Education
EXLD	EXLD	Executive Education
	EXMBA	Executive Education

	EXMBM	Executive Education
EXPM	EXPM	Executive Education
EXSP		Executive Education
	DIGIB	Digital Business
ECON	ECONS	Economics
	ENTIN	Entrepreneurship and Innovation
FINA	FINAN	Finance
HRMG	HRMGT	Human Resource Management
INMG	INMGT	International Management
MCOM	LCOMM	Leadership Communication
MNGT	MNMGT	Management
MSUS	MGSUS	Management and Sustainability
MSYS	MGSYS	Management Systems/Electronic Business/Supply Chain Management
MKTG	MRKTG	Marketing
	PUBRL	Public Relations
SCEN		Social Enterprise
STMG	STMGT	Strategic Management
	SCMGT	Supply Chain Management



TOMG	THMGT	Tourism and Hospitality Management
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## Codes within the Waikato Pathways College

CAEL	CAAEN	Certificate of Attainment in Academic English
CAEL	CAENL	Certificate of Attainment in English Language
CAFS	FOUND	Certificate of Attainment in Foundation Studies
CUPR	FOUND	Certificate of University Preparation

## Key to Semester Codes

A	Papers taught over weeks 10-26
B	Papers taught over weeks 29-45
C	Papers taught over weeks 47-7
X, I, J etc.	Papers taught in periods which do not correspond with normal semester periods
S	Papers taught over weeks 2-8
G	Papers taught over weeks 46-51
D	Papers taught over weeks 10-45

## Key to Location Codes

AKT	Ako Tauhōkai
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BLK	Block
BTG	Block (Tauranga)
HAM	Hamilton (Hillcrest campus)
HOP	Hopuhopu
NET	Internet
NTG	Internet (Tauranga)
SEC	Secondary School
TGA	The University of Waikato at Tauranga/Toi Ohomai Institute of Technology
WPC	Waikato Pathways College

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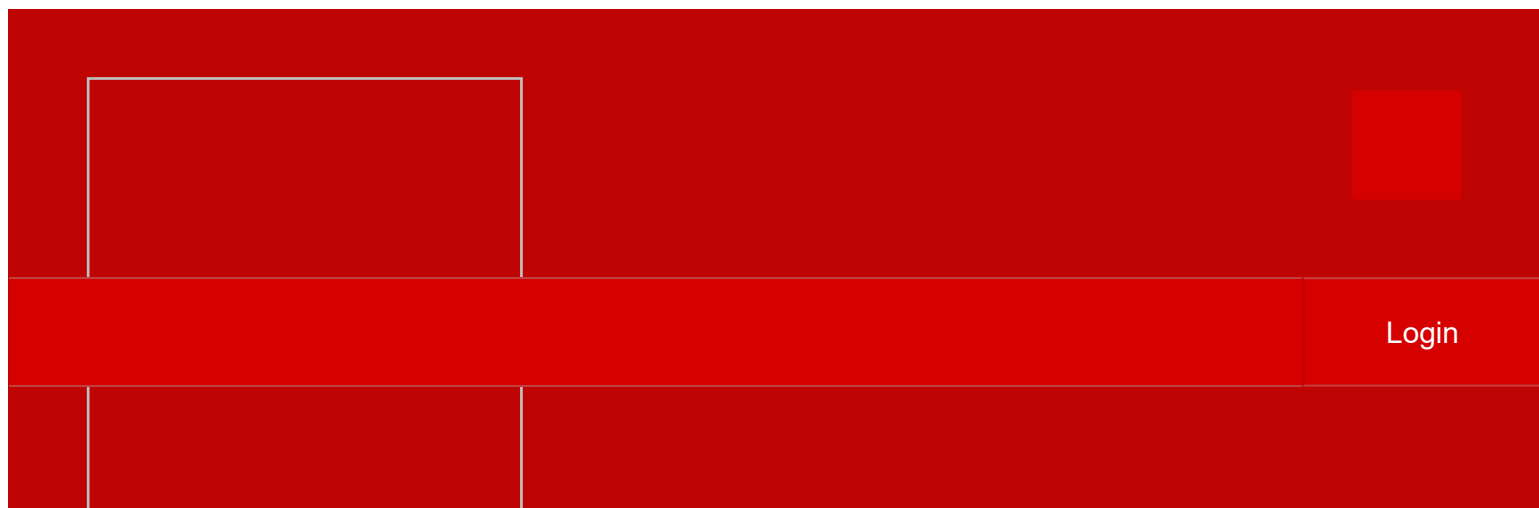
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## Section Contents

# Student Discipline Regulations

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### Preamble

At the time they enrol, students are required to agree to abide by the regulations of the University of Waikato as published in the University of Waikato Calendar. The Student Discipline Regulations provide the framework for addressing alleged breaches of University regulations by students and for applying penalties where breaches are substantiated.

Members of the University community are entitled to operate and interact in an environment of safety and respect. It is expected that students will act with integrity and demonstrate respect for others.

If differences and disputes arise between members of the University community, it is expected that they will attempt to resolve such conflicts reasonably and co-operatively. Discipline procedures should be used only where other methods of resolving conflicts have been ineffective or would be inappropriate.

It is the policy of the University that all discipline procedures conform to the principles of natural justice. The procedures in these regulations have been adopted to safeguard the rights of individuals in this respect.

# Student Discipline Regulations 2020

Code of Student Conduct. /tr>

## Part 1 General

1.		<b>Title</b>
		These are the Student Discipline Regulations 2020.
2.		<b>Date of effect</b>
		These regulations are effective from 2 December 2020.
3.		<b>Purpose</b>
		The purpose of these regulations is to:
	(a)	define student misconduct
	(b)	explain procedures for making, investigating and resolving complaints of student misconduct, and

		(c)		set out the penalties that may be applied where misconduct by a student is substantiated.
4.		<b>Application</b>		
		(1)		These regulations apply to the conduct of students while they are enrolled as students of the University of Waikato.
		(2)		For the purpose of these regulations, the period during which a student is deemed to be enrolled as a student is defined as:
			(a)	the period in a given year from (inclusively) the Monday of the start week of the paper in the student's programme of study that starts earliest in that year, to the Sunday of the end week of the paper that ends last
			(b)	any orientation period immediately prior to the start week of the student's programme of study in a given year, and
			(c)	any period in which the student is a resident of University of Waikato student accommodation.
		(3)		The processes for dealing with complaints of misconduct may extend beyond the period defined in subsection (2).
		(4)		These regulations apply to the conduct of students:
			(a)	on any property or in any

			facility owned or managed by the University
		(b)	in the context of a University activity
		(c)	where the conduct is related directly to the student's status as a student
		(d)	where the conduct has the potential to harm unfairly another member of the University community, or
		(e)	where the conduct has the potential to harm unfairly the reputation of the University.
	(5)		A student against whom a complaint of misconduct is made, either by a member of the University community or another person, is subject to the discipline procedures set down in these regulations.
	(6)		All authority under these regulations must be exercised in accordance with the principles of natural justice.
5.	<b>Misconduct</b>		
	A student commits misconduct if they:		
	(a)		commit a serious breach of the obligation, shared by staff and other members of the University community, to act towards others reasonably, courteously, considerately and with good faith
	(b)		behave in a manner that significantly impedes or subverts the efficient functioning of the University

			in accordance with its statutory role
	(c)		behave in a manner that discredits, or has the potential to discredit, the University
	(d)		behave in a manner that constitutes physical, psychological, sexual or racial assault, harassment, discrimination or bullying of any person
	(e)		breach any regulation published in the University of Waikato Calendar
	(f)		fail to comply with any reasonable and lawful policy or instruction approved and notified by the Vice-Chancellor, Council, Academic Board, or delegated authority of the Vice-Chancellor, Council or Academic Board
	(g)		use University property, resources or funds for other than authorised purposes
	(h)		incur liability on the part of the University without authorisation
	(i)		behave in a manner that is likely to harm unfairly the reputation or professional prospects of another student or a member of staff
	(j)		behave in a manner that jeopardises the health or safety of another person
	(k)		knowingly mislead the University in any significant matter
	(l)		encourage, assist, or procure a person to commit misconduct, or
	(m)		otherwise breach the <i>Code of Student Conduct</i> .

6.

**Definitions**



	In these regulations
	<b>bullying</b> means unreasonable behaviour, repeated over time, which is deliberate and intended to humiliate, undermine or otherwise have a detrimental effect on the recipient(s) and/or pose a risk to their health and safety even though it may not be unlawful
	<b>class</b> means a lecture, tutorial, laboratory, workshop, practical session, practicum session, placement session, field trip or any other type of learning activity delivered or supervised by a staff member, including those conducted online
	<b>discrimination</b> means conduct that results, or is likely to result, in less favourable treatment, or creates, or is likely to create, a less favourable environment, for a person or group of people on any of the prohibited grounds set out in <a href="#">section 21</a> of the <a href="#">Human Rights Act 1993</a> or on any other grounds
	<b>harassment</b> means any unwelcome comment, conduct or gesture that is insulting, intimidating, humiliating, malicious, degrading or offensive. It might be repeated or an isolated incident that adversely affects someone's performance, contribution or work environment. It can include physical, degrading or threatening behaviour, abuse of power, isolation, discrimination, sexual harassment and racial harassment. It is behaviour that is unwanted by the recipient even if the recipient does not tell the perpetrator that the behaviour is unwanted. It may be unintentional
	<b>internal assessment</b> means the portion of the assessment for a paper that is assigned, supervised and marked internally within the relevant school or faculty; it may include assignments, practical work, work in tutorials, seminars, written or oral tests, recitals, performances or attendance requirements
	<b>natural justice</b> means the right to have a decision made by an unbiased decision-maker who observes fair and impartial procedures
	<b>programme of study</b> means the selection of papers applied for or taken by a student in any one academic year for a particular qualification
	<b>student</b> means a student enrolled at the University of Waikato

		<p><b>summary jurisdiction</b> means a process for dealing with a complaint of misconduct, where a designated person has authority, individually, to obtain and hear evidence, arrive at a judgement and, within the terms of that authority as defined in these regulations, impose a penalty</p>
		<p><b>University</b> means the University of Waikato.</p>
		<p><b>University of Waikato student accommodation</b> means a hall of residence (Bryant Hall, College Hall, Orchard Park and Student Village), apartment or other student accommodation operated by the University, and homestay accommodation facilitated by the University.</p>
7.		<p><b>Annotation of grades</b></p>
		<p>Where a student is refused credit for a paper as a whole as a penalty for misconduct, an NC (No Credit) grade will be awarded for that paper.</p>

## Part 2 Authorities

8.		<p><b>General</b></p>	
	(1)		<p>Unless otherwise specified under Part 3 of these regulations, authorities may determine their own procedures for hearing and deciding complaints of misconduct, provided that they conform to the principles of natural justice, and may issue procedural directions.</p>
	(2)		<p>Authorities may suspend consideration of a complaint of misconduct until such time as any associated Police matter has been concluded.</p>
9.		<p><b>Authority of staff for discipline in classes</b></p>	
		<p>A staff member delivering or supervising a class may dismiss from it,</p>	

			for its duration, any student who, in their judgement, has committed misconduct in that class.
10.		<b>Authority of the Pro Vice-Chancellor of Health, Engineering, Computing and Science for discipline in laboratories</b>	
		The Pro Vice-Chancellor of Health, Engineering, Computing and Science may exclude from any laboratory in the Division of Health, Engineering, Computing and Science, for up to five working days, any student who, in the Pro Vice-Chancellor's judgement, has committed misconduct in the laboratory.	
11.		<b>Authority of the University Librarian for discipline in the Library</b>	
		The University Librarian may exclude from the Library, for up to seven days, any student who, in the Librarian's judgement, has committed misconduct in the Library.	
12.		<b>Authority of the Director of Student Services for discipline in examinations</b>	
		(1)	The Director of Student Services may impose a formal warning and/or a fine of up to \$100 on any student found to have brought into an examination room an electronic device where that device has, in an examination supervisor's judgement, made an audible noise during an examination.
		(2)	All other complaints of misconduct in examinations must be directed to the Chairperson of the Student Discipline Committee in accordance with section 14 of these regulations.
13.		<b>Authority of the Director of Student Services, Associate Director Student Accommodation and delegated authorities for discipline in University of Waikato student accommodation</b>	
		(1)	The Director of Student Services has general authority for order and discipline in University of Waikato student accommodation; the Director of Student Services has delegated this authority to

			the Associate Director Student Accommodation.
	(2)		The Associate Director Student Accommodation has delegated authority for day-to-day order and discipline in University of Waikato student accommodation to the relevant Residential Life Manager or equivalent.
	(3)		Where the Director of Student Services receives a complaint of misconduct in University of Waikato student accommodation they may
		(a)	offer summary jurisdiction to the student, or
		(b)	refer the matter to the Student Discipline Committee.
	(4)		Where the Associate Director Student Accommodation receives a complaint of misconduct in University of Waikato student accommodation they may
		(a)	offer summary jurisdiction to the student, or
		(b)	refer the matter to the Director of Student Services, or
		(c)	refer the matter to the Student Discipline Committee.
	(5)		Where a Residential Life Manager or equivalent receives a complaint of misconduct in University of Waikato student accommodation they may
		(a)	offer summary jurisdiction to the student

		(b)	refer the matter to the Associate Director Student Accommodation
		(c)	refer the matter to the Director of Student Services, or
		(d)	refer the matter to the Student Discipline Committee.
	(6)		If the Director of Student Services, Associate Director Student Accommodation or Residential Life Manager or equivalent offers summary jurisdiction, the student may choose to
		(a)	accept the offer of summary jurisdiction, or
		(b)	have the matter referred to the Student Discipline Committee.
	(7)		Where the offer to exercise summary jurisdiction is accepted under this section, the Director of Student Services, Associate Director Student Accommodation or Residential Life Manager or equivalent must follow the summary jurisdiction procedures set out under section 22 of these regulations.
	(8)		Where the complaint of misconduct is referred to the Student Discipline Committee under this section, the Student Discipline Committee must follow the procedures set out under section 24 of these regulations.
14.		<b>Authority of the Chairperson of the Student Discipline Committee</b>	
	(1)		Where the Chairperson of the Student Discipline Committee receives a complaint of misconduct against a student, the Chairperson of the Student

			Discipline Committee may
		(a)	offer summary jurisdiction to the student
		(b)	offer a Tikanga Māori process to the student, or
		(c)	refer the matter to the Student Discipline Committee.
	(2)		If the Chairperson of the Student Discipline Committee offers summary jurisdiction or a Tikanga Māori process, the student may choose either
		(a)	to accept the offer of summary jurisdiction or a Tikanga Māori process, or
		(b)	to have the matter referred to the Student Discipline Committee.
	(3)		Subject to section 15 of these regulations, where the offer to exercise summary jurisdiction is accepted under this section, the Chair of the Student Discipline Committee must follow the summary jurisdiction procedures set out under section 22 of these regulations.
	(4)		Where the offer to exercise a Tikanga Māori process is accepted under this section, the Deputy Vice-Chancellor Māori must follow the procedures set out under section 23 of these regulations.
	(5)		Where the complaint of misconduct is referred to the Student Discipline Committee under this section, the Student Discipline Committee must follow the procedures set out under section 24 of these regulations.

	(6)		Subject to the agreement of the Vice-Chancellor, the Chairperson of the Student Discipline Committee may delegate their authority under these regulations.
15.	<b>Authority of Academic Delegates</b>		
	(1)		The authority of the Chairperson of the Student Discipline Committee to exercise summary jurisdiction under section 14 of these regulations may be delegated to an Academic Delegate, provided that
		(a)	the complaint involves alleged plagiarism or cheating in a 100 or 200 level item of internal assessment which is worth less than 33% of the total assessment for the paper concerned
		(b)	the student who is the subject of the complaint has not previously had a finding of misconduct against them under these regulations, and
		(c)	the student against whom the complaint is made accepts the delegated authority of the Academic Delegate.
	(2)		Where authority to exercise summary jurisdiction is delegated by the Chairperson of the Student Discipline Committee to an Academic Delegate under this section, the Academic Delegate must follow the summary jurisdiction procedures set out under section 22 of these regulations.
	(3)		The Chairperson of the Student Discipline Committee is responsible for maintaining a list of

			Academic Delegates appropriately trained in the summary jurisdiction procedures set out under section 22 of these regulations.
16.		<b>Authority of the Student Discipline Committee</b>	
	(1)		The Student Discipline Committee is a committee of the Academic Board with delegated authority to exercise the powers and responsibilities set out in these regulations in accordance with the procedures set out under section 24 of these regulations.
	(2)		The Student Discipline Committee comprises
		(a)	a staff member with appropriate expertise appointed as Chairperson for a designated term by the Vice-Chancellor
		(b)	two people appointed by the Chairperson of the Student Discipline Committee from a pool of twelve staff including four based in Tauranga, nominated by the Academic Board for terms of up to three years such that the terms of the members provide for continuity
		(c)	two students, one of whom is enrolled at the undergraduate level and one of whom is enrolled at the postgraduate level, appointed by the Chairperson of the Student Discipline Committee from a pool of eight students; the pool of students, five of whom are enrolled at the undergraduate level including two based in



			Tauranga, and three of who are enrolled at the postgraduate level including one based in Tauranga, is appointed by the Chairperson of the Student Discipline Committee after consultation with the student members of the Academic Board.
	(3)		The Chairperson of the Student Discipline Committee may appoint an adviser or advisers to assist at a hearing in relation to particular aspects of a case; the Chairperson may also co-opt the adviser or advisers as a member of the Student Discipline Committee for that hearing.
	(4)		One member of the pool of staff nominated by the Academic Board may be appointed by the Chairperson of the Student Discipline Committee as Deputy Chairperson; the Chairperson of the Student Discipline Committee may from time to time delegate their powers and responsibilities, as set out in these regulations, to the Deputy Chairperson.
	(5)		No meeting of the Student Discipline Committee may be held unless the Chairperson or Deputy Chairperson, at least one staff member and at least one student are present.
17.	<b>Authority of the Student Discipline Appeals Committee</b>		
	(1)		The Student Discipline Appeals Committee is a committee of Council with delegated authority to exercise the powers and responsibilities set out in these regulations in accordance with the procedures set out under section 27 of these regulations.
	(2)		The Student Discipline Appeals Committee comprises

		(a)	two members appointed by and from Council, and
		(b)	one other member, who is either a member of Council, or a staff member, Emeritus Professor or Honorary Fellow of the University, appointed by Council on the basis of their knowledge of legal processes, who is Chairperson.
	(3)		The Chairperson of the Student Discipline Appeals Committee may appoint an adviser to assist at a hearing in relation to particular aspects of a case; the Chairperson may also co-opt that adviser as a member of the Student Discipline Appeals Committee for that hearing.
	(4)		Subject to the agreement of the Chancellor, the Chairperson of the Student Discipline Appeals Committee may delegate their authority under these regulations.
18.		<b>Authority of the Deputy Vice-Chancellor Māori</b>	
	(1)		The Deputy Vice-Chancellor Māori has authority to determine the arrangements for the Tikanga Māori process set out under section 23 of these regulations.
	(2)		Subject to the agreement of the Vice-Chancellor, the Deputy Vice-Chancellor Māori may delegate their authority under these regulations.
19.		<b>Authority of the Vice-Chancellor</b>	
	(1)		The Vice-Chancellor may exclude a student from the University, or limit access to any designated part, system or facility of the University, if the student has been convicted of a criminal offence and if, in the Vice-Chancellor's judgement, the

			nature of the offence impinges detrimentally, or has the potential to impinge detrimentally, on the University or its staff or students.
	(2)		The Vice-Chancellor may, on suspicion of possible misconduct, initiate an investigation of the conduct of a student, whether or not there has been a complaint of misconduct. Any investigation under this section and any procedure related to that investigation must be consistent with these regulations.
	(3)		The Vice-Chancellor may, on suspicion of possible misconduct or pending the resolution of a complaint of misconduct, suspend a student when and to whatever extent they consider it necessary from
		(a)	any University building, premises, grounds or University of Waikato student accommodation
		(b)	any class
		(c)	any event organised by the University
		(d)	use of any resource of the University.
	(4)		When considering whether to suspend a student under subsection (3) the Vice-Chancellor shall take into account the following:
		(a)	the best interest of the students, staff and other members of the University community
		(b)	the physical safety of the students, staff and other members of the University

			community
		(c)	the orderly conduct of teaching, research and administration of the University
		(d)	the protection of the property or resources of the University
		(e)	the potential effects of suspension on the student's programme of study, and any other matters raised by the student
		(f)	any other matters the Vice-Chancellor considers appropriate in the circumstances.
	(5)		The Vice-Chancellor may delegate their authority under these regulations.
20.		<b>Authority of Council</b>	
	(1)		Council may withdraw or refuse to grant an academic award if it is satisfied that the candidate has committed misconduct in relation to the award while enrolled, or been otherwise dishonest in relation to the award.
	(2)		Council must consult with the Academic Board before taking a decision under this section; the advice of the Academic Board must be based on a recommendation by the Student Discipline Committee.
	(3)		The principles and processes followed by the Student Discipline Committee in formulating its recommendation to the Academic Board must be

			consistent with the principles and procedures outlined in these regulations for the investigation and hearing of allegations of misconduct.
	(4)		The Academic Board must make all reasonable effort to ensure that the candidate concerned receives prior notification of the advice that it intends to give to Council and is given an opportunity to make a written submission directly to Council.
	(5)		A decision by Council under this section is final.

## Part 3

### Procedures for Making, Investigating and Resolving Complaints of Student Misconduct

21.		<b>Procedures for making a complaint</b>	
	(1)		Any person may lodge a complaint of misconduct against a student.
	(2)		A formal complaint of student misconduct must be made in writing
		(a)	if it relates to student conduct in University of Waikato student accommodation, to the <i>Director of Student Services, Associate Director Student Accommodation</i> or relevant <i>Residential Life Manager</i> or equivalent
		(b)	if it is of the nature set out under section 15(1)(a) of these regulations and the authority of the Chairperson

			of the Student Discipline Committee has been delegated to an Academic Delegate under section 15(1), to the relevant Academic Delegate
		(c)	if the complainant is an academic staff member and the complaint involves alleged plagiarism or cheating in a subject where authority has been delegated to a chief examiner under section 15, to the relevant chief examiner
		(d)	in cases other than (a) or (b), to the <i>Chairperson of the Student Discipline Committee</i>
	(3)		If a person who is a party to a complaint of misconduct fails to respond to a communication by a relevant authority, provided the authority has made all reasonable effort to locate and contact that person and to provide adequate opportunity for a response, the authority may proceed to deal with the complaint at their discretion.
22.	<b>Summary jurisdiction</b>		
	(1)		Summary jurisdiction may be exercised by the following authorities:
		(a)	the Director of Student Services, Associate Director Student Accommodation or Residential Life Manager or equivalent under section 13 of these regulations
		(b)	the Chairperson of the

			Student Discipline Committee under section 14 of these regulations
		(c)	an Academic Delegate under section 15 of these regulations.
	(2)		A student who accepts summary jurisdiction may write an answer to the complaint.
	(3)		The complainant and the student
		(a)	must be given the opportunity to appear and give evidence at a summary jurisdiction meeting with the with the relevant authority
		(b)	may be required to attend, at the authority's discretion
		(c)	may be accompanied at the meeting by any other person to act as an adviser or support person, subject to any conditions that the authority may impose.
	(4)		Where an authority exercises summary jurisdiction, it determines whether the student has committed misconduct on
		(a)	the evidence provided by the complainant and the student, and
		(b)	any other evidence, written or oral, that they may seek or accept at their discretion, provided that this evidence is disclosed to the student

			and they are given the opportunity to comment on it.
	(5)		The authority may decide at any time to take no further action on a complaint of misconduct if, in their judgement
		(a)	the evidence provided by the complainant is insufficient
		(b)	the subject matter of the complaint is trivial
		(c)	the complaint is frivolous, vexatious, or not made in good faith, or
		(d)	the complaint falls outside the scope of these regulations.
	(6)		If, having investigated a complaint, an authority determines that a student has committed misconduct, they may take one or more of the following actions:
		(a)	issue to the student a warning containing a statement of the possible consequences if the act or behaviour that provoked the complaint is repeated
		(b)	require an undertaking from the student as to future behaviour while enrolled at the University and set in place provisions for monitoring the student's behaviour in keeping with the undertaking



		(c)	require the student to provide any appropriate and available remedy to relieve distress, or repair damage, or correct a mistake
		(d)	require the student to make a public or private apology, either written or spoken
			in the case of summary jurisdiction exercised by the Director of Student Services, Associate Director Student Accommodation, Residential Life Manager or equivalent under section 13 of these regulations
		(e)	require the student to pay, by a given date, a sum of up to the equivalent of one week's board or rent at the relevant University of Waikato student accommodation
		(f)	require the student to undertake community service work in the relevant University of Waikato student accommodation of whatever nature the authority thinks fit
		(g)	require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Director of Student Services, Associate Director Student Accommodation, Residential Life Manager or equivalent and within a prescribed period

	(h)		impose an alcohol ban
	(i)		impose a visitor ban
	(j)		require the student to transfer to other University of Waikato student accommodation
	(k)		exclude the student from the relevant University of Waikato student accommodation for up to one year
	(l)		exclude the student from, or limit access to, a designated part or facility of the relevant University of Waikato student accommodation for up to one year.
			in the case of summary jurisdiction exercised by the Chairperson of the Student Discipline Committee under section 14 of these regulations
	(m)		require the student to pay, by a given date, compensation or a fine of up to \$500
	(n)		arrange for the student to be formally reprimanded by the relevant Pro Vice-Chancellor, a Deputy Vice-Chancellor or the Senior Deputy Vice-Chancellor, either in person or in writing
	(o)		suspend the student from attendance at any class or programme for up to one year

	(p)		exclude the student from, or limit access to, any designated part or facility of the University for up to one year
	(q)		if the misconduct is related to a particular paper or programme of the University,
		(i)	require the student to repeat or complete additional assessment
		(ii)	refuse or reduce credit for part or all of an individual item of assessment, or refuse credit for a paper as a whole
	(r)		require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the

			Chairperson of the Student Discipline Committee and within a prescribed period
		(s)	annotate the student's academic record accordingly, either permanently or for a period of time designated by the Chairperson of the Student Discipline Committee.
			in the case of summary jurisdiction exercised by an Academic Delegate under section 15 of these regulations
		(t)	require the student to repeat or complete additional assessment
		(u)	refuse or reduce credit for part or all of an individual item of assessment
		(v)	require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the authority and within a prescribed period.
	(7)		The authority must exercise their discretion in the matter as expeditiously as possible.
	(8)		The authority is responsible for communicating the outcome of the complaint, in writing, to the complainant, the student answering the complaint, and the Chairperson of the Student Discipline Committee as expeditiously as possible.
23.		<b>Tikanga Māori</b>	

	(1)		The spirit of tikanga is to seek resolutions to complaints in a Māori way that encourages a facilitated open exchange of views, in order to achieve a resolution that is agreed by all the parties involved.
	(2)		A complaint may only be addressed through the Tikanga Māori process if
		(a)	the complainant
		(b)	the student answering the complaint
		(c)	the Chairperson of the Student Discipline Committee, and
		(d)	the Deputy Vice-Chancellor Māori
			agree to the arrangements determined under subsection (3).
	(3)		The Deputy Vice-Chancellor Māori is responsible for determining the arrangements for the Tikanga Māori process after discussion with the parties and for informing the parties of the nature and implications of the process.
	(4)		If, at any time after having agreed to the agreements determined under subsection (3), the complainant or the student answering the complaint wishes to withdraw from the Tikanga Māori process, they may do so only with the agreement of all other parties listed under subsection (2); in such cases, the complaint will be referred back to the Chairperson of the Student Discipline Committee for reconsideration under section 14 of these regulations.
	(5)		Under the Tikanga Māori process a resolution is

			negotiated by the complainant and the student answering the complaint.
	(6)		The process is facilitated by the Deputy Vice-Chancellor Māori, assisted by a tikanga panel appointed by the Deputy Vice-Chancellor Māori.
	(7)		In negotiating a resolution under subsection (5), the complainant and the student answering the complaint are authorised to take any of the actions that are available under summary jurisdiction procedures, as provided under section 22 of these regulations.
	(8)		A resolution negotiated by the complainant and the student answering the complaint is final; there is no right of appeal.
	(9)		The Deputy Vice-Chancellor Māori is responsible for reporting the resolution negotiated under subsection (5), in writing, to the complainant, the student answering the complaint, and the Chairperson of the Student Discipline Committee as expeditiously as possible.
	(10)		The Chairperson of the Student Discipline Committee is responsible for ensuring that all appropriate records relating to the outcome are maintained.
	(11)		Failure to comply with a resolution negotiated under this section is misconduct.
24.	<b>Procedures of the Student Discipline Committee</b>		
	(1)		The Student Discipline Committee must convene as soon as is practicable to hear
		(a)	the evidence provided by the complainant and the student, and

		(b)	any other evidence, written or oral, that the Committee may seek or accept at its discretion, provided that this evidence is disclosed to the student and they are given the opportunity to comment on it.
	(2)		Written notice of the time, date and place of the hearing of the Student Discipline Committee, together with full details of the substance of the complaint, must be sent to the student against whom the complaint has been made, at least 14 days before the date of the hearing.
	(3)		The student who is the subject of the complaint may write an answer to the complaint.
	(4)		Both the complainant and the student answering the complaint
		(a)	must be given the opportunity to appear and give evidence at the Student Discipline Committee hearing
		(b)	may be required to attend, at the Committee's discretion
		(c)	may be accompanied at the hearing by another person to act as an adviser or support person, subject to any conditions that the Student Discipline Committee may impose.
	(5)		The Student Discipline Committee may decide at any time to take no further action on a complaint of misconduct if, in its judgement,

		(a)	the evidence provided by the complainant is insufficient
		(b)	the subject matter of the complaint is trivial
		(c)	the complaint is frivolous, vexatious, or not made in good faith, or
		(d)	the complaint falls outside the scope of these regulations.
	(6)		If misconduct is substantiated, the Student Discipline Committee may take one or more of the following actions:
		(a)	issue to the student a warning containing a statement of the possible consequences if the act or behaviour that provoked the complaint is repeated
		(b)	require an undertaking from the student as to future behaviour while they remain enrolled at the University and set in place provisions for monitoring the student's behaviour in keeping with the undertaking
		(c)	require the student to provide any appropriate and available remedy to relieve distress, or repair damage, or correct a mistake
		(d)	require the student to make



			a public or private apology, either written or spoken
	(e)		require the student to pay, by a given date, compensation or a fine of up to \$1000
	(f)		arrange for the student to be formally reprimanded by the relevant Pro Vice-Chancellor, a Deputy Vice-Chancellor or the Senior Deputy Vice-Chancellor, either in person or in writing
	(g)		suspend the student from attendance at any class or programme for up to one year
	(h)		exclude the student from, or limit access to, any designated part or facility of the University for a specified period of time or permanently
	(i)		cancel a student's enrolment at the University, as a whole or in respect of any paper or programme, for a specified period of time or permanently
	(j)		if the misconduct is related to a particular paper or programme of the University,
		(i)	require the student to repeat

			or complete additional assessment
		(ii)	refuse or reduce credit for part or all of an individual item of assessment, or refuse credit for a paper as a whole
		(k)	require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Student Discipline Committee and within a prescribed period
		(l)	annotate the student's academic record accordingly, either permanently or for a period of time designated by the Chairperson of the Student Discipline Committee.
	(7)		The Student Discipline Committee must exercise its jurisdiction in the matter as expeditiously as possible.
	(8)		The outcome must be communicated to the

		complainant and the student as expeditiously as possible.
	(9)	Failure to comply with a resolution negotiated or determined under this section is misconduct.

## Part 4

### Provisions for Appeal

25.	<b>Provision for appeal to the Director of Student Services</b>		
	(1)		Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Director of Student Services against any decision taken by the Associate Director Student Accommodation or Residential Life Manager or equivalent with authority for discipline in University of Waikato student accommodation under section 13 of these regulations.
	(2)		An appeal must be addressed and submitted in writing to the Director of Student Services.
	(3)		An appeal must be received by the Director of Student Services not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.
	(4)		An appeal may be made only on one or more of the following grounds:
		(a)	that the process used for addressing the alleged misconduct was unfair
		(b)	that the decision reached was manifestly at odds with

			the evidence
		(c)	that the remedy imposed was manifestly at odds with the misconduct
		(d)	that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.
	(5)		The Director of Student Services must hear the appeal as expeditiously as possible.
	(6)		The appellant and the authority that made the original discipline decision
		(a)	must be given the opportunity to appear and give evidence at the appeal hearing
		(b)	may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Director of Student Services may impose.
	(7)		Having heard an appeal, the Director of Student Services may
		(a)	dismiss the appeal and uphold the original decision
		(b)	vary the decision with respect to the original complaint

		(c)	require any appropriate and available remedy to settle the appeal.
	(8)		The Director of Student Services may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.
	(9)		The outcome must be communicated to the appellant, the authority that made the original discipline decision and the Chairperson of the Student Discipline Committee as expeditiously as possible.
	(10)		Failure to comply with a resolution negotiated or determined under this section is misconduct.
	(11)		The decision of the Director of Student Services on an appeal is final.
26.		<b>Provision for appeal to the Chairperson of the Student Discipline Committee</b>	
	(1)		Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Chairperson of the Student Discipline Committee against any decision taken by
		(a)	the Pro Vice-Chancellor of Health, Engineering, Computing and Science under section 10 of these regulations
		(b)	the University Librarian under section 11 of these regulations
		(c)	the Director of Student Services under section 12

			or section 13 of these regulations, unless it is an appeal decision under section 27 of these regulations, or
		(d)	an Academic Delegate under section 15 of these regulations.
	(2)		An appeal must be addressed and submitted in writing to the Chairperson of the Student Discipline Committee (Office of the Vice-Chancellor), together with the prescribed fee; it must include a postal address and must be signed.
	(3)		An appeal must be received by the Chairperson of the Student Discipline Committee not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.
	(4)		An appeal may be made only on one or more of the following grounds:
		(a)	that the process used for addressing the alleged misconduct was unfair
		(b)	that the decision reached was manifestly at odds with the evidence
		(c)	that the remedy imposed was manifestly at odds with the misconduct
		(d)	that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process

			and that could have a material effect on the outcome.
	(5)		The Chairperson of the Student Discipline Committee must hear the appeal as expeditiously as possible.
	(6)		The appellant and the authority that made the original discipline decision
		(a)	must be given the opportunity to appear and give evidence at the appeal hearing
		(b)	may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Chairperson of the Student Discipline Committee may impose.
	(7)		Having heard an appeal, the Chairperson of the Student Discipline Committee may
		(a)	dismiss the appeal and uphold the original decision
		(b)	vary the decision with respect to the original complaint
		(c)	require any appropriate and available remedy to settle the appeal.
	(8)		The Chairperson of the Student Discipline Committee may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.

	(9)		The outcome must be communicated to the appellant and the authority that made the original discipline decision as expeditiously as possible.
	(10)		Failure to comply with a resolution negotiated or determined under this section is misconduct.
	(11)		The decision of the Chairperson of the Student Discipline Committee on an appeal is final.
27.	<b>Provision for appeal to the Student Discipline Appeals Committee</b>		
	(1)		Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Student Discipline Appeals Committee, a committee of Council, against any decision made under these regulations
		(a)	by the Vice-Chancellor under section 19 of these regulations
		(b)	by the Chairperson of the Student Discipline Committee under section 22 of these regulations
		(c)	by the Student Discipline Committee under section 24 of these regulations.
	(2)		An appeal must be addressed and submitted in writing to the Secretary to the Student Discipline Appeals Committee, together with the prescribed fee; it must include an email address and must be signed.
	(3)		An appeal must be received by the Secretary to the Student Discipline Appeals Committee not more than 14 days after the date on which the relevant decision was formally notified, and must



			include details of the grounds for the appeal.
	(4)		An appeal may be made only on one or more of the following grounds:
		(a)	that the process used for addressing the alleged misconduct was unfair
		(b)	that the decision reached was manifestly at odds with the evidence
		(c)	that the remedy imposed was manifestly at odds with the misconduct
		(d)	that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.
	(5)		The Student Discipline Appeals Committee must hear appeals as expeditiously as possible.
	(6)		The appellant must be given the opportunity to appear and give evidence at the appeal hearing and may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Student Discipline Appeals Committee may impose.
	(7)		The other parties to the complaint, including the authority that made the original discipline decision, must also be given the opportunity to appear and give evidence.
	(8)		Having heard an appeal, the Student Discipline

			Appeals Committee may
		(a)	dismiss the appeal and uphold the original decision
		(b)	vary the decision with respect to the original complaint
		(c)	refer the complaint back to the authority that made the decision appealed against, for rehearing.
	(9)		The Student Discipline Appeals Committee may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.
	(10)		The outcome must be communicated to the student and the other parties to the complaint, including the authority that made the original discipline decision, as expeditiously as possible.
	(11)		Failure to comply with a resolution negotiated or determined under this section is misconduct.
	(12)		The decision of the Student Discipline Appeals Committee on an appeal is final.
	(13)		At the discretion of the Chairperson of the Student Discipline Appeals Committee, the fee for an appeal may be refunded, either in full or in part, if the appeal is decided in the appellant's favour.

## Part 5 Reporting

28.		<b>Reports to the Academic Board</b>	
		The Chairperson of the Student Discipline Committee must submit an annual report through the Education Committee to the Academic Board, including	
		(a)	an overview of summary jurisdiction decisions taken during the relevant year by the Chairperson of the Student Discipline Committee, Academic Delegates and any others who have exercised authority delegated by the Chairperson of the Student Discipline Committee
		(b)	an overview of decisions through the Tikanga Māori process
		(c)	an overview of decisions by the Student Discipline Committee
		(d)	an overview of appeals heard by the Chairperson of the Student Discipline Committee or their delegate
		(e)	an overview of student discipline matters, including any patterns or trends
		(f)	a statement about the appropriateness and effectiveness of current regulations, policies and processes concerning student discipline, and
		(g)	any recommendations with respect to current regulations, policies and processes concerning student discipline.
29.		<b>Reports to Council</b>	
		The outcome of any appeal heard by the Student Discipline Appeals Committee must be reported to the next meeting of the Council.	
30.		<b>Confidentiality</b>	

(1)		All processes and decisions under these regulations are confidential to the parties involved and to staff responsible for administering student discipline processes and maintaining students' academic records.
(2)		Relevant information may be made available to relevant Pro Vice-Chancellors, Heads of Schools, Deans and other staff responsible for student progress and for maintaining the University's academic standards and the integrity of its assessment processes.
(3)		Relevant information may be made available relevant staff responsible for the placement of students in work placements and practicums as part of a safety check (vetting) process.

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[Section Contents](#)

# Student Complaints Procedures

## Preamble

Consistent with its commitment to excellence, the University has adopted these procedures to assist both students and staff in the resolution of student concerns and complaints constructively, quickly and fairly.

Where minor concerns arise, students are encouraged to take a common-sense approach and raise them directly with the relevant staff, with the aim of resolving them at the lowest possible level and without undue formality. However, where informal discussions have not yielded a satisfactory resolution, or where the matter is more serious, the following procedures provide for a more formal process to be pursued.

Complaints considered through these procedures will be monitored and reviewed to enable the University to continually improve processes and services in support of student learning.

Student and staff rights and responsibilities in relation to these procedures are set out in the appendix.

## Procedures

1.	<b>Definitions</b>
	In these procedures
	<b>complaint</b> means a written statement submitted by a student about a matter

			that requires formal consideration and resolution by the University in the terms set out in these procedures
			<b>natural justice</b> means the right to have a decision made by an unbiased decision-maker who observes fair and impartial procedures.
2.		<b>Application and scope</b>	
	(1)		Subject to subsection (2), these procedures apply to complaints about any aspect of the teaching and learning process and the broad provision made by the University to support that process.
	(2)		These procedures may not be used
		(a)	where the complaint can be dealt with under the <a href="#">Student Discipline Regulations 2014</a> or the <a href="#">Assessment Regulations 2016</a> , or
		(b)	to challenge the academic judgement of examiners.
	(3)		Depending on the nature of the complaint, these procedures should be read in conjunction with the <a href="#">Staff Code of Conduct</a> , <a href="#">Code of Student Conduct</a> and/or the <a href="#">Education (Pastoral Care of International Students) Code of Practice 2016</a> .

	(4)		No action will be taken on malicious or anonymous complaints.
	(5)		A complainant must be able to demonstrate that the complaint is brought without malice and is based on evidence that the complainant honestly and reasonably believes to be substantially true. Those responsible for resolving complaints under these procedures must take all reasonable steps to ensure that the complainant is protected against any subsequent recrimination or victimisation.
	(6)		Students and staff involved in the consideration and resolution of concerns and complaints have various rights and responsibilities, which are outlined in the appendix to these procedures.
3.	<b>Informal resolution of concerns</b>		
	(1)		Before making formal written complaints, students are encouraged to seek a resolution to any concerns by raising and discussing them informally with the relevant staff member who is most directly associated with the matter.
	(2)		A staff member with whom a concern is raised by a student is expected to deal with the matter in an open and professional manner and to take reasonable and prompt action to try to resolve it informally.
	(3)		A student who is uncertain about how to seek informal resolution of a concern is encouraged to seek advice from Director of Student Services on 07 837 9464 or the Waikato Student Union Advocacy Officer on 07 837 9450.
4.	<b>Formal complaints procedures</b>		



	(1)		Where it has not been possible to resolve a concern informally, a student may make a formal complaint.
	(2)		A student who wishes to make a formal complaint must submit it in writing, on the prescribed form (available online at <a href="http://www.waikato.ac.nz/sasd/files/docs/complaintform.doc">www.waikato.ac.nz/sasd/files/docs/complaintform.doc</a> ), to the Dean or Head, or equivalent, who is responsible for the action or matter that has given rise to the complaint.
	(3)		The written complaint must be submitted within three months after the occurrence of the action or matter that has given rise to the complaint, unless the Dean or Head, or equivalent, agrees to receive it beyond this timeframe.
	(4)		If the complainant prefers not to address the complaint to the person recommended in subsection (2) it may be addressed to the Senior Deputy Vice-Chancellor, who will address the complaint and make a decision in accordance with these procedures.
	(5)		A Dean or Head, or equivalent, who receives a student complaint must acknowledge it in writing within three working days. They must also lodge the complaint in the relevant Division or Faculty complaints register, using the student ID number as identifier (rather than the student's name), and must maintain a file of all documentation in relation to the consideration of the complaint.
	(6)		The Dean or Head, or equivalent, must ensure that any staff member named in the complaint receives a copy as soon as practicable.
	(7)		The Dean or Head, or equivalent, must consider the complaint in accordance with the principles of natural justice, and must

			ensure that all parties to the complaint are accorded the full benefit of those principles.
	(8)		The process may include meetings with relevant staff and/or the complainant. Where meetings are held, the parties may, if they wish, be accompanied by a peer support person.
5.		<b>Resolution of complaints</b>	
	(1)		The Dean or Head, or equivalent, must make a decision in relation to the complaint and must notify their decision to the parties, in writing, within 28 days of receiving the complaint.
	(2)		If the complaint involves a university process or service and if, in the opinion of the relevant Dean or Head, or equivalent, the complaint has substance, the Dean or Head, or equivalent, must arrange for the relevant process or service to be reviewed, with a view to preventing a recurrence and ensuring continued improvement.
6.		<b>Appeals</b>	
	(1)		Any party to a student complaint who is dissatisfied with a decision by a Dean or Head, or equivalent, under these procedures may appeal to the Senior Deputy Vice-Chancellor.
	(2)		The appeal must be submitted in writing within 28 days of the letter notifying the decision.
	(3)		The Senior Deputy Vice-Chancellor will consider the relevant documentation and may, at their discretion, consult the Dean or Head, or equivalent, who made the decision. The Senior Deputy Vice-Chancellor may also interview any parties

			to the complaint.
	(4)		If they determine that the complaint process has been conducted in accordance with these procedures and the outcome is appropriate, the Senior Deputy Vice-Chancellor may dismiss the appeal. Otherwise, they will decide the appeal in consultation with the relevant Dean or Head, or equivalent, and any other parties. Subject to subsections (6) and (7), the decision of the Senior Deputy Vice-Chancellor under this section is final.
	(5)		The Senior Deputy Vice-Chancellor will notify their appeal decision in writing to the parties.
	(6)		When they notify the parties of the appeal decision, the Senior Deputy Vice-Chancellor will inform the parties of the <a href="#">Ombudsman's</a> role in relation to complaints about government organisations (including universities) that affect people in their personal capacities, the <a href="#">New Zealand Qualifications Authority's</a> grievance procedures available to international students under the <a href="#">Education (Pastoral Care of International Students) Code of Practice 2016</a> , and the <a href="#">iStudent Complaints</a> financial or contractual dispute resolution service, also available to international students.
	(7)		The Senior Deputy Vice-Chancellor will also inform any staff members who are dissatisfied with a student complaint process of the steps available to them under the University's <a href="#">Procedure for Resolving Employment Relationship Problems and Personal Grievances</a> .
	(8)		If the original complaint was addressed to the Senior Deputy Vice-Chancellor under section 4(4), any appeal must be made to the Vice-Chancellor. That appeal will be considered and decided, in accordance with

		appeal processes consistent with those set out in these procedures, by a nominee of the Vice-Chancellor.
7.		<b>Confidentiality</b>
		All processes and decisions under these procedures are confidential to the parties and staff directly involved.
8.		<b>Annual report to the Academic Board</b>
		The Senior Deputy Vice-Chancellor must submit an annual report to the Academic Board, including an overview of student complaints and decisions during the relevant year, together with any consequent recommendations with respect to the teaching and learning process and the provision made by the University to support that process.

## Appendix

### Rights and Responsibilities of Parties to a Student Complaint

Parties to a student complaint have the **right** to

- be treated with courtesy at all times
- a fair and timely investigation process in accordance with the principles of natural justice
- express their points of view without fear of recrimination
- receive full information at all stages of the complaint process
- be advised in writing of all decisions made in relation to the complaint
- appeal the outcome
- in the case of a staff member, avail themselves of the Procedure for Resolving Employment Relationship Problems and Personal Grievances.

Parties to a student complaint have a **responsibility** to

- treat all parties with courtesy at all times
- respect the points of view of others
- respect the rights of all parties to the complaint with respect to confidentiality
- in the case of the complainant, ensure that the complaint is made in good faith and complies with the requirements of the Student Complaints Procedures
- provide full and accurate information to the person investigating the complaint
- not take any action that may prejudice the situation or be regarded as an act of recrimination against any other party.

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## Section Contents

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# Library Regulations

1.	<b>Title</b>
	These are the Library Regulations 2007.
2.	<b>Purpose</b>
	These regulations provide a framework for use of the University Library and its resources.
3.	<b>Date of effect</b>
	These regulations are effective from 1 January 2008.
4.	<b>Definitions</b>
	In these regulations
	<b>library</b> means the Central Library, the Teaching Resources Library, the Law Library and the Tauranga Campus Library; which together comprise the University Library

**reader** means all persons admitted to the Library under sections 7(1) and (2) of these regulations

**item** means all types of Library material including, but not limited to, books, journals, laptops and AV material

**service desk** means the Library desks situated in the Central, Teaching Resources and the Tauranga Campus Libraries.

5.

**General**

(1)

Admission to the Library is conditional on observance of these regulations and such directions as may be given from time to time by the University Librarian. All readers are presumed to know these regulations.

(2)

All members of the Library staff are empowered to enforce these regulations.

(3)


Any infringement of these regulations by a reader may lead to the suspension of her or his use of the Library at the discretion of the University Librarian, or, where appropriate, to disciplinary action under the [Student Discipline Regulations 2014](#).



6.	<b>Hours of opening</b>		
The Library is open at the times shown on the Library website. Any variation from these times will be displayed by the Library entrances, and on the <a href="#">Library website</a> .			
7.	<b>Admission and borrowing</b>		
		(1)	Borrowing facilities are available to members of the University Council; Honorary Doctors, staff, retired staff, alumni and enrolled students of the University; staff and students of other tertiary institutions with whom a reciprocal agreement is in place; and other people whose applications have been approved by the University Librarian. An annual registration fee may apply.
		(2)	Other persons may be admitted to the Library for reference and private study in accordance with such arrangements as the University Librarian may, from time to time, determine.
		(3)	All students are registered as

			borrowers for the current year at enrolment on obtaining a student identity card.
	(4)		Library account notifications are sent by email. Changes of email and postal addresses must be notified immediately either via MyWaikato. Failure to read email, or change email/postal addresses, will not be taken as an excuse for non-receipt of Library correspondence.
	(5)		All readers may be required to produce a valid identity card or other identification, acceptable to the University Librarian, at any time when requested by the University Librarian or by a Library staff member acting upon the authority of the University Librarian.
	(6)		No item may be borrowed from the Library without first having the loan properly recorded. An item to be borrowed must be presented, together

			with the borrower's University of Waikato identity card, at the Service Desk or self-issue unit. The due date of return for each item borrowed will be indicated and is available online via the reader's Library Account. See also section 10(1).
	(7)		No item will be issued at the Service Desk within 15 minutes of closing time.
	(8)		An item will not be issued in the name of another borrower. Any variation to this procedure requires the approval of the University Librarian.
	(9)		A borrower shall be held responsible for any loss of, or damage to, an item while borrowed in her or his name and will be required to pay the cost of replacement or repair, together with any fines incurred before reporting the loss, and an administrative charge. This administrative charge will be made whether or

			<p>not the item is subsequently found or returned. Loss or damage should be reported immediately to the Service Desk or by email to <a href="mailto:library@waikato.ac.nz">library@waikato.ac.nz</a> . The University Librarian shall determine the amount to be paid.</p>
	(10)		<p>At the discretion of the University Librarian a payment made for a lost item may be refunded if the item is subsequently found and returned to the Library.</p>
	(11)		<p>Under no circumstances may an item be passed on to another borrower. Fines for resulting inability to respond to recall or overdue notices will be charged to the borrower in whose name the item is issued.</p>
	(12)		<p>Selected marked items are for use in the Library and may not be taken from the Library.</p>
	(13)		<p>Library items may be taken out of New Zealand only with the prior permission of the</p>

			University Librarian. There are special procedures for university students living overseas.
8.		<b>High Demand Collection</b>	
	(1)		Some items, because of heavy demand, are temporarily placed in a separate High Demand Collection. These items must be issued before being removed from the Collection.
	(2)		The period for which a High Demand item is available to any one borrower is limited according to the demand for the item, and only two items may be borrowed at a time from this collection.
	(3)		A charge per hour or part thereof may be made for the late return of a High Demand Item.
9.		<b>Requests</b>	
	(1)		Borrowers may request items whether or not they are on loan.

(2)

The number of active request items that may be submitted by any one borrower will be at the discretion of the University Librarian.

10.

**Recall notices and fines**

(1)

All items are subject to recall at any time and must be returned to the Library by the due date shown on the recall notice, whether this is sent by email, SMS txt or by post. Failure to respond to a recall notice by the due date shown incurs a fine day the item is not returned after this date. Other disciplinary action may also be taken against a borrower who fails to return an item ten days after the recall notice was first sent.

(2)

An item required simultaneously by a number of borrowers is issued for a reduced loan period. If this item is kept beyond the due date and time of return, fines will be incurred.

(3)

A daily fine will be charged for any item, other than those referred to in sections 10(1) and (2) of these regulations, which is retained beyond the due date of return. An item not returned within one calendar month of this date will be regarded as lost and the borrower will then be billed for the cost of the item, together with the fines incurred and an administrative charge. This administrative charge will be made whether or not the book is subsequently found or returned.

(4)

The Library is not obliged to notify a borrower when an item is overdue, and a fine will automatically be charged for each item which is retained beyond the due date of return, whether or not a notice has been sent. Borrowers should monitor the status of their loans and fines via their Library account.

(5)

Where fines or invoices remain

			unpaid, the penalties for non-payment, as set out in the <i>Regulations Governing Payment of Fees and Charges</i> in the University of Waikato Calendar, will be applied. In addition, Library services may be withheld.
11.		<b>Electronic resources</b>	
	(1)		Electronic resources (e-resources) made available by the Library may be accessed only by staff and students of the University of Waikato. Students need to be enrolled in at least one paper in order to access electronic resources. The period of access before and after a paper starts or finishes shall be determined by the University Librarian.
	(2)		The electronic resources may be used only for the purposes of research, teaching or private study. Commercial use, defined as use for the purposes of monetary reward (but excluding use



			in the course of research funded by a commercial organisation) is prohibited.
	(3)		<p>Most electronic resources are subject to Licences signed by the Library on behalf of the University. There are limits on the amount of information which can be copied or downloaded. Systematic downloading of content is not allowed, including by software such as website crawlers, harvesters or offline browsers.</p>
12.		<b>Inter-library loan</b>	
		<p>An item obtained from another library on inter-library loan is subject to such special conditions as may be imposed by the lending library. A borrower not complying with these will have the privilege of using this service withdrawn.</p>	
13.		<b>Conduct of readers</b>	
	(1)		<p>Eating and drinking are permitted in most areas of the Library but drinks must be in closed containers and all rubbish must be placed in bins and any spills and crumbs cleaned up. Library staff will act</p>

			on complaints or concerns from library users and/or where they see damage or potential damage to library property.
	(2)		Discussion and conversation is not permitted in designated Quiet Areas.
	(3)		Undue conversation or disturbance (including socialising, use of cell phones or video chat) in designated Study Areas is forbidden.
	(4)		No reader shall behave in a noisy or disruptive manner in the Library. Verbal abuse or rude behaviour towards Library staff or other Library users will not be tolerated. Such conduct is regarded as a serious offence, and action may be taken under the <a href="#">Student Discipline Regulations 2014</a> .
	(5)		Places in the Library may not be reserved by leaving items or other articles on seats or

			reading desks. Such material may be removed by Library staff to the nearest Service Desk.
	(6)		Readers are solely responsible for the security of their personal belongings whilst in the Library.
	(7)		Readers shall, when so requested by a member of the Library staff, present for inspection their bags and personal belongings as they leave the Library.
	(8)		Readers may be required to satisfy the Library staff that any item taken out of the Library has been properly issued, or is personal property.
	(9)		Readers must not misuse, damage or remove any item of furniture or equipment belonging to the Library. Such conduct is regarded as a serious offence, and action may be taken under the <a href="#">Student Discipline Regulations 2014</a> .

	(10)	Readers must not mark or in any way damage items belonging to the Library. Such conduct is regarded as a serious offence, and action may be taken under the <a href="#">Student Discipline Regulations 2014</a> .
	(11)	The unauthorised removal of an item is regarded as a serious offence, and action may be taken under the <a href="#">Student Discipline Regulations 2014</a> .
14.	<b>Fees, fines and administration costs</b>	
	The fees, fines and administration costs of the Library shall be determined from time to time under such arrangements as the University Council shall approve and shall be published annually in the <a href="#">Table of Fees and Charges</a> section of the University of Waikato Calendar.	

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# Parking and Traffic Regulations

1.	<b>Title</b>
	These are the Parking and Traffic Regulations 2019.
2.	<b>Date of effect</b>
	These regulations are effective from 5 November 2019.
3.	<b>Definitions</b>
	In these regulations
	<b>campus</b> means the grounds and buildings occupied by the University of Waikato in Hamilton and Tauranga, including the halls of residence
	<b>mobility aid</b> means a wheelchair or other mobility assistance device used by people with disabilities; these are not considered to be vehicles or personal transport devices and may be used anywhere on campus provided that such use is undertaken with due regard for others
	<b>parking attendant</b> means any staff member authorised by the Campus Security and Emergency Manager to enforce these regulations

			<p><b>personal transport device</b> means an unpowered or low powered transport device intended for one person, including but not limited to Segways, scooters (including electric scooters), bicycles (including electric bicycles), unicycles (including electric unicycles) and skateboards (including electric skateboards)</p>
			<p><b>vehicle</b> means a form of transport for people or goods, including but not limited to motor vehicles (including electric vehicles and hybrids), motor cycles and personal transport devices, and excluding mobility aids.</p>
4.			<p><b>Application</b></p>
			<p>These regulations apply to the driving, riding and parking of vehicles and bicycles on campus by staff, students and members of the public. Authorised drivers of University of Waikato vehicles and rental vehicles are also referred to the <a href="#">Vehicle Use Policy</a>.</p>
5.			<p><b>Access and Safety</b></p>
	(1)		<p>Prime access to buildings and other facilities is reserved for pedestrians and people with mobility-related impairments. Vehicle users are therefore not permitted to ride on access-ways that are signposted or recognised as access-ways for pedestrian and mobility traffic.</p>
	(2)		<p>On shared pedestrian/vehicle access-ways, vehicle users must not exceed 15km/hr and must give priority and right of way to pedestrian and mobility traffic.</p>
	(3)		<p>Users of commercially operated electric vehicles must operate the vehicle according to the safety recommendations and rules of operation provided by the electric vehicle provider.</p>
	(4)		<p>Vehicle users must drive and ride safely at all times. They must obey all traffic and parking signs and markings. They must also comply with any directions given by parking</p>

			attendants.
	(5)		Except with the approval of a parking attendant, no person other than an authorised driver of a University service vehicle may drive, ride or park over a grassed area.
6.	<b>Parking and Storage</b>		
	(1)		While the University makes reasonable provision for vehicle parking, it is under no obligation to make provision for the vehicles of all those wishing to park on campus.
	(2)		The University charges for parking on campus. Current charges are published on the <a href="#">University website</a> and payment machines.
	(3)		Motorcycles and motor scooters may be parked only in the areas signposted for motorcycles and motor scooters.
	(4)		Bicycles and electric bicycles may be parked only in cycle-racks or purpose-built cycle sheds, and must not be taken into any University building.
	(5)		Commercially operated electric scooters may be parked only in the areas signposted for electric scooters and must not be taken into any University building, including the halls of residence.
	(6)		The charging of commercially operated electric scooters and electric bicycles on campus is not permitted.
	(7)		There are two charging stations available for staff and visitors at the Hamilton campus to charge electric vehicles for up to two hours. The charging stations may be



			booked via the Unisafe Office: <a href="mailto:parking@waikato.ac.nz">parking@waikato.ac.nz</a>  .
	(8)		Vehicles owned by current University of Waikato staff and displaying a University parking permit may be parked in signposted 'Permit Holders Only' areas. Otherwise, vehicles may be parked only in 'General Parking' areas.
	(9)		All vehicles parked on campus must be parked in marked bays.
	(10)		No person may park a vehicle in the same parking bay for longer than 48 hours without prior permission from a parking attendant.
	(11)		A numbered car park is a reserved parking space and may be used only by the person who displays the corresponding numbered parking permit.
7.		<b>Parking for people with mobility-related impairments</b>	
		Accessible parking spaces (outlined in yellow and displaying the wheelchair symbol) are provided for use by people with mobility-related impairments. These parking spaces may be used only by holders of Operation Mobility permits issued by the CCS Disability Action or Temporary Mobility Parking Permits issued by the University's Accessibility Services (located in the Student Centre) or the Health and Safety Coordinator.	
8.		<b>Visitor parking</b>	
		A small number of limited-time parking spaces, including accessible parking spaces for people with mobility-related impairments, are provided on campus free of charge for visitors; these parking spaces must not be used by staff or students.	
9.		<b>Authority of parking attendants and the Campus Security and Emergency Manager</b>	
	(1)		A person who, in relation to a parking or

			traffic matter, is requested by a parking attendant to provide their name or address must do so honestly and within the requested timeframe.
	(2)		Parking attendants have authority to issue infringement notices to people who breach these regulations and to immobilise their vehicles. A vehicle that has been immobilised will be released only on payment of the fee prescribed in the infringement notice.
	(3)		Parking attendants have authority to impose a penalty charge on any person who removes or otherwise interferes with immobilisation equipment.
	(4)		If a vehicle is parked in a manner that is dangerous or obstructs access, the Campus Security and Emergency Manager has authority to arrange for that vehicle to be towed away by a licensed vehicle recovery operator; the cost of retrieving a towed vehicle falls to the owner of the vehicle.
10.		<b>Breaches</b>	
	(1)		A breach of this policy by a student may result in disciplinary action under the <a href="#">Code of Student Conduct</a> .
	(2)		A breach of these regulations by a staff member may result in disciplinary action under the <a href="#">Staff Code of Conduct</a> .
11.		<b>Appeals</b>	
	(1)		A person may appeal against any decision under these regulations
		(a)	if the

			decision was made by a parking attendant, to the Campus Security and Emergency Manager
		(b)	if the decision was made by the Campus Security and Emergency Manager, to the Chief Operating Officer.
	(2)		An appeal under these regulations must be submitted in writing within 14 days of the date of the decision.
	(3)		A decision by the Campus Security and Emergency Manager or the Chief Operating Officer under subsection (1) is final.

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## Section Contents

# Miscellaneous Regulations

### *Computer Systems Regulations*

1.

The use of computer systems and ICT provided by the University is governed by the [Computer Systems Regulations](#).

### *University Environment*

2.

The University of Waikato is committed to implementing sustainable practices on its campus. The University's [Environmental Sustainability Policy](#) sets out the framework for the University's approach to environmental sustainability.

### *Smoke Free Environment*

3.		Smoking, including vaping and the use of e-cigarettes, on University property or in any University vehicle is prohibited under the University's <a href="#">Smoke Free Policy</a> .
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### *Use of Alcohol*

4.		The use of alcohol on campus is governed by the University's <a href="#">Alcohol on University Premises Policy</a> .
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### *Noise*

5.		Under delegation of the Vice-Chancellor, the Director of Facilities Management or the Campus Security and Emergency Manager may give directions from time to time, at their discretion, to control excessive noise on University premises.
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### *Children on Campus*

6.		The safety and supervision of children on University premises are governed by the University's <a href="#">Children on Campus Policy</a> .
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### *Bullying and Harassment*

7.		The University of Waikato is committed to providing a
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work and study environment that is free from any form of bullying and harassment, including sexual harassment. Concerns or complaints about bullying or harassment by staff of students may be addressed under the University's *Student Complaints Procedures*. Concerns or complaints about bullying or harassment by students of staff may be addressed under the University's *Student Discipline Regulations 2014*. Concerns or complaints about bullying or harassment of staff by staff may be addressed under the University's *Bullying and Harassment Policy*.

### *Advertising and Commercial Activities*

8.

Advertising and commercial activities generally, including hawking and canvassing, affixing of notices to vertical and horizontal surfaces, and the affixing of notices onto motor vehicles, are permitted on University premises only with the specific permission of the Director of Facilities Management, the Campus Security and Emergency Manager or the Landscape Manager.

9.

Any advertising which is by way of posters or notices is

subject to the requirements of section 10.

### *Student Notices*

10. Student notices, generally no larger than A3, may be posted on general University noticeboards. Notices that are posted on noticeboards in such a manner that they take up excessive space will be removed.

11. Notices posted on specially labelled noticeboards or other places (such as walls, doors or ceilings, poles and motor vehicles), without the permission of the Director of Facilities Management, will be removed.

### *Animals*

12. No animal may be taken into University buildings without the permission of the Director of Facilities Management.

13. Animals are permitted on the University grounds only if they are under the direct control of their owner and, in the case of dogs, on a short hand-held leash.

### *Golf*

14. Golf is not permitted on University grounds, except



		under section 15.
15.		An exception to section 14 is made in the case of groups organised through the Te Huataki Waiora School of Health, which will make safety arrangements to the satisfaction of the Landscape Manager, the Health and Safety Manager, and/or the Campus Security and Emergency Manager.
<i>Drones</i>		
16.		The use of drones on the Hillcrest, Hamilton campus is governed by the University's Drone Policy, which is available at <a href="#">Drone Policy</a> .
<i>Trespass</i>		
17.		The authority to issue trespass notices is delegated by the Vice-Chancellor to the Director of Facilities Management, and the Campus Security and Emergency Manager. No one else may issue a trespass notice on behalf of the University without the authority of the Vice-Chancellor.

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# School of Graduate Research - Scholarships

The School of Graduate Research - Scholarships is responsible for administration associated with scholarships, awards and prizes awarded by the University and some outside sponsors. These include University of Waikato Scholarships and Universities New Zealand - Te Pōkai Tara Scholarships. Students interested in applying for scholarships are encouraged to consult the Scholarships [website](#) and to subscribe to the monthly electronic scholarships newsletter by emailing 'Subscribe' (in the subject line) to [scholarships@waikato.ac.nz](mailto:scholarships@waikato.ac.nz) .

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# The University Library

The University of Waikato has two libraries on its Hamilton campus and one in Tauranga.

The Central Library (including the Law Library) is located in the Student Centre, Te Mānawa, in the centre of the Hamilton campus. The Teaching Resources Library is located in Building TL in the School of Education. The Tauranga Library is in the Tauranga CBD Campus building. The Central Library serves the teaching, learning and research needs of all students and staff and the Teaching Resources Library provides books and other resources to assist in preparation and planning for teaching in primary and secondary schools and early childhood centres.

The University of Waikato Library in Tauranga supports courses delivered in Tauranga. Students at Tauranga have easy access to Library support services, all eResources and material held on the Hamilton Campus via distance services.

The Library also offers support for Waikato courses taught in Zhejiang University City College.

Tours and essential tutorials are offered intensively during the first few weeks of each trimester and throughout the year.

Teaching and learning are supported by the Library assisting its users to acquire the skills to help them navigate the proliferation of print and online information sources in order to locate, evaluate and use information relevant to their needs in the most effective way.

The Library contributes to the University's research programme by making available online and print resources and by the provision of research and researcher support services.

Library services, collections and resources include:

- An extensive range of online, print and multi-media resources

- Access to in-person and online help services including technical support
- A wide range of research skills development workshops
- In-depth individual research consultations for post-graduates and academic staff
- Support for PBRF (Performance Based Research Funding) activities
- Research Commons; (the Institutional Repository)
- Computers, wi-fi, laptops, photocopiers, scanners and printers
- Places to study and work individually or in groups

For more information, please visit the Library website: [www.waikato.ac.nz/library](http://www.waikato.ac.nz/library).

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# Information and Technology Services

Information and Technology Services (ITS) is responsible for the coordination of information and communications technology (ICT) planning for the University, the delivery of robust, reliable core ICT infrastructure and enterprise systems, and the provision of professional ICT consultancy and customer focused support services.

The ICT vision is “To engage, enable, innovate and protect our ICT services, and empower the University of Waikato to leverage the value of ICT to achieve its strategic goals”.

ICT support is available to University staff and students engaged in teaching, learning and research. This support is accessible during business hours through in person, phone and email channels from the ITS Service Desk and the ICT support teams located in the Student Centre and faculties. Online ICT support is also accessible via the ICT Self Help webpages.

Specialist ICT teams also support business operations, organisational ICT projects and research initiatives.

For more information, visit the website: [its.waikato.ac.nz](https://its.waikato.ac.nz).

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# Student Services

## Halls of Residence

The Accommodation Services Office assists and processes the applications to each of the University's four Hamilton-based Halls of Residence: Bryant Hall, College Hall, Student Village and Orchard Park. Orchard Park is a series of cottages that offer self-catering facilities. The other Halls are largely fully-catered although they all have flats where self-catering accommodation is available. In addition, the Office also assists and processes applications for the University's Tauranga-based accommodation: Durham Mews and Mayfair Court. Both of these facilities are self-catered accommodation.

More information about the Halls can be found at [Applying for Accommodation](#), or by contacting the Accommodation Services Office on +64 7 838 4084, or by email at [accom@waikato.ac.nz](mailto:accom@waikato.ac.nz) .

All applications are made online, with the first round of offers being on or close to 1 October each year for accommodation the following year. Applications can be submitted after this date and places will be offered subject to availability. Residence is normally for the duration of the academic year. Any student who wishes to return to the Halls for a second year, would need to re-apply. All students are required to pay a contingency deposit at the time of acceptance, and this is refunded, less any charges, at the end of the academic year. Students are required to pay rent in advance with the first payment made prior to moving in.


## Off-Campus Accommodation

A range of off-campus accommodation is available in both Hamilton and Tauranga. The Accommodation Services Office staff can provide advice and information to assist with finding accommodation off campus but close to the University and can be contacted on +64 7 838 4084; by


email at [accom@waikato.ac.nz](mailto:accom@waikato.ac.nz)  or visit [Student Accomodation](#).

To avoid difficulties in finding accommodation, students are advised to visit the University prior to the commencement of the academic year, wherever possible.

## International Student Support

The International Student Services team provides support for international students in all aspects of their achievement and personal growth. This begins with a comprehensive orientation programme for all new international students. Pastoral care is delivered to support international student wellbeing, to facilitate access to University services across campus, and to ensure that appropriate off-campus support is in place when required. Students on New Zealand Scholarships and other international scholarships are also assisted by International Student Services. Each trimester, a range of trips around the Waikato and Bay of Plenty region and various events on campus are facilitated by the International Student Services team. A student visa renewal service is offered throughout the year. The team of international student advisors and administrators are available to see students, and appointments can be made at the Student Centre, by phoning +64 7 838 4176 or 0800 WAIKATO, or emailing [info@waikato.ac.nz](mailto:info@waikato.ac.nz) .

## Student Counselling Service

Counselling staff are located adjacent to Student Health Services and close to the main car park accessed via Gate 1 from Knighton Road. Appointments may be made for counselling on any personal, study-related or vocational issue. Enquiries and appointments may be made in person at the [Student Health Service](#) or by phoning the reception on (07) 838 4037. A counselling service is also available in Tauranga. Visit [Tauranga Student Health](#). Appointments can be made through Bay Counselling Service, located at 68 Tenth Avenue, Tauranga. Ph (07) 578-0959 or email [admin@baycounselling.co.nz](mailto:admin@baycounselling.co.nz) .

## Chaplaincy

An ecumenical (Interdenominational) chaplain and a Catholic chaplain have offices on the Hamilton campus. The chaplains conduct services, take part in both formal and informal activities on campus, and are available to students and staff for counselling and pastoral care. The ecumenical chaplain visits the Tauranga campus fortnightly during term time, and the Catholic chaplain is available to Tauranga students and staff via Skype, mobile and email. Chaplaincy is a free and confidential service for people of all faiths and none. The centre for chaplaincy activities on the Hamilton campus is the Lady Goodfellow Chapel located adjacent to the Student Health Centre.

## Accessibility Services

The Accessibility Services, formerly known as Disability Support Service is located in the Student Centre, Level One, opposite Bennett's Books store. Accessibility Services works with the rest of the

University to remove barriers to learning for students with specific learning disabilities, impairments and medical conditions to ensure student's learning requirements are accommodated through the provision of services, support, advice and advocacy. Prospective students who identify with specific learning disability/impairments and/or a medical conditions should contact Accessibility Services as soon as possible to ensure that the appropriate supports are able to be put in place.

The team visit students studying at the Tauranga campus monthly and support as required.

For more information visit the Accessibility Services [website](#).

Telephone: (07) 838 4711 or (07) 838 4793, or

Email: [accessibilityservices@waikato.ac.nz](mailto:accessibilityservices@waikato.ac.nz) 

## Student Health Service

The [Student Health Service](#) is located close to the main car park accessed via gate 1 off Knighton Road (opposite the UniRec Centre). It is staffed by General Practitioners, a Nurse Practitioner, Nurses and Administrative staff. Opening hours are between 8.35am and 5.00pm on weekdays, except Wednesdays, where the opening hours are between 9.30am and 5.00pm. During examination periods the Student Health Service is open from 10.30am - 2.30pm on Saturdays for examination-related issues only. Students can book an appointment via reception either in person or by phone on (07) 838 4037.


The Student Health Service is available to all students who pay the Student Services Levy, including international students. Domestic students who are enrolled with the Student Health Service will be charged a fee of \$10.00. Domestic students who are not enrolled with the Student Health Service but have a Community Services Card will be charged a fee of \$18.50 per visit. Domestic students who are not enrolled with the Student Health Service and do not have a Community Services Card will be charged a fee of \$30.00 to see a Nurse or \$45.00 to see a GP or Nurse Practitioner. Other ancillary charges may apply. Students are eligible to use the Student Health Service between the following dates:


Summer School 1 enrolment only	6 January 2020 to 21 February 2020
Trimester A enrolment only	2 March 2020 to 26 June 2020
Trimester B enrolment only	13 July 2020 to 6 November 2020
Trimesters A & B, & Y period inclusive	2 March 2020 to 6 November 2020
Summer School 2 enrolment only	9 November 2020 to 18 December 2020

With proof of re-enrolment, full year or Trimester B students are eligible to use the Student Health Service until the beginning of Trimester A in 2021.

## Additional Health Services

The Mental Health Service operates out of the Student Health Service from 8.30am-5.00pm, free of charge to all University of Waikato students. This service supports students in all aspects of mental health. Students can book an appointment via the Student Health Service reception either in-person or by phone on (07) 838 4037. There is drop-in time available Monday to Friday between 1-3pm. This means students can stop by for support without an appointment.

The Violence Prevention Co-ordinator operates out of the Student Health Service from 8:30am-5.00pm, free of charge to all University of Waikato students. This service is designed to connect people with the right support(s), and to provide advocacy and extra support where appropriate. Appointments can be made through the [violenceprevention@waikato.ac.nz](mailto:violenceprevention@waikato.ac.nz)  email.

The Health Promotions Co-ordinator operates out of the Student Health Service from 8:30am-5.00pm, Mon - Thurs, free of charge to all University of Waikato students. Dr Tāwhanga Nopera provides face-to-face advice and support for Takatāpui and LGBTQI students and has expertise in non-binary gender identities, sexuality and sexual health, HIV and is knowledgeable about health and wellness pathways and services. Appointments can be made by contacting Tāwhanga at [tawhanga.nopera@waikato.ac.nz](mailto:tawhanga.nopera@waikato.ac.nz) .

## Career Development Services

Career Development Services are located on Level 2 of the Student Centre. Advisors are available to assist students in preparing for future employment and ensuring they are aware of what is required for specific roles.

Students are also encouraged to login to the online system - MyCareer at [www.waikato.ac.nz/students/careers/](http://www.waikato.ac.nz/students/careers/) where they can set up a personal profile. This enables students to book-in for workshops and tutorials, make appointments with Career Advisors, upload and receive feedback on CV and Cover Letter documents, and search and apply for graduate positions and internships.

MyCareer also advertises visits by employers and Career Expos that students can attend to network with organisations and discover the different options available to them as graduates. Career Development Services also include an Employability Plus Programme (EPP) that advertises local volunteering opportunities to students and provides a supplementary transcript after graduation.

## Class Representative System

The University is committed to strong and effective representation from its students. Class

Representatives are elected to represent the views of their class on academic matters, and they play a key role in liaising between the students in the paper and the academic staff who are teaching the paper. They work collaboratively with staff to maintain academic quality and to enhance the student experience. Class representatives also have the opportunity to participate in the democratic processes of the University.


The Class Representative system has been developed to ensure that student views are reflected through involvement in University processes and participation on University committees where decisions affecting students are made.

More information is available on the website: [Class Representative Information](#)


## Student Administration

The Student Administration team provides information and advice to current and prospective students of the University of Waikato. Student Administration is located at the Student Centre in Hamilton and at the Tauranga campus. These are the first point of contact for enquiries relating to prospective student enquiries, admission criteria, applying to enrol, other general enrolment matters, examinations timetable and regulations, the payment of fees, handbooks for specific qualifications, and graduation. The Student Centre in Hamilton is open between 8.30am and 5.00pm, Monday to Friday, phone 0800 WAIKATO (0800 924 528) or (07) 838 4370, or email [info@waikato.ac.nz](mailto:info@waikato.ac.nz). Tauranga students are able to receive in person support at the Hub on Level 1, between 8.30am and 5.00pm, Monday to Friday.

## Pacific Support Services

The Pacific Success Coordinator provides support to all our Pacific students and oversees a range of initiatives specifically for our Pacific cohort, helping them to stay up to date with Pacific at Waikato events. Please visit our website: [www.waikato.ac.nz/students/pacific-support/](http://www.waikato.ac.nz/students/pacific-support/) and 'like' our Facebook page: [www.facebook.com/PacificAtWaikato](http://www.facebook.com/PacificAtWaikato). Information on Drop-in-Sessions, Fonos, Talanoa Sessions, workshops and tutorials will be updated regularly on our Facebook page. For more information or to make an appointment with our Pacific Success Coordinator please email [pacificsupport@waikato.ac.nz](mailto:pacificsupport@waikato.ac.nz)  or drop into Level 1 of the Student Centre.

## Te Ara ki Angitū: Pathways to Excellence Programme

Te Ara ki Angitū – Pathway to Excellence (TAKA) reinforces the University of Waikato's commitment to making university-level study accessible to the communities of the Waikato region. In partnership with 25 secondary schools in the Waikato, the programme brings together a number of essential support services to assist students with their transition from high school to University and to make University more accessible. For more information on the list of services provided through the programme please visit our website: [www.waikato.ac.nz/study/why-study-at-uow/te-ara-ki-angitu](http://www.waikato.ac.nz/study/why-study-at-uow/te-ara-ki-angitu). Alternatively you may contact our Te Ara ki Angitū Student Success Coordinator, Tuhoro Paki via email at [tuhoro.paki@waikato.ac.nz](mailto:tuhoro.paki@waikato.ac.nz)  or drop into Level 1 of the Student Centre.

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# Sport and Wellbeing

The Sport and Wellbeing group manages and maintains the University's sport facilities and wellbeing services on campus for the benefit of the University of Waikato's students and staff and the wider university community. This includes key recreation assets on the Hamilton campus (UniRec, sports grounds/courts and swimming pools, Wellbeing Hub and OMEN Esports Arena and the School of Education gym); plus key services such as University Sports Clubs, Social Sport, Inter-Faculty sport, Inter-Tertiary sport, Inter-Hall sport and the University Staff wellness programme across both Hamilton and Tauranga campuses.

## UniRec

UniRec is a gym and recreational facility located on the University of Waikato Hamilton campus which caters for students, staff and community members. The team of fitness, rehab and sport experts is dedicated to making a difference to people's lives, helping them achieve their fitness and wellbeing goals. The environment is friendly, supportive and inclusive.


The facility includes Endless Pools™, squash courts, cardio and weights equipment, group exercise classes including yoga, a sports hall for court games and a general activity room. It also has a spin cycle studio and High Performance Room - equipped with everything required to help you perform in every facet of life.

For more information, visit the UniRec website: [www.unirec.co.nz](http://www.unirec.co.nz), or email: [unirec@waikato.ac.nz](mailto:unirec@waikato.ac.nz) , or phone: (07) 838 4177.

Location: University of Waikato campus, Gate 1, Knighton Road, Hamilton

## Tauranga Campus - Gym and recreational facilities

Gym memberships for University of Waikato staff and students in Tauranga will be available through our partner gym providers. The Queen Elizabeth Youth Centre (QEYC) offers free drop-in sport and other social sport opportunities. Yoga and other activity options are also offered.

For more information, visit: [www.waikato.ac.nz/sport/sport-at-tauranga](http://www.waikato.ac.nz/sport/sport-at-tauranga), or email: [uowsport@waikato.ac.nz](mailto:uowsport@waikato.ac.nz) .


## Sports on Campus

Sport and Wellbeing offers many opportunities for students to get into sport; whether this is as a high performance athlete, being involved with sports clubs on campus or simply being a social exerciser. Our website shows how students can be involved with sporting events and tournaments which includes both social and competitive sporting fun and much more.

For more information, visit: [www.waikato.ac.nz/sport/](http://www.waikato.ac.nz/sport/); [facebook.com/SportWaikatoUniversity](https://facebook.com/SportWaikatoUniversity)  
Instagram: sportwaikatouni; or email [uowsport@waikato.ac.nz](mailto:uowsport@waikato.ac.nz) .

## University of Waikato (UW) Sports Clubs


University of Waikato sports clubs include traditional sports such as rugby, netball, basketball, hockey, football, rowing and cricket, as well as other less traditional clubs including lacrosse, ultimate frisbee, snow and ski, and kendo.

For more information on UW sports clubs and community clubs, visit: [www.waikato.ac.nz/sport/](http://www.waikato.ac.nz/sport/), or email [uowsport@waikato.ac.nz](mailto:uowsport@waikato.ac.nz) .

## Social Sport

Hamilton's largest Social Sport league conveniently takes place on the Hamilton campus. Leagues run all year round, with indoor leagues taking place between March and October, and Outdoor leagues running from October until the following March. Indoor runs in six-week blocks, offering indoor netball, basketball and futsal. Outdoor runs for a full 14 weeks over summer, and offers touch and football. Teams play against those with similar ability and all teams are mixed gender.

For more information, visit: [www.socialsport.co.nz](http://www.socialsport.co.nz), or email: [uowsport@waikato.ac.nz](mailto:uowsport@waikato.ac.nz) .

Students on the Tauranga campus will be supported to join a team into local social sport leagues. If interested, email [uowsport@waikato.ac.nz](mailto:uowsport@waikato.ac.nz) .

## Inter-Halls, Inter-Faculty and Inter-Tertiary Sport

Sport and Wellbeing offer many opportunities for students to represent their University Hall, University Faculty and the University of Waikato. Inter-Hall Sport sees ten sporting tournaments throughout each year, run on a Friday night or Sunday afternoon on the Hamilton campus. These tournaments create a fun and friendly rivalry among the four University Halls in Hamilton.

Inter-Faculty Sport gives students an opportunity to play for their University Faculty in a fun day of sporting competition with 6 events per year played in Hamilton and 4 events played in Tauranga.

Inter-Tertiary Sport provides an opportunity for competitive, high performing students to represent the University of Waikato at the University and Tertiary Sport NZ (UTSNZ) National Tertiary Championship events, which currently has ten different sporting events played all around New Zealand.

For more information, visit: [www.waikato.ac.nz/sport](http://www.waikato.ac.nz/sport), or email: [uowsport@waikato.ac.nz](mailto:uowsport@waikato.ac.nz) 

## Sports Facilities - Hamilton Campus

### Fields, Touch, Rugby and Football

The University of Waikato fields are the largest of any New Zealand University. They cater for a range of recreation and sporting activities including the Social Sport outdoor league and act as the home fields of the University of Waikato Rugby Club, Unicol Football Club and the Hamilton Cricket Association.

For more information, visit: [www.waikato.ac.nz/sport/](http://www.waikato.ac.nz/sport/), or email: [uowsport@waikato.ac.nz](mailto:uowsport@waikato.ac.nz) 

### Cricket Nets

There are three cricket nets situated by the Sports Pavilion available for use. These are run by the Hamilton Cricket Association. To make a booking, call the Hamilton Cricket Association Office on (07) 856 6009, or email Janice Fraser: [janice@hamiltoncricket.co.nz](mailto:janice@hamiltoncricket.co.nz) 

### Courts - Basketball, Netball, Tennis and Squash

There are four tennis courts available on campus during the summer months (reduced to one over winter) and three floodlit netball courts available during winter. Two basketball courts are available all year round. Two squash courts are available at the Sports Pavilion via 24 hour swipe key access. Sign up for a squash pavilion membership at UniRec to receive a swipe card. Once you are a member you can make a squash court booking here: [www.unirec.co.nz](http://www.unirec.co.nz), or email: [unirec@waikato.ac.nz](mailto:unirec@waikato.ac.nz)  for more information about squash pavilion membership.

### University of Waikato Swimming Pool

The outdoor swimming pool complex on campus includes a 50 metre leisure pool and a dive pool. The season operates from 1 December until 31 March each year. The pools are open December and January, seven days from 12pm-6pm. The pools can be accessed through Gate 4, Hillcrest Road, Hamilton and are free to UniRec members.

For more information, visit: [www.waikato.ac.nz/sport/facilities/swimming-pool](http://www.waikato.ac.nz/sport/facilities/swimming-pool), or email



[uowpool@waikato.ac.nz](mailto:uowpool@waikato.ac.nz) , or phone (07) 838 4335.

## Sports Facilities - Tauranga Campus

The Tauranga CBD Campus is located close to the Queen Elizabeth Youth Centre (QEYC) and the Memorial Pool. Tauranga's beaches, river and cycleways offer students and staff the perfect playground.

## OMEN Esport Arena

The University of Waikato is committed to leading the way in esports in New Zealand. With the development of the OMEN Esports Arena, University of Waikato Esports Club, 2degrees Esports Scholarship, High Performance Team and tournaments and activities (managed by University of Waikato Esports Club), we are providing experiences and career pathways into the rapidly growing esports industry.

The OMEN Esports Arena is located inside the Wellbeing Hub at The Station, Hillcrest Road. For more information email: [esports@waikato.ac.nz](mailto:esports@waikato.ac.nz)  or view: [waikato.ac.nz/sport/esports/](http://waikato.ac.nz/sport/esports/).


## Wellbeing Hub

The University of Waikato is committed to leading the way in esports in New Zealand. With the development of the OMEN Esports Arena, University of Waikato Esports Club, 2degrees Esports Scholarship, High Performance Team and tournaments and activities (managed by University of Waikato Esports Club), we are providing experiences and career pathways into the rapidly growing esports industry.

The Wellbeing Hub is located at The Station, 164 Hillcrest Road. For more information email: [wellbeinghub@waikato.ac.nz](mailto:wellbeinghub@waikato.ac.nz)  or view: [waikato.ac.nz/students/wellbeing-hub/](http://waikato.ac.nz/students/wellbeing-hub/).

## High Performance Sport and Performing Arts

The University is committed to supporting high performance athletes and performers across all disciplines and aims to provide opportunities for students to excel in both academic and sporting or performing arts endeavours. The Student-Athlete Support Hub (SASH) staff can offer assistance to students trying to balance their training, competitions and study, and is available for liaising with academic staff, scholarship providers and sporting bodies.

For more information, phone: (07) 838 4264, visit: [www.waikato.ac.nz/about/hillary](http://www.waikato.ac.nz/about/hillary) or email: [highperformance@waikato.ac.nz](mailto:highperformance@waikato.ac.nz) .

## Workplace Wellness

Workplace Wellness is recognised internationally as being an integral part of work-life balance. The University of Waikato staff wellness programme managed by Sport and Wellbeing is focused on

empowering staff to make informed healthy life choices. This is achieved through monthly activities including activity tasters, seminars and workshops.

For more information, visit the Health and Wellbeing website:

[www.waikato.ac.nz/healthandsafety/health-and-wellbeing](http://www.waikato.ac.nz/healthandsafety/health-and-wellbeing), or email [wellness@waikato.ac.nz](mailto:wellness@waikato.ac.nz) 

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# Waikato Pathways College

Waikato Pathways College comprises the University's foundation and bridging programmes, English language programmes for students with English as an additional language, international study tours for international vocational, professional and academic individuals and groups. The College has a key role in contributing to the distinctiveness, excellence and international connectedness of the University.

## Certificate of Attainment in English Language

The Certificate of Attainment in English Language is a full-time course of 23 hours per week for 10 weeks, with one intensive block of 30 hours per week for 8 weeks. There are a number of intakes each year. Students are placed according to a recent English Language test result (such as IELTS) or are tested upon arrival and placed in an appropriate level from Elementary to Advanced. On successful completion of the course, students receive a University of Waikato Certificate of Attainment in English Language. All students study a core programme which helps students improve their reading, writing, listening and speaking skills. Higher level classes focus on skills needed for successful university study such as academic writing, listening and note-taking, academic reading, and oral presentation skills. Attaining specific grades in the upper levels of the programme gives students the English language entry requirement to enter Foundation Studies, the International Diploma and University undergraduate and postgraduate programmes.

For more information, see Pathways: [www.waikato.ac.nz/study/qualifications/pathways-programmes](http://www.waikato.ac.nz/study/qualifications/pathways-programmes).

## General English

General English is a course designed for students to improve their everyday English and is suitable for students preparing to enter the Academic English programme. The programme includes core

language skills and vocabulary, fluency and accuracy in listening, speaking, reading and writing. General English is a full-time programme of 23 hours per week or part-time for 15 hours per week. Students can start every 2nd Monday and study for 3 weeks to 6 months (except New Zealand public holidays).

For more information, see Pathways: [www.waikato.ac.nz/study/qualifications/pathways-programmes](http://www.waikato.ac.nz/study/qualifications/pathways-programmes).

## International Study Groups

Study programmes are customised for visiting international groups and combine English with almost any other activity or specialist area, according to academic, professional or vocational need. Programmes run for a minimum of two weeks (students must be 16 years or older). Groups and Study Tour programmes include the following: English plus Specialised Training (based on any of the degree programmes at the University of Waikato); English and New Zealand Life and Culture (offering a choice of activities and weekend trips to Rotorua, Waitomo Caves, horse riding, jet boating, kayaking, hot pools, farm visits, black water rafting); English for University preparation (experience of life at the University of Waikato Hamilton campus, including meeting students and staff, and attending university lectures); English and International Business (lectures on international business at the Waikato Management School, for students with at least an upper intermediate level of English).

## Certificate of Attainment in Foundation Studies

The Certificate of Attainment in Foundation Studies is a full-time one or two trimester programme for international students that have not met the academic entry requirements for undergraduate study at a New Zealand university. This programme will teach students skills for successful tertiary study within New Zealand, with compulsory English language and elective papers across a range of study areas. Classes include New Zealand students to encourage international students to improve their English and make New Zealand friends.

For more information, see Pathways: [www.waikato.ac.nz/study/qualifications/pathways-programmes](http://www.waikato.ac.nz/study/qualifications/pathways-programmes).

## Certificate of University Preparation

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. This programme will introduce students to an adult learning environment including lectures, tutorials and workshops. The Certificate of University Preparation is an academically approved qualification that covers skills such as note-taking, research, essay writing, time management and critical thinking. Students can have up to 17 hours of class per week with a further 20 hours to be spent on assessments and revision.

For more information, see Pathways: [www.waikato.ac.nz/study/qualifications/pathways-programmes](http://www.waikato.ac.nz/study/qualifications/pathways-programmes).

## International Diploma (Business and Science)



From 2020 the College will launch new programmes to provide pathways for international students into the second year of some degrees. The International Diploma (Business) will consist of the first year of the Bachelor of Business, with additional supporting papers in academic English and academic study skills. The International Diploma (Science) will provide a similar preparation which leads to majors in the area of computing.

## International English Language Testing System (IELTS) Office

The University of Waikato is the IELTS testing centre for the Waikato region. IELTS is designed to assess the English language proficiency of candidates who need to study or work in English.

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

Further information about IELTS is available on the website: [www.ielts.org](http://www.ielts.org).

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# The Research & Enterprise Office

Research & Enterprise led by its Director, Dr Simon Lovatt, combines the University's Research Office functions with that of its commercialisation company, WaikatoLink. Research & Enterprise supports the University of Waikato's research activities and the process of creating value from research discoveries and innovation. The team works with both University researchers and external partners, including government, industry and community organisations, to extend research capability and broaden partnership opportunities that foster collaborative research, the implementation of research findings, and knowledge and technology transfer.

Research & Enterprise provides the following support services:

Project funding and contracting;

- Advice on public and private funding sources
- Proposal development
- Contracting and IP management

External research and commercialisation;

- Business development and commercialisation
- Industry connections and external partnerships
- Market intelligence

University processes;

- Ethics Committee secretariats
- PBRF support

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# WaikatoLink

WaikatoLink enables research done by the University of Waikato to create substantial economic, environmental and social benefits for iwi, communities and businesses in New Zealand – particularly in the Waikato and Bay of Plenty regions.

To achieve this, WaikatoLink partners with researchers, businesses, investors and end-users to deliver real-world impacts from University of Waikato research outcomes, through commercialisation, joint-ventures, IP licensing, open source and other technology transfer methods.

WaikatoLink strengthens the University's ability to create valuable impact from its research through early engagement with researchers as they develop research proposals and help design projects to maximise impacts and benefits. WaikatoLink also helps researchers ensure that they have effective pathways to implementation that deliver benefits to stakeholders and returns to the University.

Other services that WaikatoLink provides to support the University include: commercial assessment of ideas and subsequent investment in ideas with commercial potential; market research; technical development; IP analysis and patenting; engagement with industry partners who have an interest in ideas being developed within the University; deal brokering; identification of industry problems and opportunities that align with University expertise; contract development; creation and management of spin out companies; and sourcing of investment and development funding.

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# Waikato Students' Union (WSU)

The Waikato Students' Union is the voice of the student body on campus. The organisation is governed by a group of democratically elected students who listen, speak and act passionately on behalf of students, and have done for over 40 years. The WSU provides support services and consultation for students, clubs, and class reps. They create full weekly student experience programmes - from regular barbecues through to O'Week festivities - and provide an unfiltered platform for student voice through the multi-award-winning Nexus magazine.

## Student Support

The WSU has a few key ways in which they support students at the University of Waikato:

## Student Engagement

The Student Engagement team manages a network of over 85 rōpū, clubs, and societies as part of the WSU's commitment to an active campus. That network features clubs from every aspect of the University environment. Archetypal clubs such as debating and mooted societies are now joined by gaming clubs, cultural societies, casual hiking clubs, and a range of religious groups. If students can't find a club that fits them, the WSU Student Engagement team is always available to guide them through the process of making their own.

## Student Advocacy

Whether it's tenancy, academic or hardship issues, the WSU provide a free, confidential, "no judgement" advocacy service to ensure students are aware of their rights, processes, and know that someone will always have their back. With a comprehensive list of support partners, including



Community Law Waikato and Hamilton Budgeting Advisory Trust, WSU Student Advocacy ensures you get the best advice from the right people.

## Student Voice



When the WSU was founded, it was based on the principle of ensuring the student voice was heard, and nearly 50 years later, that still remains their driving principle. With a 12-member board comprised entirely of students, including an elected President on the University Council, a dedicated Vice-President Māori, and a new Tauranga and Pacific director, the WSU ensures your voice matters. The Student Voice team assist in the training of class reps and provide a support service called Reo Tauira, carrying out regular consultations on campus issues and working proactively with the University to provide student-focused solutions. With the WSU we are here to ensure your voice is heard.

## Student Experience

The WSU has always felt that the University experience should be more than just academics. They have a dedicated Student Experience team providing daily activities on campus, managing student spaces, and cooking free food. The last few years have also seen them develop inter-faculty competitions, expand Orientation and Reorientation weeks, as well as develop programmes for wellness and mental health awareness.

## NEXUS

At the heart of the student experience is Nexus. A student magazine that provides its readers with an editorial resource to discover and challenge ideas about news, music, politics, arts, technology, and general student life. Nexus strives to encompass and reflect student culture in all its diversity.

They're constantly on the lookout for writers, artists, creatives, and media enthusiasts. If you're keen to get involved, simply email: [editor@nexusmag.co.nz](mailto:editor@nexusmag.co.nz).  For more information visit the Ground Floor of the Students' Union Building (SUB) between 9am to 4pm (Monday to Friday), visit the WSU website: [wsu.org.nz](https://wsu.org.nz), or email [wsu@wsu.org.nz](mailto:wsu@wsu.org.nz) .

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# Golden Key International Honour Society University of Waikato Chapter

The Golden Key International Honour Society is an international non-profit organisation, which is committed to recognising and promoting academic achievement. Membership in the society lasts a lifetime, and includes many benefits to help its members move forward with their academic and professional careers.

**Golden Key Mission:** To enable members to realise their potential through the advancement of Academics, Leadership and Service.

Benefits from membership in Golden Key include academic recognition, career assistance, scholarships and awards, publications, leadership positions, community service activities and alumni opportunities.

Golden Key was founded in 1977 in Georgia State University, and has since been joined by over 400 collegiate chapters from Australia, Bahamas, Canada, India, New Zealand, USA and South Africa. The University of Waikato Chapter was founded on 30 October 1999, and has since inducted more than 5,700 members into the society. Membership is extended to the top 15% of students in the University.

The University of Waikato Chapter's goals are

- to raise the profile of Golden Key in the community, schools and on campus,
- to return benefits to the community,
- to maximise the potential of University students.

The Waikato Chapter is involved in many projects, both academic and community service based, with

a focus on professional and personal development. Student members annually run the Daffodil Day fundraising at the University for the Cancer Society, and endeavour to engage both University and local school students in an academic sense through holding educational panels or volunteer efforts.

Membership into Golden Key can greatly enhance students' academic careers, and members are well received by many Universities and organisations around the world.

For more information, visit the following websites:

Golden Key International Honour Society: [www.goldenkey.org](http://www.goldenkey.org)

Golden Key Waikato Chapter on Facebook: <https://www.facebook.com/GoldenKeyWaikato>

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# The University of Waikato Foundation

The University of Waikato Foundation - Te Pou Taunaki - is an independent charitable trust, formed to support and fund the University of Waikato to promote education in its widest sense. The Foundation raises funds to support the strategic objectives of the University.

The Foundation is the mechanism by which the University and its constituent parts may receive gifts, donations, bequests, etc. Funds received are distributed by the Board of Trustees at its discretion and according to the wishes of benefactors. Funds may be for a particular and stated use or for the general purposes of the University. Naming rights to University buildings and facilities are also handled by the Foundation.

For more information, visit the University of Waikato Foundation website:

[www.waikato.ac.nz/foundation](http://www.waikato.ac.nz/foundation)

## Patron

Dr John Gallagher, CNZM, KStJ, JP

## Trustees

Mr Michael Crawford (Chairperson)

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# Alumni

All graduates from the University of Waikato, people who have completed a paper or recognised course, former staff members and active participants in University life are recognised as members of our Alumni & Friends community. It is an inclusive, dynamic group, supporting one another and the aspirations of their University.

There are no fees for joining but it is important to keep your details up to date with us so we can proactively keep you informed of University happenings, invite you to a range of events and celebrate your success.

The University encourages alumni to remain connected and share success stories. Alumni news and events are updated regularly on the [Waikato Alumni](#) homepage, or via [Facebook](#). Alumni can also join the alumni [LinkedIn](#) group.

University alumni support staff facilitate connections between alumni; the University also offers ongoing careers advice and support to all alumni. Alumni are encouraged to attend public lectures and other events on campus, and the University delivers a programme of regional, national and international events specifically for alumni. In addition, the University may invite alumni to overseas events, hosted by New Zealand Ministry departments. Alumni can avail of campus facilities including the library membership for an annual fee. Alumni are also encouraged to partner with the University for their recruitment needs; the University has well established internship and graduate recruitment processes to support businesses looking to recruit new staff or seeking temporary additional help.

Alumni Representatives are volunteers based in cities around the world and form helpful connections for University staff and other alumni.

For more information, visit: <https://alumni.waikato.ac.nz/alumni-representatives>.

## Distinguished Alumni Awards

In 2007, the University of Waikato launched the Distinguished Alumni Awards to celebrate Waikato graduates who have made outstanding contributions in their careers or communities. Information on nominating a graduate can be found on the alumni website: <http://alumni.waikato.ac.nz/distinguished-alumni>.

## Alumni Groups

The University of Waikato Varstonians comprises former University sports players. Links to the University sports clubs can be found at <https://www.waikato.ac.nz/sport/>.

University of Waikato Sports Clubs (UWSC) is a governing body that unifies seven core university sports clubs. UWSC can also connect Alumni with the sport they have an affiliation with.

More information is available at: <https://www.waikato.ac.nz/sport/sports-clubs>.

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# Environmental Research Institute (ERI): Te Pūtahi Rangahau Taiao

The Environmental Research Institute's focus is to produce world-class systems-level research and through strong end-user relationships, successful outcomes for improved environmental resilience and management. In addition, the Institute aims to develop and enhance the capability, capacity and profile of the University of Waikato's environmental researchers and its collaborators. The ERI's research programmes are multi-disciplinary in nature, drawing upon research expertise from the physical and social sciences, economics, engineering, planning, law and education. The Institute has the capability and capacity to address environmental issues across a range of ecosystems including terrestrial, freshwater, estuarine and marine.

For more information, visit the website: <https://www.waikato.ac.nz/eri/>

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

The Institute of Professional Learning (IPL) in the Faculty of Education provides professional learning and development in the broad field of education, both nationally and internationally. This involves both short and long term programmes in areas such as educational leadership, coaching and mentoring, curriculum development, assessment and evaluation, information technology and eLearning, adult education, pedagogy, and policy development. It offers professional learning and development from early childhood education, through the compulsory education sector and into the tertiary level sector.

The Institute engages in the delivery of the 'content' of professional learning but is also concerned with the 'practice' of professional learning. Its work connects professional practice to research and qualifications. A significant portion of the Institute's activities involves partnerships with iwi and other educational providers and programmes are offered in both English and te reo Māori.

The Institute's international linkages are focused in three main areas:

- Work with Ministries of Education from different countries, mainly in the Asia/Pasific region at present, to offer teacher professional development either in-country, or with key staff coming to the Institute.
- Work with academic staff from other Universities, again mainly in the Asia/Pasific region to provide professional learning around tertiary teaching in English and best practice in tertiary teaching pedagogy.
- International research linkages such as those built around the research focused on developing leadership capacity in the education sector.

Much of this work involves staff from across the University where specific content knowledge is provided by faculties, and coordination and professional practice input is provided by the IPL.

For more information, visit the website: <https://www.waikato.ac.nz/professionallearning/>.

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

The National Institute for Demographic and Economic Analysis links together a virtual and evolving community of national and international researchers whose research focus is the interaction of demographic, social and economic processes. Initially founded through collaboration between the University of Waikato's Population Studies Centre, Waikato Management School, and Wellington-based Motu Economic and Public Policy Research Trust, the Institute's primary goal is to help inform choices and responses to the demographic, social and economic interactions that are shaping New Zealand's future. Reflecting this objective, NIDEA's research programme comprises five interconnected themes, and is supported and sustained by a strong capacity-building programme which spans local, national and international workshops, seminars, and postgraduate supervision:

- New Zealand 2050 (A structurally ageing New Zealand)
- New Zealand's regions and communities (A regionally diverse New Zealand)
- New Zealand's individuals, families and households (A socially informed New Zealand)
- Te papa one te tū mai nei (Māori and Indigenous futures)
- New Zealand's oceanic and global context (A globally engaged New Zealand)
- NIDEA Demographic Laboratory (A statistically numerate New Zealand)

For more information, visit the website: <https://www.waikato.ac.nz/nidea/>.

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

Hosted by Waikato Management School, the New Zealand Institute for Business Research (NZIBR) draws on cutting-edge research by internationally recognised experts in their fields. Our people have a wealth of expertise in areas ranging from innovation to economic impact analysis. We work with industry, government agencies and other organisations to enhance productivity and contribute to sustainable business. We aspire to develop and deliver industry-driven research projects assuring quality outcomes and transfer of knowledge in an effective and appropriate manner; develop collaboration with existing local, national and international partners. Our efforts actively explore opportunities to further align our business practices with societal needs and expectations, helping to drive long-term sustainability and shareholder value; seek out and support effective collaborations and partnerships with agencies, institutions and industry in the Waikato Region; promote academic research to further strengthen the Region and pursue publication in high quality journals. The Institute's current strengths relate to agribusiness and particularly supply chains, financial analysis and business performance, business impact analysis, innovation and the business of health.

NZIBR currently has three research units:

- Responsible and Sustainable Management
- Enterprise Innovation
- Leadership

For more information, visit the website: <https://www.waikato.ac.nz/nzibr/>.

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

The Institute for Security and Crime Science incorporates four interlinked components; theories in Crime Science, modelling and analysis of data on crime and security issues in New Zealand, the use of computer science to assist evidence-based Police work, and research in psychology relevant to criminal behaviour and Police processes (such as taking evidence from witnesses).

The first outcome of the Institute has been the development of a new masters programme. The Master of Security and Crime Science (MSCS) is the first qualification of its kind in New Zealand and is targeted at current and future law enforcement and security practitioners, and has the support of the NZ Police.

For more information visit the website: <https://www.waikato.ac.nz/security-crime-science/>.

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

The Institute is named for Sir Robert Te Kotahi Mahuta the founding Director of the Centre of Māori Studies research at the University of Waikato in 1972. Te Kotahi Research Institute will work with iwi, drawing on mātāuranga Māori and multi-disciplines, to create new knowledge and innovations that will inspire our people and communities and lead to the well-being of our whānau, and society.

Te Kotahi is an inter-disciplinary research institute that offers research, consultancy and capacity building services, including post-graduate supervision. We collaborate with researchers from within the University of Waikato, other universities, Crown Research Institutes, Whare Wānanga and Māori organisations.

The Institute aims to:

- Undertake research that will accelerate development and lead to social, economic, environmental and cultural well-being
- Apply mātāuranga Māori, and diverse Māori perspectives, to disciplinary knowledge in order to develop innovative research approaches
- Build strong iwi-university research collaborations drawing especially on the iwi of Te Ropu Manukura
- Work with the Waikato-Tainui Endowed College to enhance research collaborations with Waikato-Tainui and the Kīngitanga
- Build a vibrant research community that attracts postgraduate students, international scholars, university researchers and community leaders
- Grow new research leaders who can work across disciplines and with communities
- Translate knowledge into iwi, regional and national policy and practice outcomes



For more information, visit the website: <https://www.waikato.ac.nz/rangahau/>.

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# Te Waiora: Joint Institute for Freshwater Management

Te Waiora is a joint venture between the University and NIWA, with the goal of combining each organisations' research capabilities and expertise in the area of freshwater management. The Joint Institute provides expertise, cross-institute linkages, multi-disciplinary initiatives, training and societal engagement. Te Waiora undertakes research across a wide range of disciplines relevant to freshwater management to lift the quality of freshwater decision making and outcomes for New Zealand and internationally.

For more information, visit the website: <http://www.tewaiorafreshwater.co.nz/>.

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

The Wilf Malcolm Institute of Educational Research was established by the University to undertake, support and disseminate research relating to the broad field of education. The Institute provides collaborative and innovative education research spanning from the early years of childhood, through to primary, secondary and the tertiary years. This research may be subject specific or cross curriculum involving interdisciplinary research teams. The research includes, but is not limited to, learning, teaching and assessment, curriculum, digital learning, engineering education, Māori education, literacy and numeracy, sports exercise and science, transitions, threshold concepts, university-school partnerships and education policy.

The Institute produces high quality, cost effective education research that is targeted at solving the real challenges that face education today. The research teams within the Institute have experience, depth in research capability and a history of successful research projects and reputable publications, that all contribute to the research excellence that WMIER provides. It is known for its local studies in classroom research and cross-faculty studies in tertiary pedagogy and curriculum. Policy evaluations, critiques and reviews are encouraged, as are studies from national and international perspectives.

Each year the Institute hosts a number of international and national visitors who contribute to its intellectual life through collaboration with staff and students. National and local conferences, symposiums and seminars are organised by the Institute to inform the academic and professional communities of research undertaken, and to promote knowledge transfer and debate. The Institute is host to three Centres/Units: the Centre for Early Years Research, the Waikato Engineering Education Research Unit and the Waikato Research on Doctoral Education Unit.

For more information, visit the website: <https://www.waikato.ac.nz/wmier/>.

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# Centre for Educational Leadership Research (ELRC): Te Puna Rangahau o te Whiringa

The Centre for Educational Leadership Research seeks through its many activities to achieve excellence in the provision of research, development and support in professional leadership for educators nationally and internationally. The Centre caters for the diverse needs of many groups of educational leaders such as senior administrators, personnel officers, principals, head teachers, those in middle and senior management and aspirants to these positions. The Centre for Educational Leadership Research's activities are based on sound research and development practices, and are always developed in consultation with the client group so that specific needs are met. The Centre offers a consultancy service and also provides seminars and workshops, leadership network and international institutes, ranging from one hour to four weeks, depending on the requirements of the group.

For more information, visit the website: <http://edleadershipcentre.nz/>.

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# Centre for Environmental, Resources and Energy Law: Te Pūtahi o te Ture Taiāo (CEREL)

The Centre for Environmental, Resources and Energy Law Te Pūtahi o te Ture Taiāo facilitates teaching and research in fields of environmental law, natural resources law, and energy law. It has programmes of legal research under way in the fields of energy efficiency, carbon capture and storage, and geothermal energy. Its strategic intent is to conduct research in these and other fields as funding permits; to deliver training courses on suitable subjects; and to continue its engagement with undergraduate and postgraduate students.

For more information, visit the website: <https://www.waikato.ac.nz/law/research/centre-for-environment-resources-and-energy-law/>.

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# Te Pūtahi Mātauranga ki te Ao - Centre for Global Studies in Education (CGSE)

Te Pūtahi Mātauranga ki te Ao - The Centre for Global Studies in Education explores the educational dimensions of theories of globalisation and distinctive forms of global processes, interconnectivity, and intercultural education and dialogue on the model of open science, open education and open knowledge production. The Centre is hosted by the Wilf Malcolm Institute of Educational Research and it includes, but is not limited to, education policy and governance; global youth cultures and identities; gender, class and ethnic inequalities; education and development; global citizenship; the political economy of knowledge production and management. CGSE scholars have impressive international reputations and wide global networks. CGSE holds conference and symposiums around a broadly conceptualised area of research, publishing books and journals in the field, including the renowned books series *Global Studies in Education*, Peter Lang Publishers, New York. CGSE is involved in post-graduate education with a Masters level specialisation, Global Studies in Education and PhD studies.

For more information, visit the website: <https://www.waikato.ac.nz/globalstudies/home>.

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# Early Years Research Centre: He Kōhanga Toi Tangata

The Early Years Research Centre in the Wilf Malcolm Institute of Educational Research includes a group of scholars who have built a national and international reputation in the following three areas of research in the early years: pedagogy, policy and community connections. These areas form the three themes of the Centre's research programme. The Centre has a social justice agenda; it aims to make a difference for young children, early years teachers, families and whānau in Aotearoa New Zealand, undertaking robust research that influences policy and informs scholars worldwide. The Early Years Research Centre provides a coordinating and connecting function, creating a platform for ongoing and future research.

For more information, visit the website: <https://www.waikato.ac.nz/wmier/early-years-research/>.

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# International Centre for Terrestrial Antarctic Research (ICTAR)

The primary mission of the International Centre for Terrestrial Antarctic Research is to promote the protection of Antarctica through integrated international research into Antarctic terrestrial ecosystems, assuring New Zealand's continued leadership in this area. ICTAR aims to provide the science that will underpin the conservation, protection, and management of terrestrial ecosystems of the Ross Sea region. Its innovative interdisciplinary approach will help elucidate the status of the present biodiversity, and to predict the effects of multiple impacts on ecosystems. The Centre will interact closely with end-users, in particular government agencies, to identify and protect the present biodiversity of the Ross Sea region, to confidently assist in the management of environmental impacts, such as climate change, and to be able to do this in the highest international forums. The interdisciplinary nature of the Centre draws in current and prospective research talent from both the Faculty of Science and Engineering and the Faculty of Arts and Social Sciences (Geography). The Centre includes primary collaborators from Gateway Antarctica and the University of Canterbury, as well as researchers from more than nine countries.

For more information, visit the website: <https://ictar.aq/>.

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# Māori and Indigenous Governance Centre: Te Mata Hautū Taketake

The Māori and Indigenous Governance Centre is based in Te Piringa, Faculty of Law. The Centre embraces a best-team approach to research, involving collaboration, locally, nationally and internationally. The Centre focuses on research issues concerning Māori and Indigenous Peoples' governance, rights and responsibilities. It will promote Indigenous worldviews and sound governance and development principles in order to build Indigenous capacity, facilitate Indigenous involvement in governance at all levels, and develop quality outcomes for Māori and Indigenous Peoples.

For more information, visit the website: <https://www.waikato.ac.nz/law/research/centre-for-maori-and-indigenous-governance>.

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# Technology, Environmental, Mathematics and Science Education Research Centre: He Rangahau Toi Tangata

The Technology, Environmental, Mathematics and Science Education Research Centre (He Rangahau Toi Tangata) is a Centre within the Faculty of Education. It provides a focus for postgraduate teaching, research and development in technology, environmental mathematics and science education in the primary, secondary, and tertiary education sectors, as well as in commercial and community environments. The Centre is known throughout New Zealand and internationally for its innovative research and scholarship, and for its emphasis on the use of its research in the informing and development of policy, practice, curriculum and resources. The staff and students of the Centre work in close collaboration with researchers both nationally and internationally, with local schools and industry, and with other educational institutions.

For more information, visit the website: <https://education.waikato.ac.nz/tems/>.

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# Waikato Centre for Advanced Materials and Manufacturing (WaiCAMM)

The Waikato Centre for Advanced Materials was established in 2002. The Centre's general goals are:

- to promote interdisciplinary collaboration among research groups from several schools at the University of Waikato in undertaking current research projects and in developing new research on advanced materials
- to organise workshops, seminars and research discussions on advanced materials on a regular basis
- to promote the research and postgraduate student training capabilities of the University of Waikato in the areas of materials, nationally and internationally
- to establish partnerships and strengthen linkages with New Zealand industry and other materials research groups in New Zealand and overseas

For more information, visit the website: <https://sci.waikato.ac.nz/research/centres-and-units/waicam>.

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# Canadian-New Zealand Studies Unit (CNZSU)

The Canadian-New Zealand Studies Unit was established in 2012 to foster research related to Canada, host visiting scholars, attract and support Canadian students to New Zealand and vice-versa, and enhance cultural and intellectual links between the two countries and is supported by the Canadian Government.

The CNZSU is hosted by Te Piringa - Faculty of Law but is a University-wide initiative. It is part of a network of Canadian Studies Centres and Canadian Studies Associations around the world and is affiliated to the Association of Canadian Studies in Australia and New Zealand (ACSANZ). The Unit seeks to interact with others throughout the country who are interested in the comparisons between Canadian and New Zealand experiences and expertise.

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# Beijing Union University China-New Zealand Tourism Research Unit

The objectives of the Research Unit;

1. To aid closer contacts between New Zealand and Chinese researchers and industry by:
  - co-operating in joint research projects
  - Supporting post graduate students in both China and New Zealand to undertake research and further their careers
  - Support exchange programs of staff and students
2. To aid industry by publicising research findings and making these publicly available through web pages where possible subject to issues of commercial confidentiality.
3. To undertake research that meets the needs of the tourism industries of both countries.
4. To work with industry and other stakeholders such as the New Zealand-China Friendship Associations to further the interests of the members of the Research Centre in research and association in ways that benefit both China and New Zealand and the development of tourism in a sustainable and ethical manner.

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# Coastal Marine Group (CMG)

The Coastal Marine Group carries out pure and applied multidisciplinary research in estuarine and coastal waters. Core group members reside in the School of Science within the Faculty of Science and Engineering but collaborate closely with associates in other disciplines across the University, nationally and internationally. Our research is focused on coastal processes with particular expertise in hydrographical surveys/habitat classification, coastal hydrodynamics and sediment transport (measurement and prediction) as well as seabed biodiversity and ecosystem functioning. Research is funded from a variety of sources including commercial companies, regional councils and Government agencies.

For more information visit the website: <https://sci.waikato.ac.nz/research/centres-and-units/cmig>.

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# Cyber Security Research Group (CROW)

The Cyber Security Researchers of Waikato (CROW) aims to return control of data-to-data owners, by focusing on research addressing data security from a user-centric perspective. With the emergence of cloud computing technologies and prevalent mobile device usage, we are witnessing the diminishing effectiveness of traditional cyber security approaches such as perimeter defence, intrusion detection and infrastructure hardening. To address this, CROW focuses on six major themes: Provenance, User-Centricity, Visualisation, Economics, Hardware, and Tools and Datasets. Together, these six themes empowers the return of control of data to users, thereby reducing reliance on third-party vendors or trust relationships commonly found in most cyber security contracts today.

For more information visit the website: <https://crow.org.nz/>.

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# Digital Library Group

The migration of information from paper to electronic media promises to change the whole nature of research and, in particular, the methods by which people locate information. The goal of the New Zealand Digital Library project is to explore the potential of internet based digital libraries. Our vision is to develop systems that automatically impose structure on fundamentally anarchic, uncatalogued, distributed repositories of information, thereby providing information consumers with effective tools to locate what they need and peruse it conveniently and comfortably.

For more information, visit the website: [www.nzdl.org](http://www.nzdl.org)

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# Energy Informatics Group

Energy Informatics concerns the application of information technologies to improve the efficiency and effectiveness of energy utilisation, from source, through distribution, to consumption. The research of the Energy Informatics group includes (i) maximising the utilisation of energy when and where it is available, (ii) energy conservation – that is ensuring that energy is not used wastefully or unnecessarily, and (iii) end-use efficiency – ensuring that the energy we do use is used effectively.

For more information visit the website: <https://ei.cms.waikato.ac.nz/> .

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# Formal Methods Group

Established in 1998, this is the first Formal Methods laboratory in New Zealand. The work that goes on in this lab is based on the view that programming is at the heart of computer science. It is also based on the view that, as engineers and scientists, we should use the machinery of mathematics to model and reason about the systems that we build before we build them. This is in contrast with the view that programs should be written by trial and error (usually at great expense and with a high likelihood of failure, judged by current experience) with our users ironing out our mistakes for us at their expense. To this end, we are developing languages and tools for modelling systems, for reasoning about those models and for transforming them into code in a way that is guaranteed to preserve meaning and correctness. We do not want to build software that usually works – we want software that always works, and in the way intended by the requirements.

For more information visit the website: [www.cs.waikato.ac.nz/research/fm/](http://www.cs.waikato.ac.nz/research/fm/) .

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# Human-Computer Interaction Group

The Human-Computer Interaction Group is the noble face of computer science. The discipline is concerned with designing, implementing and evaluating human-computer interface technologies over an ever-expanding range of applications and environments, as computer technology becomes increasingly pervasive. It involves understanding how computer technology can better fit user needs, and provides theories and tools to assist developers in making useful and usable systems.

For more information visit the website: <https://www.cs.waikato.ac.nz/research/hci/>.

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# Information Systems and Databases Group (ISDG)

Most of the computer applications you encounter today are in fact Information Systems, that means, systems that manage, store and deliver information to users. Examples are search engines like Google, ticket booking systems, or online stores. Exciting new kinds of applications that we look at in the ISDB group are mobile tourist information systems, memory-aid systems and systems that notify you about changes, eg, in web pages or online shops. Our latest projects are context-aware systems that deliver information to their users depending on a user's location, time of the day, task, or mood.

For more information visit the website: <https://isdb.cms.waikato.ac.nz/> .

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# Machine Learning Group

Machine learning is concerned with the task of automatically extracting useful information from data. The aim is to identify patterns that can be used to understand the domain from which the data was collected and to make predictions. Our team works on new, more efficient, algorithms for machine learning and data mining as well as new applications. We are well known for a software "workbench" called the Waikato Environment for Knowledge Analysis (WEKA), which contains a large number of machine learning techniques. WEKA is widely used for research, teaching, and commercial applications of machine learning.

For more information visit the website: <https://www.cs.waikato.ac.nz/~ml/>.

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# Māori and Psychology Research Unit (MPRU)

The overall goal of the Māori and Psychology Research Unit is to provide a catalyst and support network for advancing research which has at its centre the psychological needs, aspirations, and priorities of Māori people. The MPRU research interests are firmly situated within the Māori development themes of community wellbeing, health and heritage. By networking and establishing ongoing working relationships with staff and students within the University, and in those Māori communities we engage with, the Unit has the capacity to draw together skilled and experienced interdisciplinary research groups able to deliver research of high quality. The Unit's general goals are:

- to provide a support structure which encourages Māori focused research in psychology
- to serve as a scholarly resource for staff and students
- to seek out new sources of research funding
- to promote the professional development of Māori researchers
- to provide a foundation for the teaching of psychology by enhancing availability and access to Māori focused research experience and products
- to disseminate research findings

For more information, visit the website: [www.waikato.ac.nz/fass/subjects/psychology/mpru](http://www.waikato.ac.nz/fass/subjects/psychology/mpru).

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# Thermophile and Microbial Biochemistry and Biotechnology Research Unit (TMBBU)

The Thermophile and Microbial Biochemistry and Biotechnology Research Unit carries out research primarily on microorganisms associated with extreme environments. The Unit coordinates fundamental and applied research at this University and elsewhere on thermophilic bacteria, genes and enzymes. Research is predominantly funded by research contracts and collaborations exist with many national and overseas laboratories.

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# Transport Research Group (TRG)

Transport affects many aspects of everyday life. In the multi-disciplinary Transport Research Group at the University of Waikato, we are interested in:

- how transport fosters a strong and sustainable economy;
- how transport can be maintained in a way that supports healthy environments;
- how drivers might respond to changes in vehicle technology; and
- how research findings might inform decision-making in government and industry.

We explore a wide range of different questions in our studies, such as:

- What are public perceptions of connected and autonomous vehicle technologies?
- What policy issues are barriers to more widespread uptake of electric vehicles?
- What are the differences between the ways engineers and the road-using public understand risk?
- How does infrastructure investment in ports contribute to economic development and welfare?
- How can in-vehicle cyber-security help people to access more of their own information about their mobility?

For more information, visit the website: <https://www.waikato.ac.nz/transport-research/>.

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# Waikato Applied Statistics Unit

The Waikato Applied Statistics Unit is attached to the Department of Mathematics and Statistics in the Faculty of Computing and Mathematical Sciences and serves to foster the development and effective use of statistical methods in research and industry. It carries out applied research, contributes to courses in applied statistics and supplies advice to University and external clients. A number of the Unit's activities in consulting, research and teaching are carried out in co-operation with local applied statisticians outside the University.

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# Waikato Engineering Education Research Unit (EERU)

The Waikato Engineering Education Research Unit has the objective of improving learning outcomes for engineering students. Its members come from the Faculty of Science & Engineering and the Faculty of Education. Collaborative research projects carried out by members of the Unit are designed to develop insights and expertise for curriculum innovation and teaching in engineering education.

For more information, visit the website: <https://www.waikato.ac.nz/wmier/engineering-education-research/>.

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# Waikato Gender Research Network (WGRN)

The Waikato Gender Research Network is a cross-discipline collective of staff and students within the University of Waikato who have shared research interests in gender related issues. We have members from a range of programmes, departments, schools and faculties. What unites us is a commitment to considering issues such as gender, sexuality, race, class, identities, feminism, difference, exclusion, and social justice.

The group, through meetings, workshops, seminars and other events, aims to provide opportunities and support for those undertaking projects concerned with these issues.

For more information, visit the website: <https://www.waikato.ac.nz/wgrn/>.

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# Waikato Public Law & Policy Research Unit

Te Piringa – Faculty of Law at the University of Waikato has an established tradition of outstanding scholarship in Public Law and Policy as demonstrated by the contributions of the Faculty’s founding Dean, Professor Margaret Wilson, and Professor Sir Grant Hammond. Today a significant number of Faculty members continue to have research interests in these fields focused on the Faculty’s founding principles of professionalism, biculturalism, and the study of law in context. Current work in the Faculty covers a wide range of common law jurisdictions, in addition to New Zealand and Pacific Island states, and extends from constitutional and administrative law and theory to giving effect to the principles of the Treaty of Waitangi and Māori and Indigenous governance. The Public Law & Policy Research Unit promotes the widest conception of Public Law and Policy, encompassing administrative law, charity and the regulation of civil society, constitutional law, criminal law and justice, and international law. It was established to fill a clear gap in the interrogation of these policy research areas in an integrated and holistic way.

For more information visit the website: <https://www.waikato.ac.nz/law/research/waikato-public-law-and-policy-research-unit>.

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# Waikato Radiocarbon Dating Laboratory

The Waikato Radiocarbon Dating Laboratory is a national radiocarbon research facility undertaking both Accelerator Mass Spectrometry Dating (AMS) and standard radiometric radiocarbon dating. For more than 30 years we have been providing radiocarbon assays for scientists and researchers from around the world and have been at the forefront of ground-breaking research into the technique and its application. Staff in the unit are actively involved in palaeoclimate and archaeological research and have a leading role in international calibration programmes. The facilities of the Waikato Radiocarbon Dating Laboratory are also available for external contract work.

For more information visit the website: <http://www.radiocarbon dating.com/>.

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# Waikato Research on Doctoral Education Unit (RoDE)

The Waikato Research on Doctoral Education Unit brings together scholars who are conducting collaborative research into how to improve practice in the broad field of doctoral education. Its members engage in research into macro and micro level strategies for supporting doctoral research and writing excellence. At the macro level studies are investigating the processes of supervision, central university procedures, and the creation of new structures and forms for disseminating the completed theses. At the micro level research is examining thesis writing processes - the types of supports required for diverse student groups during and post thesis completion. The Unit is available for collaborative and external contract work and is keen to discuss opportunities for this.

For more information, visit the website: <https://www.waikato.ac.nz/wmier/doctoral-education-research>.

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# Waikato Stable Isotope Unit (WSIU)

The Waikato Stable Isotope Unit provides International Atomic Energy Agency accredited measurements of the ratios of the stable isotopes of carbon and nitrogen. The Unit has two automated isotope ratio mass spectrometers connected to dry combustion analysers that can handle 150 samples per day. Service is provided for staff, students and external users interested in tracing these isotopes in natural systems. The Unit also offers analyses of carbon and nitrogen content in plants, animals, soils, and water. Samples are received from laboratories in New Zealand and around the world for both collaborative and commercial work.

For prices and more information about sample preparation, visit the website:

<https://sci.waikato.ac.nz/research/centres-and-units/isotope>.

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# WAND Network Research Group (WAND)

The WAND Network Research Group undertakes research and consulting in computer and telecommunications networks. The Group has a particular specialisation in network measurement. The Group also has expertise in cyber security and modelling and simulation.

For more information, visit the website: <https://wand.net.nz/>.

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# Analytical Chemistry Services

The Faculty of Science and Engineering offers a variety of analytical chemistry services to external agencies. Facilities include: atomic absorption, infrared, ultra-violet, fluorescence, Raman and nuclear magnetic resonance (NMR) spectroscopy for both solution and solid-state including multi nuclear NMR; differential scanning calorimetry, particle sizing, and X-ray powder and single crystal diffraction. Gas chromatography with FID detection (GC-FID) and with mass spectrometric detection (GC-MS) and high performance liquid chromatography (HPLC) and ion chromatography are available as is an FTIR microscope. Further mass spectrometry options are available through the Waikato Mass Spectrometry Facility and natural abundance stable isotope and radiocarbon facilities are available within the Faculty of Science and Engineering (see below). There is equipment and expertise for sampling, analysis and geochemical/environmental interpretation of waters and sediments. A custom solution preparation service is offered.

For more information, visit the [Commercial Services](#) website.

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# Waikato DNA Sequencing Facility

The Waikato DNA Sequencing Facility (WDSF) offers DNA sequencing and fragment analysis services using an ABI 3130xl Genetic Analyzer and a Roche GS Junior. DNA sequencing and genotyping analysis are central to genetic research and studies in molecular biology; the WDSF enables researchers to determine nucleotide sequence information and perform high-resolution fragment profiling on genetic material from many sources.

The Facility serves a broad client base throughout private organisations and public institutions, both nationally and internationally.

For more information, visit the [Commercial Services](#) website.

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# Waikato Mass Spectrometry Facility

This facility is part of the School of Science within the Faculty of Science and Engineering. A range of mass spectrometry services is available to staff and students as well as to external institutions and industrial clients; these include High Resolution ToF MS, ICP-MS (with liquid or laser ablation sample introduction) and GC-MS.

For more information, visit the [Commercial Services](#) website.

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# Waikato Radiocarbon Dating Laboratory

The Waikato Radiocarbon Dating Laboratory is a national facility, offering radiocarbon dates by both radiometric methods (liquid scintillation spectrometry by Perkin Elmer Quantulus) and accelerator mass spectrometry. The Laboratory is funded from external commercial dating services and research grants (Marsden and MBIE), and supports School of Science/Division of Health, Engineering, Computing and Science (HECS) research programmes. Staff in the unit are actively involved in palaeoclimate and archaeological research and have a leading role in international calibration programmes.

For more information, visit the [Commercial Services](#) website.

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## Section Contents

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# Waikato Stable Isotope Unit

The Waikato Stable Isotope Unit provides International Atomic Energy Agency accredited measurements of the ratios of the stable isotopes of carbon, nitrogen and oxygen. The Unit has two automated isotope ratio mass spectrometers connected to dry combustion analysers that can handle 150 samples per day. Service is provided for staff and students interested in tracing these isotopes in natural systems. The Unit also offers analyses of carbon and nitrogen content in plants, animals, soils, and water. Samples are received from laboratories around the world for both collaborative and commercial work.

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In this section

# 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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In this section

# 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 Banking, Finance and Technology (BBFinTech)**

**Bachelor of Business (BBus)**

**Bachelor of Business Analysis (BBA)**

**Bachelor of Climate Change (BCC)**

**Bachelor of Communication (BC)**

**Bachelor of Computer Science (BCompSc)**

**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 Banking, Finance and Technology (BBFinTech)**

**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)** with respect to the majors listed under section 6(b) of the Bachelor of Science regulations

**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 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.

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 Computer Science (BCompSc)**

**Bachelor of Science (BSc)** with respect to the majors listed under section 6(a) of the Bachelor of Science regulations, 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 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.

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 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 Bachelor of Computer Science.

Applicants not satisfying this requirement will be assessed on a case by case basis.

#### 1.5.6 *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 is available only to applicants who are chosen by the Division of Health, Engineering, Computing and Science'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), Bachelor of Teaching (BTchg), and Te Ara Poutama Tōitu Te Reo (TTR) degrees**

In addition to satisfying the requirements for achieving University Entrance, entry into the BEd and BTchg programmes is available only to applicants who are chosen by the Division of Education's selection process (see the [Schedule of Limitations on Enrolments](#)).

In addition to satisfying the requirements for achieving University Entrance, entry into TTR is available only to applicants who meet the admission criteria in the qualification regulations and who are chosen by the Division of Education's selection process.

### **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 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.

**2.4.3 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), Te Ara Poutama Toitū Te Reo (TTR) 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 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.

**2.5.3 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 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 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.

2.6.4 *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 Engineering with Honours (BE(Hons)) degree

### 3.1 University Entrance<sup>2</sup>

3.1.1 *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.

**3.1.2 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.

**3.1.3 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.

**3.1.4** The Pro Vice-Chancellor of the Division of Health, Engineering, Computing and Science 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.

**3.2 Special Admission**

Applicants with evidence of successfully completed post-secondary study will normally be accepted. This includes applicants who have successfully completed an appropriate University of Waikato College bridging programme.

**3.3 Admission at entrance level or with credit from previous study**

**3.3.1** 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.

**3.3.2 Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent<sup>4</sup>**

**3.3.2.1 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 FOUN011 and
  - (c) a B- grade in FOUN007 and
  - (d) at least a C- grade in every other paper and
  - (e) 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.

### 3.3.2.2 *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 FOUN010 and
  - (c) a B- grade in FOUN007 and
  - (d) a B- grade in FOUN011 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.

### 3.3.2.3 *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.

### 3.3.3 *Admission from the University of Waikato Certificate of University Preparation*

#### 3.3.3.1 *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 FOUND011, 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.

#### 3.3.3.2 *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 FOUND007, FOUND010 or 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.

#### 3.3.3.3 *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

## 4. Admission to the **Bachelor of Management Studies with Honours (BMS (Hons)) degree**

4.1 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.

4.2 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.

4.3 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.

## 5. Admission to Bachelor of Laws (LLB) and Diploma in Law

5.1 **University Entrance** Entry into the LLB will be guaranteed to all applicants who gain University Entrance, including:

- (a) NCEA Level 1 numeracy and Level 2 literacy requirements;
- (b) Merit or Excellence endorsement at NCEA Level 3.

5.2 **Discretionary Entrance** 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. 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.

5.3 **Special Admission** Applicants will be considered for Special Admission who are 20 years old or over by the beginning of their paper or programme.

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.

## 5.4 Admission at entrance level or with credit from previous study

5.4.1 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.

5.4.2 *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 be accepted.

5.4.3 *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 will be accepted.

5.4.4 *Admission from the University of Waikato Unistart programme for secondary school*

### *students*

Applicants who have successfully completed the Unistart programme paper LEGAL105 Introduction to New Zealand Law and Society with a B- grade or higher will be accepted.

#### 5.4.5 *Admission from the University of Waikato Jump Start summer programme for new students*

Applicants who have successfully completed the Jump Start summer programme paper LEGAL100 Pre Law with a B- grade or higher will be accepted.

## Part 2

# Admission to Certificates and Diplomas

1. 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:

### 1.1 **Certificate in Professional Engineering Practice**

Entry into the Certificate in Professional Engineering Practice in the Division of Health, Engineering, Computing and Science is available only to applicants who are currently enrolled in, or have completed, a Bachelor of Engineering with Honours, or equivalent.

### 1.2 **Diploma in Engineering Management**

Entry into the Diploma in Engineering Management in the Division of Health, Engineering, Computing and Science is available only to applicants who are currently enrolled in, or have completed, a Bachelor of Engineering with Honours, or equivalent.

### 1.3 **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](#)).

### 1.4 **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

1. The right to re-entry applies to re-enrolment in the qualification(s) in which a student was enrolled in their most recent period of enrolment.

2. **Annual re-entry criteria**

2.1 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.

### 3. **Re-entry to Bachelor of Nursing**

3.1 A student who gains unrestricted passes in all of their required Bachelor of Nursing papers will gain re-entry.

3.2 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.

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

4.1 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.

4.2 The Dean of Te Piringa Faculty of Law 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.

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

5.1 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.

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

6.1 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.

6.2 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.

6.3 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.

6.4 A returning student who wishes to transfer between teacher education streams will need permission from the Pro Vice-Chancellor of Education.

6.5 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.

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

7.1 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.

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

8.1 To be eligible for re-entry to a conjoint degree programme a student must meet all criteria in Part 3, as applicable, across their combined qualifications.

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

9.1 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.

9.2 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**

1. 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.

2. Additional criteria apply in the case of transfer into the following qualifications.

### 3. **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.

### 4. **Transfer into Law programmes**

4.1 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.

4.2 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.

4.3 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.

### 5. **Transfer into the Bachelor of Health, Sport and Human Performance (BHSHP)**

5.1 There are a limited number of places available for transferring students within the BHSHP degree and this may vary from year to year.

5.2 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.

6. **Transfer into the Bachelor of Education (BEd) and Bachelor of Teaching (BTchg)**

6.1 Entry to the BEd and BTchg is available only to applicants who are chosen by the Division of Education's selection panels and who satisfy the requirements for admission to university.

6.2 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

1. 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.
2. 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

1. 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 Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies in which the person wishes to enrol for a reconsideration of their decision.
2. A person whose application for reconsideration is declined by the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies may make a further appeal to the Deputy Vice-Chancellor Academic under delegated authority of the Academic Board.
3. 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.
4. A decision by the Deputy Vice-Chancellor Academic is notified in writing, and is final.

## 5. 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:

- 1. 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.*
- 2. 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.*
- 3. 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.*
- 4. 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.*

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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 2024

### 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

*Music: MUSIC525-24X (HAM) Advanced Opera Studies*

5 students selected by an audition panel on the basis of exceptional vocal ability in the operatic context together with supporting evidence of their commitment.

*Psychology: PSYCH581-24A (HAM) Psychological Assessment*

25 students per trimester who meet the prerequisites and selected by the Paper Convenor, with priority given in up to eight places to students enrolled in the PGDipPsych(Clin).

*Postgraduate Diploma in Psychology (Clinical)*

New enrolments are limited by the number of placements that the School is able to secure with our Placement Partners. Placements for the programme are determined each year.

12 students are selected following the Postgraduate Diploma in Psychology (Clinical) selection process.

*Postgraduate Diploma in Psychology (Community)*

New enrolments are limited by the availability of registered Psychologists for intern placements. Professional supervision for the programme is determined each year.

6 students are selected following the Postgraduate Diploma in Psychology (Community) selection process.

*Screen and Media Studies: MEDIA206 Introduction to Filmmaking*

35 students per trimester selected by the Paper Convenor.

### Division of Education

*Counselling: COUNS542-24X (HAM) Counselling Practicum*

25 students per year who have previously been selected into the Master of Counselling programme.

*Counselling: COUNS544-24B (BLK) Discourse and Counselling Psychologies*

20 students per paper occurrence offered who have previously been selected into the Master of Counselling programme.

*Counselling: COUNS544-24X (BLK) Discourse and Counselling Psychologies*

20 students per paper occurrence offered who have previously been selected into the Master of Counselling programme.

*Counselling: COUNS545-24X (BLK) Professional Practice of Counselling*

25 students per year who have previously been selected into the Master of Counselling programme.

## Division of Health, Engineering, Computing and Science

### *Bachelor of Nursing*

New enrolments are limited by the number of clinical placements that the School is able to secure with our Placement Partners. Placements for the programme are determined each year.

140 students are selected following the Bachelor of Nursing selection process.

### *Master of Nursing Practice*

New enrolments are limited by the number of clinical placements that the School is able to secure with our Placement Partners. Placements for the programme are determined each year.

75 students are selected following the Master of Nursing Practice selection process.

## 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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## 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](#).

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

Deadlines for the submission of theses for the Master of Philosophy (MPhil) and doctoral degrees - Doctor of Philosophy (PhD), Doctor of Education (EdD), Doctor of Health Science (DHSc), Doctor of Juridical Science (SJD), and Doctor of Musical Arts (DMA) are determined on an individual basis. Details about terms of enrolment for these degrees are available from Te Mata Kairangi School of Graduate Research.

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 relevant School or Faculty. 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 School of Faculty in which the dissertation is undertaken.

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

Unless the Head of School or Dean of the School or 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 Head of School or Dean of the School or Faculty.
- (2) Dissertations are not required to be bound, but must be formatted and presented in accordance with relevant School or Faculty policy.
- (3) The relevant Head of School or 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 Moodle, as per the submission for examination process outlined by 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 publicly 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](#) 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 normally 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 2020 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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Professor Robyn Longhurst BSocSc MSocSc PhD Waik

Deputy Vice-Chancellor Māori

Dr Sarah-Jane Tiakiwai BA MMS Auck PhD Waik

Deputy Vice-Chancellor Research

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Pro Vice-Chancellor Teaching and Learning

Associate Professor Tracy A. Bowell BA(Hons) Sus MPhil Camb PhD Auck

Director of WIL Research

Karsten E. Zegwaard BSc MSc(Tech) PhD Waik

Associate Director Student Retention Projects

Sonya Breen DipCounselling IC BA Otago

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### **Te Kotahi Research Institute Te Mata Punenga o Te Kotahi**

Director

To be Appointed

Research Fellow

Nalani Wilson-Hokowhitu BA Wisconsin PhD Otago

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Director, Research and Enterprise

Dr. Simon Lovatt BE Cant PhD Massey FEngNZ

Director Te Waiora Joint Institute for Freshwater Management

Dr. Chris Tanner BSc MSc PhD Waik

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Peta Goldsworthy APR FPRINZ

## **Gallagher Academy of Performing Arts**

Manager Gallagher Academic of Performing Arts

Jeremy Bell MA Camb

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Associate Dean Academic

Cate Curtis BA Cant BSocSc(Hons) PhD Waik

Associate Dean Māori

Associate Professor Linda Te Aho LLB Auck LLM Waik

Associate Dean Post Graduate

Justine Kingsbury BA(Hons) MA Well PhD Rutgers

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Professor Nicola J. Starkey BSc(Hons) UCLan PhD Leeds

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Te Kaiurungi (Dean's Cultural Assistant)

To be Appointed

Associate Dean (Māori)

To be Appointed

Associate Dean (Research)

Professor Bronwen Cowie BSc MSc PhD Waik DipT

Associate Dean (Academic)

Associate Professor Brenda Bicknell BEd MEd PhD Massey

Director Postgraduate Programmes and Research

Chris Eames BSc MSc PhD Waik

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Associate Dean Māori

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Associate Dean Post Graduate

Associate Professor Michael R. Mucalo BSc MSc PhD Auck FNZIC

Associate Dean Research

Professor Kim L. Pickering BScEng LondImp PhD Surrey FEngNZ MiMMM

Division Director

Emma Woutersen PGDipPsych Waik

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## Associate Dean (Academic and Operations)

Michelle Jordan-Tong BA Waik MPM Vic

## Associate Dean (Māori)

Chellie Spiller MIR Well PhD Auck

## Associate Dean (Research and Postgraduate)

Associate Professor Eva Collins BSc PortlandState MA Essex PhD GWashington

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Neil Richardson MCom NSW JD SouthernIllinois

Christian Ringle

Martin Wetzels PhD Maastricht

## Research Associate

Chun Kit (Derek ) Yuen MBA Monash DBA Newcastle(NSW)

## Director of Employment Engagement

Stephen Bowden BCom MCom Cant PhD III

## Divisional Manager Programmes and Accreditation

Janice Campen BTchg Waik

## Divisional Manager Operations

Devar Pillay BTech CUT

Divisional Manager Students

Huy Vu BMS Waik

Research and Postgraduate Research Manager

Amanda Sircombe BSocSc(Hons) MSocSc Waik

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Associate Dean Academic

Associate Professor Alice Te Punga Somerville MA Auck PhD Cornell

Associate Dean Postgraduate

Professor Rangi Matamua MA PhD Massey

Associate Dean Research

Associate Professor Hēmi Whaanga BA MA(Applied) PGSLT PhD Waik

Ahorangi/Professors

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Pou Temara MA Well TTC

Ahonuku/Associate Professors

Maui Hudson BHSc AIT PGDipHS MHSc AUT

Te Kahautu Maxwell BA MA Waik

Sandra L. Morrison BA PGDipMPD MMPD Waik CertCrim Well

Tom Roa BA DipTESL Well MA(Applied) PhD Waik DipT JP

Alice Te Punga Somerville BA MA Auck PhD Cornell

Hēmi Whaanga BA MA(Applied) PGSLT PhD Waik

Ngā Pūkenga Matua/Senior Lecturers

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Hine-iti-moana Greensill BA(Hons) PGDipSLT MA Waik

Sophie Nock BA(Hons) MA PGDipMPD PhD Waik RSA/Cambridge CELTA

Jackie Taupiki BA(Hons) MA PhD Waik

Enoka Murphy BA(Hons) MMPD PhD Waik

Ngā Pūkenga/Lecturers

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## Director, English Language Development

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CertHE *Unitec* MAApplying(TESOL) *Macq* PGCertMgt PhDWaik

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Nicole Pepperell GradCertTTL PhD RMIT

## Senior Tutors

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Lucy Campbell BA *Dorset* MA(Applied) PGDipSLT Waik RSA/Cambridge CTEFLA

Andrea Haines BA MEd Waik JP

Dawn Marsh BSocSc MEd Waik BA(ILS) TOPNZ

Shazre Sarfraz PhD Waik

Mere Taito BA USP MAppLing Qld

Maryam Mariya DipTESL NIE Sri Lanka MA Canberra PhD Massey CEELT

Ian Wagstaff BSc(Tech) Manc GradDipT

Marie-Christine Wells BEd MA(Applied) Waik DipTESL Well

Vicky Young BA DipSLT MA Waik

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Nigel Robertson BSc Lanc MSc C.Lancs PGCertEd Waik

Learning - Teaching Advisor

Paul Woller PhD Waik

Programme Coordinator Professional English

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Angela Crivelli BA PGDipSLT MA(App) Waik

Research Associate

Lynne Parmenter BA MA PhD Durh

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Associate Director Commercial Strategy

Anna Greenhill BMS Waik

Business Improvement Manager

Lynn Bourne

## Business Information Analytics

Associate Director

Campbell Vette BSc Waik

## Financial Services

Chief Financial Officer

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Associate Director Financial Planning and Advice

To be Appointed

Group Financial Controller

Graham Hunter CA

## Information and Technology Services

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Eion Hall MBA PGDip Waik

Associate Director Application and Infrastructure  
Dougal Mair DipBusSt Massey

Associate Director Programme and Commercial  
David Gunn BSocSc GradDipPR PGDipMgtSt Waik

Associate Director Service Operations  
Angela Scott

Strategy and Change Manager  
Claire Philbrick

## **Marketing and Communications**

Director Marketing and Communications  
Vasso Koutsos BBusSt Massey

Associate Director Channels and Design  
To be Appointed

Associate Director Communications  
To be Appointed

Associate Director Divisional Communications and Marketing  
To be Appointed

Associate Director Māori Communications and Marketing  
To be Appointed

Associate Director Marketing  
To be Appointed

## **Property Services**

Director  
To be Appointed

Associate Director Campus Development  
Tony Kavanagh

Associate Director Facilities Operations  
Grant McEwen

Commercial Manager

Chris Mackenzie BCom Lincoln(NZ)

Sustainability and Environment Manager

Rachael Goddard BTech UniTec PGDipSc Auck MSc Waik

Support Services Manager

Lorraine Geary

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Campus Security and Emergency Manager

Mike Underwood

Manager Internal Audit and Risk

David Robson PGDipMgtSt MBA Waik

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Carole Gunn BA(Hons) MA Sus

Associate Director

Hanlie du Plessis CertAdultTchg Wintec BSocSc MPsych(Applied) Waik

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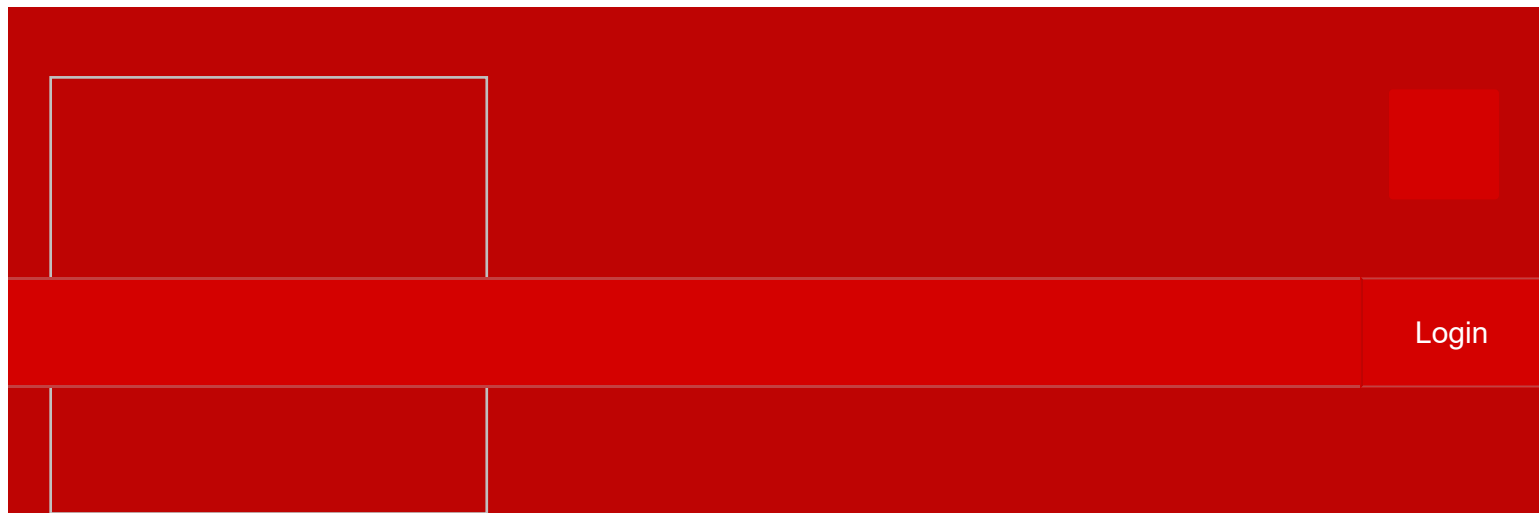
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Deputy Director

Margaret Anderson DipGrad BA(Hons) Otago

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Associate Professor E. Weymes BSc(Hons) Leic PhD Cran

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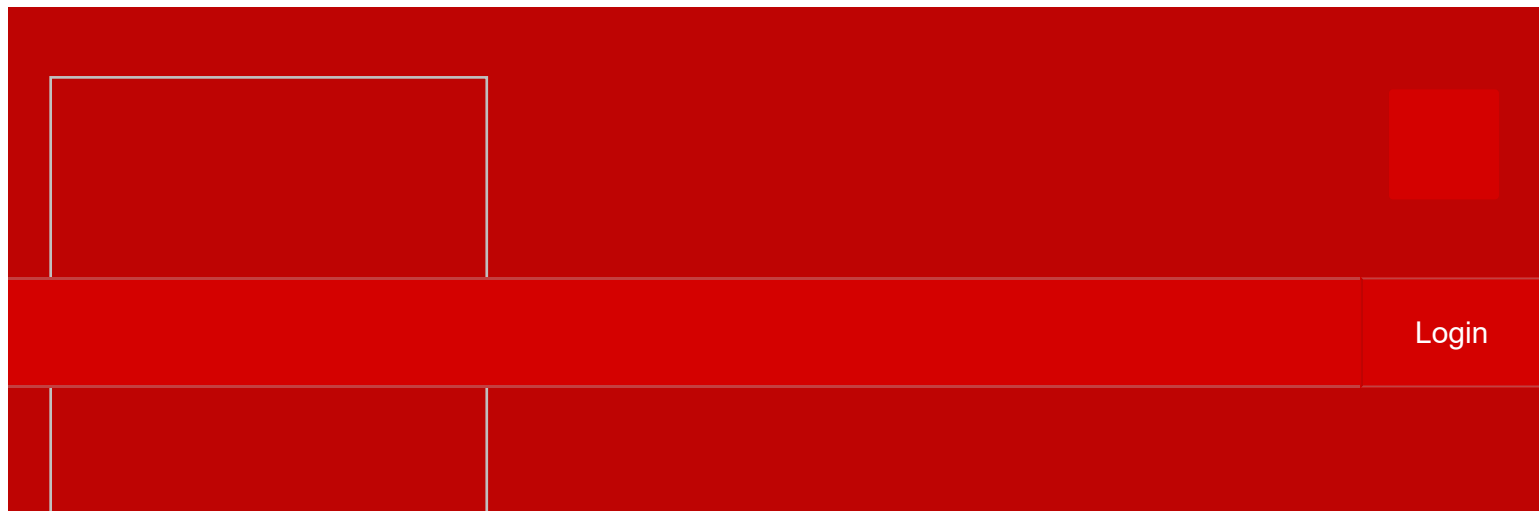
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Ross Hallett MSc Waik DipLib Well

Associate University Librarian Teaching and Research Services

Sarah-Jane Saravani MA Otago DipLib Well PhD Curtin RLIANZA JP

Associate University Librarian Information Resources

Vye Perrone BA Cant MLIS Well PGCertEd Waik FLIANZA

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Tina Pentecost DipSptSt Otago PGDipMgtSt GradDipHRM PGCertEdLeadership Waik

Associate Director: Student Accommodation

Brett McEwan BSocSc MSocSc PhD Waik

Associate Director: Student Administration

Rachel Fox MEdLeadership Waik

Associate Director: Student Experience and Support

Mary-Jane Waddington BSocSc GradDipPR PGCertMgt Waik

Associate Director: Student Health

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Associate Director: Student Information Projects and Applications

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Associate Director: Student Management Systems

Manishi Kohli MSIT Lincoln(NZ)



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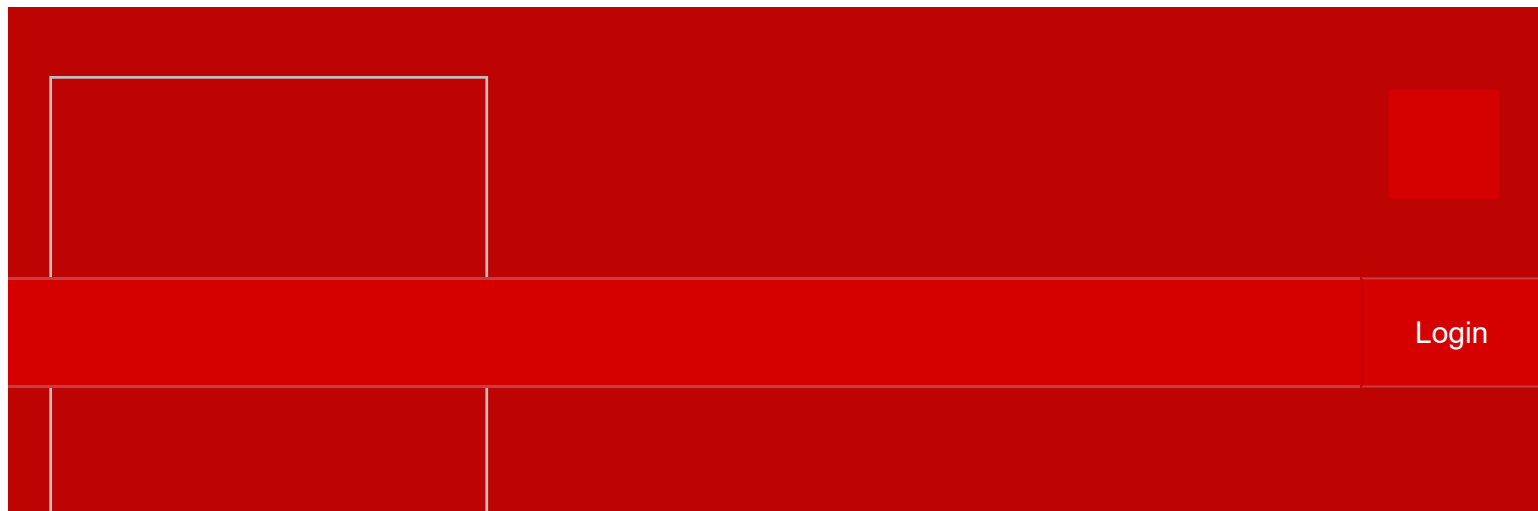
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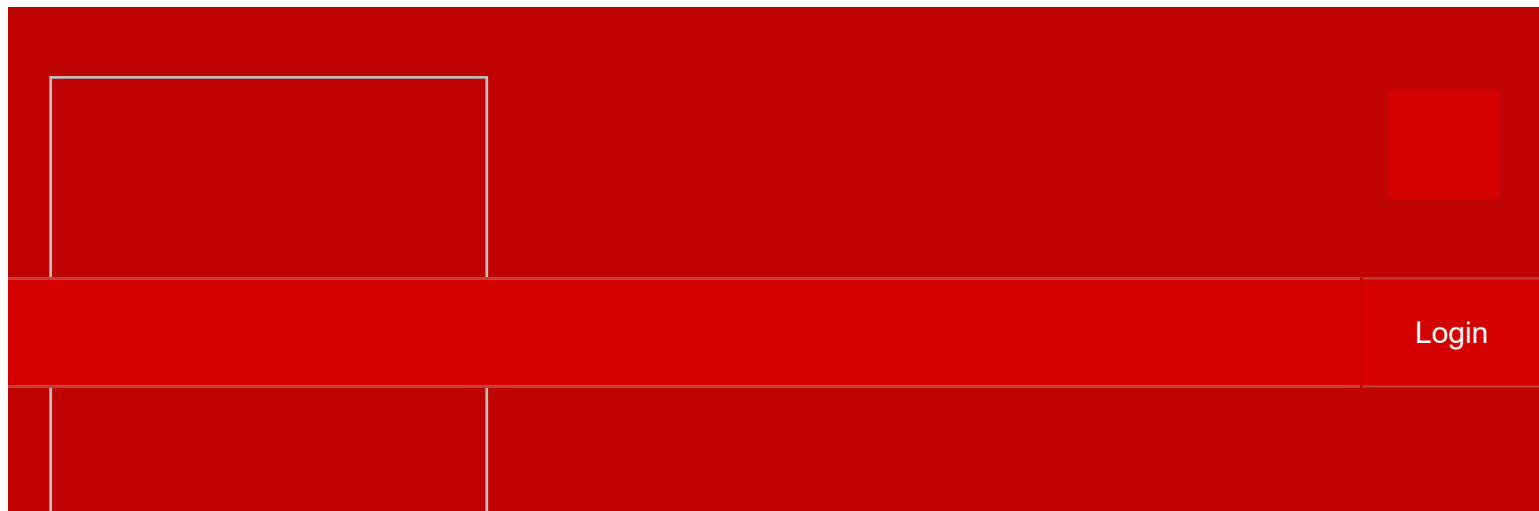
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## Vice-Chancellor's Special Powers

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 Pro Vice-Chancellor, 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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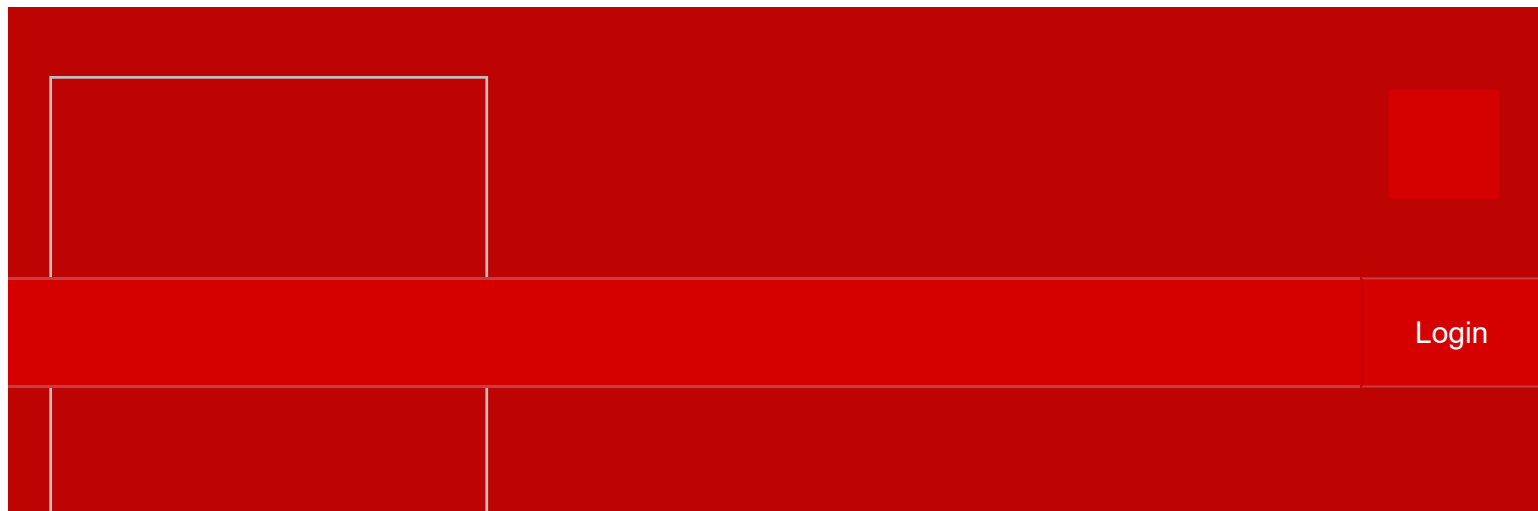
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These regulations apply to candidates beginning their studies in 2024. Candidates who first enrolled in a qualification prior to 2024 are eligible to complete that qualification either under the regulations which applied at the time of first enrolment 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 Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous 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 Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies may prescribe a specific programme of study which will be deemed to satisfy the requirements for completion of the qualification.

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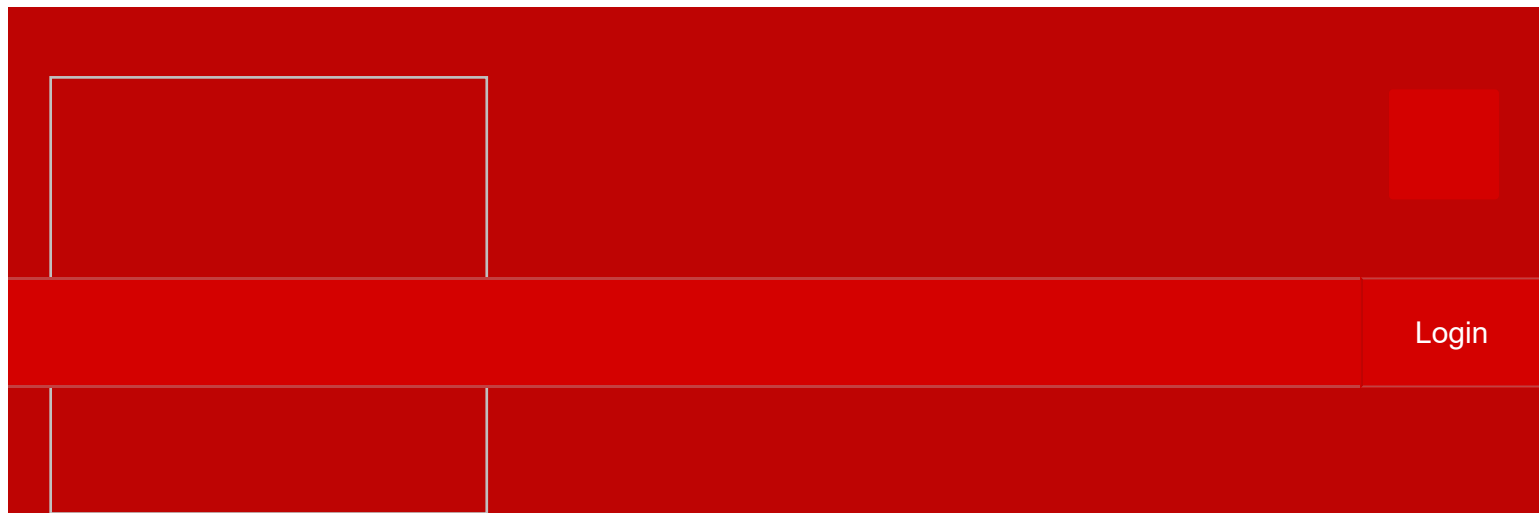
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[Te Ngira: Institute for Population Research](#)

[Te Puna Haumarū New Zealand Institute for Security and Crime Science](#)

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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)

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Machine Learning Group

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Oceania Researchers in Cloud and Adaptive-systems (ORCA): Ohu Rangahau Kapua Aunoa

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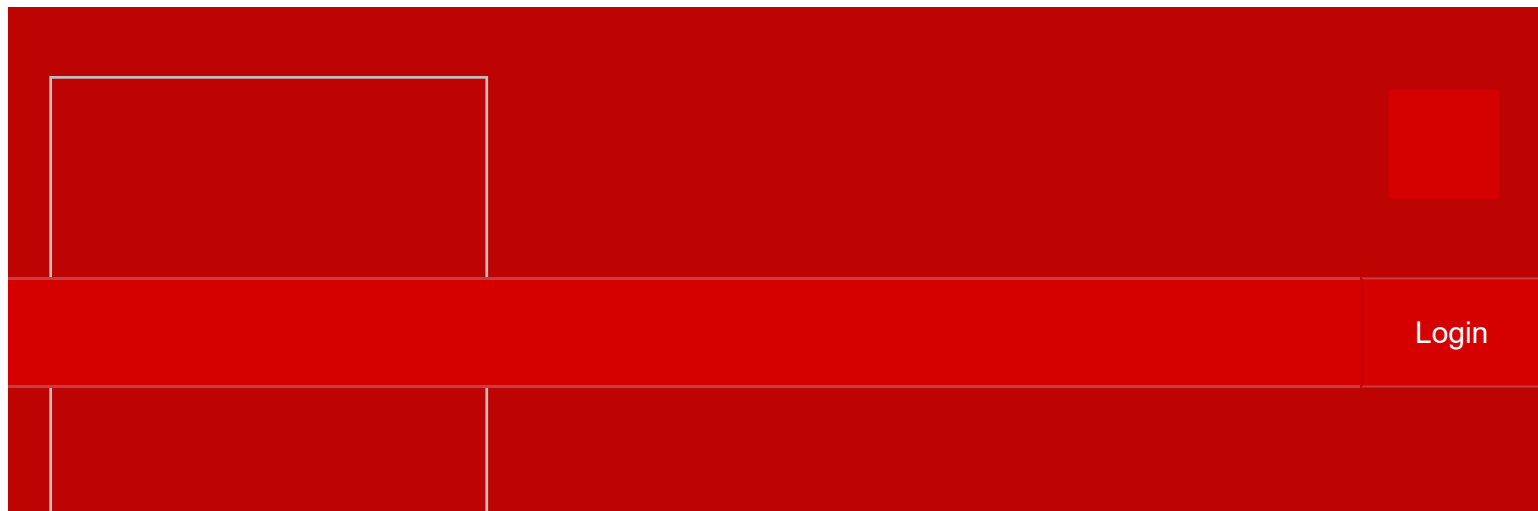
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# Personal Programmes of Study Regulations

These regulations apply to candidates beginning their studies in 2024. Candidates who first enrolled in a qualification prior to 2024 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 Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous 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 Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies 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

**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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# Assessment Regulations

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## 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 Head of School or Dean as the

chief examiner for the paper concerned; (the names of chief examiners are available from the relevant Pro Vice-Chancellor or Dean of the Faculty of Māori and Indigenous Studies)

**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 information

is 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 Part 3 are considered and decided upon 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 Part 3 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 an 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 Systems and Administration 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 Systems and Administration 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 Systems and Administration 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 15 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 Head of School or the Dean of the Faculty or School 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 Academic by delegated authority of the Education Committee.
- (4) A decision by the Deputy Vice-Chancellor Academic is notified in writing, and is final.
- (5) Appeals under this section, that relate to papers required by the Postgraduate Certificate in Professional Accounting or the Chartered Accountancy endorsement within the Master of Professional Accounting, are considered and decided by the Chartered Accountants of Australia and New Zealand. A decision under this section 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) Part 8 does not apply to dissertation or thesis papers.
- (4) An application under Part 8 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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# Student Discipline Regulations

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## Preamble

At the time they enrol, students are required to agree to abide by the regulations of the University of Waikato as published in the University of Waikato Calendar. The Student Discipline Regulations provide the framework for addressing alleged breaches of University regulations by students and for applying penalties where breaches are substantiated.

Members of the University community are entitled to operate and interact in an environment of safety and respect. It is expected that students will act with integrity and demonstrate respect for others.

If differences and disputes arise between members of the University community, it is expected that they will attempt to resolve such conflicts reasonably and co-operatively. Discipline procedures should be used only where other methods of resolving conflicts have been ineffective or would be inappropriate.

It is the policy of the University that all discipline procedures conform to the principles of natural justice. The procedures in these regulations have been adopted to safeguard the rights of individuals in this respect.

# Student Discipline Regulations 2020

## Part 1

### General

#### 1. Title

These are the Student Discipline Regulations 2020.

#### 2. Date of effect

These regulations are effective from 2 December 2020.

#### 3. Purpose

The purpose of these regulations is to:

- (a) define student misconduct
- (b) explain procedures for making, investigating and resolving complaints of student misconduct, and
- (c) set out the penalties that may be applied where misconduct by a student is substantiated.

#### 4. Application

- (1) These regulations apply to the conduct of students while they are enrolled as students of the University of Waikato.
- (2) For the purpose of these regulations, the period during which a student is deemed to be enrolled as a student is defined as:
  - (a) the period in a given year from (inclusively) the Monday of the start week of the paper in the student's programme of study that starts earliest in that year, to the Sunday of the end week of the paper that ends last
  - (b) any orientation period immediately prior to the start week of the student's programme of study in a given year, and
  - (c) any period in which the student is a resident of University of Waikato student accommodation.
- (3) The processes for dealing with complaints of misconduct may extend beyond the period defined in subsection (2).
- (4) These regulations apply to the conduct of students:
  - (a) on any property or in any facility owned or managed by the University (including the halls of residence)
  - (b) in the context of a University activity regardless of geographic location
  - (c) where the conduct is related directly to the student's status as a student
  - (d) where the conduct has harmed or has the potential to harm unfairly another member of

the University community, or

(e) where the conduct has harmed or has the potential to harm unfairly the reputation of the University.

(5) A student against whom a complaint of misconduct is made, either by a member of the University community or another person, is subject to the discipline procedures set down in these regulations.

(6) All authority under these regulations must be exercised in accordance with the principles of natural justice.

## 5. **Misconduct**

(1) A student commits misconduct if they:

- (a) commit a serious breach of the obligation, shared by staff and other members of the University community, to act towards others reasonably, courteously, considerately and with good faith
- (b) behave in a manner that significantly impedes or subverts the efficient functioning of the University in accordance with its statutory role
- (c) behave in a manner that discredits, or has the potential to discredit, the University
- (d) behave in a manner that constitutes physical, psychological, sexual or racial assault, harassment, discrimination or bullying of any person
- (e) breach any regulation published in the University of Waikato Calendar
- (f) fail to comply with any reasonable and lawful policy or instruction approved and notified by the Vice-Chancellor, Council, Academic Board, or delegated authority of the Vice-Chancellor, Council or Academic Board
- (g) use University property, resources or funds for other than authorised purposes
- (h) incur liability on the part of the University without authorisation
- (i) behave in a manner that is likely to harm unfairly the reputation or professional prospects of another student or a member of staff
- (j) behave in a manner that jeopardises the health or safety of another person
- (k) knowingly mislead the University in any significant matter
- (l) encourage, assist, or procure a person to commit misconduct, or
- (m) otherwise breach the [Code of Student Conduct](#).

## 6. **Definitions**

In these regulations:

**bullying** means unreasonable behaviour, repeated over time, which is deliberate and intended to humiliate, undermine or otherwise have a detrimental effect on the recipient(s) and/or pose a

risk to their health and safety even though it may not be unlawful

**class** means a lecture, tutorial, laboratory, workshop, practical session, practicum session, placement session, field trip or any other type of learning activity delivered or supervised by a staff member, including those conducted online

**discrimination** means conduct that results, or is likely to result, in less favourable treatment, or creates, or is likely to create, a less favourable environment, for a person or group of people on any of the prohibited grounds set out in [section 21](#) of the [Human Rights Act 1993](#) or on any other grounds

**harassment** means any unwelcome comment, conduct or gesture that is insulting, intimidating, humiliating, malicious, degrading or offensive. It might be repeated or an isolated incident that adversely affects someone's performance, contribution or work environment. It can include physical, degrading or threatening behaviour, abuse of power, isolation, discrimination, sexual harassment and racial harassment. It is behaviour that is unwanted by the recipient even if the recipient does not tell the perpetrator that the behaviour is unwanted. It may be unintentional

**internal assessment** means the portion of the assessment for a paper that is assigned, supervised and marked internally within the relevant Division or the Faculty of Māori and Indigenous Studies; it may include assignments, practical work, work in tutorials, seminars, written or oral tests, recitals, performances or attendance requirements

**natural justice** means the right to have a decision made by an unbiased decision-maker who observes fair and impartial procedures

**programme of study** means the selection of papers applied for or taken by a student in any one academic year for a particular qualification

**student** means a person enrolled at the University of Waikato

**summary jurisdiction** means a process for dealing with a complaint of misconduct, where a designated person has authority, individually, to obtain and hear evidence, arrive at a judgement and, within the terms of that authority as defined in these regulations, impose a penalty

**University** means the University of Waikato

**University of Waikato student accommodation** means a hall of residence (Bryant Hall, College Hall, Orchard Park and Student Village), apartment or other student accommodation operated by the University, and homestay accommodation facilitated by the University.

## 7. Annotation of grades

Where a student is refused credit for a paper as a whole as a penalty for misconduct, an NC (No Credit)

grade will be awarded for that paper.

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## Part 2 Authorities

### 8. General

(1) Unless otherwise specified under Part 3 of these regulations, authorities may determine their

own procedures for hearing and deciding complaints of misconduct, provided that they conform to the principles of natural justice, and may issue procedural directions.

- (2) Authorities may suspend consideration of a complaint of misconduct until such time as any associated Police matter has been concluded.

**9. Authority of staff for discipline in classes**

A staff member delivering or supervising a class may dismiss from it, for its duration, any student who, in their judgement, has committed misconduct in that class.

**10. Authority of the Pro Vice-Chancellor of the Division of Health, Engineering, Computing and Science for discipline in laboratories**

The Pro Vice-Chancellor of the Division of the Health, Engineering, Computing and Science may exclude from any laboratory in the Division of Health, Engineering, Computing and Science, for up to five working days, any student who, in the Pro Vice-Chancellor's judgement, has committed misconduct in the laboratory.

**11. Authority of the University Librarian for discipline in the Library**

The University Librarian may exclude from the Library, for up to seven days, any student who, in the Librarian's judgement, has committed misconduct in the Library.

**12. Authority of the Director of Student Systems and Administration for discipline in examinations**

- (1) The Director of Student Systems and Administration may impose a formal warning and/or a fine of up to \$100 on any student found to have brought into an examination room an electronic device where that device has, in an examination supervisor's judgement, made an audible noise during an examination.
- (2) All other complaints of misconduct in examinations must be directed to the Chairperson of the Student Discipline Committee in accordance with section 14 of these regulations.

**13. Authority of the Director of Student Services and Pastoral Care, Associate Director Student Accommodation and delegated authorities for discipline in University of Waikato student accommodation**

- (1) The Director of Student Services and Pastoral Care has general authority for order and discipline in University of Waikato student accommodation; the Director of Student Services and Pastoral Care has delegated this authority to the Associate Director Student Accommodation.
- (2) The Associate Director Student Accommodation has delegated authority for day-to-day order and discipline in University of Waikato student accommodation to the relevant Residential Life Manager or equivalent.
- (3) Where the Director of Student Services and Pastoral Care receives a complaint of

misconduct in University of Waikato student accommodation they may

- (a) offer summary jurisdiction to the student, or
- (b) refer the matter to the Student Discipline Committee.

(4) Where the Associate Director Student Accommodation receives a complaint of misconduct in University of Waikato student accommodation they may

- (a) offer summary jurisdiction to the student, or
- (b) refer the matter to the Director of Student Services and Pastoral Care, or
- (c) refer the matter to the Student Discipline Committee.

(5) Where a Residential Life Manager or equivalent receives a complaint of misconduct in University of Waikato student accommodation they may

- (a) offer summary jurisdiction to the student, or
- (b) refer the matter to the Associate Director Student Accommodation
- (c) refer the matter to the Director of Student Services and Pastoral Care, or
- (d) refer the matter to the Student Discipline Committee.

(6) If the Director of Student Services and Pastoral Care, Associate Director Student Accommodation or Residential Life Manager or equivalent offers summary jurisdiction, the student may choose to

- (a) accept the offer of summary jurisdiction, or
- (b) have the matter referred to the Student Discipline Committee.

(7) Where the offer to exercise summary jurisdiction is accepted under this section, the Director of Student Services and Pastoral Care, Associate Director Student Accommodation or Residential Life Manager or equivalent must follow the summary jurisdiction procedures set out under section 22 of these regulations.

(8) Where the complaint of misconduct is referred to the Student Discipline Committee under this section, the Student Discipline Committee must follow the procedures set out under section 24 of these regulations.

#### **14. Authority of the Chairperson of the Student Discipline Committee**

(1) Where the Chairperson of the Student Discipline Committee receives a complaint of misconduct against a student, the Chairperson of the Student Discipline Committee may

- (a) offer summary jurisdiction to the student
- (b) offer a Tikanga Māori process to the student, or
- (c) refer the matter to the Student Discipline Committee.

(2) If the Chairperson of the Student Discipline Committee offers summary jurisdiction or a Tikanga Māori process, the student may choose either



- (a) to accept the offer of summary jurisdiction or a Tikanga Māori process, or
  - (b) to have the matter referred to the Student Discipline Committee.
- (3) Subject to section 15 of these regulations, where the offer to exercise summary jurisdiction is accepted under this section, the Chair of the Student Discipline Committee must follow the summary jurisdiction procedures set out under section 22 of these regulations.
- (4) Where the offer to exercise a Tikanga Māori process is accepted under this section, the Deputy Vice-Chancellor Māori must follow the procedures set out under section 23 of these regulations.
- (5) Where the complaint of misconduct is referred to the Student Discipline Committee under this section, the Student Discipline Committee must follow the procedures set out under section 24 of these regulations.
- (6) Subject to the agreement of the Vice-Chancellor, the Chairperson of the Student Discipline Committee may delegate their authority under these regulations.

#### **15. Authority of Academic Delegates**

- (1) The authority of the Chairperson of the Student Discipline Committee to exercise summary jurisdiction under section 14 of these regulations may be delegated to an Academic Delegate, provided that
- (a) the complaint involves alleged plagiarism or cheating in a pre-degree, 100 or 200 level item of internal assessment which is worth less than 33% of the total assessment for the paper concerned
  - (b) the student who is the subject of the complaint has not previously had a finding of misconduct against them under these regulations, and
  - (c) the student against whom the complaint is made accepts the delegated authority of the Academic Delegate.
- (2) Where authority to exercise summary jurisdiction is delegated by the Chairperson of the Student Discipline Committee to an Academic Delegate under this section, the Academic Delegate must follow the summary jurisdiction procedures set out under section 22 of these regulations.
- (3) The Chairperson of the Student Discipline Committee is responsible for maintaining a list of Academic Delegates appropriately trained in the summary jurisdiction procedures set out under section 22 of these regulations.

#### **16. Authority of the Student Discipline Committee**

- (1) The Student Discipline Committee is a committee of the Academic Board with delegated authority to exercise the powers and responsibilities set out in these regulations in accordance with the procedures set out under section 24 of these regulations.
- (2) The Student Discipline Committee comprises

- (a) a staff member with appropriate expertise appointed as Chairperson for a designated term by the Vice-Chancellor
  - (b) two people appointed by the Chairperson of the Student Discipline Committee from a pool of twelve staff including four based in Tauranga, nominated by the Academic Board for terms of up to three years such that the terms of the members provide for continuity
  - (c) two students, one of whom is enrolled at the undergraduate level and one of whom is enrolled at the postgraduate level, appointed by the Chairperson of the Student Discipline Committee from a pool of eight students; the pool of students, five of whom are enrolled at the undergraduate level including two based in Tauranga, and three of who are enrolled at the postgraduate level including one based in Tauranga, is appointed by the Chairperson of the Student Discipline Committee after consultation with the student members of the Academic Board.
- (3) The Chairperson of the Student Discipline Committee may appoint an adviser or advisers to assist at a hearing in relation to particular aspects of a case; the Chairperson may also co-opt the adviser or advisers as a member of the Student Discipline Committee for that hearing.
  - (4) One member of the pool of staff nominated by the Academic Board may be appointed by the Chairperson of the Student Discipline Committee as Deputy Chairperson; the Chairperson of the Student Discipline Committee may from time to time delegate their powers and responsibilities, as set out in these regulations, to the Deputy Chairperson.
  - (5) No meeting of the Student Discipline Committee may be held unless the Chairperson or Deputy Chairperson, at least one staff member and at least one student are present.

#### **17. Authority of the Student Discipline Appeals Committee**

- (1) The Student Discipline Appeals Committee is a committee of Council with delegated authority to exercise the powers and responsibilities set out in these regulations in accordance with the procedures set out under section 27 of these regulations.
- (2) The Student Discipline Appeals Committee comprises
  - (a) two members appointed by and from Council, and
  - (b) one other member, who is either a member of Council, or a staff member, Emeritus Professor or Honorary Fellow of the University, appointed by Council on the basis of their knowledge of legal processes, who is Chairperson.
- (3) The Chairperson of the Student Discipline Appeals Committee may appoint an adviser to assist at a hearing in relation to particular aspects of a case; the Chairperson may also co-opt that adviser as a member of the Student Discipline Appeals Committee for that hearing.
- (4) Subject to the agreement of the Chancellor, the Chairperson of the Student Discipline Appeals Committee may delegate their authority under these regulations.

#### **18. Authority of the Deputy Vice-Chancellor Māori**

- (1) The Deputy Vice-Chancellor Māori has authority to determine the arrangements for the

Tikanga Māori process set out under section 23 of these regulations.

- (2) Subject to the agreement of the Vice-Chancellor, the Deputy Vice-Chancellor Māori may delegate their authority under these regulations.

#### 19. **Authority of the Vice-Chancellor**

- (1) The Vice-Chancellor may exclude a student from the University, or limit access to any designated part, system or facility of the University, if the student has been convicted of a criminal offence and if, in the Vice-Chancellor's judgement, the nature of the offence impinges detrimentally, or has the potential to impinge detrimentally, on the University or its staff or students.
- (2) The Vice-Chancellor may, on suspicion of possible misconduct, initiate an investigation of the conduct of a student, whether or not there has been a complaint of misconduct. Any investigation under this section and any procedure related to that investigation must be consistent with these regulations.
- (3) The Vice-Chancellor may, on suspicion of possible misconduct or pending the resolution of a complaint of misconduct, suspend a student when and to whatever extent they consider it necessary from
  - (a) any University building, premises, grounds or University of Waikato student accommodation
  - (b) any class
  - (c) any event organised by the University
  - (d) use of any resource of the University.
- (4) When considering whether to suspend a student under subsection (3) the Vice-Chancellor shall take into account the following:
  - (a) the best interest of the students, staff and other members of the University community
  - (b) the physical safety of the students, staff and other members of the University community
  - (c) the orderly conduct of teaching, research and administration of the University
  - (d) the protection of the property or resources of the University
  - (e) the potential effects of suspension on the student's programme of study, and any other matters raised by the student
  - (f) any other matters the Vice-Chancellor considers appropriate in the circumstances.
- (5) The Vice-Chancellor may delegate their authority under these regulations.

#### 20. **Authority of Council**

- (1) Council may withdraw or refuse to grant an academic award if it is satisfied that the candidate has committed misconduct in relation to the award while enrolled, or been otherwise dishonest in relation to the award.

- (2) Council must consult with the Academic Board before taking a decision under this section; the advice of the Academic Board must be based on a recommendation by the Student Discipline Committee.
  - (3) The principles and processes followed by the Student Discipline Committee in formulating its recommendation to the Academic Board must be consistent with the principles and procedures outlined in these regulations for the investigation and hearing of allegations of misconduct.
  - (4) The Academic Board must make all reasonable effort to ensure that the candidate concerned receives prior notification of the advice that it intends to give to Council and is given an opportunity to make a written submission directly to Council.
  - (5) A decision by Council under this section is final.
- 

## Part 3

# Procedures for Making, Investigating and Resolving Complaints of Student Misconduct

### 21. Procedures for making a complaint

- (1) Any person may lodge a complaint of misconduct against a student.
- (2) A complaint of student misconduct must be made in writing
  - (a) if it relates to student conduct in University of Waikato student accommodation, to the [Director of Student Services and Pastoral Care, Associate Director Student Accommodation](#) or relevant [Residential Life Manager](#) or equivalent
  - (b) if it is of the nature set out under section 15(1)(a) of these regulations and the authority of the Chairperson of the Student Discipline Committee has been delegated to an Academic Delegate under section 15(1), to the relevant Academic Delegate
  - (c) in cases other than (a) or (b), to the [Chairperson of the Student Discipline Committee](#).
- (3) If a person who is a party to a complaint of misconduct fails to respond to a communication by a relevant authority, provided the authority has made all reasonable effort to locate and contact that person and to provide adequate opportunity for a response, the authority may proceed to deal with the complaint at their discretion.

### 22. Summary jurisdiction

- (1) Summary jurisdiction may be exercised by the following authorities:
  - (a) the Director of Student Services and Pastoral Care, Associate Director Student Accommodation or Residential Life Manager or equivalent under section 13 of these regulations
  - (b) the Chairperson of the Student Discipline Committee under section 14 of these regulations

- (c) an Academic Delegate under section 15 of these regulations.
- (2) A student who accepts summary jurisdiction may write an answer to the complaint.
- (3) The complainant and the student
  - (a) must be given the opportunity to appear and give evidence at a summary jurisdiction meeting with the relevant authority
  - (b) may be required to attend, at the authority's discretion
  - (c) may be accompanied at the meeting by any other person to act as an adviser or support person, subject to any conditions that the authority may impose.
- (4) Where an authority exercises summary jurisdiction, it determines whether the student has committed misconduct on
  - (a) the evidence provided by the complainant and the student, and
  - (b) any other evidence, written or oral, that they may seek or accept at their discretion, provided that this evidence is disclosed to the student and they are given the opportunity to comment on it.
- (5) The authority may decide at any time to take no further action on a complaint of misconduct if, in their judgement
  - (a) the evidence provided by the complainant is insufficient
  - (b) the subject matter of the complaint is trivial
  - (c) the complaint is frivolous, vexatious, or not made in good faith, or
  - (d) the complaint falls outside the scope of these regulations.
- (6) If, having investigated a complaint, an authority determines that a student has committed misconduct, they may take one or more of the following actions:
  - (a) issue to the student a warning containing a statement of the possible consequences if the act or behaviour that provoked the complaint is repeated
  - (b) require an undertaking from the student as to future behaviour while enrolled at the University and set in place provisions for monitoring the student's behaviour in keeping with the undertaking
  - (c) require the student to provide any appropriate and available remedy to relieve distress, or repair damage, or correct a mistake
  - (d) require the student to make a public or private apology, either written or spokenin the case of summary jurisdiction exercised by the Director of Student Services and Pastoral Care, Associate Director Student Accommodation, Residential Life Manager or equivalent under section 13 of these regulations
  - (e) require the student to pay, by a given date, a sum of up to the equivalent of one week's

board or rent at the relevant University of Waikato student accommodation

- (f) require the student to undertake community service work in the relevant University of Waikato student accommodation of whatever nature the authority thinks fit
- (g) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Director of Student Services and Pastoral Care, Associate Director Student Accommodation, Residential Life Manager or equivalent and within a prescribed period
- (h) impose an alcohol ban
- (i) impose a visitor ban
- (j) require the student to transfer to other University of Waikato student accommodation
- (k) exclude the student from the relevant University of Waikato student accommodation for up to one year
- (l) exclude the student from, or limit access to, a designated part or facility of the relevant University of Waikato student accommodation for up to one year.

in the case of summary jurisdiction exercised by the Chairperson of the Student Discipline Committee under section 14 of these regulations

- (m) require the student to pay, by a given date, compensation or a fine of up to \$500
- (n) arrange for the student to be formally reprimanded by the relevant Pro Vice-Chancellor, a Deputy Vice-Chancellor or the Senior Deputy Vice-Chancellor, either in person or in writing
- (o) suspend the student from attendance at any class or programme for up to one year
- (p) exclude the student from, or limit access to, any designated part or facility of the University for up to one year
- (q) if the misconduct is related to a particular paper or programme of the University,
  - (i) require the student to repeat or complete additional assessment
  - (ii) refuse or reduce credit for part or all of an individual item of assessment, or refuse credit for a paper as a whole
- (r) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Chairperson of the Student Discipline Committee and within a prescribed period
- (s) annotate the student's academic record accordingly, either permanently or for a period of time designated by the Chairperson of the Student Discipline Committee.

in the case of summary jurisdiction exercised by an Academic Delegate under section 15 of these regulations

- (t) require the student to repeat or complete additional assessment

- (u) refuse or reduce credit for part or all of an individual item of assessment
  - (v) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the authority and within a prescribed period.
- (7) The authority must exercise their discretion in the matter as expeditiously as possible.
- (8) The authority is responsible for communicating the outcome of the complaint, in writing, to the complainant, the student answering the complaint, and the Chairperson of the Student Discipline Committee as expeditiously as possible.

### 23. **Tikanga Māori**

- (1) The spirit of tikanga is to seek resolutions to complaints in a Māori way that encourages a facilitated open exchange of views, in order to achieve a resolution that is agreed by all the parties involved.
- (2) A complaint may only be addressed through the Tikanga Māori process if
- (a) the complainant
  - (b) the student answering the complaint
  - (c) the Chairperson of the Student Discipline Committee, and
  - (d) the Deputy Vice-Chancellor Māori
- agree to the arrangements determined under subsection (3).
- (3) The Deputy Vice-Chancellor Māori is responsible for determining the arrangements for the Tikanga Māori process after discussion with the parties and for informing the parties of the nature and implications of the process.
- (4) If, at any time after having agreed to the agreements determined under subsection (3), the complainant or the student answering the complaint wishes to withdraw from the Tikanga Māori process, they may do so only with the agreement of all other parties listed under subsection (2); in such cases, the complaint will be referred back to the Chairperson of the Student Discipline Committee for reconsideration under section 14 of these regulations.
- (5) Under the Tikanga Māori process a resolution is negotiated by the complainant and the student answering the complaint.
- (6) The process is facilitated by the Deputy Vice-Chancellor Māori, assisted by a tikanga panel appointed by the Deputy Vice-Chancellor Māori
- (7) In negotiating a resolution under subsection (5), the complainant and the student answering the complaint are authorised to take any of the actions that are available under summary jurisdiction procedures, as provided under section 22 of these regulations.
- (8) A resolution negotiated by the complainant and the student answering the complaint is final; there is no right of appeal.

- (9) The Deputy Vice-Chancellor Māori is responsible for reporting the resolution negotiated under subsection (5), in writing, to the complainant, the student answering the complaint, and the Chairperson of the Student Discipline Committee as expeditiously as possible.
- (10) The Chairperson of the Student Discipline Committee is responsible for ensuring that all appropriate records relating to the outcome are maintained.
- (11) Failure to comply with a resolution negotiated under this section is misconduct.

#### 24. **Procedures of the Student Discipline Committee**

- (1) The Student Discipline Committee must convene as soon as is practicable to hear
  - (a) the evidence provided by the complainant and the student, and
  - (b) any other evidence, written or oral, that the Committee may seek or accept at its discretion, provided that this evidence is disclosed to the student and they are given the opportunity to comment on it.
- (2) Written notice of the time, date and place of the hearing of the Student Discipline Committee, together with full details of the substance of the complaint, must be sent to the student against whom the complaint has been made, at least 14 days before the date of the hearing.
- (3) The student who is the subject of the complaint may write an answer to the complaint.
- (4) Both the complainant and the student answering the complaint
  - (a) must be given the opportunity to appear and give evidence at the Student Discipline Committee hearing
  - (b) may be required to attend, at the Committee's discretion
  - (c) may be accompanied at the hearing by another person to act as an adviser or support person, subject to any conditions that the Student Discipline Committee may impose.
- (5) The Student Discipline Committee may decide at any time to take no further action on a complaint of misconduct if, in its judgement,
  - (a) the evidence provided by the complainant is insufficient
  - (b) the subject matter of the complaint is trivial
  - (c) the complaint is frivolous, vexatious, or not made in good faith, or
  - (d) the complaint falls outside the scope of these regulations.
- (6) If misconduct is substantiated, the Student Discipline Committee may take one or more of the following actions:
  - (a) issue to the student a warning containing a statement of the possible consequences if the act or behaviour that provoked the complaint is repeated
  - (b) require an undertaking from the student as to future behaviour while they remain enrolled at the University and set in place provisions for monitoring the student's behaviour in keeping with the undertaking



- (c) require the student to provide any appropriate and available remedy to relieve distress, or repair damage, or correct a mistake
  - (d) require the student to make a public or private apology, either written or spoken
  - (e) require the student to pay, by a given date, compensation or a fine of up to \$1000
  - (f) arrange for the student to be formally reprimanded by the relevant Pro Vice-Chancellor, a Deputy Vice-Chancellor or the Senior Deputy Vice-Chancellor, either in person or in writing
  - (g) suspend the student from attendance at any class or programme for up to one year
  - (h) exclude the student from, or limit access to, any designated part or facility of the University for a specified period of time or permanently
  - (i) cancel a student's enrolment at the University, as a whole or in respect of any paper or programme, for a specified period of time or permanently
  - (j) if the misconduct is related to a particular paper or programme of the University,
    - (i) require the student to repeat or complete additional assessment
    - (ii) refuse or reduce credit for part or all of an individual item of assessment, or refuse credit for a paper as a whole
  - (k) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Student Discipline Committee and within a prescribed period
  - (l) annotate the student's academic record accordingly, either permanently or for a period of time designated by the Chairperson of the Student Discipline Committee.
- (7) The Student Discipline Committee must exercise its jurisdiction in the matter as expeditiously as possible.
- (8) The outcome must be communicated to the complainant and the student as expeditiously as possible.
- (9) Failure to comply with a resolution negotiated or determined under this section is misconduct.

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## Part 4

### Provisions for Appeal

#### 25. Provision for appeal to the Director of Student Services and Pastoral Care

- (1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Director of Student Services and Pastoral Care against any decision taken by the Associate Director Student Accommodation or Residential Life Manager or equivalent with authority for discipline in University of Waikato student accommodation under section 13 of these regulations.

- (2) An appeal must be addressed and submitted in writing to the Director of Student Services and Pastoral Care.
- (3) An appeal must be received by the Director of Student Services and Pastoral Care not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.
- (4) An appeal may be made only on one or more of the following grounds:
  - (a) that the process used for addressing the alleged misconduct was unfair
  - (b) that the decision reached was manifestly at odds with the evidence
  - (c) that the remedy imposed was manifestly at odds with the misconduct
  - (d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.
- (5) The Director of Student Services and Pastoral Care must hear the appeal as expeditiously as possible.
- (6) The appellant and the authority that made the original discipline decision
  - (a) must be given the opportunity to appear and give evidence at the appeal hearing
  - (b) may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Director of Student Services and Pastoral Care may impose.
- (7) Having heard an appeal, the Director of Student Services and Pastoral Care may
  - (a) dismiss the appeal and uphold the original decision
  - (b) vary the decision with respect to the original complaint
  - (c) require any appropriate and available remedy to settle the appeal.
- (8) The Director of Student Services and Pastoral Care may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.
- (9) The outcome must be communicated to the appellant, the authority that made the original discipline decision and the Chairperson of the Student Discipline Committee as expeditiously as possible.
- (10) Failure to comply with a resolution negotiated or determined under this section is misconduct.
- (11) The decision of the Director of Student Services and Pastoral Care on an appeal is final.

## 26. **Provision for appeal to the Chairperson of the Student Discipline Committee**

- (1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Chairperson of the Student Discipline Committee against any decision taken by

- (a) the Pro Vice-Chancellor of Health, Engineering, Computing and Science under section 10 of these regulations
  - (b) the University Librarian under section 11 of these regulations
  - (c) the Director of Student Services and Pastoral Care under section 12 or section 13 of these regulations, unless it is an appeal decision under section 27 of these regulations, or
  - (d) an Academic Delegate under section 15 of these regulations.
- (2) An appeal must be addressed and submitted in writing to the Chairperson of the Student Discipline Committee, together with the prescribed fee; it must include a postal address and must be signed.
- (3) An appeal must be received by the Chairperson of the Student Discipline Committee not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.
- (4) An appeal may be made only on one or more of the following grounds:
  - (a) that the process used for addressing the alleged misconduct was unfair
  - (b) that the decision reached was manifestly at odds with the evidence
  - (c) that the remedy imposed was manifestly at odds with the misconduct
  - (d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.
- (5) The Chairperson of the Student Discipline Committee must hear the appeal as expeditiously as possible.
- (6) The appellant and the authority that made the original discipline decision
  - (a) must be given the opportunity to appear and give evidence at the appeal hearing
  - (b) may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Chairperson of the Student Discipline Committee may impose.
- (7) Having heard an appeal, the Chairperson of the Student Discipline Committee may
  - (a) dismiss the appeal and uphold the original decision
  - (b) vary the decision with respect to the original complaint
  - (c) require any appropriate and available remedy to settle the appeal.
- (8) The Chairperson of the Student Discipline Committee may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.
- (9) The outcome must be communicated to the appellant and the authority that made the original

discipline decision as expeditiously as possible.

(10) Failure to comply with a resolution negotiated or determined under this section is misconduct.

(11) The decision of the Chairperson of the Student Discipline Committee on an appeal is final.

## **27. Provision for appeal to the Student Discipline Appeals Committee**

(1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Student Discipline Appeals Committee, a committee of Council, against any decision made under these regulations

(a) by the Vice-Chancellor under section 19 of these regulations

(b) by the Chairperson of the Student Discipline Committee under section 22 of these regulations

(c) by the Student Discipline Committee under section 24 of these regulations.

(2) An appeal must be addressed and submitted in writing to the Secretary to the Student Discipline Appeals Committee, together with the prescribed fee; it must include an email address and must be signed.

(3) An appeal must be received by the Secretary to the Student Discipline Appeals Committee not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.

(4) An appeal may be made only on one or more of the following grounds:

(a) that the process used for addressing the alleged misconduct was unfair

(b) that the decision reached was manifestly at odds with the evidence

(c) that the remedy imposed was manifestly at odds with the misconduct

(d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.

(5) The Student Discipline Appeals Committee must hear appeals as expeditiously as possible.

(6) The appellant must be given the opportunity to appear and give evidence at the appeal hearing and may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Student Discipline Appeals Committee may impose.

(7) The other parties to the complaint, including the authority that made the original discipline decision, must also be given the opportunity to appear and give evidence.

(8) Having heard an appeal, the Student Discipline Appeals Committee may

(a) dismiss the appeal and uphold the original decision

(b) vary the decision with respect to the original complaint

(c) refer the complaint back to the authority that made the decision appealed against, for

rehearing.

- (9) The Student Discipline Appeals Committee may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.
- (10) The outcome must be communicated to the student and the other parties to the complaint, including the authority that made the original discipline decision, as expeditiously as possible.
- (11) Failure to comply with a resolution negotiated or determined under this section is misconduct.
- (12) The decision of the Student Discipline Appeals Committee on an appeal is final.
- (13) At the discretion of the Chairperson of the Student Discipline Appeals Committee, the fee for an appeal may be refunded, either in full or in part, if the appeal is decided in the appellant's favour.

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## Part 5 Reporting

### 28. Reports to the Academic Board

The Chairperson of the Student Discipline Committee must submit an annual report through the Education Committee to the Academic Board, including

- (a) an overview of summary jurisdiction decisions taken during the relevant year by the Chairperson of the Student Discipline Committee, Academic Delegates and any others who have exercised authority delegated by the Chairperson of the Student Discipline Committee
- (b) an overview of decisions through the Tikanga Māori process
- (c) an overview of decisions by the Student Discipline Committee
- (d) an overview of appeals heard by the Chairperson of the Student Discipline Committee or their delegate
- (e) an overview of student discipline matters, including any patterns or trends
- (f) a statement about the appropriateness and effectiveness of current regulations, policies and processes concerning student discipline, and
- (g) any recommendations with respect to current regulations, policies and processes concerning student discipline.

### 29. Reports to Council

The outcome of any appeal heard by the Student Discipline Appeals Committee must be reported to the next meeting of the Council.

### 30. Confidentiality

- (1) All processes and decisions under these regulations are confidential to the parties involved and to staff responsible for administering student discipline processes and maintaining students' academic records.
- (2) Relevant information may be made available to relevant Pro Vice-Chancellors, Heads of Schools, Deans and other staff responsible for student progress and for maintaining the University's academic standards and the integrity of its assessment processes.
- (3) Relevant information may be made available to relevant staff responsible for the placement of students in work placements and practicums as part of a safety check (vetting) process.

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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 Divisional or Faculty of Māori and Indigenous Studies 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 relevant Divisional or Faculty of Māori and Indigenous Studies 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 Division or the Faculty of Māori and Indigenous Studies (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 12 of the [Dissertations and Theses Regulations 2020](#)).

## 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 Division and the Faculty of Māori and Indigenous Studies has one or more committees with responsibility at the Divisional or Faculty of Māori and Indigenous 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 relevant Division or the Faculty of Māori and Indigenous Studies (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 relevant Division or the Faculty of Māori and Indigenous Studies
  - (c) maintaining records of University research and/or related activity with human participants in the relevant Division or the Faculty of Māori and Indigenous Studies 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 Pro Vice-Chancellor of the relevant Division or the Dean of Faculty of Māori and Indigenous Studies recommends to the University of Waikato Human Research Ethics Committee for approval the committee structure for the respective area, 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 Division or the Faculty of Māori and Indigenous Studies 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 relevant Division or the Faculty of Māori and Indigenous Studies level, or a Director of a unit outside a Division or the Faculty of Māori and Indigenous Studies, 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 relevant Divisional or the Faculty of Māori and Indigenous Studies 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.

---

## 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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# 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

Associate Membership fee (per annum)	\$100.00
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#### Fines for late return of books

- for an item from the <i>High Demand Collection</i>	\$2.00 per hour or part thereof
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- for an item issued on short-term loan	\$3.00 a day
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- for an item not returned by the due date shown on the recall notice	\$3.00 a day
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The borrower may be invoiced for the cost of replacement or repair for lost or damaged items (including a \$10.00 administrative charge).

#### Interloans

An item requested from another library on inter-library loan is subject to conditions as may be imposed by the lending library. Any staff or student not complying with these will have the privilege of using this service withdrawn.

#### Notes:

1. *The maximum fine charged for any single overdue book or any single failure to respond to a recall notice within the required period shall be limited to \$30.00.*
2. *Library fines may be paid at the Library Service Desk or online.*
3. *Library invoices must be paid at the Fees Office or online.*
4. *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.*
5. *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.*

#### Miscellaneous Services

Reinstatement of enrolment after cancellation	\$60.00
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	\$20.00
Academic transcripts	

	- first copy	\$40.00
	- each additional copy (if requested at the same time as the first copy)	\$20.00
	- faxing/scanning letters and transcripts	\$10.00
Replacement degree/diploma or other qualification certificate		\$100.00
All other official letters of certification		
	- first copy	\$40.00
	- each additional copy (if requested at the same time as the first copy)	\$20.00
	- faxing/scanning letters overseas	\$10.00
Resubmission of thesis (MPhil & PhD)		\$100.00
Copy of exam script		\$15.00

### 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
--	-----------------

### 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
Appeal to the Council against a discipline decision under the <a href="#">Student Discipline Regulations 2020</a>	\$200.00

### International Students Refund Administration Charge

Refund of pre-paid tuition fees administration charge (see <a href="#">International Students</a> , for the Pre-Paid Tuition Fees Policy)	
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Other Charges	
Student Services Fee (compulsory)	
The Student Services Fee is charged on a per point basis	\$7.72 per point
Student Health Service User Charges	
Domestic students enrolled with the Student Health Service (PHO) (per consultation)	\$10.00
Domestic students not enrolled with the Student Health Service (PHO) Nurse appointment	
With a Community Services Card (per consultation)	\$15.00
Without a Community Services Card (per consultation)	\$20.00
Domestic students not enrolled with the Student Health Service (PHO) Doctor appointment	
With a Community Services Card (per consultation)	\$30.00
Without a Community Services Card (per consultation)	\$45.00
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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# 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 Divisions or the Faculty of Māori and Indigenous Studies 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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In this section

# 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 Te Mata Kairangi 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 2023](#) section of the University of Waikato Calendar.

## 7. **COVID-19**

Pursuant to the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University [COVID-19 vaccination requirement](#), the University may delete a paper from a student's enrolments at any time if:

- (1) the student has not provided and maintained a valid Ministry of Health My Vaccine Pass as evidence of COVID-19 vaccination or exemption, and
- (2) the paper requires the student to undertake a future activity that would breach the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University [COVID-19 vaccination requirements](#).

## 8. **Programme approval**

Any change of enrolment constitutes a change to a programme of study and requires the approval of the relevant Division or the Faculty of Māori and Indigenous Studies.

## 9. **Procedure for change of enrolment**

- (1) Applications for change of enrolment must be submitted to the relevant Division or the Faculty of Māori and Indigenous Studies that the student is enrolled in for consideration. They need to be submitted through MyWaikato.
- (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.

## 10. **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.

## 11. **Deadlines for adding papers (with payment of the prescribed fees)**

- (1) An application to add a (500 level) thesis must be submitted to the relevant Division or the Faculty of Māori and Indigenous 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.



**12. 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 13 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, 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

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

(1) An application to delete a paper must be submitted to the relevant Division or the Faculty of Māori and Indigenous Studies by the following deadlines:

Length of paper	Deletion Period	Deadline
10 weeks or less (including 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
		Within 35 days of, and

More than 40 weeks	5 weeks	including, the first day of the relevant teaching period
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- (2) Where subjects provide for different levels of proficiency on first enrolment (e.g. 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 14 of these regulations.

#### 1. **Withdrawal from papers (without a refund of the tuition fee)**

- (1) Unless exceptional circumstances apply (as provided for under section 15 of these regulations), a student who withdraws from a paper after the deadline for deletion (see section 13 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, 400 levels or 700 level) after the deadline for deletion (see section 13 of these regulations) must be submitted to the relevant Division or the Faculty of Māori and Indigenous 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 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 Te Kura Toi Tangata School of Education 700 level) after the deadline for deletion (see section 13 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 relevant Division or the Faculty Māori and Indigenous Studies, 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 Systems and Administration 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 Systems and Administration 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 Systems and Administration or an approved delegate.
- (5) If the application is approved, the Director of Student Systems and Administration 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 Deputy Vice-Chancellor Academic 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 Deputy Vice-Chancellor Academic.
- (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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## Section Contents

# Regulations for the Degree of Bachelor of Arts (BA)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |  |
|----|--|
| 2. | Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the <a href="#">Criteria for Admission to Particular Qualifications</a> |
|----|--|

### *Requirements for the Degree*

- |    |   |
|----|---|
| 3. | The normal minimum period of enrolment for completion of the Degree is three years.   |
| 4. | Candidates must enrol in the Faculty of Arts and Social Sciences, the Faculty of Law, or the Faculty of Māori and Indigenous Studies and follow an approved programme of study. |
| 5. | Candidates must gain 360 points at 100, 200, 300, and/or 400 levels, including at least 225 points above 100 level and 75 points above 200 level.                               |

6.		Candidates must complete the requirements of a major.
	(a)	<i>Faculty of Arts and Social Sciences majors</i>
	Anthropology	
	Economics	
	Education and Society	
	English	
	Environmental Planning	
	Geography	
	History	
	Human Development	
	International Languages and Cultures	
	Linguistics	
	Music	
	Philosophy	
	Political Science	

		Population Studies
		Psychology
		Screen and Media Studies
		Social Policy
		Sociology
		Theatre Studies
		Writing Studies
	(b)	<i>Faculty of Law</i>
		Law
	(c)	<i>Faculty of Māori and Indigenous Studies majors</i>
		Māori and Indigenous Studies
		Pacific and Indigenous Studies
		Te Reo

## Māori

7.		<p>To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a>.</p>	
8.		<p>Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a> .</p>	
9.		<p>Candidates may complete a second major in any undergraduate major.</p>	
10.		<p>To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a>.</p>	
11.		<p>A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.</p>	
12.		<p>Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including:</p>	
	(a)	<p><i>for candidates enrolled in the Faculty of Arts and Social Sciences:</i></p>	
			<p>ARTSC110, 15 points from List A: Academic Foundations, at least 15 points</p>



		<p>from papers as specified in the Cultural Perspectives page in the <a href="#">University of Waikato Catalogue of Papers</a>, and at least 15 points from papers as specified in the Work-Integrated Learning page in the <a href="#">University of Waikato Catalogue of Papers</a>.</p>
	(b)	<p><i>for candidates enrolled in the Faculty of Law:</i></p>
		<p>ARTSC110, LEGAL106 (30 points), 15 points from List A: Academic Foundations, at least 15 points from papers as specified</p>

			<p>in the Cultural Perspectives page in the <a href="#">University of Waikato Catalogue of Papers</a>, at least 15 points from papers as specified in the Work-Integrated Learning page in the <a href="#">University of Waikato Catalogue of Papers</a>.</p>
	(c)		<p><i>for candidates enrolled in the Faculty of Māori and Indigenous Studies:</i></p>
			<p>MAORI100, MAORI103, at least 15 points from papers as specified in the Work-Integrated Learning page in the <a href="#">University of Waikato Catalogue of</a></p>

			Papers and 60 points from MAORI and PACIS coded papers.
13.		Candidates may take up to 120 points from outside the field of the Degree.	
14.		The field of the Degree comprises all of the majors listed in section 6 of these regulations as well as Chinese, Ethics, French, Japanese, and Spanish.	
<i>Variations</i>			
15.		The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.	
16.		The Dean or delegated authority may vary or waive these regulations in individual cases.	
<i>Transitional Arrangements</i>			
17.		These regulations apply to all new applicants for the BA from 2018. Students who enrolled in the BA prior to 2018 may complete under the regulations listed in the 2017 Calendar.	

## List A: Academic Foundations

ARTSC101	Indigenous Social Science Research
ARTSC103	Rights and Reason
ARTSC105	Language in Context

ENSLA103

Undergraduate Research Writing for ESL students

ENSLA202

Oral Skills for Academic English

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## Section Contents

# Regulations for the Degree of Bachelor of Business (BBus)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |  |
|----|--|
| 2. | Candidates for the degree must have qualified for admission to the University of Waikato and met any criteria set out in the <a href="#">Criteria for Admission to Particular Qualifications</a> . |
|----|--|

### *Requirements for the Degree*

- |    |   |
|----|---|
| 3. | The normal minimum period of enrolment for completion of the Degree is three years.   |
| 4. | Candidates must enrol with the Waikato Management School and follow an approved programme of study.   |
| 5. | Candidates must demonstrate competency in employment skills as prescribed by the Waikato Management School.                                 |
| 6. | Candidates must gain at least 360 points at 100, 200 and 300, including at least 225 points above 100 level, and 75 points above 200 level. |

7.		Candidates must complete the requirements of a major.
		Accounting
		Agribusiness <sup>1</sup>
		Digital Business
		Economics
		Finance
		Human Resource Management
		Marketing
		Public Relations
		Strategic Management
		Supply Chain Management
		Tourism and Hospitality Management
8.		To complete the requirements of a single major candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
9.		Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a>
10.		Candidates may complete a second major in any undergraduate major.

11.		To complete the requirements of a double major candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the University of Waikato Catalogue of Papers.
12.		Candidates must include in their programme at least 75 points from the following papers: ACCTN101, ECONS101, FINAN101, MGSYS101, MRKTG101, STMGT101.
13.		Candidates must complete ECONS205, MNMGT202 and at least 15 points of Work-Integrated Learning at 300 level from the list of Work-Integrated Learning options in the University of Waikato Catalogue of Papers.
14.		A paper completed towards the requirements of a major or minor cannot be counted towards the requirements of another major or minor.
15.		Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
16.		Candidates may take up to 120 points from outside the field of the Degree.
17.		The field of the Degree comprises all of the subjects listed in section 7 of these regulations as well as the papers listed for International Management and Leadership Communication..

### *Variations*

18.		The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
19.		The Dean or delegated authority may vary or waive these regulations in individual cases.

### Notes:

1.		<i>There will be no new intake into this major in 2020.</i>
		<i>Candidates completing a single major may count towards their major 15</i>



2. *points of Work Integrated Learning at 300 level from the list of work integrated learning options in the University of Waikato Catalogue of Papers.*

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## Section Contents

# Regulations for the Degree of Bachelor of Business Analysis (BBA)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |  |
|----|--|
| 2. | Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the <a href="#">Criteria for Admission to Particular Qualifications</a> . |
|----|--|

### *Requirements for the Degree*

- |    |  |
|----|--|
| 3. | The normal minimum period of enrolment for completion of the Degree is three years.  |
| 4. | Candidates must enrol with the Waikato Management School and follow an approved programme of study.  |
| 5. | Candidates must demonstrate competency in writing and employment skills as prescribed by the Waikato Management School.                    |
| 6. | Candidates must gain 360 points at 100, 200, 300, and/or 400 levels, including at least 225 points above 100 level and 75 points above 200 |

		level.
7.		Candidates must complete the requirements of a major.
		<i>Majors</i>
		Accounting
		Economics
		Finance
8.		To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry for the major in the <a href="#">University of Waikato Catalogue of Papers</a> .
9.		Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a> .
10.		Candidates may complete a second major in any undergraduate major.
11.		To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a> .
12.		A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.
13.		Candidates must also complete at least 105 points listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including: ACCTN101, ECONS101, FINAN101, MGSYS101 or MGSYS201, MRKTG101, STMGT101, ECONS205, at least 15 points from a <a href="#">University of Waikato Cultural Perspectives</a> paper, and 15 points of Work-Integrated

		Learning at 300 level from the list of Work-Integrated Learning options as specified in the the <a href="#">University of Waikato Catalogue of Papers</a> .
14.		Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
15.		Candidates may take up to 120 points from outside the field of the Degree.
16.		The field of the Degree comprises all of the majors listed in section 7 of these regulations as well as the papers listed for the degree.

#### *Variations*

17.		The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
18.		The Dean or delegated authority may vary or waive these regulations in individual cases.

#### *Transitional Arrangements*

19.		These regulations apply to all new applicants for the BBA from 2018. Students who enrolled in the BBA prior to 2018 may complete under the regulations listed in the 2017 Calendar.
-----	--	---

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## Section Contents

# Regulations for the Degree of Bachelor of Communication Studies (BCS)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |  |
|----|--|
| 2. | Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the <a href="#">Criteria for Admission to Particular Qualifications</a> |
|----|--|

### *Requirements for the Degree*

- |    |   |
|----|---|
| 3. | The normal minimum period of enrolment for completion of the Degree is three years. |
|----|---|

- |    |   |
|----|---|
| 4. | Candidates must enrol with the Waikato Management School and follow an approved programme of study. |
|----|---|

- |    |   |
|----|---|
| 5. | Candidates must demonstrate competency in employment skills as prescribed by the Waikato Management School. |
|----|---|

- |    |  |
|----|--|
| 6. | Candidates must gain 360 points at 100, 200, 300, and/or 400 levels, including at least 225 points above 100 level and 75 points above 200 |
|----|--|

		level.
7.		Candidates must complete the requirements of a major.
		Majors
		Leadership Communication <sup>1</sup>
		Marketing
		Public Relations
8.		To complete the requirements of a single major candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a> .
9.		Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a> .
10.		Candidates may complete a second major in any undergraduate major. <sup>2</sup>
11.		To complete the requirements of a double major candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the University of Waikato Catalogue of Papers.
12.		Candidates must also complete at least 105 points listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including: LCOMM102, MRKTG101, STMGT101, ARTSC105, LCOMM203, LCOMM300, at least 15 points from <a href="#">University of Waikato Cultural Perspectives</a> paper, and 15 points of Work-Integrated Learning at 300 level from the list of Work-Integrated Learning options as specified in the <a href="#">University of Waikato Catalogue of Papers</a> .



13.		A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or minor.
14.		Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
15.		Candidates may take up to 120 points from outside the field of the Degree.
16.		The field of the Degree comprises all of the majors listed in section 7 of these regulations as well as the papers listed for the degree.

*Variations*

17.		The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
18.		The Dean or delegated authority may vary or waive these regulations in individual cases.

*Transitional Arrangements*

19.		These regulations apply to all new applicants for the BCS from 2018. Students who enrolled in the BCS prior to 2018 may complete under the regulations listed in the 2017 Calendar.
-----	--	---

*Notes:*

1.		<i>There will be no new intake into this major in 2020.</i>
2.		<i>Candidates who take a single major from those listed in section 7 of these regulations may count LCOMM300 Communication Strategies towards their major.</i>

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## Section Contents

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# Regulations for the Degree of Bachelor of Computer Graphic Design (BCGD)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |  |
|----|--|
| 2. | Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the <a href="#">Criteria for Admission to Particular Qualifications</a> . |
|----|--|

### *Requirements for the Degree*

- |    |   |
|----|---|
| 3. | The normal minimum period of enrolment for completion of the Degree is three years.   |
| 4. | Candidates must enrol in the Faculty of Computing and Mathematical Sciences of the University of Waikato and follow an approved programme of study. |
| 5. | Candidates must complete a specified programme as prescribed in the Computer Graphic Design entry in the University of Waikato Catalogue of Papers. |

### *Variations*

6.

The Dean or delegated authority may vary or waive these regulations in individual cases.

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## Section Contents

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# Regulations for the Degree of Bachelor of Computing and Mathematical Sciences (BCMS)

Students who enrol for the degree of Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons)) may be awarded the Bachelor of Computing and Mathematical Sciences (BCMS), if, having passed all required papers and completed all other requirements for a BCMS(Hons), their performance in the papers is not of honours standard.

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## Section Contents

# Regulations for the Degree of Bachelor of Design (BDes)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### *Admission*

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#)

### *Requirements for the Degree*

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol with the Faculty of Computing and Mathematical Sciences and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and/or 400 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of a major.



		<i>Majors</i>
		Communication Design
		Industrial Design
		Interface Design
		Media Design
7.		To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a> of Papers.
8.		Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a> .
9.		Candidates may complete a second major in any undergraduate major.
10.		To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a> of Papers.
11.		A paper completed towards the requirements of one major cannot be counted towards the requirements of another major or a minor.
12.		Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including COMPX161 or MEDIA102 or ENGEN180, CSMAX170, DSIGN125 or DSIGN126 or COMPX101, DSIGN151, DSIGN252, DSIGN271 and DSIGN350.

13.		Candidates may take up to 120 points from outside the field of the Degree.
14.		The field of the Degree comprises all of the majors listed in section 6 of these regulations.
<i>Variations</i>		
15.		The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
16.		The Dean or delegated authority may vary or waive these regulations in individual cases.

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## Section Contents

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# Regulations for the Degree of Bachelor of Education (BEd)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |  |
|----|--|
| 2. | Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the <a href="#">Criteria for Admission to Particular Qualifications</a> . |
|----|--|

- |    |  |
|----|--|
| 3. | Candidates must have been selected by the Faculty of Education as a suitable person to be a teacher. |
|----|--|

### *Requirements for the Degree*

- |    |  |
|----|--|
| 4. | The normal minimum period of enrolment for completion of the Degree is four years. |
|----|--|

- |    |  |
|----|--|
| 5. | Candidates must enrol in the Faculty of Education and follow an approved programme of study. |
|----|--|

- |    |   |
|----|---|
| 6. | Candidates must gain 480 points at 100, 200, and 300 levels, including at least 300 points above 100 level and at least 105 points above 200 level. |
|----|---|

7.		Candidates must complete the requirements of the major, Professional Education.
8.		To complete the requirements of the Professional Education major, candidates must comply with the requirements of a programme, details of which are prescribed in the Faculty of Education Teacher Education Handbook.
<i>Programmes</i>		
		Early Childhood <sup>1</sup>
		Primary <sup>1</sup>
		Secondary <sup>2</sup>
		Qualified Teachers <sup>2</sup>
9.		Candidates may not enrol in specific papers until they have passed certain programme requirements, as outlined in the Faculty of Education Teacher Education Handbook.
10.		Candidates must also complete at least 75 points above 100 level in an approved subject or subjects other than the major.
11.		Candidates may complete a second major in an approved subject.
12.		To complete the requirements of a double major, candidates must gain 120 points in that major, including 90 points above 100 level and 45 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a> .
13.		Candidates may take up to 150 points from outside the field of the Degree.
14.		The field of the Degree is defined in Appendix A to these regulations.
<i>Variations</i>		

15.	Candidates who have met the requirements set out by the New Zealand Teachers Council for registered teachers and who hold an NZQA approved level 5 or level 6 technology qualification prior to enrolment for the Degree may apply to the Dean of the Faculty of Education for exemption of up to 360 points at 100, 200 and 300 levels towards the Degree. Details of further exemptions available may be found in the Faculty of Education Teacher Education Handbook.
16.	Candidates who have met the requirements for the award of qualifications listed in Appendix B to these regulations, prior to enrolment for the Degree, may apply to the Dean of the Faculty of Education for exemption of up to 240 points at 100 and 200 levels towards the Degree.
17.	The Dean or delegated authority may vary or waive these regulations in individual cases.
18.	Transitional Arrangements
19.	These regulations apply to all new applicants for the BEd from 2018. Students who enrolled in the BEd prior to 2018 may complete under the regulations listed in the 2017 Calendar.

*Notes:*

1.	<i>There will be no new intake into this programme in 2020.</i>
2.	<i>Enrolment in this programme is limited to candidates who are eligible for the exemption of points as set out under section 15 or section 16 of these regulations.</i>

## Appendix A

	The field of the Degree is defined as
(a)	the papers offered by the Faculty of Education with the following subject codes: DLRNG, EDART, EDSOC, EDUCA, HMDEV, MAOED, SCTED, TEACH, TEEDU, TEPRO and

	(b)	the following approved papers for technology teachers:
		BIOMO203 Microbiology
		CHEMY100 Chemistry in Context
		ENGEE231 Circuit Theory
		ENGEE233 Digital Electronics and Microprocessors
		ENGEE280 Electronics Design
		ENGCB280 Process Engineering Design 1
		ENGME280 Design and Manufacturing 1
		ENGME580 Product Innovation and Development
		ENGMP211 Materials 1
		ENGMP213 Mechanics of Materials 1
		ENGME221 Engineering Thermodynamics
		ENGCB322 Chemical & Biological Operations
		ENGEN270 Professional Practice 1
		ENGEV341 Environmental Engineering 2
		ENGEN390 Special Topics in Engineering 1
		SCIEN300 Science Communication

	ENGCV341 Environmental Technology
	ENGCV342 Environmental Technology 2
	THMGT203 Tourism & Hospitality Enterprise Management
	THMGT304 Food and Beverage Systems Management

## Appendix B

Level 5 Diploma in relevant field.

Level 6 Diploma in relevant field.

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## Section Contents

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# Regulations for the Degree of Bachelor of Engineering (BE)

Students who enrol for the degree of Bachelor of Engineering with Honours (BE(Hons)) may be awarded the Bachelor of Engineering (BE), if, having passed all required papers and completed all other requirements for a BE(Hons), their performance in the papers is not of honours standard.

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## Section Contents

# Regulations for the Degree of Bachelor of Environmental Planning (BEP)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |  |
|----|--|
| 2. | Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the <a href="#">Criteria for Admission to Particular Qualifications</a> |
|----|--|

### *Requirements for the Degree*

- |    |   |
|----|---|
| 3. | The normal minimum period of enrolment for completion of the Degree is four years.  |
| 4. | Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.   |
| 5. | Candidates must gain 480 points at 100, 200, 300, and 400 levels, including at least 360 points above 100 level, 240 points above 200 level and 120 points above 300 level. |
| 6. | Candidates must complete the requirements of the specified programme in Environmental Planning as prescribed in in the relevant subject entry in the                        |

[University of Waikato Catalogue of Papers.](#)

7. Candidates must also complete the requirements of a planning stream, as prescribed for that stream in the relevant subject entry in the [University of Waikato Catalogue of Papers.](#)

#### *Variations*

8. The Dean or delegated authority may vary or waive these regulations in individual cases.

#### *Transitional Arrangements*

9. These regulations apply to all new applicants for the BEP from 2018. Students who enrolled in the BEP prior to 2018 may complete under the regulations listed in the 2017 Calendar.

## Appendix

### Compulsory Papers

#### 100 Level

ENVPL100 Introduction to Environmental Planning

ENVPL101 Future Cities

MAORI102 He Hīnāture ki te Ao Māori: Introducing the Māori World

*and one of*

ARTSC101 Indigenous Social Science Research

ARTSC103 Rights and Reasons

---

ARTSC105 Language in Context

---

ARTSC106 Critical Social Science Research: The Crisis of Climate Change

---

ENSLA103 Undergraduate Research Writing for ESL Students

---

## 200 Level

ENVPL200 Environmental Planning

---

ENVPL201 Introduction to Resource Management

---

ENVPL202 Cartography and Spatial Analysis

---

GEOGY209 Health, People, Place

---

GEOGY219 Māori Lands and Communities

---

## 300 Level

ENVPL300 Planning in Aotearoa New Zealand

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ENVPL301 Planning for Sustainability

---

ENVPL302 Māori Resource Management

---

ENVPL303 Environmental Assessment and Policy

---

ENVPL304 Professional Planning Skills

---

## 400 Level

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ENVPL401 Planning Theory

---

ENVPL402 Plan and Consents

---

ENVPL403 Planning Law

---

ENVPL404 Plan Making

---

ENVPL405 Professional Skills

---

ENVPL490 Directed Study (30 points)

---

## BEP List

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BIOEB102 Introduction to Ecology and Biodiversity

---

EARTH101 Introduction to Earth System Sciences

---

EARTH102 Discovering Planet Earth

---

ECONS101 Business Economics and the New Zealand Economy

---

ECONS102 Economics and Society

---

ENVSC101 Environmental Science

---

GEOGY103 Environment and Society

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MAORI111 Te Reo Māori: Introductory 1

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## Section Contents

# Regulations for the Degree of Bachelor of Health (BHealth)

1.

The [Personal Programmes of Study Regulations](#) apply in these regulations.

### *Admission*

2.

Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#)

### *Requirements for the Degree*

3.

The normal minimum period of enrolment for completion of the Degree is three years.

4.

Candidates must enrol in Te Huataki Waiora, Faculty of Health, Sport and Human Performance, and follow an approved programme of study.

5.

Candidates must gain 360 points at 100, 200, 300 levels, including at least 240 points above 100 level and 105 points above 200 level.

6.		Candidates must complete the requirements of a specified programme.
		Poutū-mārō Biomedical Sciences
		Poutū-manahau Population Health
7.		To complete the requirements of a specified programme, candidates must pass the papers prescribed for that programme in the relevant entry in the <a href="#">University of Waikato Catalogue of Papers</a> .
<i>Variations</i>		
8.		The Dean or delegated authority may vary or waive these regulations in individual cases.

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## Section Contents

# Regulations for the Degree of Bachelor of Health, Sport and Human Performance (BHSHP)

1.

The [Personal Programmes of Study Regulations](#) apply in these regulations.

### *Admission*

2.

Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#)

### *Requirements for the Degree*

3.

The normal minimum period of enrolment for completion of the Degree is three years.

4.

Candidates must enrol in the Te Huataki Waiora, Faculty of Health, Sport and Human Performance, and follow an approved programme of study.

5.

Candidates must gain 360 points at 100, 200, 300, and/or 400 levels, including at least 225 points above 100 level and 75 points above 200 level.

6.		Candidates must complete the requirements of a major.
		<i>Majors</i>
		Community Health
		Human Performance Science
		Sport Development and Coaching
7.		To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a> of Papers.
8.		Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a> .
9.		Candidates may complete a second major in any undergraduate major.
10.		To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a> of Papers.
11.		Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including HSHUP101; HSHUP102; 30 points from HPSCI101, SDCOA101, and CMYHE101; HSHUP201; MAORI204; and 15 points from HSHUP301 or HSHUP302.

12.		A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor, or towards the papers for the degree.
13.		Candidates may take up to 120 points from outside the field of the Degree.
14.		The field of the Degree comprises all of the majors listed in section 6 of these regulations as well as all HSHUP coded papers and MAORI204.

*Variations*

15.		The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
16.		The Dean or delegated authority may vary or waive these regulations in individual cases.

*Transitional Arrangements*

17.		These regulations apply to all new applicants for the Bachelor of Health, Sport and Human Performance from 2018. Students who enrolled in the Bachelor of Health, Sport and Human Performance prior to 2018 may complete under the regulations listed in the 2017 Calendar.
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## Section Contents

# Regulations for the Degree of Bachelor of Laws (LLB)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |  |
|----|--|
| 2. | Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the <a href="#">Criteria for Admission to Particular Qualifications</a> |
|----|--|

### *Requirements for the Degree*

- |    |   |
|----|---|
| 3. | The normal minimum period of enrolment for completion of the Degree is four years.  |
| 4. | Candidates must enrol in the Faculty of Law and follow an approved programme of study.  |
| 5. | Candidates must gain 480 points at 100, 200, 300, and 400 levels, including at least 360 points above 100 level, at least 225 points above 200 level and at least 120 points above 300 level. Candidates may take a single major in Law or a first major in Law and a second major in a subject from another Faculty. |

6.		Candidates may not normally enrol for Law Year 2 until they have passed all of the papers for Law Year 1, and may not enrol for Law Year 3 until they have passed all of the papers for Law Year 2.
7.		Candidates must complete at least 30 points of Work-Integrated Learning papers from the list of Work-Integrated Learning options in the University of Waikato Catalogue of Papers.

*LLB with a Single Major in Law*

8.		To complete the requirements of the LLB with a single major in Law, candidates must pass the following papers:		
	8.1		Law Year 1	
		(a)		LEGAL103 Legal Method A
				LEGAL104 Legal Method B
				LEGAL106 Legal Systems and Societies (30 points)
		(b)		60 points at 100 level in subjects other than Law, including 30 points at 100 level in a single subject from outside the Faculty of Law.
	8.2		Law Year 2	
		(a)		LEGAL201 Public Law (30 points)
				LEGAL203 Jurisprudence
				LEGAL204 Contracts (30 points)
				LEGAL207 Torts (30 points)

			(b)		15 points above 100 level in a subject from outside the Faculty of Law.
	8.3		Law Year 3		
			(a)		LEGAL301 Crimes (30 points)
					LEGAL305 Corporate Entities
					LEGAL306 Dispute Resolution
					LEGAL307 Land Law (30 points)
					LEGAL308 Equity and Succession
			(b)		15 points above 100 level in a subject from outside the Faculty of Law.
	8.4		Law Year 4		
					120 points at 400 level in Law.
9.		To satisfy the New Zealand Council of Legal Education requirements, students wishing to proceed to a professionals programme and admission as a Barrister and Solicitor must complete a 400 level paper in Legal Ethics (15 points) as one of their 400 level Law papers.			
10.		Candidates taking the single major in Law may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a> .			

*LLB with a First Major in Law and a Second Major in a Subject from another Faculty*

11.		To complete the requirements of the LLB with a First Major in Law and a Second Major in a Subject from another Faculty, candidates must pass the following papers:		
	11.1		Law Year 1	
				LEGAL103 Legal Method A
				LEGAL104 Legal Method B
				LEGAL106 Legal Systems and Societies (30 points)
	11.2		Law Year 2	
				LEGAL201 Public Law (30 points)
				LEGAL203 Jurisprudence
				LEGAL204 Contracts (30 points)
				LEGAL207 Torts (30 points)
	11.3		Law Year 3	
				LEGAL301 Crimes (30 points)
				LEGAL305 Corporate Entities
				LEGAL306 Dispute Resolution

				LEGAL307 Land Law (30 points)
				LEGAL308 Equity and Succession
	11.4		Law Year 4	
				120 points at 400 level in Law.
<p>Candidates must also pass the requirements of an approved major from another Faculty or School of Studies, as prescribed in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a>.</p>				

### Variations

12.		<p>Candidates who have completed the requirements for the award of a bachelors degree prior to enrolment for the degree of Bachelor of Laws may apply to the Dean of the Faculty of Law for exemption from the non-Law component of the Bachelor of Laws degree as set out in sections 8.1(b) and 8.2(b) of these regulations. Such candidates may take Law Year 1 and Law Year 2 concurrently.</p>
13.		<p>The Dean or delegated authority may waive these regulations in individual cases.</p>

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## Section Contents

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# Regulations for the Degree of Bachelor of Management Studies (BMS)

Students who enrol for the degree of Bachelor of Management Studies with Honours (BMS(Hons)) may be awarded the Bachelor of Management Studies (BMS), if, having passed all required papers and completed all other requirements for a BMS(Hons), their performance in the papers is not of honours standard.

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## Section Contents

# Regulations for the Degree of Bachelor of Media and Creative Technologies (BMCT)

- |    |  |  |
|----|--|--|
| 1. |  | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|--|

### *Admission*

- |    |  |  |
|----|--|--|
| 2. |  | Candidates for the Degree must have qualified for admission to the Joint Institute of the Zhejiang University City College and the University of Waikato and met any criteria set out in the <a href="#">Criteria for Admission to Particular Qualifications</a> |
|----|--|--|

### *Requirements for the Degree*

- |    |  |   |
|----|--|---|
| 3. |  | The normal minimum period of enrolment for completion of the Degree is three years.   |
| 4. |  | Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.                                   |
| 5. |  | Candidates must gain 360 points at 100, 200, 300 and 400 levels, including at least 225 points above 100 level and 75 points above 200 level. |

6.		Candidates must complete the compulsory papers prescribed in the appendix to these regulations, including the three University-wide requirements that are included in all undergraduate degrees. These elements include: Disciplinary Foundations; Cultural Perspectives; and Work-Integrated Learning.
7.		Candidates must complete the requirements of a major, Design Media.
8.		To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the Design Media subject entry in the <a href="#">University of Waikato Catalogue of Papers</a> .
9.		Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a> .
10.		Candidates may complete a second major in any undergraduate major.
11.		To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a> .
12.		A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.
13.		Candidates must also complete at least 105 points listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including at least 60 points at 100 level, at least 30 points at 200 level, and at least 15 points at 300 level or above. Candidates completing a double major must also include at least 30 points at 300 level or above.
14.		Candidates may take up to 120 points from outside the field of the Degree.
15.		The field of the Degree comprises the major listed in section 7 of these regulations as well as the Finance major.

### *Variations*

16.		The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
17.		The Dean or delegated authority may vary or waive these regulations in individual cases.

### *Transitional Arrangements*

18.		These regulations apply to all new applicants for the BMCT from 2018. Students who enrolled in the BMCT prior to 2018 may complete under the regulations listed in the 2017 Calendar.
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## Appendix

### Compulsory Papers

ENSLA100 English for Professions

DSIGN141 Design 1

MEDIA100 Understanding Visual Culture

DSIGN252 Cultural Perspectives for Design

CREAT301 Creative Technologies and Creative Practice Project

DSIGN350 Intern Project

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## Section Contents

# Regulations for the Degree of Bachelor of Music (BMus)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |  |
|----|--|
| 2. | Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the <a href="#">Criteria for Admission to Particular Qualifications</a> |
|----|--|

- |    |   |
|----|---|
| 3. | Candidates must be accepted by the Chairperson of Music or delegated authority. |
|----|---|

### *Requirements for the Degree*

- |    |   |
|----|---|
| 4. | The normal minimum period of enrolment for completion of the Degree is three years. |
|----|---|

- |    |   |
|----|---|
| 5. | Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study. |
|----|---|

- |    |   |
|----|---|
| 6. | Candidates must gain 360 points at 100, 200, and 300 levels, including at least 225 points above 100 level and 75 points above 200 level. |
|----|---|

7.		Candidates must complete the requirements of the specified programme in Music including MUSIC112, MUSIC115, MUSIC117, MUSIC119, MUSIC213, MUSIC314, 15 points from papers as specified in the Disciplinary Foundation page in the <a href="#">University of Waikato Catalogue of Papers</a> , at least 15 points from papers as specified in the Cultural Perspectives page in the <a href="#">University of Waikato Catalogue of Papers</a> , and at least 15 points from papers as specified in the Work-Integrated Learning page in the <a href="#">University of Waikato Catalogue of Papers</a> .
8.		Candidates must also complete the requirements of a music stream, as prescribed for that stream in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a> .
9.		Candidates must gain at least 90 points at 100 or 200 level in Music before taking Music papers above 200 level.
<i>Variations</i>		
10.		The Dean or delegated authority may vary or waive these regulations in individual cases.
<i>Transitional Arrangements</i>		
11.		These regulations apply to all new applicants for the Bachelor of Music from 2018. Students who enrolled in the Bachelor of Music prior to 2018 may complete under the regulations listed in the 2017 Calendar.

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## Section Contents

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# Regulations for the Degree of Bachelor of Science (BSc)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |  |
|----|--|
| 2. | Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the <a href="#">Criteria for Admission to Particular Qualifications</a> |
|----|--|

### *Requirements for the Degree*

- |    |  |
|----|--|
| 3. | The normal minimum period of enrolment for completion of the Degree is three years.  |
| 4. | Candidates must enrol in the Faculty of Computing and Mathematical Sciences or the Faculty of Science and Engineering and follow an approved programme of study. |
| 5. | Candidates must gain 360 points at 100, 200, and 300 levels or above, including at least 225 points above 100 level and 75 points above 200 level.               |



6.		Candidates must complete the requirements of a major.		
	(a)	<i>Faculty of Computing and Mathematical Sciences majors</i>		
			Applied Computing	
			Computer Science	
			Data Analytics	
			Mathematics	
	(b)	<i>Faculty of Science and Engineering majors</i>		
			Aquaculture	
			Biological Sciences <sup>1</sup>	
			Chemistry	
			Earth Sciences	
			Ecology and Biodiversity	
			Electronics <sup>1</sup>	
			Environmental Sciences	
			Materials and Processing	
			Materials Science	
			Molecular and Cellular Biology	

		Psychology
7.		To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a> .
8.		Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a> .
9.		Candidates may complete a second major in any undergraduate major.
10.		To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 30 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a> .
11.		A paper completed towards the requirements of a major or a minor cannot be counted towards the requirements of another major or a minor.
12.		Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the degree if completing a double major, including:
	(a)	<i>for candidates enrolled in the Faculty of Computing and Mathematical Sciences:</i>
		CSMAX170, one of MATHS101, MATHS102, MATHS135, MATHS165, STATS111 or STATS121, CSMAX270, and at least 15 points of Work-Integrated Learning at 300 level from the list of Work-Integrated Learning options in the <a href="#">University of Waikato Catalogue of Papers</a> .
	(b)	<i>for candidates enrolled in the Faculty of Science and Engineering:</i>

		45 points chosen from List A: Science Fundamentals <sup>2</sup> , 15 points chosen from List B: Work-Integrated Learning:, and SCIEN305 or another approved Cultural Perspectives paper.
13.		Candidates enrolled in the Faculty of Science and Engineering must include at least 30 points chosen from List C: Science Numeracy as part of their programme of study.
14.		Candidates may take up to 120 points from outside the field of the Degree.
15.		The field of the Degree is defined in the appendix to these regulations.
<i>Variations</i>		
16.		The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
17.		The Dean or delegated authority may vary or waive these regulations in individual cases.
<i>Transitional Arrangements</i>		
18.		These regulations apply to all new applicants for the Bachelor of Science from 2018. Students who enrolled in the Bachelor of Science prior to 2018 may complete under the regulations listed in the 2017 Calendar.
<i>Notes:</i>		
1.		<i>Enrolment in this major is limited to students transferring to the University under an approved Guaranteed Credit Agreement.</i>
2.		<i>The requirement to complete 45 points from List A may be reduced for those candidates completing either a second major or a minor from the Faculty of Science and Engineering.</i>

## Appendix

The field of the Degree is defined as

(a)		the papers offered by the Faculty of Computing and Mathematical Sciences, including DSIGN125, but excluding other DSIGN coded papers, and
(b)		the papers offered by the Faculty of Science and Engineering, and
(c)		the Philosophy papers PHILO102 Introduction to Logic and PHILO208 Reason, Science, and Pseudoscience, and
(d)		the following Psychology papers:
		PSYCH100 Brain, Behaviour and Cognition
		PSYCH101 Social Psychology, Health and Well-being
		PSYCH203 Cognitive Psychology and Development
		PSYCH204 Behavioural Psychology and Perception
		PSYCH211 Understanding Psychological Research
		PSYCH305 Psychological Science: putting theory into practice
		PSYCH307 Psychological Research Methods
		PSYCH314 Behaviour Analysis
		PSYCH319 Infant and Child Development
		PSYCH322 Memory and Cognition
		PSYCH337 Individual Differences and Measurement
		PSYCH338 Abnormal Psychology

## List A: Science Fundamentals

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APHYS111 Physics in Context

---

AQCUL101 Introduction to Aquaculture

---

BIOEB101 Concepts of Biology

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BIOEB102 Introduction to Ecology and Biodiversity

---

BIOMO101 Introduction to Molecular and Cellular Biology

---

CHEMY100 Chemistry in Context

---

CHEMY101 Structure and Spectroscopy

---

CHEMY102 Chemical Reactivity

---

EARTH101 Introduction to Earth System Sciences

---

EARTH102 Discovering Planet Earth

---

ENGEN111 Electricity and Electronics

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ENGEN112 Materials Science and Engineering

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ENGEN180 Foundations of Engineering

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ENVSC101 Environmental Science

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MARIN101 Marine Biodiversity

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## List B: Work-Integrated Learning

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SCIEN301 Capstone Project

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SCIEN303 Undergraduate Research Project

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SCIEN313 Undergraduate Research Project

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SCIEN314 Science Entrepreneurship

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## List C: Science Numeracy

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CHEMY202 Physical Chemistry or CHEMY204 Analytical Chemistry

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COMPX101 Introduction to Programming, or ENGEN103 Engineering Computing, or COMPX102 Object-Oriented Programming

---

COMPX201 Data Structures and Algorithms or COMPX202 Mobile Computing and Software Architecture or COMPX223 Database Practice and Experience, or COMPX241 Software Engineering Development, or COMPX242 Software Engineering Process, or CSMAX101 The World of Data

---

EARTH251 Spatial Analysis in Geosciences or ENVPL202 Cartography and Spatial Analysis

---

ENGEN201 Engineering Mathematics 2

---

MATHS101 Introduction to Calculus or ENGEN101 Engineering Mathematics 1A

---

MATHS102 Introduction to Algebra or ENGEN102 Engineering Mathematics 1B

---

MATHS135 Discrete Structures

---

MATHS165 General Mathematics

---

MATHS168 Preparatory Mathematics

---

Any 200-level paper in MATHS coded paper

---

PHYSC100 General Physics or PHYSC101 Physics for Engineers and Scientists or ENGEN110 Engineering Mechanics

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STATS111 Statistics for Science or STATS121 Introduction to Statistical Methods

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Any 200-level STATS coded paper

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# Regulations for the Degree of Bachelor of Science (Technology) (BSc(Tech))

1.		The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations.
<i>Admission</i>		
2.		Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the <a href="#">Criteria for Admission to Particular Qualifications</a>
<i>Requirements for the Degree</i>		
3.		The normal minimum period of enrolment for completion of the Degree is three years.
4.		Candidates must enrol in the Faculty of Computing and Mathematical Sciences or the Faculty of Science and Engineering and follow an approved programme of study.
5.		Candidates must gain 360 points at 100, 200, 300, and 400 levels, including at least 225 points above 100 level and 75 points above 200 level.

6.		Candidates must complete the requirements of a major.
	(a)	<i>Faculty of Computing and Mathematical Sciences majors</i>
		Computer Science
	(b)	<i>Faculty of Science and Engineering majors</i>
		Aquaculture <sup>1</sup>
		Chemistry
		Earth Sciences
		Ecology and Biodiversity
		Environmental Sciences
		Materials Science
		Molecular and Cellular Biology
7.		To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a> .
8.		Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a> .
9.		Candidates may complete a second major in any undergraduate major.

10.		To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 30 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a> .
11.		A paper completed towards the requirements of a major or a minor cannot be counted towards the requirements of another major or a minor.
12.		Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the degree if completing a double major, including:
	(a)	<i>for candidates enrolled in the Faculty of Computing and Mathematical Sciences:</i>
		CSMAX170, CSMAX270, SCIEN270, COMPX371 and one of MATH135, STATS111, STATS121.
	(b)	<i>for candidates enrolled in the Faculty of Science and Engineering:</i>
		45 points chosen from List A: Science Fundamentals <sup>2</sup> , SCIEN279, SCIEN371, and SCIEN305 or another approved Cultural Perspectives papers.
13.		Candidates enrolled in the Faculty of Science and Engineering must include at least 30 points chosen from List C: Science Numeracy as part of their programme of study.
14.		Candidates may take up to 120 points from outside the field of the Degree.
15.		The field of the Degree is defined in the appendix to these regulations.
<i>Variations</i>		
16.		The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.

17.		The Dean or delegated authority may vary or waive these regulations in individual cases.
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*Transitional Arrangements*

18.		These regulations apply to all new applicants for the Bachelor of Science (Technology) from 2018. Students who enrolled in the Bachelor of Science (Technology) prior to 2018 may complete under the regulations listed in the 2017 Calendar.
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*Notes:*

1.		<i>There will be no new intake into this major in 2020.</i>
2.		<i>The requirement to complete 45 points from List A: Science Fundamentals may be reduced for those candidates completing either a second major or a minor from the Faculty of Science and Engineering.</i>

## Appendix

		The field of the Degree is defined as
	(a)	the papers offered by the Faculty of Computing and Mathematical Sciences, including DSIGN125, but excluding other DSIGN coded papers, and
	(b)	the papers offered by the Faculty of Science and Engineering, and
	(c)	the Philosophy papers PHILO102 Introduction to Logic and PHILO208 Reason, Science, and Pseudoscience, and
	(d)	the following Psychology papers:
		PSYCH100 Brain, Behaviour and Cognition
		PSYCH101 Social Psychology, Health and Well-being

	PSYCH203 Cognitive Psychology and Development
	PSYCH204 Behavioural Psychology and Perception
	PSYCH211 Understanding Psychological Research
	PSYCH305 Psychological Science: Putting theory into practice
	PSYCH307 Psychological Research Methods
	PSYCH314 Behaviour Analysis
	PSYCH319 Infant and Child Development
	PSYCH322 Memory and Cognition
	PSYCH337 Individual Differences and Measurement
	PSYCH338 Abnormal Psychology

## List A: Science Fundamentals

	APHYS111 Physics in Context
	BIOEB101 Concepts of Biology
	BIOEB102 Introduction to Ecology and Biodiversity
	BIOMO101 Introduction to Molecular and Cellular Biology
	CHEMY100 Chemistry in Context

	CHEMY101 Structure and Spectroscopy
	CHEMY102 Chemical Reactivity
	EARTH101 Introduction to Earth System Sciences
	EARTH102 Discovering Planet Earth
	ENGEN111 Electricity and Electronics
	ENGEN112 Materials Science and Engineering
	ENGEN180 Foundations of Engineering
	ENVSC101 Environmental Science

## List C: Science Numeracy

	CHEMY202 Physical Chemistry or CHEMY204 Analytical Chemistry
	COMPX101 Introduction to Programming, or ENGEN103 Engineering Computing, or COMPX102 Object-Oriented Programming
	COMPX201 Data Structures and Algorithms or COMPX202 Mobile Computing and Software Architecture or COMPX223 Database Practice and Experience, or COMPX241 Software Engineering Development, or COMPX242 Software Engineering Process, or CSMAX101 The World of Data
	EARTH251 Spatial Analysis in Geosciences or ENVPL202 Cartography and Spatial Analysis
	ENGEN201 Engineering Mathematics 2
	MATHS101 Introduction to Calculus or ENGEN101 Engineering Mathematics 1A

	MATHS102 Introduction to Algebra or ENGEN102 Engineering Mathematics 1B
	MATHS135 Discrete Structures
	MATHS165 General Mathematics
	MATHS168 Preparatory Mathematics
	Any 200-level paper in MATHS coded paper
	PHYSC100 General Physics or PHYSC101 Physics for Engineers and Scientists or ENGEN110 Engineering Mechanics
	STATS111 Statistics for Science or STATS121 Introduction to Statistical Methods
	Any 200-level STATS coded paper

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## Section Contents

# Regulations for the Degree of Bachelor of Social Sciences (BSocSc)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |  |
|----|--|
| 2. | Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the <a href="#">Criteria for Admission to Particular Qualifications</a> |
|----|--|

### *Requirements for the Degree*

- |    |   |
|----|---|
| 3. | The normal minimum period of enrolment for completion of the Degree is three years.   |
| 4. | Candidates must enrol in the Faculty of Arts and Social Sciences, the Faculty of Māori and Indigenous Studies, or the Faculty of Education and follow an approved programme of study. |
| 5. | Candidates must gain 360 points at 100, 200, 300, and/or 400 levels, including at least 225 points above 100 level and 75 points above 200 level.                                     |

6.		Candidates must complete the requirements of a major.		
	(a)	<i>Faculty of Arts and Social Sciences majors</i>		
				Anthropology
				Economics
				Environmental Planning
				Geography
				History
				Industrial Relations and Human Resource Management <sup>1</sup>
				Linguistics
				Philosophy
				Political Science
				Population Studies
				Psychology
				Screen and Media Studies
				Social Policy
				Sociology
	(b)	<i>Faculty of Māori and Indigenous Studies majors</i>		

			Māori and Indigenous Studies
			Pacific and Indigenous Studies
	(c)	<i>Faculty of Education majors</i>	
			Digital Learning
			Education and Society
			Human Development
7.		To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a> .	
8.		Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a> .	
9.		Candidates may complete a second major in any undergraduate major.	
10.		To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the <a href="#">University of Waikato Catalogue of Papers</a> .	
11.		A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.	
12.		Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including:	

	(a)	<i>for candidates enrolled in the Faculty of Arts and Social Sciences:</i>			ARTSC111, 15 points from List A: Academic Foundations, at least 15 points from papers specified in the Cultural Perspectives page in the <a href="#">University of Waikato Catalogue of Papers</a> , 15 points from List B, and at least 15 points from papers as specified in the Work-Integrated Learning page in the <a href="#">University of Waikato Catalogue of Papers</a> .
	(b)	<i>for candidates enrolled in the Faculty of Māori and Indigenous Studies:</i>			MAORI100, MAORI103, one of MAORI203 or MAORI303, at least 15 points from papers as specified in the Work-Integrated Learning page in the <a href="#">University of Waikato Catalogue of Papers</a> and 45 points from MAORI and PACIS coded papers.
	(c)	<i>for candidates enrolled in Te Kura Toi Tangata Faculty of Education:</i>			ARTSC111, either EDSOC101 or HMDEV100, EDUCA110, EDUCA200, EDUWK300, 15 points from List A: Academic Foundations, and 15 points from List B.
13.		Candidates may take up to 120 points from outside the field of the Degree.			

14.		The field of the Degree comprises all of the majors listed in section 6 of these regulations as well as Ethics, Gender and Sexuality Studies, Public Policy, Work, Employment and Society.
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### Variations

15.		The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
16.		The Dean or delegated authority may vary or waive these regulations in individual cases.

### Transitional Arrangements

17.		These regulations apply to all new applicants for the Bachelor of Social Sciences from 2018. Students who enrolled in the Bachelor of Social Sciences prior to 2018 may complete under the regulations listed in the 2017 Calendar.
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### Notes:

1.		<p><i>There will be no new intake into this major in 2020.</i></p> <p><b>List A: Academic Foundations</b></p> <p>ARTSC101 Indigenous Social Science Research</p> <p>ARTSC103 Rights and Reason</p> <p>ARTSC106 Critical Social Science Research: The Crisis of Climate Change</p> <p>ENSLA103 Undergraduate Research Writing for ESL students</p> <p>ENSLA202 Oral Skills for Academic English</p>
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## List B

EDUCA210 Learning Through Life: Contexts and Considerations

PSYCH211 Understanding Psychological Research

SSRES200 Social Science Research Methods

SSRES300 Social Science Research Methods

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## Section Contents

# Regulations for the Degree of Bachelor of Social Work (BSW)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |  |
|----|--|
| 2. | Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the <a href="#">Criteria for Admission to Particular Qualifications</a> |
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| 3. | Candidates must have been selected by the Faculty of Arts and Social Sciences as a fit and proper person to be a social worker. |
|----|---|

### *Requirements for the Degree*

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| 4. | The normal minimum period of enrolment for completion of the Degree is four years. |
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| 5. | Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study. |
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| 6. | Candidates must gain 480 points at 100, 200, 300, and 400 levels, including at least 360 points above 100 level and 225 points above 200 |
|----|--|



		level and 90 points above 300 level.
7.		Candidates must complete a specified programme as prescribed in the Social Work entry in the <a href="#">University of Waikato Catalogue of Papers</a> .

*Award of Honours*

8.		Candidates who have completed 480 points towards the degree of Bachelor of Social Work, including all compulsory papers at 100, 200, 300 and 400 levels, and including paper SOCWK490, are eligible for consideration for the award of honours.
9.		The degree of Bachelor of Social Work may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division), or
	(d)	without Honours.
10.		If awarded, the level of honours will be determined on the basis of candidates' grades in graded papers at 400 level.

*Variations*

11.		The Dean or delegated authority may vary or waive these regulations in individual cases.
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## Section Contents

# Regulations for the Degree of Bachelor of Teaching (BTchg)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |  |
|----|--|
| 2. | Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the <a href="#">Criteria for Admission to Particular Qualifications</a> |
|----|--|

- |    |  |
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| 3. | Candidates must have been selected by the Faculty of Education as a suitable person to be a teacher. |
|----|--|

### *Requirements for the Degree*

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|----|---|
| 4. | The normal minimum period of enrolment for completion of the Degree is three years. |
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- |    |  |
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| 5. | Candidates must enrol in the Faculty of Education and follow an approved programme of study. |
|----|--|

- |    |   |
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| 6. | Candidates must gain 360 points at 100, 200, and 300 levels, including at least 225 points above 100 level and 75 points above 200 level. |
|----|---|

7.		Candidates must complete the requirements of the major, Professional Education.
8.		To complete the requirements of the major, candidates must comply with the requirements of a programme, details of which are prescribed in the Faculty of Education Teacher Education Handbook.
		Programmes
		Early Childhood
		Primary
		Primary Kākano Rua
		Secondary
		Qualified and Registered Teachers
9.		Candidates may not enrol in specified papers until they have passed certain programme requirements, as outlined in the Faculty of Education Teacher Education Handbook.
10.		A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.
<i>Variations</i>		
11.		The Dean or delegated authority may vary or waive these regulations in individual cases.
<i>Transitional Arrangements</i>		
12.		These regulations apply to all new applicants for the Bachelor of Teaching from 2018. Students who enrolled in the Bachelor of Teaching prior to 2018 may complete under the regulations listed in the 2017 Calendar.

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## Section Contents

# Regulations for Conjoint Degrees

- |    |   |
|----|---|
| 1. | The <i>Personal Programmes of Study Regulations</i> apply in these regulations. |
|----|---|

### *Admission*

- |    |   |
|----|---|
| 2. | Every candidate must have met the admission requirements of each of the component degrees and be approved by the Dean of each of the relevant Faculties to enrol in the conjoint qualification. |
|----|---|

- |    |   |
|----|---|
| 3. | Admission may be at initial enrolment or after the candidate has passed or been credited with papers towards either component degree, but the candidate must not have been awarded either of the component degrees. Candidates cannot enrol in the LLB(Hons) at initial enrolment but are eligible to be considered for admission on successful completion of the Honours admission requirements. |
|----|---|

### *Requirements for the Degrees*

- |    |   |
|----|---|
| 4. | Candidates must enrol in a Faculty and follow an approved programme of study. |
|----|---|

- |    |  |
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| 5. | Each year and part of enrolment for the conjoint degrees are subject to the approval of the Deans of the Faculty in which the component degree is taken, and will depend on satisfactory progress in the previous levels and years of study. |
|----|--|

6.	Candidates must maintain a grade average of B- or higher in order to continue enrolment in the conjoint programme.
7.	Candidates must meet the requirements for re-entry for each of the component degrees in order to continue enrolment in the conjoint programme.
8.	Candidates must enrol in at least one paper for each of the component degrees each year, unless the requirements of one component degree have already been completed.
9.	Each paper must be taken towards one component degree.
10.	Only when all of the requirements of both component degrees have been satisfied may the two degrees be awarded.
11.	Graduates of a conjoint degree programme may not cross-credit any of the papers contributing to the component degrees towards another University of Waikato qualification. Candidates enrolling in a conjoint degree programme will not be eligible to credit papers from a completed bachelors degree, graduate diploma or postgraduate diploma.

*Bachelor of Arts (BA) component - Single major only*

12.	Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
13.	Candidates must complete the requirements of a major, as specified in sections 6 and 7 of the BA regulations.
14.	Candidates must also complete at least 105 points from papers listed for the field of the Degree, as specified in section 12 of the BA regulations.
15.	Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Dean or delegated authority.
16.	The field of the Degree is as specified in section 14 of the BA regulations.



*Bachelor of Business (BBus) component - Single major only*

17.		Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 75 points above 200 level.
18.		Candidates must demonstrate competency in employment skills as prescribed by the Waikato Management School.
19.		Candidates must complete the requirements of a major, as specified in sections 7 and 8 of the BBus regulations.
20.		Candidates must also complete at least 105 points from papers listed for the field of the Degree, as specified in section 12 of the BBus regulations.
21.		Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
22.		Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Dean or delegated authority.
23.		The field of the Degree is as specified in section 16 of the BBus regulations.

*Bachelor of Business Analysis - BBA component - Single major only*

24.		Candidates must gain 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
25.		Candidates must demonstrate competency in writing and employment skills as prescribed by the Waikato Management School.
26.		Candidates must complete the requirements of a major, as specified in sections 7 and 8 of the BBA regulations.
27.		Candidates must also complete at least 105 points from papers listed for the field of the Degree, as specified in section 13 of the BBA regulations.

28.		Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
29.		Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Dean or delegated authority.
30.		The field of the Degree is as specified in section 16 of the BBA regulations.

*Bachelor of Communication Studies (BCS) component - Single major only*

31.		Candidates must gain 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
32.		Candidates must demonstrate competency in employment skills as prescribed by the Waikato Management School.
33.		Candidates must complete the requirements of a major, as specified in sections 7 and 8 of the BCS regulations.
34.		Candidates must also complete at least 105 points from papers listed for the field of the Degree, as specified in section 12 of the BCS regulations.
35.		Candidates must complete any Assurance of Learning requirements as prescribed in the Waikato Management School Student Handbook.
36.		Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Dean or delegated authority.
37.		The field of the Degree is as specified in section 16 of the BCS regulations.

*Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons)) component- Single major only*

38.		Candidates must gain a minimum of 345 points at 100, 200, 300, 400 and 500 levels, including at least 240 points above 100 level, 135 points above 200 level and 90 points at 500 level.
		Candidates must complete the requirements of a major, as specified in

39.		sections 7 and 8 of the BCMS(Hons) regulations.
40.		Candidates must also complete at least 105 points from papers listed for the field of the Degree, as specified in section 15 of the BCMS(Hons) regulations.
41.		Candidates must meet the 500 level requirements as specified in section 9 of the BCMS(Hons) regulations.
42.		Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Dean or delegated authority.
43.		The field of the Degree is as specified in section 17 of the BCMS regulations.
44.		The Degree may be awarded with a level of Honours, as specified in sections 18-21 of the BCMS(Hons) regulations.

*Bachelor of Design (BDes) component- Single major only*

45.		Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
46.		Candidates must complete the requirements of a major, as specified in sections 6 and 7 of the BDes regulations.
47.		Candidates must complete at least 105 points from papers listed in the field of the Degree, as specified in section 12 of the BDes regulations.
48.		Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Dean or delegated authority.
49.		The field of the Degree is as specified in section 14 of the BDes regulations.

*Bachelor of Engineering with Honours (BE(Hons)) component<sup>1</sup>*

50.		For purposes of IPENZ accreditation the total points that must be achieved for the BE(Hons) component of a conjoint qualification will normally be 480 points, however the points requirement may be reduced depending on the second degree taken for the conjoint qualification. If reduced, candidates must gain a minimum of 405 points at 100, 200, 300, 400 and 500 levels including at least 315 points above 100 level, 210 points above 200 level and 105 points above 300 level. Students considering a conjoint qualification which includes the BE(Hons) should consult with the Faculty of Science and Engineering.
51.		Candidates must complete the requirements of a specified programme, as specified in the BE(Hons) regulations.
52.		Candidates must also satisfy the Dean of the Faculty of Computing and Mathematical Sciences or the Dean of the Faculty of Science and Engineering that they have completed a minimum of 800 hours of industrial experience relevant to their specified programme.
53.		The Degree may be awarded with a level of Honours, as specified in sections 9 and 10 of the BE(Hons) regulations.

*Bachelor of Environmental Planning (BEP) component*

54.		Candidates must gain 465 points at 100, 200, 300 and 400 levels, including at least 345 points above 100 level, 225 points above 200 level and 105 points above 300 level.
55.		Candidates must complete the requirements of the specified programme in Environmental Planning, as specified in section 6 of the BEP regulations.
56.		Candidates must also complete the requirements of a planning stream, as specified in section 7 of the BEP regulations.

*Bachelor of Health, Sport and Human Performance (BHSHP) component - Single major only*

57.		Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
58.		Candidates must complete the requirements of a major, as specified in sections 6 and 7 of the BHSHP regulations.

59.		Candidates must complete at least 105 points from papers listed in the field of the Degree, as specified in section 11 of the BHSHP regulations.
60.		Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Dean or delegated authority.
61.		The field of the Degree is as specified in section 14 of the BHSHP regulations.

*Bachelor of Laws (LLB) component - Single major only*

62.		Candidates must gain 390 points at 100, 200, 300 and 400 levels, including at least 330 points above 100 level, at least 225 points above 200 level and at least 120 points above 300 level.
63.		Candidates must complete the requirements of the major, Law, as specified in section 7 of the LLB regulations.

*Bachelor of Laws with Honours (LLB(Hons)) component - Single major in each degree only*

64.		Candidates must gain 450 points at 100, 200, 300, 400 and 500 levels, including at least 390 points above 100 level, and at least 285 points above 200 level, and at least 180 points above 300 level.
65.		Candidates must complete the requirements of the major, Law, as specified in section 9 of the LLB(Hons) regulations.
66.		The Degree may be awarded with a level of Honours, as specified in sections 14-17 of the LLB(Hons) regulations.

*Bachelor of Management Studies with Honours (BMS(Hons)) component- Single major only*

67.		Candidates must gain a minimum of 345 points at 100, 200, 300, and 500 levels, including at least 255 points above 100 level, 180 points above 200 level and 120 points at 500 level.
68.		Candidates must demonstrate competency in employment skills as prescribed by the Waikato Management School.
69.		Candidates must complete the requirements of a major, as specified in

		sections 7 and 8 of the BMS(Hons) regulations.
70.		Candidates must include in their programme ECONS205 and at least 60 points from the following papers: ACCTN101, ECONS101, FINAN101, MGSYS101, MRKTG101, STMGT101.
71.		Candidates must complete under either component of their conjoint programme, one cultural perspectives paper, and one undergraduate work integrated learning paper listed in the University of Waikato Catalogue of Papers.
72.		Candidates must complete MNMGT511, MNMGT512, MNMGT513, MNMGT514, MNMGT515, MNMGT516, MNMGT517, and 15 points from the list of work integrated learning options in the University of Waikato Catalogue of Papers.
73.		Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
74.		Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Dean or delegated authority.
75.		The field of the Degree is as specified in section 17 of the BMS(Hons) regulations.
76.		The Degree may be awarded with a level of Honours, as specified in sections 19-21 of the BMS(Hons) regulations.

*Bachelor of Music (BMus) component*

Academic Stream

77.		Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 75 points above 200 level.
78.		Candidates must complete the requirements of the Academic Stream, as specified in the BMus regulations.

Performance Stream

79.		Candidates must gain a minimum of 300 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 90 points above 200 level.
80.		Candidates must complete the requirements of the Performance Stream, as specified in the BMus regulations.
Composition Stream		
81.		Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 165 points above 100 level and 75 points above 200 level.
82.		Candidates must complete the requirements of the Composition Stream, as specified in the BMus regulations.
<i>Bachelor of Science (BSc) component - Single major only</i>		
83.		Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
84.		Candidates must complete the requirements of a major, as specified in sections 6 and 7 of the BSc regulations.
85.		Candidates must also complete at least 105 points from the papers listed for the field of the Degree, as specified in section 12 of the BSc regulations.
86.		Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Dean or delegated authority.
87.		The field of the Degree is as specified in the appendix to the BSc regulations.
<i>Bachelor of Science (Technology) (BSc(Tech)) component - Single major only</i>		
88.		Candidates must gain a minimum 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 90 points above

		200 level.
89.		Candidates must complete the requirements of a major, as specified in sections 6 and 7 of the BSc(Tech) regulations.
90.		Candidates must also complete at least 120 points from papers listed for the field of the Degree, as specified in section 12 of the BSc(Tech) regulations.
91.		Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Dean or delegated authority.
92.		The field of the Degree is as specified in the appendix to the BSc(Tech) regulations.

*Bachelor of Social Sciences (BSocSc) component - Single major only*

93.		Candidates must gain a minimum 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
94.		Candidates must complete the requirements of a major, as specified in sections 6 and 7 of the BSocSc regulations.
95.		Candidates must also complete at least 105 points from papers listed for the field of the Degree, as specified in section 12 of the BSocSc regulations.
96.		Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Dean or delegated authority.
97.		The field of the Degree is as specified in section 14 of the BSocSc regulations.

*Bachelor of Teaching (BTchg) component - Single major only*

98.		Candidates must gain a minimum 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
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99.		Candidates must complete the requirements of the major, Professional Education, as specified in sections 7 and 8 of the BTchg regulations.
100.		Candidates may not enrol in specific papers until they have passed certain programme requirements, as outlined in the Faculty of Education Teacher Education Handbook.

*Variations*

101.		The Deans or delegated authorities may vary or waive these regulations in individual cases.
102.		Candidates undertaking a BTchg conjoint programme may include in the degree which is taken in partnership with the BTchg degree 75 points from outside the field of that degree in order to meet the requirements for Teaching Subject Studies.

*Notes:*

1.		<i>The range of degrees that may be taken in partnership with the Professional degrees without additional papers being required may be limited.</i>
2.		<i>Not all conjoint combinations will be available in 2020.</i>

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## Section Contents

# Regulations for the Degree of Bachelor of Arts with Honours (BA(Hons))

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |     |  |
|-----|--|
| 2.  | Candidates for the Degree must have  |
| (a) | qualified for the award of the degree of Bachelor of Arts of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and |
| (b) | satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.             |

- |    |   |
|----|---|
| 3. | In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently. |
|----|---|

### *Requirements for the Degree*

4.		The normal minimum period of enrolment for completion of the Degree is one year.		
5.		Candidates must enrol in the Faculty of Arts and Social Sciences or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.		
6.		Candidates must gain 120 points at 500 level or above.		
7.		Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato <a href="#">Catalogue of Papers</a> :		
	(a)	<i>Faculty of Arts and Social Sciences subjects</i>		
				Anthropology
				Chinese
				Education and Society
				English
				French
				Geography
				German <sup>1</sup>
				History
				Japanese
				Mathematics
				Music

			Philosophy
			Political Science
			Psychology
			Screen and Media Studies
			Theatre Studies
	(b)	<i>Faculty of Māori and Indigenous Studies subjects</i>	
			Māori and Indigenous Studies
			Pacific and Indigenous Studies
8.		Candidates enrolled in the Faculty of Arts and Social Sciences must include at least 30 points in research, as prescribed in the relevant subject entry in the University of Waikato <a href="#">Catalogue of Papers</a> .	
9.		Candidates may take up to 30 points from outside the field of the Degree.	
10.		The field of the Degree comprises all the subjects listed in section 7 of these regulations.	
11.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.	
<i>Award of Honours</i>			
12.		The Degree may be awarded with	

	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division), or
	(d)	Third Class Honours.

13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

*Variations*

14. The Dean or delegated authority may vary or waive these regulations in individual cases.

*Notes:*

1. *There will be no new intake into this subject in 2020.*

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## Section Contents

# Regulations for the Degree of Bachelor of Business with Honours (BBus(Hons))

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |     |  |
|-----|--|
| 2.  | Candidates for the Degree must have  |
| (a) | qualified for the award of the degree of Bachelor of Business of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and |
| (b) | satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.                 |

- |    |   |
|----|---|
| 3. | In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently. |
|----|---|

### *Requirements for the Degree*



4.		The normal minimum period of enrolment for completion of the Degree is one year.
5.		Candidates must enrol with the Waikato Management School and follow an approved programme of study.
6.		Candidates must gain 120 points at 500 level or above.
7.		Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers:
		<i>Subjects</i>
		Accounting
		Agribusiness <sup>1</sup>
		Digital Business
		Economics
		Finance
		Entrepreneurship and Innovation <sup>1</sup>
		Human Resource Management
		Marketing
		Public Relations
		Strategic Management
		Supply Chain Management

## Tourism and Hospitality Management

8.		Candidates must include at least 30 points in research, as prescribed in relevant subject entry in the University of Waikato Catalogue of Papers.
9.		Candidates may take up to 30 points from outside the field of the Degree.
10.		The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
12.		Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.

*Award of Honours*

13.		The Degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division), or
	(d)	Third Class Honours.
14.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

*Variations*

15.		The Dean or delegated authority may vary or waive these regulations in
-----	--	--

individual cases.

*Note:*

1.

*There will be no new intake into this subject in 2020.*

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## Section Contents

# Regulations for the Degree of Bachelor of Communication Studies with Honours (BCS(Hons))

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |                                     |
|----|-------------------------------------|
| 2. | Candidates for the Degree must have |
|----|-------------------------------------|

(a)	qualified for the award of the degree of Bachelor of Communication Studies of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
-----	---

(b)	satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
-----	--

- |    |   |
|----|---|
| 3. | In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently. |
|----|---|

*Requirements for the Degree*

4.		The normal minimum period of enrolment for completion of the Degree is one year.
5.		Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6.		Candidates must gain 120 points at 500 level or above.
7.		Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers:
		<i>Subjects</i>
		Leadership Communication
		Marketing
		Public Relations
8.		Candidates must include at least 30 points in research, as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.
9.		Candidates may take up to 30 points from outside the field of the Degree.
10.		The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
12.		Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.

### *Award of Honours*

13.		The Degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division), or
	(d)	Third Class Honours.
14.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

### *Variations*

15.		The Dean or delegated authority may vary or waive these regulations in individual cases.
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Section Contents

# Regulations for the Degree of Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons))

1.	The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations.
<i>Admission</i>	
2.	Candidates for the degree must have qualified for admission to the University of Waikato and met any criteria set out in the <i>Criteria for Admission to Particular Qualifications</i> .
3.	Candidates who have been awarded the degree of Bachelor of Computing and Mathematical Sciences will not be admitted to this degree.
<i>Requirements for the Degree</i>	
4.	The normal minimum period of enrolment for completion of the Degree is four years.
5.	Candidates must enrol in the Faculty of Computing and Mathematical Sciences and follow an approved programme of study.
	Candidates must gain 480 points at 100, 200, 300, and 500 levels,

6.		including at least 345 points above 100 level, 195 points above 200 level and 120 points at 500 level.
7.		Candidates must complete the requirements of a major.
		<i>Majors</i>
		Computer Science
		Data Analytics
		Mathematics
8.		To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
9.		Candidates must include either COMPX520 Dissertation (45 points), STATS520 Dissertation (45 points), or MATHS520 Dissertation (45 points).
10.		Candidates must include at least 60 points at 500 level in the subject of their first major, including at least 30 points of research, as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.
11.		Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato Catalogue of Papers.
12.		Candidates may complete a second major in any undergraduate major.
13.		To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 30 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the University of Waikato Catalogue of Papers.

14.		A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.
15.		Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from the papers listed for the field of the Degree if completing a double major, including CSMAX170, one of MATHS101, MATHS102, MATHS135, MATHS165, STATS111 or STATS121, CSMAX270, and at least 15 points of Work-Integrated Learning at 300 level from the list of Work-Integrated Learning options in the <a href="#">University of Waikato Catalogue of Papers</a> .
16.		Candidates may take up to 180 points from outside of the field of the Degree.
17.		The field of the Degree comprises all of the majors listed in section 7 of these regulations.

*Award of Honours*

18.		The Degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division).
19.		If awarded, the level of honours will be determined on the basis of candidates' grades in 500 level papers.
20.		In order to be eligible for consideration for the award of honours, the 500 level papers must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding two calendar years.
21.		Candidates who do not meet the grade requirement for an award of honours may be awarded the Bachelor of Computing and Mathematical Sciences.

*Variations*

22.	The Dean or delegated authority may permit more than 180 points to be taken from outside of the field of the Degree in individual cases.
23.	The Dean or delegated authority may vary or waive these regulations in individual cases.

*Transitional Arrangements*

24.	These regulations apply to all new applicants for the BCMS(Hons) from 2018. Students who enrolled in the BCMS(Hons) prior to 2018 may complete under the regulations listed in the 2017 Calendar.
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## Section Contents

# Regulations for the Degree of Bachelor of Design with Honours (BDes(Hons))

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |     |  |
|-----|--|
| 2.  | Candidates for the Degree must have  |
| (a) | qualified for the award of the degree of Bachelor of Design of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and |
| (b) | satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.               |

- |    |   |
|----|---|
| 3. | In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently. |
|----|---|

### *Requirements for the Degree*

4.		The normal minimum period of enrolment for completion of the Degree is one year.
5.		Candidates must enrol with the Faculty of Computing and Mathematical Sciences and follow an approved programme of study.
6.		Candidates must gain 120 points at 500 level or above.
7.		Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers:
<i>Subjects</i>		
		Communication Design
		Interface Design
		Media Design
8.		Candidates must include at least 30 points in research, as prescribed in the University of Waikato Catalogue of Papers.
9.		Candidates may take up to 30 points from outside the field of the Degree.
10.		The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
<i>Award of Honours</i>		
12.		The Degree may be awarded with:

	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division), or
	(d)	Third Class Honours.

13.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.
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*Variations*

14.		The Dean or delegated authority may vary or waive these regulations in individual cases.
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## Section Contents

# Regulations for the Degree of Bachelor of Engineering with Honours (BE(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### *Admission*

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the *Criteria for Admission to Particular Qualifications*. Candidates should indicate by the mid-point of their second-year studies whether they wish to add the Diploma of Engineering Professional Practice to their studies, or intend to continue in the BE(Hons) alone.

### *Requirements for the Degree*

3. The normal minimum period of enrolment for completion of the Degree is four years. If taking the DipEPP concurrently, it may be possible for students to complete over the summer of their fourth year of study.

4. Candidates must enrol in the Faculty of Computing and Mathematical Sciences or the Faculty of Science and Engineering and follow an approved programme of study.

Candidates must gain at least 480 points at 100, 200, 300, and 500 level,

5.		with at least 360 points above 100 level and at least 120 points at 500 level.
6.		Candidates must complete the requirements of a specified programme.
	(a)	<i>Faculty of Computing and Mathematical Sciences specified programme</i>
		Software Engineering
	(b)	<i>Faculty of Science and Engineering specified programmes</i>
		Chemical and Biological Engineering
		Civil Engineering
		Electrical and Electronic Engineering
		Environmental Engineering
		Materials and Process Engineering
		Mechanical Engineering
		Mechatronics Engineering
7.		To complete the requirements of a specified programme, candidates must pass the papers prescribed for that programme in the relevant subject entry in the University of Waikato Catalogue of Papers.
8.		Candidates must also satisfy the Dean of Computing and Mathematical Sciences and the Dean of Science and Engineering that they have completed a minimum of 800 hours of industrial experience relevant to their specified programme. This may be achieved within the BE(Hons), using zero-point placement papers, or by concurrent enrolment in the

DipEPP. Completed zero-point placements from the BE(Hons) cannot be credited towards the DipEPP if a student subsequently enrolls in that qualification.

*Award of Honours*

9. The Degree may be awarded with

(a) First Class Honours, or

(b) Second Class Honours (first division), or

(c) Second Class Honours (second division), or

(d) Third Class Honours.

10. If awarded, the level of honours will be determined on the basis of the candidates' grades in the papers in Year 3 and 4 of the Engineering programme.

*Variations*

11. The Dean or delegated authority may vary or waive these regulations in individual cases.

*Transitional Arrangements*

12. These regulations apply to all new applicants for the BE(Hons) from 2018. Students who enrolled in the BE(Hons) prior to 2018 may complete under the regulations listed in the 2017 Calendar.

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## Section Contents

# Regulations for the Degree of Bachelor of Health, Sport and Human Performance with Honours (BHSHP(Hons))

1.		The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations.
<i>Admission</i>		
2.		Candidates for the Degree must have
	(a)	qualified for the award of the degree of Bachelor of Health, Sport and Human Performance of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
	(b)	satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3.		In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4.		The normal minimum period of enrolment for completion of the Degree is one year.
5.		Candidates must enrol in the Te Huataki Waiora Faculty of Health, Sport and Human Performance and follow an approved programme of study.
6.		Candidates must gain 120 points at 500 level or above.
7.		Candidates must complete the papers prescribed for the Degree in the Health, Sport and Human Performance entry in the University of Waikato Catalogue of Papers, including any compulsory papers.
8.		Candidates may take up to 30 points from outside the field of the Degree.
9.		The field of the Degree comprises the papers prescribed for the Degree in the Health, Sport and Human Performance entry in the University of Waikato Catalogue of Papers.
10.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

## Award of Honours

11.		The Degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division), or
	(d)	Third Class Honours.

12.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.
<i>Variations</i>		
13.		The Dean or delegated authority may vary or waive these regulations in individual cases.

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## Section Contents

# Regulations for the Degree of Bachelor of Laws with Honours (LLB(Hons))

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |   |
|----|---|
| 2. | Candidates who have completed Law Year 1 and Law Year 2, as listed in sections 7.1 and 7.2 of the regulations for the degree of Bachelor of Laws, are eligible to be considered for admission to the degree of Bachelor of Laws with Honours. |
|----|---|

- |    |  |
|----|--|
| 3. | Candidates who have been awarded the degree of Bachelor of Laws will not be admitted to this degree. |
|----|--|

### *Requirements for the Degree*

- |    |  |
|----|--|
| 4. | The normal minimum period of enrolment for completion of the Degree is four years. |
|----|--|

- |    |  |
|----|--|
| 5. | Candidates must enrol in the Faculty of Law and follow an approved programme of study. |
|----|--|

	Candidates must gain 540 points at 100, 200, 300, 400, and 500 levels,
--	--

6.		including at least 420 points above 100 level, at least 285 points above 200 level, and at least 180 points above 300 level, and at least 60 points at 500 level. Candidates may take a single major in Law or a first major in Law and a second major in a subject from another Faculty.
7.		Candidates must complete at least 30 points of Work-Integrated Learning papers from the list of Work-Integrated Learning options in the University of Waikato Catalogue of Papers.
8.		Candidates must complete Law Year 5 within two years of the commencement of Law Year 4.
9.		Candidates may not present a thesis or dissertation for the Degree without approval from the Dean of Law or delegated authority.

*LLB(Hons) with a Single Major in Law*

10.		To complete the requirements of the LLB(Hons) with a single major in Law, candidates must pass the following papers:		
	10.1		Law Year 1	
		(a)		LEGAL103 Legal Method A
				LEGAL104 Legal Method B
				LEGAL106 Legal Systems and Societies (30 points)
		(b)		60 points at 100 level in subjects other than Law, including 30 points at 100 level in a single subject from outside the Faculty of Law.
	10.2		Law Year 2	
		(a)		LEGAL201 Public Law (30 points)

				LEGAL203 Jurisprudence
				LEGAL204 Contracts (30 points)
				LEGAL207 Torts (30 points)
			(b)	15 points above 100 level in a subject from outside the Faculty of Law.
	10.3		Law Year 3	
			(a)	LEGAL301 Crimes (30 points)
				LEGAL305 Corporate Entities
				LEGAL306 Dispute Resolution
				LEGAL307 Land Law (30 points)
				LEGAL308 Equity and Succession
			(b)	15 points above 100 level in a subject from outside the Faculty of Law.
	10.4		Law Year 4	
				120 points at 400 level in Law.
	10.5		Law Year 5	

60 points at 500 level in Law.

11.		To satisfy the New Zealand Council of Legal Education requirements, students wishing to proceed to a professionals programme and admission as a Barrister and Solicitor must complete a 400 level paper in Legal Ethics (15 points) as one of their 400 level Law papers.
12.		Candidates taking the single major in Law may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato Catalogue of Papers.

*LLB(Hons) with a First Major in Law and a Second Major in a Subject from another Faculty*

13.		To complete the requirements of the LLB(Hons) with a First Major in Law and a Second Major in a Subject from another Faculty, candidates must pass the following papers:		
	13.1		Law Year 1	
				LEGAL103 Legal Method A (15 points)
				LEGAL104 Legal Method B (15 points)
				LEGAL106 Legal Systems and Societies (30 points)
	13.2		Law Year 2	
				LEGAL201 Public Law (30 points)
				LEGAL203 Jurisprudence (15 points)
				LEGAL204 Contracts (30 points)

				LEGAL207 Torts (30 points)
	13.3		Law Year 3	
				LEGAL301 Crimes (30 points)
				LEGAL305 Corporate Entities (15 points)
				LEGAL306 Dispute Resolution (15 points)
				LEGAL307 Land Law (30 points)
				LEGAL308 Equity and Succession (15 points)
	13.4		Law Year 4	
				120 points at 400 level in Law.
	13.5		Law Year 5	
				60 points at 500 level in Law.
14.		Candidates must also pass the requirements of an approved major from another Faculty, as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.		
<i>Award of Honours</i>				
15.		The Degree may be awarded with		
	(a)	First Class Honours, or		

	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division).
16.		If awarded, the level of honours will be determined on the basis of candidates' grades in Law Year 3, Law Year 4, and Law Year 5. Candidates' performance in Law Year 1 and Law Year 2 may be taken into account where additional clarification is required.
17.		Candidates who do not meet the standard required for the award of honours may, on the recommendation of the Faculty of Law Board of Examiners, be awarded the degree of Bachelor of Laws.
18.		Candidates who fail to display a sufficient aptitude in any of the Law Year 5 papers may, on the recommendation of the Faculty of Law Board of Examiners, have their eligibility for honours terminated or be awarded the degree of Bachelor of Laws.

### *Variations*

19.		Candidates who have completed the requirements for the award of a bachelors degree prior to enrolment for the degree of Bachelor of Laws may apply to the Dean of the Faculty of Law for exemption from the non-Law component of the Bachelor of Laws degree as set out in sections 10.1(b) and 10.2(b) of the regulations for the degree of Bachelor of Laws. Such candidates may take Law Year 1 and Law Year 2 concurrently.
20.		The Dean or delegated authority may vary or waive these regulations in individual cases.

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## Section Contents

# Regulations for the Degree of Bachelor of Management Studies with Honours (BMS(Hons))

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |   |
|----|---|
| 2. | Candidates for the degree must have qualified for admission to the University of Waikato and met any criteria set out in the Criteria for Admission to Particular Qualifications. |
|----|---|

### *Requirements for the Degree*

- |    |  |
|----|--|
| 3. | The normal minimum period of enrolment for completion of the Degree is four years. |
|----|--|

- |    |   |
|----|---|
| 4. | Candidates must enrol with the Waikato Management School and follow an approved programme of study. |
|----|---|

- |    |   |
|----|---|
| 5. | Candidates must demonstrate competency in employment skills as prescribed by the Waikato Management School. |
|----|---|

- |    |  |
|----|--|
| 6. | Candidates must gain 480 points at 100, 200, 300, and 500 levels, including at least 345 points above 100 level, 195 points above 200 level, |
|----|--|

		and 120 points at 500 level.
7.		Candidates must complete the requirements of a major.
		<i>Majors</i>
		Accounting
		Digital Business
		Economics
		Finance
		Human Resource Management
		Marketing
		Public Relations
		Strategic Management
		Supply Chain Management
		Tourism and Hospitality Management
8.		To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato <a href="#">Catalogue of Papers</a> . <sup>1</sup>
9.		Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato Catalogue of Papers.

10.		Candidates may complete a second major in any undergraduate major.
11.		To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the University of Waikato Catalogue of Papers.
12.		A paper completed towards the requirements of a major or minor cannot be counted towards the requirements of another major or minor.
13.		Candidates must include in their programme at least 75 points from the following papers: ACCTN101, ECONS101, FINAN101, MGSYS101, MRKTG101, STMGT101.
14.		Candidates must complete ECONS205, MNMGT202 and at least 15 points of Work-Integrated Learning at 300 level from the list of Work-Integrated Learning options in the University of Waikato Catalogue of Papers.
15.		Candidates must complete MNMGT511, MNMGT512, MNMGT513, MNMGT514, MNMGT515, MNMGT516, MNMGT517, and 15 points of work-integrated learning at 500 level from the list of Work-Integrated Learning options in the University of Waikato Catalogue of Papers.
16.		Candidates may include in their programme up to 120 points from outside the field of the Degree.
17.		The field of the Degree comprises all of the subjects listed in section 7 of these regulations as well as the papers listed for Agribusiness, International Management and Leadership Communication.
18.		Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.

### *Award of Honours*

19.		The degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or

	(c)	Second Class Honours (second division).
20.		If awarded, the level of honours will be determined on the basis of the candidates' grades in 500 level papers completed.
21.		Candidates who do not meet the standard required for the award of honours may, on the recommendation of the Waikato Management School Board of Examiners, be awarded the degree of Bachelor of Management Studies.
<i>Variations</i>		
22.		The Dean or delegated authority may permit more than 120 points to be taken from outside of the field of the Degree in individual cases.
23.		The Dean or delegated authority may vary or waive these regulations in individual cases.
<i>Transitional Arrangements</i>		
24.		Students may complete the BMS(Hons) under the regulations listed in the 2017 Calendar if they were enrolled in the BMS(Hons) or BMS prior to 2018, or are coming into the BMS(Hons) through a pathway agreement begun prior to 2018.
25.		Students may complete the BMS(Hons) under the regulations listed in the 2018 Calendar if they were enrolled in the BMS(Hons) in 2018.
26.		In all other circumstances these regulations apply.
<i>Notes:</i>		
1.		<i>Candidates completing a single major may count towards their major 15 points of Work-Integrated Learning at 300 level selected from the list of Work-Integrated Learning options in the University of Waikato Catalogue of Papers.</i>

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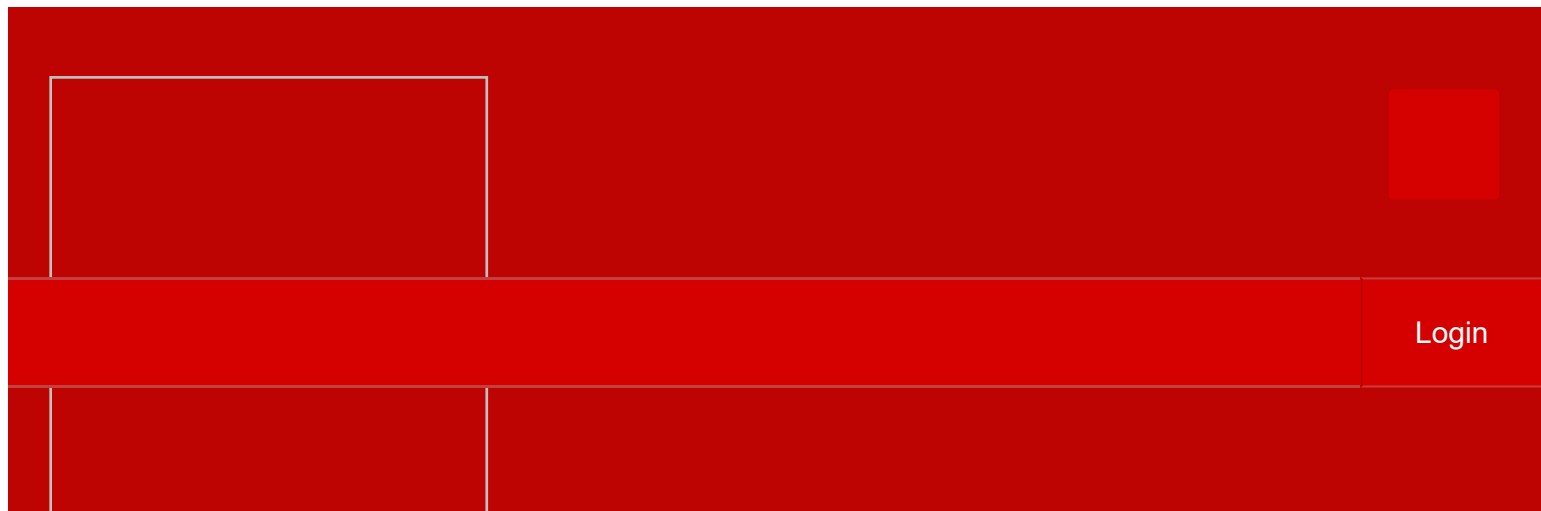
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Section Contents

# Regulations for the Degree of Bachelor of Media and Creative Technologies with Honours (BMCT(Hons))

1.		The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations.
<i>Admission</i>		
2.		Candidates for the Degree must have
	(a)	qualified for the award of the degree of Bachelor of Media and Creative Technologies of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
	(b)	satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3.		In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

*Requirements for the Degree*

4.		The normal minimum period of enrolment for completion of the Degree is one year.
5.		Candidates must enrol in the Faculty of Arts and Social Sciences or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
6.		Candidates must gain 120 points at 500 level or above.
7.		Candidates must complete the compulsory papers prescribed in the appendix to these regulations.
8.		Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato <a href="#">Catalogue of Papers</a> :
	(a)	<i>Faculty of Arts and Social Sciences subjects</i>
		Creative Practices
		Creative Technologies
		Screen and Media Studies
	(b)	<i>Faculty of Māori and Indigenous Studies subjects</i>
		Māori Media and Communication <sup>1</sup>
9.		Candidates must include at least 30 points in research, as prescribed in the relevant subject entry in the University of Waikato <a href="#">Catalogue of Papers</a> .
10.		Candidates may take up to 30 points from outside the field of the Degree.
11.		The field of the Degree comprises all the subjects listed in section 7 of

		these regulations.
12.		If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### *Award of Honours*

13.		The Degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division), or
	(d)	Third Class Honours.
14.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree.

### *Variations*

15.		The Dean or delegated authority may vary or waive these regulations in individual cases.
-----	--	--

### *Notes:*

1.		<i>There will be no new intake into this subject in 2020.</i>

## Appendix

### Compulsory Papers



CRPC591	Creative Research Project (30 points) and,
CRPC502	Theory in Action (30 points) or,
MEDIA501	Theory and Research in Action (30 points)

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## Section Contents

# Regulations for the Degree of Bachelor of Music with Honours (BMus(Hons))

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### Admission

- |    |  |
|----|--|
| 2. | Candidates for the Degree must have  |
|    | (a) qualified for the award of the degree of Bachelor of Music of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and  |
|    | (b) satisfied the prerequisites for graduate study in Music at levels considered appropriate by the Academic Board, and  |
|    | (c) in the case of Performance candidates, passed an audition.   |
| 3. | In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe |

which must be completed either prior to or concurrently.

### *Requirements for the Degree*

4.		The normal minimum period of enrolment for completion of the Degree is one year.
5.		Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
6.		Candidates must gain 120 points at 500 level or above.
7.		Candidates must complete the papers prescribed for the Degree in the <a href="#">Music</a> entry in the University of Waikato Catalogue of Papers, including any compulsory papers, with an emphasis on either Composition or Performance.
8.		Candidates must include at least 30 points in research, as prescribed in the <a href="#">Music</a> entry in the University of Waikato Catalogue of Papers.
9.		Candidates may take up to 30 points from outside the field of the Degree.
10.		The field of the Degree comprises the papers prescribed for the Degree in the <a href="#">Music</a> entry in the University of Waikato Catalogue of Papers.
11.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### *Award of Honours*

12.		The Degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division), or

	(d)	Third Class Honours.
13.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.
<i>Variations</i>		
14.		The Dean or delegated authority may vary or waive these regulations in individual cases.

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## Section Contents

# Regulations for the Degree of Bachelor of Science with Honours (BSc(Hons))

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### Admission

- |    |   |
|----|---|
| 2. | Candidates for the Degree must have   |
|    | (a) qualified for the award of the degree of Bachelor of Science or Bachelor of Science (Technology) of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and, normally, have completed the requirements in the minimum time for completion of that degree, and                         |
|    | (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.  |
| 3. | In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently. |

*Requirements for the Degree*

4.		The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed in no more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding two calendar years, from the date of first enrolment in the Degree.
5.		Candidates must enrol in the Faculty of Computing and Mathematical Sciences or the Faculty of Science and Engineering and follow an approved programme of study. <sup>1</sup>
6.		Candidates must gain 120 points at 500 level or above.
7.		Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato <a href="#">Catalogue of Papers</a> :
	(a)	<i>Faculty of Computing and Mathematical Sciences subjects</i>
		Computer Science
		Mathematics
		Statistics
	(b)	<i>Faculty of Science and Engineering subjects</i>
		Chemistry
		Earth Sciences
		Ecology and Biodiversity
		Environmental Sciences



			Materials and Processing
			Molecular and Cellular Biology
			Physics
			Psychology

8.		Candidates must include at least 30 points in research, as prescribed in the relevant subject entry in the <a href="#">Catalogue of Papers</a> .
9.		Candidates may take up to 30 points from outside the field of the Degree.
10.		The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11.		Where a candidate fails a paper, they will not be permitted to repeat the paper or take an alternative paper. A candidate who fails a paper will not be permitted to proceed with the Degree.

### *Award of Honours*

12.		The Degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division), or
	(d)	Third Class Honours.
13.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

### *Variations*

14. The Dean or delegated authority may vary or waive these regulations in individual cases.

*Note:*

1. *Admission to the BSc(Hons) in the subjects offered by the Faculty of Science and Engineering is by invitation only from the Chairperson of the relevant department. Students interested in undertaking the BSc(Hons) in the Faculty of Science and Engineering should consult the Faculty of Science and Engineering Graduate Handbook for more information, and then the relevant Chairperson of Department.*

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## Section Contents

# Regulations for the Degree of Bachelor of Social Sciences with Honours (BSocSc(Hons))

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### Admission

- |     |   |
|-----|---|
| 2.  | Candidates for the Degree must have   |
| (a) | qualified for the award of the degree of Bachelor of Social Sciences of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and   |
| (b) | satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.  |
| 3.  | In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently. |

*Requirements for the Degree*

4.		The normal minimum period of enrolment for completion of the Degree is one year.
5.		Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
6.		Candidates must gain 120 points at 500 level or above.
7.		Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato <a href="#">Catalogue of Papers</a> :
	(a)	<i>Faculty of Arts and Social Sciences subjects</i>
		Anthropology
		Economics
		Education and Society
		Geography
		Health Development and Policy <sup>1</sup>
		History
		Human Development
		Philosophy
		Political Science
		Population Studies and Demography

		Psychology
		Public Policy
		Resources and Environmental Planning
		Social Policy
		Sociology
	(b)	<i>Faculty of Māori and Indigenous Studies subjects</i>
		Māori and Indigenous Studies
		Pacific and Indigenous Studies
8.		Candidates must include at least 30 points in research, as prescribed in the relevant subject entry in the University of Waikato <a href="#">Catalogue of Papers</a> .
9.		Candidates may take up to 30 points from outside the field of the Degree.
10.		The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
<i>Award of Honours</i>		
12.		The Degree may be awarded with

	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division), or
	(d)	Third Class Honours.

13.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.
-----	--	--

*Variations*

14.		The Dean or delegated authority may vary or waive these regulations in individual cases.
-----	--	--

*Notes:*

1.		<i>There will be no new intake into this subject in 2020.</i>
----	--	---

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## Section Contents

# Regulations for the Degree of Bachelor of Teaching with Honours (BTchg(Hons))

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |     |   |
|-----|---|
| 2.  | Candidates for the Degree must have   |
| (a) | qualified for the award of the degree of Bachelor of Teaching of the University of Waikato, or                |
| (b) | completed the requirements of a qualification considered by the Academic Board to be equivalent. <sup>1</sup> |

- |    |   |
|----|---|
| 3. | In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently. |
|----|---|

### *Requirements for the Degree*

4.		The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5.		Candidates must enrol in the Faculty of Education and follow an approved programme of study.
6.		Candidates must gain 120 points at 500 level or above.
7.		Candidates must complete the papers prescribed for the Degree in the <a href="#">Teaching</a> entry in the University of Waikato Catalogue of Papers, including any compulsory papers.
8.		Candidates may take up to 30 points from outside the field of the Degree.
9.		The field of the Degree comprises the papers prescribed for the Degree in the <a href="#">Teaching</a> entry in the University of Waikato Catalogue of Papers.
10.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

*Award of Honours*

11.		The Degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division), or
	(d)	Third Class Honours.
12.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

## Variations

13.		The Dean or delegated authority may vary or waive these regulations in individual cases.	
<i>Note:</i>			
1.		<i>For the purpose of section 2(b) of these regulations, the Academic Board normally requires that the candidate shall</i>	
	i)		<i>have completed, at a satisfactory level of achievement, an appropriate teaching qualification, and</i>
	ii)		<i>have completed the equivalent of three years of full-time study and have passed the equivalent of 360 points, including 80 points at 300 level.</i>

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## Section Contents

# Regulations for the Degree of Master of Applied Finance (MAppFin)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### Admission

- |    |     |   |
|----|-----|---|
| 2. |     | Candidates for the Degree must have   |
|    | (a) | qualified for the award of a bachelors degree of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, and   |
|    | (b) | satisfied the prerequisites for graduate study in the subject being presented for the Degree at levels considered appropriate by the Academic Board, normally, quantitative analysis subjects through to 200 level, or equivalent.  |
| 3. |     | In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently. |

### *Requirements for the Degree*

4.		The normal minimum period of enrolment for completion of the Degree is 18 months.
5.		Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6.		Candidates must gain 180 points at 500 level or above.
7.		Candidates must complete the compulsory papers prescribed in the Finance subject entry in the University of Waikato Catalogue of Papers.

### *Award of Honours*

8.		The Degree may be awarded with Honours or Distinction.
----	--	--

### *Variations*

9.		The Dean or delegated authority may vary or waive these regulations in individual cases.
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## Section Contents

# Regulations for the Degree of Master of Applied Psychology (MAppPsy)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### Admission

- |     |  |
|-----|--|
| 2.  | Candidates for the Degree must have  |
| (a) | qualified for the award of the degree of Bachelor of Social Sciences of the University of Waikato with a major in Psychology with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, and                          |
| (b) | satisfied the prerequisites for graduate study in Psychology at levels considered appropriate by the Academic Board, and   |
| (c) | satisfactorily completed 20 points at 300 level in Behaviour Analysis, Community Psychology, Organisational Psychology or equivalent. Candidates who have not met this requirement may be enrolled in the Bachelor of Social Sciences with Honours in Psychology in the first instance, with the |



		possibility of transferring to the Master of Applied Psychology under the provisions of section 12 of these regulations.
3.		In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.
<i>Requirements for the Degree</i>		
4.		The normal minimum period of enrolment for completion of the Degree is two years, or, in the case of candidates for whom an exemption from up to 120 points has been approved under the provisions of section 12 of these regulations, one year. The requirements of the Degree must be completed within eight consecutive years of first enrolling for the Degree, or, in the case of candidates for whom an exemption from up to 120 points has been approved under the provisions of section 12 of these regulations, a lesser time may be required.
5.		Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
6.		Candidates must gain 240 points at 500 level or above, including any compulsory papers prescribed in the <a href="#">Psychology</a> entry in the University of Waikato Catalogue of Papers, in one of the following specified programmes: <i>Specified programmes</i>
		Behaviour Analysis
		Community Psychology
		Organisational Psychology
7.		Candidates must include
	(a)	a dissertation equivalent to 60 points, or
	(b)	a thesis equivalent to 90 points, or

	(c)	a thesis equivalent to 120 points.
8.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
<i>Examination of thesis (90 points and above)</i>		
9.		The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.
<i>Award of Honours</i>		
10.		The Degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division).
11.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 240 points completed by the candidate while enrolled for the Degree, including any failed paper.
<i>Variations</i>		
12.		Candidates who have completed the degree of Bachelor of Social Sciences with Honours of the University of Waikato in Psychology or for a qualification considered by the Academic Board to be equivalent, may be exempted from up to 120 points for the Degree, provided that their overall graduate programme of study conforms with the requirements of the specified programme prescribed for the Degree.
13.		The Dean or delegated authority may vary or waive these regulations in individual cases.

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## Section Contents

# Regulations for the Degree of Master of Arts (MA)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### Admission

- |    |   |
|----|---|
| 2. | Candidates for the Degree must have   |
|    | (a) qualified for the award of the degree of Bachelor of Arts of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or        |
|    | (b) qualified for the award of the degree of Bachelor of Arts with Honours of the University of Waikato with at least second class honours (second division), or for a qualification considered by the Academic Board to be equivalent, and |
|    | (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree at levels considered appropriate by the Academic Board.   |

3.		In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.
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### *Requirements for the Degree*

4.		The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for candidates admitted under section 2(b) of these regulations is one academic year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5.		Candidates must enrol in the Faculty of Arts and Social Sciences or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
6.		Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level or above. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level or above.
7.		Candidates admitted under section 2(a) of these regulations must gain at least 60 points from one of the following subjects, including an approved research methods paper and any compulsory papers prescribed in the relevant subject entry in the University of Waikato <a href="#">Catalogue of Papers</a> . Candidates admitted under section 2(b) of these regulations must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato <a href="#">Catalogue of Papers</a> :
	(a)	<i>Faculty of Arts and Social Sciences subjects</i>
		Anthropology
		Chinese
		Education and Society
		English

			French
			Geography
			History
			International Relations and Security Studies <sup>1</sup>
			Japanese
			Mathematics
			Music
			Philosophy
			Political Science
			Psychology <sup>2</sup>
			Screen and Media Studies
			Theatre Studies
	(b)	<i>Faculty of Māori and Indigenous Studies subjects</i>	
			Māori and Indigenous Studies
			Pacific and Indigenous Studies
8.		Candidates must include	
	(a)	a dissertation equivalent to 60 points, or	

	(b)	a thesis equivalent to 90 points, or
	(c)	a thesis equivalent to 120 points.
9.		Candidates may take up to 30 points from outside the field of the Degree.
10.		The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
<i>Examination of thesis (90 points and above)</i>		
12.		The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.
<i>Award of Honours</i>		
13.		The Degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division),
		or without honours.
14.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.



## Variations

15.		The Dean or delegated authority may vary or waive these regulations in individual cases.
<i>Note:</i>		
1.		<i>Students who wish to present International Relations and Security Studies for the Degree are normally required to have completed the Postgraduate Diploma in International Relations and Security Studies.</i>
2.		<i>Psychology will not be available to candidates admitted under section 2(a) of these regulations.</i>

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## Section Contents

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# Regulations for the Degree of Master of Arts (Applied) (MA(Applied))

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### Admission

- |    |   |
|----|---|
| 2. | Candidates for the Degree must have   |
|    | (a) qualified for the award of a university degree with at least a B grade average across the 300 level papers, or a qualification considered by the Academic Board to be equivalent, and   |
|    | (b) normally qualified for the award of the Postgraduate Diploma in Second Language Teaching of the University of Waikato with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent.  |
| 3. | In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently. |

*Requirements for the Degree*

4.		The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5.		Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
6.		Candidates must gain 120 points at 500 level or above.
7.		Candidates must complete the papers prescribed for the Degree in the <a href="#">Applied Linguistics</a> entry in the University of Waikato Catalogue of Papers, including any compulsory papers.
8.		Candidates may include
	(a)	a dissertation equivalent to 30 points, or
	(b)	a dissertation equivalent to 60 points, or
	(c)	a thesis equivalent to 90 points.
9.		Candidates may take up to 30 points from outside the field of the Degree.
10.		The field of the Degree comprises the papers prescribed for the Degree in the <a href="#">Applied Linguistics</a> entry in the University of Waikato Catalogue of Papers.
11.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

*Examination of thesis (90 points and above)*

12.		The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding
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in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

### *Award of Honours*

13. The Degree may be awarded with

(a) First Class Honours, or

(b) Second Class Honours (first division), or

(c) Second Class Honours (second division),

or without honours.

14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

15. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than three years from the date of first enrolment in the Degree.

### *Variations*

16. The Dean or delegated authority may vary or waive these regulations in individual cases.

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## Section Contents

# Regulations for the Degree of Master of Business Administration (MBA)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |                                     |   |
|----|-------------------------------------|---|
| 2. | Candidates for the Degree must have |   |
|    | (a)                                 | qualified for the award of a bachelors degree of the University of Waikato with at least a B- grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or |
|    | (b)                                 | demonstrated to the Academic Board that they have adequate training, experience and ability to proceed with the MBA,  |
|    | and                                 |   |
|    | (c)                                 | produced sufficient evidence to satisfy the Academic Board of adequate training and experience in the field of management or administration, and  |

	(d)	be accepted by the PVC Division of Management, who will consult with the Director of the MBA Programme as appropriate, and
	(e)	be subject to the completion of any qualifying papers or additional work as may be required by the Academic Board, either prior to admission or concurrently.

### *Requirements for the Degree*

3.		Candidates admitted under sections 2(a) or 2(b) of these regulations must gain 180 points at 500 level as prescribed for the MBA programme in the <a href="#">Executive Education</a> entry in the University of Waikato Catalogue of Papers.
4.		Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
5.		If a candidate fails a paper, they may be required to undertake additional assessment to improve the grade to a pass on one occasion only. A candidate who fails more than once will not be permitted to proceed with the Degree.

### *Award of Honours*

6.		The Degree may be awarded with Distinction.
7.		Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree, including any failed paper.

### *Variations*

8.		The Dean or delegated authority may vary or waive these regulations in individual cases.
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### *Notes:*

		<i>Candidates who are ineligible to continue with the Degree may be eligible</i>
--	--	--



1.

*to graduate with a Postgraduate Certificate in Management Studies, if they have completed 60 points towards the MBA, or a Postgraduate Diploma in Management Studies if they have completed 120 points towards the MBA.*

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## Section Contents

# Regulations for the Degree of Master of Business and Management (MBM)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### Admission

- |    |                                     |  |
|----|-------------------------------------|--|
| 2. | Candidates for the Degree must have |  |
|    | (a)                                 | qualified for the award of a bachelors degree of the University of Waikato with at least a B- grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, and |
|    | (b)                                 | be accepted by the Dean of the Waikato Management School, who will consult with the Director of the MBM Programme as appropriate, and  |
|    | (c)                                 | be subject to the completion of any qualifying papers or additional work as may be required by the Academic Board, either prior to admission or concurrently.  |

*Requirements for the Degree*

3.		Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level as prescribed for the MBM programme in the <a href="#">Executive Education</a> entry in the University of Waikato Catalogue of Papers.
4.		Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
5.		If a candidate fails a paper, they may be required to undertake additional assessment to improve the grade to a pass on one occasion only. A candidate who fails more than once will not be permitted to proceed with the Degree.

*Award of Honours*

6.		The Degree may be awarded with Distinction.
7.		Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree, including any failed paper.

*Variations*

8.		The Dean or delegated authority may vary or waive these regulations in individual cases.
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*Notes:*

1.		<i>Prospective candidates should consult the Director of the MBM well before the commencement of the Degree programme to ensure that they have fulfilled the requirements for admission. The Director will set deadlines and entry test requirements as required.</i>
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## Section Contents

# Regulations for the Degree of Master of Clinical Animal Behaviour (MCAB)<sup>1</sup>

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### Admission

- |     |  |     |  |     |   |
|-----|--|-----|--|-----|---|
| 2.  | Candidates for the Degree must have  |     |  |     |   |
|     | <table border="1"> <tr> <td data-bbox="389 1350 715 1747">(a)</td> <td data-bbox="715 1350 1524 1747">qualified for the award of the degree of Bachelor of Arts, or Bachelor of Social Sciences, or Bachelor of Science, or for the award of the degree of Bachelor of Arts with Honours, or Bachelor of Science with Honours awarded by the University of Waikato, with a major in a relevant subject or for a qualification considered by the Academic Board to be equivalent, and</td> </tr> <tr> <td data-bbox="389 1747 715 1984">(b)</td> <td data-bbox="715 1747 1524 1984">satisfied the prerequisites for graduate study in Psychology, or Biology, or another approved subject at levels considered appropriate by the Academic Board.</td> </tr> </table> | (a) | qualified for the award of the degree of Bachelor of Arts, or Bachelor of Social Sciences, or Bachelor of Science, or for the award of the degree of Bachelor of Arts with Honours, or Bachelor of Science with Honours awarded by the University of Waikato, with a major in a relevant subject or for a qualification considered by the Academic Board to be equivalent, and | (b) | satisfied the prerequisites for graduate study in Psychology, or Biology, or another approved subject at levels considered appropriate by the Academic Board. |
| (a) | qualified for the award of the degree of Bachelor of Arts, or Bachelor of Social Sciences, or Bachelor of Science, or for the award of the degree of Bachelor of Arts with Honours, or Bachelor of Science with Honours awarded by the University of Waikato, with a major in a relevant subject or for a qualification considered by the Academic Board to be equivalent, and   |     |  |     |   |
| (b) | satisfied the prerequisites for graduate study in Psychology, or Biology, or another approved subject at levels considered appropriate by the Academic Board.  |     |  |     |   |
| 3.  | In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the  |     |  |     |   |

completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### *Requirements for the Degree*

4.		The normal minimum period of enrolment for completion of the Degree is one calendar year or one and a half academic years. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5.		Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
6.		Candidates must gain 180 points at 500 level or above, including any compulsory papers prescribed in the <a href="#">Clinical Animal Behaviour</a> entry in the University of Waikato Catalogue of Papers.
7.		Candidates must include
	(a)	a professional practice equivalent to 60 points, and
	(b)	a dissertation equivalent to 60 points.
8.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree. <sup>2</sup>

### *Award of Honours*

9.		The Degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division), or without honours.

10.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.
<i>Variations</i>		
11.		The Dean or delegated authority may vary or waive these regulations in individual cases.
<i>Notes</i>		
1.		<i>This Master's Degree is not offered in 2020.</i>
2.		<i>Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Certificate or Postgraduate Diploma.</i>

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## Section Contents

# Regulations for the Degree of Master of Counselling (MCouns)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |     |   |
|----|-----|---|
| 2. |     | Candidates for the Degree must have   |
|    | (a) | qualified for the award of a bachelors degree of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, and |
|    | (b) | provided evidence of at least two years' prior experience and/or professional preparation in counselling, and   |
|    | (c) | been selected as a suitable person for the Counselling programme.   |
| 3. |     | In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the           |

completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### *Requirements for the Degree*

4.		The normal minimum period of enrolment for completion of the Degree is two years.
5.		Candidates must enrol in the Faculty of Education and follow an approved programme of study.
6.		Candidates must gain 240 points at 500 level from the papers offered for the Degree, including any compulsory papers prescribed in the <a href="#">Counselling</a> entry in the University of Waikato Catalogue of Papers.
7.		The programme of study must comprise
	(a)	120 points from the compulsory papers for the Degree, including a practicum, and a thesis equivalent to 120 points, or
	(b)	120 points from the compulsory papers for the Degree, including a practicum, and a thesis equivalent to 90 points and a further 30 points from the prescribed papers, or
	(c)	120 points from the compulsory papers for the Degree, including a practicum, and a dissertation equivalent to 60 points and a further 60 points from the prescribed papers, or
	(d)	240 points from the prescribed papers, including at least 120 points from the compulsory papers for the Degree and including the practicum. <sup>1</sup>
8.		Candidates must arrange their own practicum placement in order to meet the requirements of section 7 of these regulations. The arrangements must be approved by the Coordinator of Counsellor Education.
9.		Candidates must pass the practicum component to be eligible for the award of the Degree.

10.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
11.		Where a candidate fails a paper, they may be permitted to repeat the paper or take an alternative paper on one occasion only. A candidate who fails more than one paper will not be permitted to proceed with the Degree.

*Examination of thesis (90 points and above)*

12.		The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.
-----	--	--

*Award of Honours*

13.		The Degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division),
	or without honours.	
14.		Candidates who fail a paper will not be eligible for the award of honours.

*Variations*

15.		Candidates who have completed the Postgraduate Diploma in Counselling of the University of Waikato or a qualification considered by the Academic Board to be equivalent, will be exempted from 180 points for the Degree.
16.		Candidates may, with approval, substitute 60 points from other subjects listed in the University of Waikato <a href="#">Catalogue of Papers</a> in place of those

		prescribed for the Degree.
17.		The Dean or delegated authority may vary or waive these regulations in individual cases.
<i>Notes:</i>		
1.		<i>Candidates who complete a Master of Counselling by coursework alone would not ordinarily be permitted to apply for admission directly to doctoral study.</i>
2.		<i>The intake for this programme is limited. Intending candidates should make enquiries regarding application and selection procedures to the Coordinator of Counselling Education by 31 October at the latest in the year prior to that in which they intend studying.</i>

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# Regulations for the Degree of Master of Cyber Security (MCS)

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|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |     |   |
|-----|---|
| 2.  | Candidates for the Degree must have   |
| (a) | qualified for the award of the degree of Bachelor of Science, or Bachelor of Science (Technology) of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or  |
| (b) | qualified for the award of the degree of Bachelor of Computing and Mathematical Sciences, or the Bachelor of Engineering, or the Bachelor of Computing and Mathematical Sciences with Honours, or the Bachelor of Engineering with Honours, or the Bachelor of Science with Honours with at least second class honours (second division); or for the award of the Postgraduate Diploma of the University of Waikato in a relevant subject with at least a B grade average, or for a qualification considered by the Academic Board to |

		be equivalent, and
	(c)	satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3.		In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### *Requirements for the Degree*

4.		The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal period of enrolment for completion of the Degree for candidates admitted under section 2(b) of the regulations is one academic year.
5.		Candidates must enrol in the Faculty of Computing and Mathematical Sciences and follow an approved programme of study.
6.		Candidates admitted under 2(a) of these regulations must gain 180 points at 500 level or above. Candidates admitted under 2(b) of these regulations must gain 120 points at 500 level or above.
7.		Candidates must complete the compulsory papers prescribed in the <a href="#">Computer Science</a> entry in the University of Waikato Catalogue of Papers.
8.		Candidates must include
	(a)	a dissertation equivalent to 60 points, or
	(b)	a thesis equivalent to 90 points
9.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.



*Examination of thesis (90 points and above)*

10.		The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.
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*Award of Honours*

11.		The Degree may be awarded with	
		(a)	First Class Honours, or
		(b)	Second Class Honours (first division), or
		(c)	Second Class Honours (second division),
		or without honours.	
12.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree, including any failed paper.	

*Variations*

13.		The Dean or delegated authority may vary or waive these regulations in individual cases.
-----	--	--

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## Section Contents

# Regulations for the Degree of Master of Design (MDes)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### Admission

- |     |  |
|-----|--|
| 2.  | Candidates for the Degree must have  |
| (a) | qualified for the award of the degree of Bachelor of Design awarded by the University of Waikato with a minimum average grade of B, or for a qualification considered by the Academic Board to be equivalent, or                                 |
| (b) | qualified for the award of the degree of Bachelor of Design with Honours awarded by the University of Waikato with at least second class honours (second division), or for a qualification considered by the Academic Board to be equivalent, or |
| (c) | qualified for the award of the Postgraduate Diploma in Design awarded by the University of Waikato with a minimum average grade of B, or for a qualification considered by the Academic Board to be equivalent,                                  |

		and
	(d)	satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3.		In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### *Requirements for the Degree*

4.		The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for candidates admitted under sections 2(b) or 2(c) of these regulations is one academic year.
5.		Candidates must enrol in the School of Computing and Mathematical Sciences and follow an approved programme of study.
6.		Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level. Candidates admitted under sections 2(b) or 2(c) of these regulations must gain 120 points at 500 level.
7.		Candidates must complete a specified programme as prescribed in the Design entry in the Catalogue of Papers, and must pass all papers on the first attempt.
8.		Candidates must include a dissertation or thesis in their programme of study.

### *Award of Honours*

9.		In accordance with criteria approved for this purpose by the Academic Board, the Degree may be awarded with
	(a)	First Class Honours, or

	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division),
	or without honours.	

*Variations*

10.		The Head of School or delegated authority may vary or waive these regulations in individual cases.
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## Section Contents

# Regulations for the Degree of Master of Digital Business (MDigiBus)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### Admission

- |    |                                     |  |
|----|-------------------------------------|--|
| 2. | Candidates for the Degree must have |  |
|    | (a)                                 | qualified for the award of the degree of Bachelor of Electronic Commerce of the University of Waikato with at least a B- grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or   |
|    | (b)                                 | qualified for the award of the degree of Bachelor of Electronic Commerce with Honours with at least second class honours (second division), or for the award of a Postgraduate Diploma in a subject relevant for the Master of Digital Business with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent, and |
|    | (i)                                 | have completed a paper in research methods, and  |

		(ii)	have demonstrated their research and academic writing skills with the previous successful completion of a dissertation or significant research project at graduate level,
			and
		(c)	satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3.			In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### *Requirements for the Degree*

4.			The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(b) of the regulations is one year.
5.			Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6.			Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level.
7.			Candidates must complete the papers prescribed for the Degree in the Digital Business entry in the Catalogue of Papers, including any compulsory papers.
8.			Candidates admitted under section 2(a) of these regulations must complete a paper in research methods, as listed in the Digital Business entry in the Catalogue of Papers, and 30 points of research in the first 120



		points taken for the Degree.
9.		Candidates must include
	(a)	a dissertation equivalent to 60 points, or
	(b)	a thesis equivalent to 90 points, or
	(c)	a thesis equivalent to 120 points
		in the last 120 points taken for the Degree.
10.		Candidates admitted under section 2(a) of these regulations may take up to 60 points from outside the field of the Degree. Candidates admitted under section 2(b) of these regulations may take up to 30 points from outside the field of the Degree.
11.		The field of the Degree comprises the papers prescribed for the Degree in the Digital Business entry in the Catalogue of Papers.
12.		Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
13.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
<i>Examination of thesis (90 points and above)</i>		
14.		The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.
<i>Award of Honours</i>		
15.		The Degree may be awarded with

	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division),
	or without honours.	
16.	Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers presented for the Degree.	
<i>Variations</i>		
17.	The Dean or delegated authority may vary or waive these regulations in individual cases.	
<i>Note:</i>		
1.	<i>Candidates who are not permitted to proceed with the Degree may be eligible to graduate with a Postgraduate Diploma.</i>	

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## Section Contents

# Regulations for the Degree of Master of Disability and Inclusion Studies (MDInS)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### Admission

- |     |   |
|-----|---|
| 2.  | Candidates for the Degree must have   |
| (a) | qualified for the award of the degree of Bachelor of Teaching of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or  |
| (b) | qualified for the award of a bachelor's degree with a major or minor in a subject related to disability and inclusion studies, of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or |
| (c) | qualified for the award of a Postgraduate Diploma in Disability and Inclusion Studies of The University of Waikato with at least a B grade average, or for a qualification considered by the Academic Board to  |

		be equivalent, and
	(d)	satisfied the prerequisites for postgraduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3.		In exceptional circumstances, based on academic merit or relevant experience, candidates who do not meet the requirements of Section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### *Requirements for the Degree*

4.		The normal minimum period of enrolment for completion of the Degree for candidates admitted under Section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under Section 2(b) of the regulations is one academic year.
5.		Candidates must enrol in the Faculty of Education and follow an approved programme of study.
6.		Candidates who are admitted under Section 2(a) of these regulations must gain 180 points at 500 level. Candidates admitted under Section 2(b) of these regulations must gain 120 points at 500 level.
7.		Candidates must complete the papers prescribed for the Degree in the Disability and Inclusion Studies entry in the University of Waikato <a href="#">Catalogue of Papers</a> , including an approved research methods paper and any compulsory papers.
8.		Candidates must include
	(a)	a thesis equivalent to 120 points, or
	(b)	a thesis equivalent to 90 points or
	(c)	a dissertation equivalent to 60 points, or

	(d)	a directed study equivalent to 30 points.
9.		Candidates may take up to 30 points from outside the field of the Degree.
10.		The field of the Degree comprises the papers prescribed for the Degree in the <a href="#">Disability and Inclusion Studies</a> entry in the University of Waikato Catalogue of Papers.
11.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

*Examination of thesis (90 points and above)*

12.		The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.
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*Award of Honours*

13.		The Degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division),
		or without honours.
14.		Candidates who fail a paper will not be eligible for the award of honours.
15.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.

- |     |   |
|-----|---|
| 16. | In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree. |
|-----|---|

*Variations*

- |     |  |
|-----|--|
| 17. | The Dean or delegated authority may vary or waive these regulations in individual cases. |
|-----|--|

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Section Contents

# Regulations for the Degree of Master of Education (MEd)

1.		The <i>Personal Programmes of Study Regulations</i> apply in these regulations.
<i>Admission</i>		
2.		Candidates for the Degree must have
(a)		qualified for the award of a bachelors degree of the University of Waikato, with at least a B grade average across the 300 level papers, and
		(i) a major or minor in any of the subjects offered in the Master of Education, or

		(ii)	substantial relevant experience,
			or for a qualification considered by the Academic Board to be equivalent, or
	(b)		qualified for the award of a bachelor's degree with honours with at least second class honours (second division) or a Postgraduate Diploma with at least a B grade average, of The University of Waikato, in any of the subjects offered in the Master of Education, or for a qualification considered by the Academic Board to be equivalent, and
	(c)		satisfied the prerequisites for postgraduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3.			In exceptional circumstances, based on academic merit or relevant experience, candidates who do not meet the requirements of Section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### *Requirements for the Degree*

4.			The normal minimum period of enrolment for completion of the Degree for candidates admitted under Section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under Section 2(b) of the regulations is one academic year.
5.			Candidates must enrol in the Faculty of Education and follow an approved programme of study.
6.			Candidates who are admitted under Section 2(a) of these regulations must gain 180 points at 500 level. Candidates admitted under Section 2(b) of these regulations must complete 120 points at 500 level.
			Candidates must gain at least 60 points from one of the following subjects, and an approved research methods paper and any compulsory papers

7.		prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers:
		<i>Subjects</i>
		Adult Learning
		Arts Education
		Counselling Studies
		Education
		Education and Society
		Human Development
		Language and Literacy Education
		Mathematics Education
		Science, Technology and Environmental Education
8.		Candidates must include
	(a)	a thesis equivalent to 120 points, or
	(b)	a thesis equivalent to 90 points, or
	(c)	a dissertation equivalent to 60 points, or
	(d)	a directed study equivalent to 30 points.
9.		Candidates may take up to 30 points from outside the field of the Degree.

10.		The field of the Degree comprises all the subjects listed in Section 7 of these regulations.
11.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
<i>Examination of thesis (90 points and above)</i>		
12.		The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.
<i>Award of Honours</i>		
13.		The Degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division),
		or without honours.
14.		Candidates who fail a paper will not be eligible for the award of honours.
15.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.
16.		In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

## Variations

17.	The Dean or delegated authority may vary or waive these regulations in individual cases.
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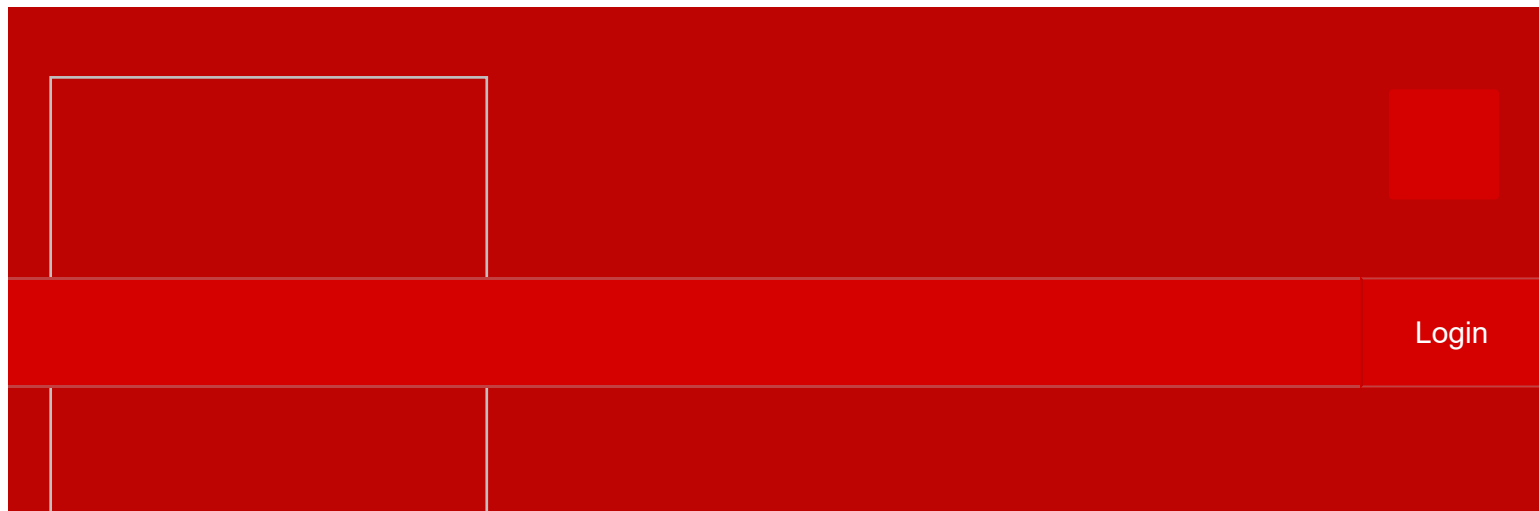
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Section Contents

# Regulations for the Degree of Master of Educational Leadership (MEdLeadership)

1.		The <i>Personal Programmes of Study Regulations</i> apply in these regulations.
<i>Admission</i>		
2.		Candidates for the Degree must have
(a)		qualified for the award of a bachelors degree of the University of Waikato, with at least a B grade average across the 300 level papers, and
		(i) a major or minor in any of the subjects offered in the Master of Education, or

		(ii)	substantial relevant experience,
			or for a qualification considered by the Academic Board to be equivalent, or
	(b)		qualified for the award of a
		(i)	bachelors degree with honours of the University of Waikato, with at least second class honours (second division) in any subject relevant to the Master of Educational Leadership, or
		(ii)	Postgraduate Diploma in Educational Leadership of the University of Waikato, with at least a B grade



		average,
	(c)	or for a qualification considered by the Academic Board to be equivalent, and satisfied the prerequisites for postgraduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3.		In exceptional circumstances, based on academic merit or relevant experience, candidates who do not meet the requirements of Section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.
<i>Requirements for the Degree</i>		
4.		The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(b) of the regulations is one academic year.
5.		Candidates must enrol in the Faculty of Education and follow an approved programme of study.
6.		Candidates who are admitted under section 2(a) of these regulations must gain 180 points at 500 level. Candidates admitted under section 2(b) of these regulations must gain a further 120 points at 500 level.
7.		Candidates must complete the papers prescribed for the Degree in the <a href="#">Educational Leadership</a> entry in the University of Waikato Catalogue of Papers, including an approved research methods paper and any compulsory papers.
8.		Candidates must include
	(a)	a thesis equivalent to 120 points, or
	(b)	a thesis equivalent to 90 points, or
	(c)	a dissertation equivalent to 60 points, or

	(d)	a directed study equivalent to 30 points.
9.		Candidates may take up to 30 points from outside the field of the Degree.
10.		The field of the Degree comprises the papers prescribed for the Degree in the <a href="#">Educational Leadership</a> entry in the University of Waikato Catalogue of Papers.
11.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

*Examination of thesis (90 points and above)*

12.		The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.
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*Award of Honours*

13.		The Degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division),
		or without honours.
14.		Candidates who fail a paper will not be eligible for the award of honours.
15.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.

- |     |   |
|-----|---|
| 16. | In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree. |
|-----|---|

*Variations*

- |     |  |
|-----|--|
| 17. | The Dean or delegated authority may vary or waive these regulations in individual cases. |
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## Section Contents

# Regulations for the Degree of Master of Educational Management (MEdM)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### Admission

- |     |   |
|-----|---|
| 2.  | Candidates for the Degree must have   |
| (a) | qualified for the award of a bachelors degree of the University of Waikato with at least a B- grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or |
| (b) | demonstrated to the Academic Board that they have adequate training, experience and ability to proceed with the MEdM, and   |
| (c) | produced sufficient evidence to satisfy the Academic Board of adequate training and experience in the field of education, management or administration, and   |
|     | been accepted by the PVC of Education or  |

	(d)	Management who will consult with the relevant Programme Leader.
3.		In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission.
4.		Admission to the Degree may be subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### *Requirements for the Degree*

5.		The normal minimum period of enrolment for completion of the Degree is one and a half academic years.
6.		Candidates must enrol in the Division of Education or the Waikato Management School and follow an approved programme of study.
7.		Candidates must gain 180 points at 500 level as prescribed for the MEdM programme in the University of Waikato Catalogue of Papers.

### *Award of Honours*

8.		The Degree may be awarded with Distinction.
9.		Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree, including any failed paper.

### *Variations*

10.		The PVC of Education or Management or their delegated authorities may vary or waive these regulations in individual cases.
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## Section Contents

# Regulations for the Degree of Master of Engineering (ME)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### Admission

- |     |   |     |  |     |  |
|-----|---|-----|--|-----|--|
| 2.  | Candidates for the Degree must have   |     |  |     |  |
|     | <table border="1"> <tr> <td>(a)</td> <td>qualified for the award of the degree of Bachelor of Engineering of the University of Waikato with at least a B grade average across the 300 level and 500 level papers or Bachelor of Engineering with Honours of the University of Waikato with at least second class honours (second division), or for a qualification considered by the Academic Board to be equivalent, and</td> </tr> <tr> <td>(b)</td> <td>satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.</td> </tr> </table> | (a) | qualified for the award of the degree of Bachelor of Engineering of the University of Waikato with at least a B grade average across the 300 level and 500 level papers or Bachelor of Engineering with Honours of the University of Waikato with at least second class honours (second division), or for a qualification considered by the Academic Board to be equivalent, and | (b) | satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board. |
| (a) | qualified for the award of the degree of Bachelor of Engineering of the University of Waikato with at least a B grade average across the 300 level and 500 level papers or Bachelor of Engineering with Honours of the University of Waikato with at least second class honours (second division), or for a qualification considered by the Academic Board to be equivalent, and  |     |  |     |  |
| (b) | satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.  |     |  |     |  |
| 3.  | In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe  |     |  |     |  |



which must be completed either prior to or concurrently.

### *Requirements for the Degree*

4.		The normal minimum period of enrolment for completion of the Degree is one year.
5.		Candidates must enrol in the Faculty of Computing and Mathematical Sciences or the Faculty of Science and Engineering and follow an approved programme of study.
6.		Candidates must gain 120 points at 500 level or above.
7.		Candidates must include
	(a)	a thesis equivalent to 90 points, or
	(b)	a thesis equivalent to 120 points.
8.		The thesis must be taken in the subject Engineering.
9.		Candidates may take up to 30 points from outside the field of the Degree.
10.		The field of the Degree is defined in the appendix to these regulations.
11.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### *Examination of thesis (90 points and above)*

12.		The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.
-----	--	--

### *Award of Honours*

13.		The Degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division),
		or without honours.
14.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.
15.		In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding two calendar years, from the date of first enrolment in the Degree.

### *Variations*

16.		The Dean or delegated authority may vary or waive these regulations in individual cases.
-----	--	--

### **Appendix**

The field of the Degree is defined as

	(a)		<i>Faculty of Computing and Mathematical Sciences subjects</i>
			Computer Science
			Mathematics
	(b)		<i>Faculty of Science and Engineering subjects</i>

			Electronics
			Engineering
			Materials and Processing
			Physics

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## Section Contents

# Regulations for the Degree of Master of Engineering Practice (MEngPrac)

- |    |   |
|----|---|
| 1. | The <i>Personal Programmes of Study Regulations</i> apply in these regulations. |
|----|---|

### *Admission*

- |    |   |
|----|---|
| 2. | Candidates for the Degree must have   |
|    | (a) qualified for the award of the degree of Bachelor of Engineering of the University of Waikato with at least a B grade average across the 300 level and 500 level papers, or Bachelor of Engineering with Honours of the University of Waikato with at least second class honours (second division), or for a qualification considered by the Academic Board to be equivalent, and |
|    | (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.  |
| 3. | In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe  |

which must be completed either prior to admission or concurrently.

### *Requirements for the Degree*

4.		The normal minimum period of enrolment for completion of the Degree is one calendar year or one and a half academic years.
5.		Candidates must enrol in the Faculty of Science and Engineering and follow an approved programme of study.
6.		Candidates must gain at least 180 points at 500 level or above.
7.		Candidates must complete the requirements of a subject.
<i>Subjects</i>		
		Electronics
		Materials and Processing
		Mechanical Engineering
8.		To complete the requirements of a subject, candidates must gain at least 150 points in that subject, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.
9.		Candidates must include
	(a)	ENGEN508 Masters Capstone Project (60 points), and
	(b)	30 points from the papers listed in the Appendix.
10.		Candidates must pass all of the papers taken for the first 60 points for the Degree with an average grade of at least B in order to be eligible to continue with the Degree.

11.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.	
<i>Award of Honours</i>			
12.		The Degree may be awarded with	
	(a)	Distinction, or	
	(b)	Merit.	
13.		Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers presented for the Degree, including any failed paper.	
<i>Variations</i>			
14.		The Dean or delegated authority may vary or waive these regulations in individual cases.	

## Appendix

EXMBM511 People in Organisations

EXMBM512 Leadership and Change Management

EXMBM514 Economics and the Global Context

EXMBM521 Strategic Management and Decision Making

EXMBM522 Marketing Strategy

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## Section Contents

# Regulations for the Degree of Master of Environment and Society (MEnvSoc)

1.

The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2.

Candidates for the Degree must have

(a)

qualified for the award of the degree of Bachelor of Arts, or Bachelor of Social Sciences of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or

(b)

qualified for the award of the degree of Bachelor of Arts with Honours, or Bachelor of Social Sciences with Honours with at least second class honours (second division), or Bachelor of Environmental Planning, with at least a B grade average across the 300 and 400 level papers, or for the award of the Postgraduate Diploma of the University of Waikato in a relevant subject, with at

		least a B grade average, or for a qualification considered by the Academic Board to be equivalent,
	and	
	(c)	satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3.		In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### *Requirements for the Degree*

4.		The normal minimum period of enrolment for completion of the Degree for candidates admitted under 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for candidates admitted under 2(b) of these regulations is one academic year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5.		Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
6.		Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level or above. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level or above.
7.	(a)	Candidates admitted under section 2(a) of these regulations must gain at least 60 points from the papers listed in Appendix A to these regulations, and at least 30 points from the papers listed in Appendix B to these regulations, including any compulsory papers prescribed in the <a href="#">Environment and Society</a> entry in the University of Waikato Catalogue of Papers.

	(b)	Candidates admitted under section 2(b) of these regulations must gain at least 30 points from the papers listed in Appendix A to these regulations, including any compulsory papers prescribed in the <a href="#">Environment and Society</a> entry in the University of Waikato Catalogue of Papers.
8.		Candidates must include
	(a)	a dissertation equivalent to 60 points, or
	(b)	a thesis equivalent to 90 points, or
	(c)	a thesis equivalent to 120 points. <sup>1</sup>
9.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree. <sup>2</sup>
<i>Examination of thesis (90 points and above)</i>		
10.		The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.
<i>Award of Honours</i>		
11.		The Degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division),

	(d)	or without honours.
12.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of grades for all of the papers completed for the Degree, including any failed paper.

### Variations

13.		The Dean or delegated authority may vary or waive these regulations in individual cases.
-----	--	--

### Notes:

1.		<i>Candidates admitted under 2(a) may include a 120 point thesis only with the approval of the Dean or delegated authority. Candidates admitted under 2(b) will not normally be able to include a research component of more than 90 points.</i>
2.		<i>Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Certificate or Postgraduate Diploma.</i>

## Appendix A

ANTHY521 Environmental Anthropology (30 points)

ENVPL505 Māori Environmental Management (15 points)

ENVPL510 Planning Theory (15 points)

GEOGY520 Human Dimensions of Environmental Change (30 points)

POLSC504 Gender, Justice and the Environment (15 points)

POLSC537 Environmental Politics and Public Policy (30 points)

## Appendix B

BIOEB504 Freshwater Ecology (15 points)

---

BIOEB505 Coastal and Estuarine Ecology (15 points)

---

DEVST502 Sustainable Resource Issues (30 points)

---

ENVSC501 Assessment of Environmental Change (15 points)

---

LCOMM584 Sustainable Futures (30 points)

---

SCTED513 Environmental and Sustainability Education (30 points)

---

STMGT504 Strategies for Sustainability (15 points)

---

THMGT502 Tourism Development and the Environment (30 points)

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## Section Contents

# Regulations for the Degree of Master of Environmental Planning (MEP)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### Admission

- |    |                                     |  |
|----|-------------------------------------|--|
| 2. | Candidates for the Degree must have |  |
|    | (a)                                 | qualified for the award of the degree of Bachelor of Environmental Planning of the University of Waikato with at least a B grade average across the 300 and 400 level papers, or for a qualification considered by the Academic Board to be equivalent, or                               |
|    | (b)                                 | qualified for the award of the degree of Bachelor of Social Sciences with Honours of the University of Waikato in Resources and Environmental Planning with at least second class honours (second division) or for a qualification considered by the Academic Board to be equivalent, or |
|    | (c)                                 | qualified for the award of the Postgraduate Diploma of the University of Waikato in Environmental Planning with at least a B grade average, or for a qualification considered by the Academic Board to   |

		be equivalent, or
	(d)	in exceptional circumstances, qualified for the award of an approved qualification including, or together with, approved graduate papers and evidence of at least two years' work experience in a field relevant to planning,
		and
	(e)	satisfied the prerequisites for graduate study in Environmental Planning at levels considered appropriate by the Academic Board.
3.		In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### *Requirements for the Degree*

4.		The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within five consecutive years of first enrolling for the Degree.
5.		Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
6.		Candidates must gain 120 points at 500 level or above, including a dissertation equivalent to 60 points, or a thesis equivalent to 90 points, or a thesis equivalent to 120 points as prescribed for the Degree in the <a href="#">Environmental Planning</a> entry in the University of Waikato Catalogue of Papers.
7.		Candidates must enrol for and undertake the requirements of the Degree in accordance with the guidelines contained in the Faculty of Arts and Social Sciences Graduate Handbook for the degree of Master of Environmental Planning.
8.		The procedures and criteria for assessing the personal and professional competencies central to the satisfactory completion of the Degree are prescribed in the Faculty of Arts and Social Sciences Graduate Handbook



		for the degree of Master of Environmental Planning.
9.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
<i>Examination of thesis (90 points and above)</i>		
10.		The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.
<i>Award of Honours</i>		
11.		The Degree may be awarded with Distinction.
12.		Candidates who fail a paper will not be eligible for the award of honours.
<i>Variations</i>		
13.		The Dean or delegated authority may vary or waive these regulations in individual cases.

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## Section Contents

# Regulations for the Degree of Master of Environmental Sciences (MEnvSci)<sup>1</sup>

- |    |  |  |
|----|--|--|
| 1. |  | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|--|

## Admission

- |    |     |  |
|----|-----|--|
| 2. |     | Candidates for the Degree must have  |
|    | (a) | qualified for the award of the degree of Bachelor of Science, or Bachelor of Science (Technology) of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or                                   |
|    | (b) | qualified for the award of the degree of Bachelor of Science with Honours with at least second class honours (second division), or for the award of the Postgraduate Diploma of the University of Waikato in a relevant subject, or for a qualification considered by the Academic Board to be equivalent, |
|    | and |  |

	(c)	satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3.		In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.
<i>Requirements for the Degree</i>		
4.		The normal minimum period of enrolment for completion of the Degree for candidates admitted under 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for candidates admitted under 2(b) of these regulations is one academic year.
5.		Candidates must enrol in the Faculty of Science and Engineering and follow an approved programme of study.
6.		Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level or above. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level or above.
7.	(a)	Candidates admitted under section 2(a) of these regulations must gain at least 60 points from the papers listed in Appendix A to these regulations across at least three different subjects, as defined by the prefixes of the paper codes. They must also gain an additional 60 points from the papers listed in either Appendix A or Appendix B to these regulations.
	(b)	Candidates admitted under section 2(b) of these regulations must gain at least 30 points from the papers listed in Appendix A to these regulations, and a further 30 points listed in either Appendix A or Appendix B to these regulations, including any compulsory papers prescribed in the <a href="#">Environmental Sciences</a> entry in the University of Waikato Catalogue of Papers.
8.		Candidates must include a dissertation in their subject equivalent to 60 points.
		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or

- |    |  |   |
|----|--|---|
| 9. |  | papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree. <sup>3</sup> |
|----|--|---|

---

*Award of Honours*

- |     |  |                                |
|-----|--|--------------------------------|
| 10. |  | The Degree may be awarded with |
|-----|--|--------------------------------|

	(a)	First Class Honours, or
--	-----	-------------------------

	(b)	Second Class Honours (first division), or
--	-----	---

	(c)	Second Class Honours (second division),
--	-----	---

	(d)	or without honours.
--	-----	---------------------

- |     |  |  |
|-----|--|--|
| 11. |  | Except with the approval of the Academic Board, the level of honours will be calculated on the basis of grades for all of the papers completed for the Degree, including any failed paper. |
|-----|--|--|

---

*Variations*

- |     |  |  |
|-----|--|--|
| 12. |  | The Dean or delegated authority may vary or waive these regulations in individual cases. |
|-----|--|--|

---

*Notes:*

- |    |  |   |
|----|--|---|
| 1. |  | <i>This Master's Degree is not offered in 2020.</i> |
|----|--|---|

- |    |  |   |
|----|--|---|
| 2. |  | <i>Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Certificate or Postgraduate Diploma.</i> |
|----|--|---|

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**Appendix A**

---

BIOL503 Data Analysis and Experimental Design (15 points)

---

BIOL560 Freshwater Ecology (15 points)

---

BIOL561 Aquatic Ecosystem Modelling (15 points)

---

BIOL562 Marine and Estuarine Ecology (15 points)

---

BIOL571 Plant Physiology and Ecology (15 points)

---

BIOL573 Conservation and Restoration (15 points)

---

BIOL576 Animal Ecophysiology (15 points)

---

BIOMO503 Microbiomes (15 points)

---

BIOMO512 Molecular Techniques for Environmental Science (15 points)

---

CHEMY501 Green Chemistry (15 points)

---

CHEMY503 Analytical Methodology (15 points)

---

EARTH501 Volcanic Techniques and Applications (15 points)

---

EARTH502 Land and Soil Evaluation (15 points)

---

EARTH503 Coastal Processes: Analysis and Prediction (15 points)

---

EARTH504 Geohazard Risk (15 points)

---

EARTH505 River Dynamics (15 points)

---

EARTH506 Geological Models in Engineering Geology (15 points)

---

ENGEV544 Environmental Technology Water and Wastewater 1 (15 points)

---

ENGEV545 Environmental Technology Water and Wastewater 2 (15 points)

---

ENVSC503 Terrestrial Ecosystem - Atmosphere Exchange Processes (15 points)

---

ENVS524Environmental Evaluation (15 points)

---

SCIEN511Scientific Supercomputing (15 points)

---

## Appendix B

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ANTHY512Extractive Industries and Indigenous Peoples (15 points)

---

DEVST502Sustainable Resource Issues (30 points)

---

ENVPL505Māori Environmental Management (15 points)

---

GEOGY520Human Dimensions of Environmental Change (30 points)

---

GEOGY538Automated Spatial Analysis using Geographic Information Systems (15 points)

---

GEOGY548Advanced Geographic Information Systems Modelling (15 points)

---

GEOGY558Applied Geographic Information Systems for Research and Planning(15 points)

---

LCOMM584Sustainable Futures (30 points)

---

POLSC504Gender, Justice and the Environment (15 points)

---

POLSC537Environmental Politics and Public Policy (30 points)

---

SCTED513Environmental and Sustainability Education (30 points)

---

THMGT502Tourism Development and the Environment (30 points)

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## Section Contents

# Regulations for the Degree of Master of Health, Sport and Human Performance (MHSHP)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |                                     |  |
|----|-------------------------------------|--|
| 2. | Candidates for the Degree must have |  |
|    | (a)                                 | qualified for the award of the degree of Bachelor of Health, Sport and Human Performance of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or  |
|    | (b)                                 | qualified for the award of the degree of Bachelor of Health, Sport and Human Performance with Honours with at least second class honours (second division), or for the award of a Postgraduate Diploma in Health, Sport and Human Performance, or for a qualification considered by the Academic Board to be equivalent, and |
|    |                                     | satisfied the prerequisites for postgraduate study in the subject(s) being presented for the Degree, at  |

	(c)	levels considered appropriate by the Academic Board.
3.		In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### *Requirements for the Degree*

4.		The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(b) of the regulations is one academic year.
5.		Candidates must enrol in the Te Huataki Waiora, Faculty of Health, Sport and Human Performance, and follow an approved programme of study.
6.		Candidates who are admitted under section 2(a) of these regulations must gain 180 points at 500 level. Candidates admitted under section 2(b) of these regulations must gain a further 120 points at 500 level.
7.		Candidates must complete the papers prescribed for the Degree in the <a href="#">Health, Sport and Human Performance</a> entry in the University of Waikato Catalogue of Papers, including an approved research methods paper and any compulsory papers.
8.		Candidates must include
	(a)	a thesis equivalent to 120 points, or
	(b)	a thesis equivalent to 90 points, or
	(c)	a dissertation equivalent to 60 points, or
	(d)	a directed study equivalent to 30 points
9.		Candidates may take up to 30 points from outside the field of the Degree.

10.		The field of the Degree comprises the papers prescribed for the Degree in the <a href="#">Health, Sport and Human Performance</a> entry in the University of Waikato Catalogue of Papers.
11.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
<i>Examination of thesis (90 points and above)</i>		
12.		The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.
<i>Award of Honours</i>		
13.		The Degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division),
		or without honours.
14.		Candidates who fail a paper will not be eligible for the award of honours.
15.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.
16.		In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first

enrolment in the Degree.

### Variations

17. The Dean or delegated authority may vary or waive these regulations in individual cases.

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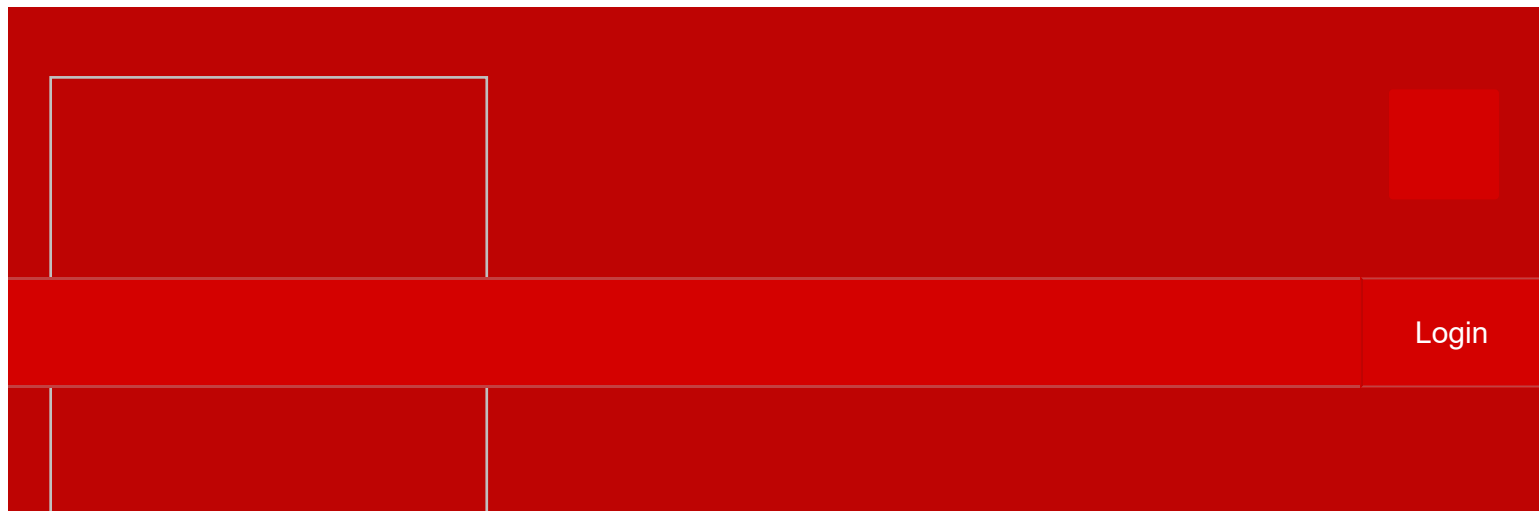
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Section Contents

# Regulations for the Degree of Master of Information Technology (MInfoTech)

This qualification is awarded jointly by the University of Auckland and the University of Waikato.

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

*Admission*

2. Candidates for the Degree must have qualified for the award of:

either

(a)

a Bachelors (Honours) degree of the University of Waikato, or a 120 point Postgraduate Diploma in Information Technology, or a qualification considered by the Academic Board to be equivalent, with a Grade Point Average of 4.5 or higher in 75 points above 300 level including at least 45 points in Computer Science or a related field at 500 level

or

	(b)	(i)	a Bachelors degree of the University of Waikato, or a degree qualification considered by the Academic Board to be equivalent, with a Grade Point Average of 4.5 or higher in 75 points at 300 level or above including at least 45 points in Computer Science or a related field	
			or	
		(ii)	(a)	a Bachelors degree of the University of Waikato, or a degree qualification considered by the Academic Board to be equivalent
			and	
			(b)	the Postgraduate Certificate in Information Technology with a Grade Point Average of 4.5 or higher.
			or	
	(c)			a Bachelors degree of the University of Waikato, or a degree qualification considered by the Academic Board to be equivalent, with a Grade Point Average of 4.5 or higher in 75 points above 200 level.
3.				In exceptional circumstances, candidates who do not meet the requirements of section 2 of these regulations, but who have at least three years of extensive relevant, practical, professional or scholarly experience deemed to be equivalent to the requirements of section 2(a), (b) or (c) may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe.

*Requirements for the Degree*

4.		Candidates admitted under section 2(a) of these regulations must	
	(a)	gain 120 points at 500 level or above	
	and		
	(b)	complete the requirements of the degree in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an enrolment period not exceeding four calendar years from the date of first enrolment in the Degree	
	and		
	(c)	not exceed 150 points for the total enrolment for this Degree.	
5.		Candidates admitted under section 2(b) of these regulations must	
	(a)	gain 180 points at 500 level or above	
	and		
	(b)	complete the requirements of the degree in not more than 18 consecutive months of full-time study, or, in the case of part-time study, an enrolment period not exceeding six calendar years from the date of first enrolment in the Degree	
	and		
	(c)	not exceed 210 points for the total enrolment for this Degree.	
6.		Candidates admitted under section 2(c) or section 3 of these regulations must	



	(a)	gain 240 points at 500 level or above
	and	
	(b)	complete the requirements of the degree in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an enrolment period not exceeding six calendar years from the date of first enrolment in the Degree
	and	
	(c)	not exceed 270 points for the total enrolment for this Degree.
7.		Candidates must enrol in the Faculty of Computing and Mathematical Sciences and follow an approved programme of study.
8.		Candidates must complete the papers prescribed for the Degree in the Computer Science entry in the University of Waikato Catalogue of Papers, including any compulsory papers.
9.		If these requirements include papers the same as, or similar to, those already passed by a candidate, alternative papers must be substituted as approved by the Dean or delegated authority.
10.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
11.		A candidate who is required to complete 240 points must have achieved a Grade Point Average of 4.5 or higher in the first 60 points of taught papers taken for this degree. If this Grade Point Average is not achieved, the candidate will not be permitted to proceed with the Degree.
12.		A candidate who is required to complete 240 points must have achieved a Grade Point Average of 4.0 or higher in the first 180 points of taught papers taken for this degree prior to enrolment in CSMAX596. If this Grade Point Average is not achieved, enrolment in the Master of Information

		Technology cannot continue.
13.		A candidate who is required to complete 180 points must have achieved a Grade Point Average of 4.0 or higher in the first 120 points of taught papers taken for this degree prior to enrolment in CSMAX596. If this Grade Point Average is not achieved, the candidate will not be permitted to proceed with the Degree.
14.		A candidate who is required to complete 120 points must have achieved a Grade Point Average of 4.0 or higher in the first 60 points of taught papers taken for this degree prior to enrolment in CSMAX596. If this Grade Point Average is not achieved, the candidate will not be permitted to proceed with the Degree.
15.		A student admitted to this programme must complete the University of Waikato Academic Integrity Module.
<i>Reassignment</i>		
16.		A candidate who does not achieve the required Grade Point Average under sections 11, 12, 13 or 14 may apply to reassign papers passed for the Master of Information Technology to either the Postgraduate Diploma in Information Technology or the Postgraduate Certificate in Information Technology.
<i>Award of Honours</i>		
17.		The Degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division),
		or without honours.
18.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of grades for all of the papers completed for the Degree, including any failed paper.

## Variations

- |     |  |
|-----|--|
| 19. | The Dean or delegated authority may vary or waive these regulations in individual cases. |
|-----|--|

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## Section Contents

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# Regulations for the Degree of Master of Laws (LLM)

1.

The [Personal Programmes of Study Regulations](#) apply in these regulations.

### *Admission*

2.

Candidates for the Degree must have

(a)

qualified for the award of the degree of Bachelor of Laws or a combined Law degree of the University of Waikato with at least a B grade average across the 300 and 400 level papers, or a qualification considered by the Academic Board to be equivalent, and

(b)

satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.

3.	In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.	
<i>Requirements for the Degree</i>		
4.	The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.	
5.	Candidates must enrol in the Faculty of Law and follow an approved programme of study.	
6.	Candidates must gain 120 points at 500 level or above.	
7.	Candidates must complete the papers prescribed for the Degree in the <a href="#">Law</a> entry in the University of Waikato Catalogue of Papers, including any compulsory papers.	
8.	Candidates may include	
	(a)	a dissertation equivalent to 30 points, or
	(b)	a dissertation equivalent to 60 points, or
	(c)	a thesis equivalent to 90 points, or
	(d)	a thesis equivalent to 120 points.
9.	Candidates may take up to 30 points from outside the field of the Degree.	

10.	The field of the Degree comprises the papers prescribed for the Degree in the <a href="#">Law</a> entry in the University of Waikato Catalogue of Papers.	
11.	If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.	
<i>Examination of thesis (90 points and above)</i>		
12.	The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.	
<i>Award of Honours</i>		
13.	The Degree may be awarded with	
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division),
or without honours.		
14.	Candidates who fail a paper will not be eligible for the award of honours.	
15.	Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree.	

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| 16. | In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding two calendar years, from the date of first enrolment in the Degree. |
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*Variations*

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| 17. | Candidates who have qualified for the degree of Bachelor of Laws with Honours at the University of Waikato or for a qualification considered by the Academic Board to be equivalent, or who have otherwise provided evidence that satisfies the Academic Board of his or her ability to do so, may be permitted to take the Degree by 120 point thesis alone. |
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| 18. | The Dean or delegated authority may vary or waive these regulations in individual cases. |
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Section Contents

# Regulations for the Degree of Master of Laws in Māori/Pacific and Indigenous Peoples' Law (LLM(Māori/Pacific and Indigenous Peoples))

1.		The <i>Personal Programmes of Study Regulations</i> apply in these regulations.
<i>Admission</i>		
2.		Candidates for the Degree must have
	(a)	qualified for the award of the degree of Bachelor of Laws or a combined Law degree of the University of Waikato with at least a B grade average across the 300 and 400 level papers, or for a qualification considered by the Academic Board to be equivalent, and
	(b)	satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3.		In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe

which must be completed either prior to or concurrently.

### *Requirements for the Degree*

4.		The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5.		Candidates must enrol in the Faculty of Law and follow an approved programme of study.
6.		Candidates must gain 120 points at 500 level or above.
7.		Candidates must complete the papers prescribed for the Degree in the <a href="#">Law</a> entry in the University of Waikato Catalogue of Papers, including any compulsory papers.
8.		Candidates may include
	(a)	a dissertation equivalent to 30 points, or
	(b)	a dissertation equivalent to 60 points, or
	(c)	a thesis equivalent to 90 points, or
	(d)	a thesis equivalent to 120 points.
9.		Candidates may take up to 30 points from outside the field of the Degree.
10.		The field of the Degree comprises the papers prescribed for the Degree in the <a href="#">Law</a> entry in the University of Waikato Catalogue of Papers.
11.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### *Examination of thesis (90 points and above)*

12.		The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.
<i>Award of Honours</i>		
13.		The Degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division),
		or without honours.
14.		Candidates who fail a paper will not be eligible for the award of honours.
15.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree.
16.		In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding two calendar years, from the date of first enrolment in the Degree.
<i>Variations</i>		
17.		The Dean or delegated authority may vary or waive these regulations in individual cases.

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Section Contents

# Regulations for the Degree of Master of Legal Studies (MLS)<sup>1</sup>

1.

The [Personal Programmes of Study Regulations](#) apply in these regulations.

*Admission*

2.

Candidates for the Degree must have

(a)

qualified for the award of a 360 point bachelors degree of the University of Waikato with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent.

(b)

qualified for the award of a 480 point bachelors degree or a bachelors degree with honours, of the University of Waikato, with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent.

3.	In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.
<i>Requirements for the Degree</i>	
4.	The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one and a half academic years. The normal minimum period of enrolment for candidates admitted under section 2(b) of these regulations is one academic year.
5.	Candidates must enrol in the Faculty of Law and follow an approved programme of study.
6.	Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level.
7.	Candidates must complete the papers prescribed for the Degree in the <a href="#">Law</a> entry in the University of Waikato Catalogue of Papers.
8.	Candidates must pass LEGAL509, and either pass LEGAL500 or have completed a Bachelor of Laws of the University of Waikato or equivalent, in order to be eligible to continue beyond the first 60 points for the Degree.
<i>Variations</i>	
9.	The Dean or delegated authority may vary or waive these regulations in individual cases.
<i>Notes</i>	
1.	<i>This Masters Degree is not offered in 2020.</i>

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## Section Contents

# Regulations for the Degree of Master of Management (MMgmt)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |  |
|----|--|
| 2. | Candidates for the Degree must have qualified for the award of a bachelors degree of the University of Waikato with at least a B- grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent. |
|----|--|

- |    |   |
|----|---|
| 3. | Candidates would not normally be admitted to the Degree where they have completed an undergraduate major, or equivalent, in the subject being presented for the Degree. |
|----|---|

- |    |   |
|----|---|
| 4. | In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently. |
|----|---|

### *Requirements for the Degree*

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|----|--|
| 5. | The normal minimum period of enrolment for completion of the Degree is |
|----|--|

		one year.
6.		Candidates must enrol in the Waikato Management School and follow an approved programme of study.
7.		Candidates must gain 180 points at 500 level.
8.		The degree will be endorsed in one of the following subjects:
	(a)	<i>Subjects</i>
		Marketing
		Supply Chain Management
9.		Candidates must complete the requirements of a subject by gaining 60 points in that subject, as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.
10.		Candidates must also complete 60 points from EXMBM511, EXMBM512, EXMBM513, EXMBM514, EXMBM521 and EXMBM524; as well as MNMGT561, MNMGT562 and MNMGT563.
11.		Candidates must pass all of the papers taken in the first 120 points for the Degree in order to be eligible to continue with the Degree.
12.		If a candidate fails papers worth not more than 30 points in total, they may repeat the papers or take alternative papers with the same total points value on one occasion only. A candidate who fails papers worth more than 30 points in total will not be permitted to proceed with the Degree. <sup>1</sup>
<i>Award of Honours</i>		
13.		The Degree may be awarded with Distinction
14.		Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree, including any failed paper.

### Variations

15.		The Dean or delegated authority may vary or waive these regulations in individual cases.
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### Notes:

1.		<i>Candidates who are not permitted to proceed with the Degree may be eligible to graduate with a Postgraduate Diploma.</i>
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## Section Contents

# Regulations for the Degree of Master of Management Studies (MMS)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### Admission

- |    |                                     |
|----|-------------------------------------|
| 2. | Candidates for the Degree must have |
|----|-------------------------------------|

(a)	qualified for the award of the degree of Bachelor of Business Analysis, Bachelor of Communication Studies, Bachelor of Electronic Commerce, Bachelor of Management Studies or Bachelor of Tourism of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
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(b)	qualified for the award of the degree of Bachelor of Business Analysis with Honours, Bachelor of Communication Studies with Honours, Bachelor of Electronic Commerce with Honours, Bachelor of Management Studies with Honours or Bachelor of Tourism with Honours with at least second class honours (second division), or for the award of a Postgraduate Diploma in a subject relevant for the Master of Management Studies with at least a B
-----	--

		grade average, or for a qualification considered by the Academic Board to be equivalent, and
	(c)	satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3.		In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

*Requirements for the Degree*

4.		The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(b) of the regulations is one year.
5.		Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6.		Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level.
7.		Candidates admitted under section 2(a) of these regulations must gain at least 120 points from one of the following subjects or interdisciplinary programmes, including any compulsory papers listed in the relevant subject entry in the Catalogue of Papers. Candidates admitted under section 2(b) of these regulations must gain at least 60 points from one of the following subjects or interdisciplinary programmes, including any compulsory papers listed in the relevant subject entry in the University of Waikato Catalogue of Papers.
	(a)	<i>Subjects</i>
		Accounting
		Agribusiness

			Economics
			Finance
			Human Resource Management
			International Management
			Leadership Communication
			Management Systems <sup>1</sup>
			Marketing
			Public Relations
			Strategic Management
			Tourism Management
	(b)	<i>Interdisciplinary programmes</i>	
			Applied Economics and Finance <sup>1</sup>
			Management and Sustainability
8.		Candidates must include	
	(a)	a directed study or dissertation equivalent to 30 points, or	
	(b)	a dissertation equivalent to 60 points, or	



	(c)	a thesis equivalent to 90 points, or
	(d)	a thesis equivalent to 120 points.
		in their main academic area and a research methodology paper worth at least 15 points, as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers. <sup>2</sup>
9.		Candidates admitted under section 2(a) of these regulations may take up to 60 points from outside the field of the Degree. Candidates admitted under section 2(b) of these regulations may take up to 30 points from outside the field of the Degree.
10.		The field of the Degree comprises all the subjects and interdisciplinary programmes listed in section 7 of these regulations.
11.		Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
12.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree. <sup>3</sup>
<i>Examination of thesis (90 points and above)</i>		
13.		The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.
<i>Award of Honours</i>		
14.		The Degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or

	(c)	Second Class Honours (second division),
		or without honours.
15.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers presented for the Degree.

*Variations*

16.		The Dean or delegated authority may vary or waive these regulations in individual cases.
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*Notes:*

1.		<i>This subject/programme is not offered in 2020.</i>
2.		<i>Candidates admitted under section 2(b) of these regulations may have fulfilled the requirement to complete a research methodology paper in their qualifying qualification.</i>
3.		<i>Candidates who are not permitted to proceed with the Degree may be eligible to graduate with a Postgraduate Diploma.</i>

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## Section Contents

# Regulations for the Degree of Master of Māori and Indigenous Business (MMAIBus)<sup>1</sup>

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### Admission

- |    |  |
|----|--|
| 2. | Candidates for the Degree must have  |
|    | (a) qualified for the award of a bachelors degree deemed relevant by the Academic Board or for a qualification considered by the Academic Board to be equivalent, with a grade average of B- or higher in 45 points above 200 level, or  |
|    | (b) qualified for the award of a Bachelor of Business Analysis with Honours, Bachelor of Communication Studies with Honours, Bachelor of Electronic Commerce with Honours, Bachelor of Entrepreneurship with Honours, Bachelor of Management Studies with Honours, or for a qualification considered by the Academic Board to be equivalent, with a grade average of at least B- in at least 45 points at 500 level, and |
|    | produced evidence of at least three years  |

	(c)	management experience deemed relevant to the degree by the Academic Board, and
	(d)	performed at an acceptable level in any tests for academic aptitude and/or interviews prescribed by the Board of Studies for Māori and Indigenous Business, or
	(e)	qualified for the award of the Postgraduate Diploma in Māori and Indigenous Business with a grade average of B or higher, or
	(f)	qualified for the award of the Postgraduate Diploma in Business in Māori Development with a grade average of B or higher.

3.		In exceptional circumstances, based on academic merit and relevant experience, candidates:
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	(a)	who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently, and
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	(b)	produced evidence of at least three years management experience deemed relevant to the degree by the Academic Board, and
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	(c)	performed at an acceptable level in any tests for academic aptitude and/or interviews prescribed by the Board of Studies for Māori and Indigenous Business.
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4.		Selection into the Masters degree is on the basis of criteria approved for this purpose by the Academic Board.
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*Requirements for the Degree*

5.		The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted
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		under section 2(b) or 2(c) or 2(d) of the regulations is one year.
6.		Candidates who are required to complete 180 points and are completing the Degree part-time must normally complete within five years. Candidates who are required to complete 120 points and are completing the Degree part-time must normally complete within four years.
7.		Candidates must enrol in the Waikato Management School and follow an approved programme of study.
8.		Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level, must not exceed 220 points for this degree, and complete the programme of study as outlined in Appendix A to these regulations. Candidates admitted under section 2(b) or 2(e) or 2(f) of these regulations must gain 120 points at 500 level, must not exceed 160 points for this degree and complete the programme of study as outlined in Appendix B to these regulations.
9.		Candidates who are required to complete 180 points for this degree must achieve, in the first 120 points of enrolment a grade average of B or higher before enrolling in MIBUS531-MIBUS534.
10.		A candidate enrolled for this degree who has been credited for another degree or diploma any papers the same or similar to those listed for this degree in Appendices A and B is to substitute for each paper so credited an alternative paper approved by the Dean of the Faculty of Management or representative.
11.		A candidate who does not meet the requirements for this degree may apply to reassign papers passed for the Master of Māori and Indigenous Business to the Postgraduate Diploma in Māori and Indigenous Business or the Postgraduate Certificate in Māori and Indigenous Business.
12.		If a candidate fails a paper or papers (worth not more than 30 points in total) they may repeat the paper or papers or take an alternative paper or papers with the same points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will require permission from the Board of Studies for Māori and Indigenous Business to proceed with the Diploma.
<i>Award of Honours</i>		
13.		The Degree may be awarded with Distinction or Merit. Distinction may be awarded where overall achievement falls within the A grade range. Merit

may be awarded where overall achievement is a B+ grade.

*Variations*

14. The Dean or delegated authority may vary or waive these regulations in individual cases.

*Notes:*

1. *This Master's Degree is not offered in 2020.*

**Appendix A**

180 points from MIBUS511-MIBUS514, MIBUS521-MIBUS524 and MIBUS531-MIBUS534.

**Appendix B**

A candidate who is admitted under clause 2(f) must complete:

60 points from MIBUS511-524, and

60 points from MIBUS531-534

A candidate who is admitted under clause 2(b) or 2(e) must complete:

120 points from MIBUS521-524, and MIBUS531-534.

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## Section Contents

# Regulations for the Degree of Master of Media and Creative Technologies (MMCT)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### Admission

- |     |   |     |  |     |  |
|-----|---|-----|--|-----|--|
| 2.  | Candidates for the Degree must have   |     |  |     |  |
|     | <table border="1"> <tr> <td>(a)</td> <td>qualified for the award of the degree of Bachelor of Media and Creative Technologies of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, and</td> </tr> <tr> <td>(b)</td> <td>satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, including through submission of a portfolio of previous work, at levels considered appropriate by the Academic Board.</td> </tr> </table> | (a) | qualified for the award of the degree of Bachelor of Media and Creative Technologies of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, and | (b) | satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, including through submission of a portfolio of previous work, at levels considered appropriate by the Academic Board. |
| (a) | qualified for the award of the degree of Bachelor of Media and Creative Technologies of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, and  |     |  |     |  |
| (b) | satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, including through submission of a portfolio of previous work, at levels considered appropriate by the Academic Board.  |     |  |     |  |
| 3.  | In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe  |     |  |     |  |

which must be completed either prior to or concurrently.

### *Requirements for the Degree*

4.		The normal minimum period of enrolment for completion of the Degree is one calendar year or one and a half academic years.
5.		Candidates must enrol in the Faculty of Arts and Social Sciences or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
6.		Candidates must gain 180 points at 500 level or above.
7.		Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato <a href="#">Catalogue of Papers</a> :
	(a)	<i>Faculty of Arts and Social Sciences subjects</i>
		Screen and Media Studies
	(b)	<i>Faculty of Māori and Indigenous Studies subjects</i>
		Māori Media and Communication <sup>1</sup>
8.		Candidates must enrol in 180 points at 500 level or above, including a creative research thesis equivalent to 90 points and a theory paper equivalent to 30 points, as prescribed for the Degree in the <a href="#">Creative Practices</a> <sup>1</sup> , <a href="#">Creative Technologies</a> <sup>1</sup> , <a href="#">Screen and Media Studies</a> and <a href="#">Māori Media and Communication</a> <sup>1</sup> entries in the University of Waikato Catalogue of Papers, and including any compulsory papers listed in the relevant subject entry.
9.		Candidates may take up to 30 points from outside the field of the Degree.
10.		The field of the Degree comprises all the subjects listed in section 7 of these regulations.
		If a candidate fails a paper or papers (worth not more than 30 points in

11.		total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
<i>Examination of thesis (90 points and above)</i>		
12.		The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.
<i>Award of Honours</i>		
13.		The Degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division),
		or without honours.
14.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 180 points completed by the candidate while enrolled for the Degree.
<i>Variations</i>		
15.		The Dean or delegated authority may vary or waive these regulations in individual cases.
<i>Note:</i>		
1.		<i>This subject is not offered in 2020.</i>

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## Section Contents

# Regulations for the Degree of Master of Music (MMus)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### Admission

- |     |  |
|-----|--|
| 2.  | Candidates for the Degree must have  |
| (a) | qualified for the award of the degree of Bachelor of Music with Honours of the University of Waikato with at least second class honours (second division), or for a qualification considered by the Academic Board to be equivalent, and   |
| (b) | satisfied the prerequisites for graduate study in Music, at levels considered appropriate by the Academic Board, and   |
| (c) | been accepted by the Chairperson of Music.   |
| 3.  | In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe |

		which must be completed either prior to or concurrently.
4.		Acceptance into the Degree is subject to the availability of a suitable supervisor for the programme of study required under section 7 of these regulations.

### *Requirements for the Degree*

5.		The normal minimum period of enrolment for completion of the Degree is one year.
6.		Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
7.		Candidates must gain 120 points at 500 level or above, comprising either
	7.1	MUSIC514 Composition Portfolio, or
	7.2	MUSIC524 Advanced Performance.
8.		A candidate whose work presented for the Degree under section 7 of these regulations is considered by examiners not to be of a pass standard will have his or her work returned for resubmission at a later date.

### *Award of Honours*

9.		The Degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division).
10.		A candidate who has resubmitted his or her work under the provision of section 8 of these regulations will not be eligible for the award of honours.
11.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed

by the candidate while enrolled for the Degree, including any failed paper.

*Variations*

12. The Dean or delegated authority may vary or waive these regulations in individual cases.

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## Section Contents

# Regulations for the Degree of Master of Professional Accounting (MPAcct)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### Admission

- |    |  |
|----|--|
| 2. | Candidates for the Degree must have  |
|    | (a) qualified for the award of a bachelors degree with at least a B- grade average across the 300 level papers, or for the award of a bachelors degree with honours with at least second class honours (second division), or for a programme of study considered by the Academic Board to be equivalent, |
|    | and  |
|    | (b) satisfied the prerequisites for graduate study at levels considered appropriate by the Academic Board.   |
| 3. | In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the  |

completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### *Requirements for the Degree*

4.		The normal minimum period of enrolment for completion of the Degree is 14 months.
5.		Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6.		Candidates admitted must gain 220 points at 500 level and must include any compulsory papers listed in the Accounting subject entry in the University of Waikato Catalogue of Papers.
7.		Candidates must include:
	(a)	Stage One: Core Knowledge and Skills (120 points) and
	(b)	Stage Two: Advanced Professional Knowledge (60 points) and
	(c)	Stage Three: Professional Development Capstone, including either a Research Project or Professional Internship (40 points).
8.		Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
9.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree. <sup>1</sup>

### *Award of Honours*

10.		The Degree may be awarded with
	(a)	First Class Honours, or

	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division),
		or without honours.
11.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree, including any failed paper.
<i>Variations</i>		
12.		The Dean or delegated authority may vary or waive these regulations in individual cases.
<i>Notes:</i>		
1.		<i>Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Certificate or Postgraduate Diploma.</i>

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## Section Contents

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# Regulations for the Degree of Master of Professional Writing (MPW)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |                                     |   |
|----|-------------------------------------|---|
| 2. | Candidates for the Degree must have |   |
|    | (a)                                 | qualified for the award of a bachelors degree of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or    |
|    | (b)                                 | qualified for the award of a bachelors degree with Honours of the University of Waikato with at least second class honours (second division), or for a qualification considered by the Academic Board to be equivalent, |
|    | and                                 |   |
|    | (c)                                 | satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree at levels   |

		considered appropriate by the Academic Board.
3.		In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.
<i>Requirements for the Degree</i>		
4.		The normal minimum period of enrolment for completion of the Degree is one calendar year or one and a half academic years. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5.		Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
6.		Candidates must gain at least 180 points at 500 level or above.
7.		Candidates must complete the compulsory papers prescribed in the <a href="#">Professional Writing</a> entry in the University of Waikato Catalogue of Papers.
8.		Candidates must include
	(a)	a dissertation equivalent to 30 points, or
	(b)	a dissertation equivalent to 60 points, or
	(c)	a thesis equivalent to 90 points, or
	(d)	a thesis equivalent to 120 points.
9.		Candidates may take up to 30 points from outside the field of the Degree.
10.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be

permitted to proceed with the Degree.

### *Examination of thesis (90 points and above)*

- |     |  |  |
|-----|--|--|
| 11. |  | The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision. |
|-----|--|--|

### *Award of Honours*

- |     |  |                                |
|-----|--|--------------------------------|
| 12. |  | The Degree may be awarded with |
|-----|--|--------------------------------|

(a)	First Class Honours, or
-----	-------------------------

(b)	Second Class Honours (first division), or
-----	---

(c)	Second Class Honours (second division),
-----	---

or without honours.

- |     |  |  |
|-----|--|--|
| 13. |  | Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree. |
|-----|--|--|

### *Variations*

- |     |  |  |
|-----|--|--|
| 14. |  | The Dean or delegated authority may vary or waive these regulations in individual cases. |
|-----|--|--|

### *Notes:*

- |    |  |   |
|----|--|---|
| 1. |  | <i>Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Certificate or Postgraduate Diploma.</i> |
|----|--|---|

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## Section Contents

# Regulations for the Degree of Master of Science (MSc)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### Admission

- |    |                                     |   |
|----|-------------------------------------|---|
| 2. | Candidates for the Degree must have |   |
|    | (a)                                 | qualified for the award of the degree of Bachelor of Science, or Bachelor of Science (Technology) of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or  |
|    | (b)                                 | qualified for the award of the degree of Bachelor of Computing and Mathematical Sciences, or Bachelor of Computing and Mathematical Sciences with Honours, or Bachelor of Science with Honours with at least second class honours (second division), or for the award of the Postgraduate Diploma of the University of Waikato in a relevant subject with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent, and |

	(c)	satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3.		In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to admission or concurrently.

### *Requirements for the Degree*

4.		The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal period of enrolment for completion of the Degree for candidates admitted under section 2(b) of these regulations is one academic year.
5.		Candidates must enrol in the Faculty of Computing and Mathematical Sciences or the Faculty of Science and Engineering and follow an approved programme of study.
6.		Candidates admitted under section 2(a) of these regulations must gain at least 180 points at 500 level or above. Candidates admitted under section 2(b) of these regulations must gain at least 120 points at 500 level or above.
7.		Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers:
	(a)	<i>Faculty of Computing and Mathematical Sciences subjects</i>
		Computer Science
		Mathematics
		Statistics
	(b)	<i>Faculty of Science and Engineering subjects</i>

					Chemistry
					Earth Sciences
					Ecology and Biodiversity
					Electronics
					Environmental Sciences
					Materials and Processing
					Molecular and Cellular Biology
					Physics
					Psychology <sup>1</sup>
					Science and Technology Education <sup>2</sup>
8.		Candidates must include a dissertation in their subject equivalent to 60 points.			
9.		Candidates may take up to 60 points from outside their subject. Where necessary, candidates may use these 60 points to satisfy the pre-requisites of their subject papers.			
10.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.			

*Award of Honours*

11.		The Degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division),
		or without honours.
12.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the papers presented for the Degree, including any failed paper.
<i>Variations</i>		
13.		The Dean or delegated authority may vary or waive these regulations in individual cases.
<i>Notes:</i>		
1.		<i>This subject will not be available to candidates admitted under section 2(a) of these regulations.</i>
2.		<i>This subject is not offered in 2020.</i>

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## Section Contents

# Regulations for the Degree of Master of Science (Research) (MSc(Research))

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### Admission

- |    |                                     |
|----|-------------------------------------|
| 2. | Candidates for the Degree must have |
|----|-------------------------------------|

	(a)	qualified for the award of the degree of Bachelor of Computing and Mathematical Sciences, Bachelor of Science, or Bachelor of Science (Technology) of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
	(b)	qualified for the award of a Postgraduate Diploma of the University of Waikato in a relevant subject with an average grade of at least B, or for a qualification considered by the Academic Board to be equivalent, or
		qualified for the award of the degree of Bachelor of Computing and Mathematical Sciences with Honours or Bachelor of Science with Honours of the

	(c)	University of Waikato with at least Second Class Honours (second division) or for a qualification considered by the Academic Board to be equivalent, or
	(d)	demonstrated to the Academic Board that they have adequate training, experience and ability to proceed with the degree,
	and	
	(e)	satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board, and
	(f)	be subject to the completion of any qualifying papers or additional work as may be required by the Academic Board, either prior to admission or concurrently.

### *Requirements for the Degree*

3.		The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) or 2(d) of these regulations is one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(b) or 2(c) of these regulations is one academic year.
4.		Candidates must enrol in the Faculty of Computing and Mathematical Sciences or the Faculty of Science and Engineering and follow an approved programme of study.
5.		Candidates admitted under section 2(a) or 2(d) of these regulations must gain at least 180 points at 500 level or above. Candidates admitted under section 2(b) or 2(c) of these regulations must gain at least 120 points at 500 level or above.
6.		Candidates must gain at least 60 points of taught papers from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers. <sup>1</sup>
	(a)	<i>Faculty of Computing and Mathematical Sciences subjects</i>

			Computer Science
			Mathematics
			Statistics
	(b)	<i>Faculty of Science and Engineering subjects</i>	
			Chemistry
			Earth Sciences
			Ecology and Biodiversity
			Electronics
			Environmental Sciences
			Materials and Processing
			Molecular and Cellular Biology
			Physics
			Psychology <sup>2</sup>
			Science and Technology Education <sup>3</sup>
7.		Candidates must include a thesis equivalent to 120 points.	
8.		Candidates admitted under sections 2(a) or 2(d) of these regulations must pass all of the papers taken for the first 60 points for the Degree with an average grade of at least B in order to be eligible to continue with the Degree. <sup>4</sup>	



9.		Candidates admitted under sections 2(b) or 2(c) of these regulations will be granted exemption from up to 60 points of taught papers.
10.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### *Examination of thesis*

11.		The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.
-----	--	--

### *Award of Honours*

12.		The Degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division),
		or without honours.
13.		Candidates who fail a paper will not be eligible for the award of honours.
14.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree.

### *Variations*

15.		The Dean or delegated authority may vary or waive these regulations in individual cases.
-----	--	--

Notes:

1.	<i>Candidates admitted under sections 2(a) or 2(d) of these regulations who intend to complete the Degree in a subject other than their undergraduate major must gain at least 120 points of taught papers in their chosen subject.</i>
2.	<i>This programme will not be available to candidates admitted under section 2(a) of these regulations.</i>
3.	<i>This Masters degree is not offered in 2020.</i>
4.	<i>Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Diploma in a relevant subject.</i>

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## Section Contents

# Regulations for the Degree of Master of Science (Technology) (MSc(Tech))

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### Admission

- |    |                                     |  |
|----|-------------------------------------|--|
| 2. | Candidates for the Degree must have |  |
|    | (a)                                 | qualified for the award of the degree of Bachelor of Science (Technology) of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or |
|    | (b)                                 | qualified for the award of the degree of Bachelor of Science of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or              |
|    | (c)                                 | qualified for the award of a Postgraduate Diploma of the University of Waikato in a relevant subject with an average grade of at least B, or for a qualification considered by the Academic Board to be equivalent, <sup>1</sup> or              |

	(d)	demonstrated to the Academic Board that they have adequate training, experience and ability to proceed with the degree,
	and	
	(e)	satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board, and
	(f)	be subject to the completion of any qualifying papers or additional work as may be required by the Academic Board, either prior to admission or concurrently.
3.		In exceptional circumstances, candidates without the normal qualifications for admission may be considered for admission on the basis of relevant training and experience, normally comprising
	(a)	the completion of a relevant bachelors degree or technical qualification at a level considered satisfactory by the Academic Board, and
	(b)	the subsequent successful completion of at least two years of industrial or technical experience, as determined appropriate by the Dean responsible for the relevant subject.

*Requirements for the Degree*

4.		Candidates must enrol in the Faculty of Science and Engineering and follow an approved programme of study.
5.		Candidates must gain 180 points at 500 level or above.
6.		Candidates must complete the requirements of a subject.
		<i>Subjects</i>

			Chemistry
			Computer Science
			Earth Sciences
			Ecology and Biodiversity
			Electronics
			Environmental Sciences
			Materials and Processing
			Molecular and Cellular Biology
			Physics
7.		To complete the requirements of a subject, candidates must gain at least 60 points in that subject, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.	
8.		Candidates must include	
	(a)	a thesis equivalent to 90 points, and	
	(b)	30 points of professional practice papers	
		in the last 120 points taken for the Degree.	
9.		Candidates admitted under sections 2(a) or 2(c) of these regulations must	
	(a)	gain 180 points at 500 level as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers, and	

	(b)	pass all of the papers taken for the first 60 points for the Degree with an average grade of at least B in order to be eligible to continue with the Degree. <sup>1</sup>
10.		Candidates admitted under section 2(b) of these regulations will be granted exemption from up to 60 points for the Degree and must gain at least 120 points at 500 level as prescribed in the University of Waikato Catalogue of Papers.
11.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
<i>Examination of thesis</i>		
12.		The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.
<i>Award of Honours</i>		
13.		Candidates admitted under sections 2(a) or 2(c) of these regulations may be eligible for the award of Honours. The Degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division),
		or without honours.
14.		Candidates who fail a paper will not be eligible for the award of honours.
15.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree.

### Variations

16. The Dean or delegated authority may vary or waive these regulations in individual cases.

### Notes:

1. *Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Diploma in a relevant subject.*

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Section Contents

# Regulations for the Degree of Master of Security and Crime Science (MSCS)<sup>1</sup>

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

*Admission*

- |    |                                     |
|----|-------------------------------------|
| 2. | Candidates for the Degree must have |
|----|-------------------------------------|

	(a)	qualified for the award of a bachelors degree of the University of Waikato with a minimum average grade of B+ in their 300 level or higher majoring papers, or for a qualification considered by the Academic Board to be equivalent, or
--	-----	--

	(b)	qualified for the award of a bachelors degree with honours or postgraduate diploma of the University of Waikato or for a qualification considered by the Academic Board to be equivalent,
--	-----	---

	and
--	-----

	(c)	satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree at levels considered appropriate by the Academic Board.
--	-----	---

3.		In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.
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### *Requirements for the Degree*

4.		The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under sections 2(b) of these regulations is one academic year.
5.		Candidates must enrol in the Faculty of Computing and Mathematical Sciences and follow an approved programme of study.
6.		Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level. Candidates admitted under sections 2(b) of these regulations must gain at least 120 points at 500 level.
7.		Candidates must complete the compulsory papers prescribed in the Security and Crime Science entry in the University of Waikato Catalogue of Papers.
8.		Candidates must include a dissertation equivalent to 60 points, unless section 9 applies.
9.		In exceptional circumstances (including appropriate work or academic experience), the Director of the NZ Institute for Security and Crime Science may permit a candidate to complete the degree with a 120 point thesis.
10.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree <sup>2</sup> .

### *Award of Honours*

11.		The Degree may be awarded with
-----	--	--------------------------------

	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division),
		or without honours.
12.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree, including any failed paper.

*Variations*

13.		The Dean or delegated authority may vary or waive these regulations in individual cases.
-----	--	--

*Notes:*

1.		<i>This Master's Degree is not offered in 2020.</i>
2.		<i>Candidates who are ineligible to continue with Degree may be eligible to complete a Postgraduate Diploma.</i>

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## Section Contents

# Regulations for the Degree of Master of Social Sciences (MSocSc)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### Admission

- |    |                                     |   |
|----|-------------------------------------|---|
| 2. | Candidates for the Degree must have |   |
|    | (a)                                 | qualified for the award of the degree of Bachelor of Social Sciences of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or       |
|    | (b)                                 | qualified for the award of the degree of Bachelor of Social Sciences with Honours of the University of Waikato with at least second class honours (second division) or for a qualification considered by the Academic Board to be equivalent, and |
|    | (c)                                 | satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.  |

- |    |  |   |
|----|--|---|
| 3. |  | In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently. |
|----|--|---|

### *Requirements for the Degree*

- |    |  |   |
|----|--|---|
| 4. |  | The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for candidates admitted under section 2(b) of these regulations is one academic year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree. |
|----|--|---|

- |    |  |   |
|----|--|---|
| 5. |  | Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study. |
|----|--|---|

- |    |  |   |
|----|--|---|
| 6. |  | Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level or above. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level or above. |
|----|--|---|

- |    |  |  |
|----|--|--|
| 7. |  | Candidates admitted under section 2(a) of these regulations must gain at least 60 points from one of the following subjects, including an approved research methods paper and any compulsory papers prescribed in the relevant subject entry in the University of Waikato <a href="#">Catalogue of Papers</a> . Candidates admitted under section 2(b) of these regulations must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato <a href="#">Catalogue of Papers</a> . |
|----|--|--|

	(a)	
--	-----	--

		<i>Faculty of Arts and Social Sciences subjects</i>
--	--	---

		Anthropology
--	--	--------------

		Economics
--	--	-----------

		Education and Society
--	--	-----------------------

		Geography
--	--	-----------

		Health Development and
--	--	------------------------

			Policy <sup>1</sup>
			History
			Human Development
			Philosophy
			Political Science
			Population Studies and Demography
			Psychology <sup>1</sup>
			Public Policy
			Social Policy
			Sociology
	(b)	<i>Faculty of Māori and Indigenous Studies subjects</i>	
			Māori and Indigenous Studies
			Pacific and Indigenous Studies
8.		Candidates must include	
	(a)	a dissertation equivalent to 60 points, or	
	(b)	a thesis equivalent to 90 points, or	
	(c)	a thesis equivalent to 120 points.	



9.		Candidates may take up to 30 points from outside the field of the Degree.
10.		The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

*Examination of thesis (90 points and above)*

12.		The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.
-----	--	--

*Award of Honours*

13.		The Degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division),
		or without honours.

14.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.
-----	--	--

*Variations*

15.		The Dean or delegated authority may vary or waive these regulations in individual cases.
-----	--	--

Notes:

- |    |  |   |
|----|--|---|
| 1. |  | <i>These programmes will not be available to candidates admitted under section 2(a) of these regulations.</i> |
|----|--|---|

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## Section Contents

# Regulations for the Degree of Master of Social Work (MSW)<sup>1</sup>

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### Admission

- |    |   |
|----|---|
| 2. | Candidates for the Degree must have   |
|    | (a) qualified for the award of the degree of Bachelor of Social Work or Bachelor of Social Work with Honours of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and |
|    | (b) be eligible for social work registration, and   |
|    | (c) have satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.   |
| 3. | In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the             |

completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### *Requirements for the Degree*

4.		The normal minimum period of enrolment for completion of the Degree is one calendar year or one and a half academic years. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree, or in the case of part-time study; an equivalent period not exceeding eight calendar years, from the date of first enrolment in the Degree.
5.		Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
6.		Candidates must gain 180 points at 500 level or above.
7.		Candidates must complete any compulsory papers prescribed in the Social Work subject entry in the University of Waikato Catalogue of Papers.
8.		Candidates must include
	(a)	a dissertation equivalent to 60 points, or
	(b)	a thesis equivalent to 90 points, or
	(c)	a thesis equivalent to 120 points. <sup>2</sup>
9.		If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree. <sup>3</sup>
<i>Examination of thesis (90 points and above)</i>		
10.		The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

*Award of Honours*

11.		The Degree may be awarded with
	(a)	First Class Honours, or
	(b)	Second Class Honours (first division), or
	(c)	Second Class Honours (second division).
		or without honours.
12.		Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.

*Variations*

13.		The Dean or delegated authority may vary or waive these regulations in individual cases.
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*Notes:*

1.		<i>This Masters Degree is not offered in 2020.</i>
2.		<i>Candidates may include a 120 point thesis only with the approval of the Dean or delegated authority.</i>
3.		<i>Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Certificate or Postgraduate Diploma.</i>

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## Section Contents

# Regulations for the Degree of Master of Teaching and Learning (MTchgLn)<sup>1</sup>

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### Admission

- |    |                                     |   |
|----|-------------------------------------|---|
| 2. | Candidates for the Degree must have |   |
|    | (a)                                 | satisfied the requirements of a bachelors degree with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or  |
|    | (b)                                 | qualified for the award of a bachelors degree with honours with at least second class honours (second division), or for the award of a postgraduate diploma in a subject relevant to the Master of Teaching and Learning, or for a qualification considered by the Academic Board to be equivalent, and |
|    | (c)                                 | satisfied the prerequisites for postgraduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board, and  |



	(d)	been selected as a suitable person to train as a teacher.
3.		Candidates for the secondary endorsement must have passed appropriate papers to at least 300 level in one or more teaching subject for the Secondary School curriculum.
4.		In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### *Requirements for the Degree*

5.		The normal minimum period of enrolment for completion of the Degree is one calendar year.
6.		Candidates must enrol in the Faculty of Education and follow an approved programme of study.
7.		Candidates must gain at least 180 points at 500 level.
8.		Candidates must complete the papers prescribed for the Degree in the <a href="#">Teaching</a> entry in the University of Waikato Catalogue of Papers, including any compulsory papers.
9.		If a candidate fails a paper or papers, they will not be permitted to proceed with the Degree.
10.		The programme of study must normally be completed within two years of admission, or three years of part-time study.
11.		The programme of study must comply with the requirements of a stream, details of which are prescribed in the Faculty of Education's handbook for the current year. The streams are:
		Primary

Secondary

*Award of Honours*

- |     |  |
|-----|--|
| 12. | The Degree may be awarded with Distinction.  |
| 13. | Except with the approval of the Academic Board, the award will be calculated on the basis of the grades for all the papers completed for the Degree. |

*Variations*

- |     |  |
|-----|--|
| 14. | The Dean or delegated authority may vary or waive these regulations in individual cases. |
|-----|--|

*Notes:*

- |    |   |
|----|---|
| 1. | <i>This Master's Degree is not offered in 2020.</i> |
|----|---|

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## Section Contents

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# Master of Philosophy (MPhil)

The regulations below set down the requirements for award of the MPhil degree.

Formal policies and procedures related to enrolment and examination for the MPhil, along with information about administrative matters, are available from the [Te Mata Kairangi School of Graduate Research](#) and on the University of Waikato website.


These regulations, policies and procedures are administered by the Dean of Te Mata Kairangi School of Graduate Research and the University's Postgraduate Research Committee.

## Regulations for the Degree of Master of Philosophy (MPhil)

1.		The Degree is awarded to candidates who have successfully completed approved and supervised research, and presented the results lucidly in a thesis which
	(a)	critically investigates an approved topic of substance and significance, and
	(b)	demonstrates expertise in the methods of research and scholarship, and
	(c)	displays intellectual independence, and
	(d)	makes an original contribution to the research area.

2.		To qualify to enrol for the MPhil, an applicant must
	(a)	have qualified for the award of a New Zealand bachelors degree with honours or master's degree, <sup>1</sup> with at least second class honours (first division) or distinction, or for a qualification considered by the Academic Board to be equivalent, or
	(b)	have passed qualifying papers at a satisfactory level, and
	(c)	have demonstrated research experience, normally at least 30 points of research in an honours or master's degree, or significant professional research experience, or equivalent, or
	(d)	in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Research Committee that he or she has adequate skills and knowledge to proceed with the proposed research.
3.		Applicants whose first language is not English are required to meet the <a href="#">English Language Requirements for Admission</a> . Students who have completed undergraduate and/or master's study in English will normally be considered to have met the English Language Requirements.
4.		Applicants for the MPhil must apply through the online <a href="#">Application to Enrol</a> .
5.		Applications for admission to the MPhil and the conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
6.		As one of the preconditions for the approval of an application, the Dean of Te Mata Kairangi School of Graduate Research will establish that the necessary supervision and resources can be provided for the chosen topic.
7.		For each MPhil candidate, the Dean of Te Mata Kairangi School of Graduate Research appoints a supervisory panel, each MPhil candidate must have a minimum of two supervisors, one of whom is a continuing staff member of the Universtiy and the chief supervisor.

8.		Candidates are required to maintain contact with their supervisory panel throughout the entire period of their enrolment in the degree.
9.		If at any time subsequent to the approval of an application the University encounters changes to its staffing or resources, it will make all reasonable efforts to ensure that these do not disadvantage the candidate. However, changes to staffing and resources can mean that a candidate's conditions of enrolment are subject to change or termination.
10.		Applicants approved to enrol in the MPhil by the Dean of Te Mata Kairangi School of Graduate Research must enrol in the relevant Faculty and, subject to progress which meets expectations, pursue their research for
	(a)	one year, if they are enrolled on a full-time basis, or
	(b)	two years, if they are enrolled on a part-time basis or
	(c)	a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
11.		A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for an extension of enrolment for a maximum period of twelve months full-time equivalent during their higher degree programme.
12.		Candidates for the MPhil must not be concurrently enrolled in a research qualification at any other university without written permission from both universities.
13.		Candidates are required to maintain continuous enrolment throughout the entire period of their degree.
14.		Notwithstanding section 10 of these regulations, a candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for a suspension from enrolment for a maximum period of twelve months full-time equivalent. A candidate is not entitled to supervision or any University resources during a period of suspension and does not incur tuition fees.
15.		The Postgraduate Research Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate

		progress which meets Faculty expectations and/or comply with any regulations or policies which relate to enrolment for the Degree.
16.		Following enrolment, candidates must submit six-monthly reports on the progress of their research work.
17.		Candidates must provide evidence of ethical approval or a statement confirming that it is not required, in accordance with the <a href="#">Ethical Conduct in Human Research and Related Activities Regulations 2008</a> and/or <a href="#">Code of Ethical Conduct for the Use of Animals for Research Testing and Teaching 2014</a>  .
18.		An MPhil thesis may consist of the candidate's published or unpublished material, or a combination. All such materials have been produced within the term of enrolment.
19.		Where an MPhil thesis includes the candidate's published or unpublished research papers, these must
	(a)	be the sole work of the candidate or, where a paper has been co-authored with a supervisor, the candidate will normally be the lead author, and
	(b)	represent original, supervised research undertaken within the term of the candidate's enrolment in the MPhil.
20.		Where an MPhil thesis primarily consists of a series of published or unpublished research papers, these must be accompanied by introductory chapter/s providing a contextual framework for the thesis, and a concluding chapter providing a synthesising discussion.
21.		A candidate must indicate in the thesis any part that has been used or presented for any other degree.
22.		Candidates must comply with the <a href="#">Dissertations and Theses Regulations 2020</a> which set out the University's requirements with respect to the submission and presentation of theses.
23.		Where the MPhil thesis contains co-authored research papers and/or any other co-produced work, published or unpublished, Co-Authorship Forms must be completed by the candidate and all other joint authors or

		producers. These forms must be included as an appendix to the thesis when it is submitted for examination.
24.		The Dean of Te Mata Kairangi School of Graduate Research appoints two examiners who are external to the University and not directly connected with the candidate or the candidate's research. At least one of the external examiners is based overseas. In the case of divergent examination outcomes, the Dean of Te Mata Kairangi School of Graduate Research will appoint a third examiner.
25.		The Dean of Te Mata Kairangi School of Graduate Research makes a final decision on the award of the Degree. On the basis of the final reports of the examiners, the Dean of Te Mata Kairangi School of Graduate Research may resolve
	(a)	that the thesis be accepted in its present form as fulfilling the requirements for the degree of Master of Philosophy, or
	(b)	that the thesis be accepted as fulfilling the requirements for the degree of Master of Philosophy subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiner, to the satisfaction of the chief supervisor, or
	(c)	that the thesis be accepted subject to the candidate completing substantial amendments to the satisfaction of the examiner or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks, or
	(d)	that an oral examination of the candidate be conducted, and a further report, based on the oral examination, be provided by the examiners to the Dean of Te Mata Kairangi School of Graduate Research, or
	(e)	that the thesis is not acceptable in its present form and will be returned to the candidate, who may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or



	(f)	that the candidate has failed to meet the required standard and that no degree be awarded.
26.		A candidate will be permitted to revise and re-submit a thesis only once and only one oral examination will be held.
27.		Applicants or candidates for the MPhil who wish to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research or the Postgraduate Research Committee, or who have a concern about supervision or any other aspect of their candidature, may raise the matter under the <a href="#">Higher Degree Appeals and Complaints Regulations</a> .
28.		The Dean of Te Mata Kairangi School of Graduate Research and the Postgraduate Research Committee is required to report any decisions they make which fall outside of regulations to the Research Committee.
<i>Note:</i>		
1.		<i>Some professional master's degrees, such as the Master of Business Administration, are not intended to provide a pathway to doctoral study. Applications from students who have completed a professional master's degree will be considered on a case-by-case basis.</i>

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# Doctor of Philosophy (PhD)

The regulations below set down the requirements for award of the PhD degree.

Formal policies and procedures related to enrolment and examination for the PhD, along with information about administration matters, are available from the [Te Mata Kairangi School of Graduate Research](#) and on the University of Waikato website.

These regulations, policies and procedures are administered by the Dean of Te Mata Kairangi School of Graduate Research and the University's Postgraduate Research Committee.

## Regulations for the Degree of Doctor of Philosophy (PhD)

1.		The Degree is awarded to candidates who have successfully completed approved and supervised research, and presented the results lucidly in a thesis which
	(a)	critically investigates an approved topic of substance and significance, and
	(b)	demonstrates expertise in the methods of research and scholarship, and
	(c)	displays intellectual independence, and
	(d)	makes a substantial original contribution to the research area.

2.		To qualify to enrol for the PhD, an applicant must
	(a)	have qualified for the award of a New Zealand bachelors degree with honours or master's degree, <sup>1</sup> with at least second class honours (first division) or distinction, or for a qualification considered by the Academic Board to be equivalent, or
	(b)	have qualified for the degree of Master of Philosophy, or
	(c)	have enrolled for the degree of Master of Philosophy and demonstrated that he or she is able to transfer to the PhD, or
	(d)	have passed qualifying papers at a satisfactory level, and
	(e)	have demonstrated research ability, normally at least 30 points of research in an honours or master's degree, or significant professional research experience, or equivalent, or
	(f)	in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Research Committee that he or she has adequate skills and knowledge to proceed with the proposed research.
3.		Applicants whose first language is not English are required to meet the <a href="#">English Language Requirements for Admission</a> . Students who have completed undergraduate and/or master's study in English will normally be considered to have met the English Language Requirements.
4.		Applicants for the PhD must apply through the online <a href="#">Application to Enrol</a> .
5.		Applications to enrol for the PhD and the conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
		As one of the preconditions for the approval of an application to enrol, the

6.		Dean of Te Mata Kairangi School of Graduate Research will establish that the necessary supervision and resources can be provided for the chosen research topic.
7.		For each PhD candidate, the Dean of Te Mata Kairangi School of Graduate Research appoints a supervisory panel. Each PhD candidate must have a minimum of two supervisors, one of whom is a continuing staff member of the University and the chief supervisor.
8.		Candidates are required to maintain contact with their supervisory panel throughout the entire period of the enrolment in their degree.
9.		If at any time subsequent to the approval of an application the University encounters changes to its staffing or resources, it will make all reasonable efforts to ensure that these do not disadvantage the candidate. However, changes to staffing and resources can mean that a candidate's conditions of enrolment are subject to change or termination.
10.		Applicants approved to enrol in the PhD by the Dean of Te Mata Kairangi School of Graduate Research must enrol in the relevant Faculty and, subject to progress which meets expectations, pursue their research for
	(a)	three years, if they are enrolled on a full-time basis, or
	(b)	six years, if they are enrolled on a part-time basis, or
	(c)	a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
11.		A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for an extension of enrolment for a maximum period of twelve months full-time equivalent during their higher degree programme.
12.		Candidates for the PhD must not be concurrently enrolled in a research qualification at any other university without written permission from both universities.
13.		Candidates are required to maintain continuous enrolment throughout the entire period of their degree.

14.		<p>Enrolment of all new candidates for the PhD approved by the Dean of Te Mata Kairangi School of Graduate Research is conditional for an initial period of six months if they are enrolled on a full-time basis or twelve months if they are enrolled on a part-time basis. Confirmation of enrolment by the Dean of Te Mata Kairangi School of Graduate Research after the initial period is subject to the submission by the candidate of</p>
	(a)	<p>an acceptable research proposal, and</p>
	(b)	<p>a presentation of the proposed research to a confirmation of enrolment panel, and</p>
	(c)	<p>evidence of ethical approval or a statement confirming that it is not required, in accordance with the <i>Ethical Conduct in Human Research and Related Activities Regulations 2008</i>, and</p>
	(d)	<p>a recommendation from the supervisors, Chair of School and Dean's nominee that the candidate proceed into unconditional enrolment.</p>
15.		<p>If the candidate's enrolment is not confirmed within nine months of initial enrolment if they are enrolled on a full-time basis or eighteen months if they are enrolled on a part-time basis it will be terminated.</p>
16.		<p>Following enrolment, candidates must submit six-monthly reports on the progress of their research work.</p>
17.		<p>Notwithstanding section 10 of these regulations, a candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for a suspension from enrolment for a maximum period of twelve months full-time equivalent. A candidate is not entitled to supervision or any University resources during a period of suspension and does not incur tuition fees.</p>
18.		<p>A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for an extension of enrolment for a maximum period of twelve months full-time equivalent during their higher degree programme.</p>
19.		<p>The Dean of Te Mata Kairangi School of Graduate Research has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate progress which meets Faculty expectations and/or comply with any regulations or policies which relate to enrolment for the Degree.</p>

20.		A PhD thesis may consist of the candidate's published or unpublished material, or a combination of both. All such materials must have been produced within the term of enrolment.
21.		Where a PhD thesis includes the candidate's published or unpublished research papers, these must
	(a)	be the sole work of the candidate or, where a paper has been co-authored with a supervisor, the candidate will normally be the lead author, and
	(b)	represent original, supervised research undertaken within the term of the candidate's doctoral enrolment.
22.		Where a PhD thesis primarily consists of a series of published or unpublished research papers, these must be accompanied by introductory chapter/s providing a contextual framework for the thesis, and a concluding chapter providing a synthesising discussion.
23.		A candidate must indicate in the thesis any part that has been used or presented for any other degree.
24.		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.
25.		Candidates must comply with the <a href="#">Dissertations and Theses Regulations 2020</a> which set out the University's requirements with respect to the submission and presentation of theses.
26.		Where the PhD thesis contains co-authored research papers and/or any other co-produced work, published or unpublished, Co-Authorship Forms must be completed by the candidate and all other joint authors or producers. These forms must be included as an appendix to the thesis when it is submitted for examination.
27.		The Dean of Te Mata Kairangi School of Graduate Research appoints at least two examiners for the candidate's thesis who are external to the University and not directly connected with the candidate or the candidate's

		research. At least one of the external examiners is based overseas. In the case of divergent examination outcomes, the Dean of Te Mata Kairangi School of Graduate Research will appoint a third examiner.
28.		The Dean of Te Mata Kairangi School of Graduate Research makes a decision to proceed to oral examination based on the recommendations and reports of the examiners following the written examination.
29.		In order for an oral examination of the candidate to be held at least two examiners should recommend that the thesis proceed to oral examination. The Dean of Te Mata Kairangi School of Graduate Research may resolve
	(a)	that the thesis should proceed to oral examination, does not require significant revisions;
	(b)	that the thesis should proceed to oral examination, revisions anticipated;
	(c)	that the thesis should not proceed to oral examination. The candidate should be asked to re-enrol for a minimum of 6 months to undertake the major revisions indicated in the examiners reports and in due course to re-submit the thesis for re-examination;
	(d)	that the thesis should not proceed to oral examination and should not be accepted for the doctoral degree but is acceptable as fulfilling the requirements for the degree of Master of Philosophy (subject to amendments of a minor nature); or
	(e)	that the thesis should not proceed to oral examination and should not be accepted for the award of a doctoral degree.
30.		The Dean of Te Mata Kairangi School of Graduate Research makes a final decision on the award of the Degree. On the basis of the final report of the examiners following the oral examination, the Dean of Te Mata Kairangi School of Graduate Research may resolve
	(a)	that the thesis be accepted in its present form as fulfilling the requirements for the degree of Doctor of Philosophy, or



	(b)	that the thesis be accepted as fulfilling the requirements for the degree of Doctor of Philosophy, subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiners, to the satisfaction of the chief supervisor, or
	(c)	that the thesis be accepted subject to the candidate completing amendments to the satisfaction of the examiners or chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks of the oral examination, or
	(d)	that the thesis is not acceptable in its present form and should be returned to the candidate, who may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or
	(e)	that the thesis not be accepted for the degree of Doctor of Philosophy, but be accepted as fulfilling the requirements for the degree of Master of Philosophy, or
	(f)	that the candidate has failed to meet the required standard and that no degree be awarded.
31.		A candidate may revise and re-submit a thesis only once and only one oral examination will be held.
32.		A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research at any time between enrolment and submission of the thesis to transfer from a PhD to an MPhil.
33.		Applicants or candidates who wish to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research, or who have a concern about supervision or any other aspect of their candidature may raise the matter under the <a href="#">Higher Degree Appeals and Complaints Regulations</a> , which can be found at the end of these Regulations.
34.		The Dean of Te Mata Kairangi School of Graduate Research and the Postgraduate Research Committee is required to report any decisions they make which fall outside of regulations to the Research Committee..

*Note:*

1.

*Some professional master's degrees, such as the Master of Business Administration, are not intended to provide a pathway to doctoral study. Applications from students who have completed a professional master's degree will be considered on a case-by-case basis.*

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Section Contents

# Doctor of Education (EdD)

The regulations below set down the requirements for award of the EdD degree.

Formal policies and procedures related to enrolment and examination for the EdD, along with information about administration matters, are available from the [Te Mata Kairangi School of Graduate Research](#) and on the University of Waikato website.

These regulations, policies and procedures are administered by the Dean of Te Mata Kairangi School of Graduate Research and the University's Postgraduate Research Committee.


## Regulations for the Degree of Doctor of Education (EdD)

1.	The Degree is awarded to candidates who have successfully completed a programme of coursework and research in two parts as follows:		
	1.1		Part 1 - Research Portfolio
			Candidates must gain a pass grade in the paper EDUCA995 EdD Research Portfolio.
	1.2		Part 2 - Thesis
			Candidates must undertake approved and supervised research, and present the results lucidly in a thesis which

	(i)	critically investigates an approved topic of substance and significance, and
	(ii)	demonstrates expertise in the methods of research and scholarship, and
	(iii)	displays intellectual independence, and
	(iv)	makes a substantial original contribution to the research area.
2.	To qualify to enrol for the EdD, applicants must have qualified for the award of a recognised teaching or allied professional qualification and must produce evidence of at least three years of competent service as an education practitioner. Applicants must also	
	(a)	have qualified for the award of a New Zealand bachelors degree with honours or master's degree <sup>1</sup> with at least second class honours (first division) or distinction, or for a qualification considered by the Academic Board to be equivalent, or
	(b)	have qualified for the award of the degree of Master of Philosophy, or
	(c)	have passed qualifying papers at a satisfactory level, and
	(d)	have demonstrated research experience, normally at least 30 points of research in an honours or master's degree, or significant professional research experience, or equivalent, or
	(e)	in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Research Committee that he or she has adequate skills and knowledge to proceed with the proposed research.

3.		<p>Applicants whose first language is not English are required to meet the <a href="#">English Language Requirements for Admission</a>. Students who have completed undergraduate and/or master's study in English will normally be considered to have met the English Language Requirements.</p>
4.		<p>Applicants for the EdD must apply through the online <a href="#">Application to Enrol</a>.</p>
5.		<p>Applications to enrol for the EdD and the conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.</p>
6.		<p>As one of the preconditions for the approval of an application to enrol, the Dean of Te Mata Kairangi School of Graduate Research will establish that the necessary supervision and resources can be provided for the chosen topic.</p>
7.		<p>If at any time subsequent to the approval of an application the University encounters changes to its staffing or resources, it will make all reasonable efforts to ensure that these do not disadvantage the candidate. However, changes to staffing and resources can mean that a candidate's conditions of enrolment are subject to change or termination.</p>
8.		<p>Applicants whose applications to enrol for the EdD are approved by the Dean of Te Mata Kairangi School of Graduate Research must enrol in the Faculty of Education and, subject to progress which meets expectations, pursue their coursework and research for</p>
	(a)	<p>three years, if they are enrolled on a full-time basis, or</p>
	(b)	<p>six years, if they are enrolled on a part-time basis, or</p>
	(c)	<p>a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.</p>
9.		<p>Enrolment is approved, in the first instance for:</p>
	(a)	<p>a maximum of one year in Part 1 and a maximum of three years in Part 1 and Part 2 if the candidate is registered on a full-time basis, or</p>

	(b)	a maximum of two years in Part 1 and a maximum of six years in Part 1 and Part 2 if the candidate is registered on a part-time basis, or
	(c)	a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
10.		A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for an extension of enrolment for a maximum period of twelve months full-time equivalent during their higher degree programme.
11.		Candidates for the EdD must not be concurrently enrolled in a research qualification at any other university without written permission from both universities.
12.		Candidates are required to maintain continuous enrolment throughout the entire period of their degree.
13.		Initial enrolment is in Part 1. When the Dean of the Faculty of Education has confirmed that candidates have passed Part 1 to the prescribed standards, candidates may apply for enrolment in Part 2.
14.		On the recommendation of the Dean of the Faculty of Education and on successful completion of a presentation about the proposed research to a confirmation of enrolment panel, candidates who have completed Part 1 but whose results are not yet confirmed may be permitted to apply to the Dean of Te Mata Kairangi School of Graduate Research for conditional enrolment in Part 2. Confirmation of enrolment by the Dean of the School of Graduate Research is subject to confirmation that the candidate has passed Part 1 to the prescribed standards.
15.		For each candidate who proceeds to Part 2 of the EdD, the Dean of Te Mata Kairangi School of Graduate Research appoints a supervisory panel. Each EdD candidate must have a minimum of two supervisors, one of whom is a continuing staff member of the University and the chief supervisor.
16.		Candidates are required to maintain contact with their supervisory panel throughout the entire period of the enrolment in their degree.

17.		Following enrolment, candidates must submit six-monthly reports on the progress of their research work.
18.		Notwithstanding section 9 of these regulations, a candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for a suspension from enrolment for a maximum period of twelve months full-time equivalent. A candidate is not entitled to supervision or any University resources during a period of suspension and does not incur tuition fees.
19.		The Postgraduate Research Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate progress which meets Faculty expectations and/or comply with any regulations or policies which relate to enrolment for the Degree.
20.		Candidates must provide evidence of ethical approval or a statement confirming that it is not required, in accordance with the <a href="#">Ethical Conduct in Human Research and Related Activities Regulations 2008</a> and/or <a href="#">Code of Ethical Conduct for the Use of Animals for Research Testing and Teaching 2014</a>  .
21.		An EdD thesis may consist of the candidate's published or unpublished material, or a combination of both. All such materials must have been produced within the term of enrolment.
22.		Where an EdD thesis includes the candidate's published or unpublished research papers, these must
	(a)	be the sole work of the candidate or, where a paper has been co-authored with a supervisor, the candidate will normally be the lead author, and
	(b)	represent original, supervised research undertaken within the term of the candidate's doctoral enrolment.
23.		Where an EdD thesis primarily consists of a series of published or unpublished research papers, these must be accompanied by introductory chapter/s providing a contextual framework for the thesis, and a concluding chapter providing a synthesising discussion.
24.		Candidates must indicate in the thesis any component that has been used or presented for any other degree.



25.		Candidates must comply with the <a href="#">Dissertations and Theses Regulations 2020</a> which set out the University's requirements with respect to the submission and presentation of theses.
26.		Where an EdD thesis contains co-authored research papers and/or any other co-produced work, published or unpublished, Co-Authorship Forms must be completed by the candidate and all other joint authors or producers. These forms must be included as an appendix to the thesis when it is submitted for examination.
27.		The Dean of Te Mata Kairangi School of Graduate Research appoints at least two examiners for the candidate's thesis who are external to the University and not directly connected with the candidate or the candidate's research. At least one of the examiners is based overseas. In the case of divergent examination outcomes, the Dean of the School of Graduate Research will appoint a third examiner.
28.		The Dean of Te Mata Kairangi School of Graduate Research makes a decision to proceed to oral examination based on the recommendations and reports of the examiners following the written examination.
29.		In order for an oral examination of the candidate to be held at least two examiners should recommend that the thesis proceed to oral examination. The Postgraduate Research Committee may resolve
	(a)	that the thesis should proceed to oral examination, does not require significant revisions;
	(b)	that the thesis should proceed to oral examination, revisions anticipated;
	(c)	that the thesis should not proceed to oral examination. The candidate should be asked to re-enrol for a minimum of 6 months to undertake the major revisions indicated in the examiners reports and in due course to re-submit the thesis for re-examination;
	(d)	that the thesis should not proceed to oral examination and should not be accepted for the doctoral degree but is acceptable as fulfilling the requirements for the degree of Master of Education or Master of Philosophy (subject to amendments of a minor nature); or

		(e)	that the thesis should not proceed to oral examination and should not be accepted for the award of a doctoral degree.
30.		The Dean of Te Mata Kairangi School of Graduate Research makes a final decision on the award of the Degree. On the basis of the final report of the examiners following the oral examination, the Dean of Te Mata Kairangi School of Graduate Research will resolve	
		(a)	that the thesis be accepted in its present form as fulfilling the requirements of Part 2 for the EdD, or
		(b)	that the thesis be accepted as fulfilling the requirements of Part 2 for the EdD subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiners, to the satisfaction of the chief supervisor, or
		(c)	that the thesis be accepted as fulfilling the requirements of Part 2 for the EdD subject to the candidate completing substantial amendments to the satisfaction of all the examiners or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks, or
		(d)	that the thesis is not acceptable in its present form and be returned to the candidate, who may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or
		(e)	that the thesis is not acceptable for the EdD but should be accepted as fulfilling the requirements of the degree of Master of Education or Master of Philosophy, or
		(f)	that the candidate has failed to meet the required standard and that no degree be awarded.
31.		A candidate may revise and re-submit a thesis only once and only one oral examination will be held.	

32.		Candidates who have completed Part 1 of the Degree, but who have not qualified to proceed to Part 2 may apply to the Dean of the Faculty of Education to transfer to the Postgraduate Diploma of Education.
33.		Candidates may apply to the Dean of the Faculty of Education, at any time during Part 2 of the EdD before submission of the thesis, to transfer to the MEd.
34.		Candidates may apply to the Dean of Te Mata Kairangi School of Graduate Research, at any time during Part 2 of the EdD before submission of the thesis, to transfer to the MPhil.
35.		Applicants or candidates for the EdD who wish to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research, or who have a concern about supervision or any other aspect of their candidature, may raise the matter under the <a href="#">Higher Degree Appeals and Complaints Regulations</a> .
36.		The Dean of Te Mata Kairangi School of Graduate Research and the Postgraduate Research Committee is required to report any decisions they make which fall outside of regulations to the Research Committee.
<i>Note:</i>		
1.		<i>Some professional master's degrees, such as the Master of Business Administration, are not intended to provide a pathway to doctoral study. Applications from students who have completed a professional master's degree will be considered on a case-by-case basis.</i>

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## Section Contents

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# Doctor of Juridical Science (SJD)

The regulations below set down the requirements for award of the SJD degree.

Formal policies and procedures related to enrolment and examination for the SJD, along with information about administration matters, are available from the [Te Mata Kairangi School of Graduate Research](#) and on the University of Waikato website.

These regulations, policies and procedures are administered by the Dean of Te Mata Kairangi School of Graduate Research and the University's Postgraduate Research Committee.

## Regulations for the Degree of Doctor of Juridical Science (SJD)


1.	The Degree is awarded to candidates who have successfully completed a programme of coursework and research in two parts as follows:		
	1.1		Part 1 - Research Portfolio
			Candidates must gain a pass grade in the paper LEGAL995 Research Portfolio.
	1.2		Part 2 - Thesis
			Candidates must undertake approved and supervised research, and present the results lucidly in a thesis which

	(i)	critically investigates an approved topic of substance and significance, and
	(ii)	demonstrates expertise in the methods of research and scholarship, and
	(iii)	displays intellectual independence, and
	(iv)	makes a substantial original contribution to the research area.
2.	To qualify to enrol for the SJD, applicants must	
	(a)	have qualified for the award of a New Zealand bachelors degree with honours or master's degree <sup>1</sup> with at least second class honours (first division) or distinction, or for a qualification considered by the Academic Board to be equivalent, or
	(b)	have qualified for the award of the degree of Master of Philosophy, or
	(c)	have passed qualifying papers at a satisfactory level, and
	(d)	have demonstrated research experience, normally at least 30 points of research in an honours or master's degree, or significant professional research experience, or equivalent, or
	(e)	in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Research Committee that he or she has adequate skills and knowledge to proceed with the proposed research.
	Applicants whose first language is not English are required to meet the	

3.		<i>English Language Requirements for Admission</i> . Students who have completed undergraduate and/or master's study in English will normally be considered to have met the English Language Requirements.
4.		Applicants for the SJD must apply through the online <a href="#">Application to Enrol</a> .
5.		Applications to enrol for the SJD and the conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
6.		As one of the preconditions for the approval of an application to enrol, the Dean of Te Mata Kairangi School of Graduate Research will establish that the necessary supervision and resources can be provided for the chosen topic.
7.		If at any time subsequent to the approval of an application the University encounters changes to its staffing or resources, it will make all reasonable efforts to ensure that these do not disadvantage the candidate. However, changes to staffing and resources can mean that a candidate's conditions of enrolment are subject to change or termination.
8.		Candidates whose applications to enrol for the SJD are approved by the Dean of Te Mata Kairangi School of Graduate Research must enrol in the Faculty of Law and, subject to progress which meets expectations, pursue their coursework and research for
	(a)	three years, if they are enrolled on a full-time basis, or
	(b)	six years, if they are enrolled on a part-time basis, or
	(c)	a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time or part-time study.
9.		Enrolment is approved, in the first instance for
	(a)	a maximum of one year in Part 1 and a maximum of three years in Part 1 and Part 2 if the candidate is registered on a full-time basis, or

	(b)	a maximum of two years in Part 1 and a maximum of six years in Part 1 and Part 2 if the candidate is registered on a part-time basis, or
	(c)	a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
10.		A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for an extension of enrolment for a maximum period of twelve months full-time equivalent during their higher degree programme.
11.		Candidates for the SJD must not be concurrently enrolled in a research qualification at any other university without written permission from both universities.
12.		Candidates are required to maintain continuous enrolment throughout the entire period of their degree.
13.		Initial enrolment is in Part 1. When the Dean of the Faculty of Law has confirmed that candidates have passed Part 1 to the prescribed standards, candidates may apply for enrolment in Part 2.
14.		On the recommendation of the Dean of the Faculty of Law and on successful completion of a presentation about the proposed research to a confirmation of enrolment panel, candidates who have completed Part 1 but whose results are not yet confirmed may be permitted to apply to the Dean of Te Mata Kairangi School of Graduate Research for conditional enrolment in Part 2. Confirmation of enrolment by the Dean of Te Mata Kairangi School of Graduate Research is subject to confirmation that the candidate has passed Part 1 to the prescribed standards.
15.		For each candidate who proceeds to Part 2 of the SJD, the Dean of Te Mata Kairangi School of Graduate Research appoints a supervisory panel. Each SJD candidate must have a minimum of two supervisors, one of whom is a continuing staff member of the University and the chief supervisor.
16.		Candidates are required to maintain contact with their supervisory panel throughout the entire period of the enrolment in their degree.
17.		Following enrolment, candidates enrolled for the SJD must submit six-monthly reports on the progress of their research work.



18.		Notwithstanding section 9 of these regulations, a candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for a suspension from enrolment for a maximum period of twelve months full-time equivalent. A candidate is not entitled to supervision or any University resources during a period of suspension and does not incur tuition fees.
19.		The Postgraduate Research Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate progress which meets Faculty expectations or comply with any regulations or policies which relate to enrolment for the Degree.
20.		Candidates must provide evidence of ethical approval or a statement confirming that it is not required, in accordance with the <a href="#">Ethical Conduct in Human Research and Related Activities Regulations 2008</a> and/or <a href="#">Code of Ethical Conduct for the Use of Animals for Research Testing and Teaching 2014</a>  .
21.		An SJD thesis may consist of the candidate's published or unpublished material, or a combination of both. All such material must have been produced within the term of enrolment.
22.		Where an SJD thesis includes the candidate's published or unpublished research papers, these must
	(a)	be the sole work of the candidate or, where a paper has been co-authored with a supervisor, the candidate will normally be the lead author, and
	(b)	represent original, supervised research undertaken within the term of the candidate's doctoral enrolment.
23.		Where an SJD thesis primarily consists of a series of published or unpublished research papers, these must be accompanied by introductory chapter/s providing a contextual framework for the thesis, and a concluding chapter providing a synthesising discussion.
24.		Candidates must indicate in the thesis any component that has been used or presented for any other degree.
		Candidates must comply with the <a href="#">Dissertations and Theses Regulations</a>

25.		<a href="#">2020</a> which set out the University's requirements with respect to the submission and presentation of theses.
26.		Where the SJD thesis contains co-authored research papers and/or any other co-produced work, published or unpublished, Co-Authorship Forms must be completed by the candidate and all other joint authors or producers. These forms must be included as an appendix to the thesis when it is submitted for examination.
27.		The Dean of Te Mata Kairangi School of Graduate Research appoints at least two examiners for the candidate's thesis who are external to the University and not directly connected with the candidate or the candidate's research. At least one of the external examiners is based overseas. In the case of divergent examination outcomes, the Dean of Te Mata Kairangi School of Graduate Research will appoint a third examiner.
28.		The Dean of Te Mata Kairangi School of Graduate Research makes a decision to proceed to oral examination based on the recommendations and reports of the examiners following the written examination.
29.		In order for an oral examination of the candidate to be held at least two examiners should recommend that the thesis proceed to oral examination. The Dean of Te Mata Kairangi School of Graduate Research may resolve
	(a)	that the thesis should proceed to oral examination, does not require significant revisions;
	(b)	that the thesis should proceed to oral examination, revisions anticipated;
	(c)	that the thesis should not proceed to oral examination. The candidate should be asked to re-enrol for a minimum of 6 months to undertake the major revisions indicated in the examiners reports and in due course to re-submit the thesis for re-examination;
	(d)	that the thesis should not proceed to oral examination and should not be accepted for the doctoral degree but is acceptable as fulfilling the requirements for the degree of Master of Laws or Master of Philosophy (subject to amendments of a minor nature); or

		(e)	that the thesis should not proceed to oral examination and should not be accepted for the award of a doctoral degree.
30.		The Dean of Te Mata Kairangi School of Graduate Research makes a final decision on the award of the Degree. On the basis of the final report of the examiners following the oral examination, the Dean of Te Mata Kairangi School of Graduate Research will resolve	
		(a)	that the thesis be accepted in its present form as fulfilling the requirements of Part 2 for the SJD, or
		(b)	that the thesis be accepted as fulfilling the requirements of Part 2 for the SJD subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiners, to the satisfaction of the chief supervisor, or
		(c)	that the thesis be accepted as fulfilling the requirements of Part 2 for the SJD subject to the candidate completing substantial amendments to the satisfaction of all the examiners or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks, or
		(d)	that the thesis is not acceptable in its present form and be returned to the candidate, who may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or
		(e)	that the thesis is not acceptable for the SJD but should be accepted as fulfilling the requirements of the degree of Master of Laws or Master of Philosophy, or
		(f)	that the candidate has failed to meet the required standard and that no degree be awarded.
31.		A candidate may revise and re-submit a thesis only once and only one oral examination will be held.	

32.		Candidates who have completed Part 1 of the Degree, but who have not qualified to proceed to Part 2 may apply to the Dean of the Faculty of Law to transfer to the Postgraduate Diploma of Law.
33.		Candidates may apply to the Dean of the Faculty of Law, at any time during Part 2 of the SJD before submission of the thesis, to transfer to the LLM.
34.		Candidates may apply to the Postgraduate Research Committee, at any time during Part 2 of the SJD before submission of the thesis, to transfer to the MPhil.
35.		Applicants or candidates for the SJD who wish to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research, or who have a concern about supervision or any other aspect of their candidature, may raise the matter under the <a href="#">Higher Degree Appeals and Complaints Regulations</a> .
36.		The Dean of Te Mata Kairangi School of Graduate Research and the Postgraduate Research Committee is required to report any decisions they make which fall outside of regulations to the Research Committee.
<i>Note:</i>		
1.		<i>Some professional master's degrees, such as the Master of Business Administration, are not intended to provide a pathway to doctoral study. Applications from students who have completed a professional master's degree will be considered on a case-by-case basis.</i>

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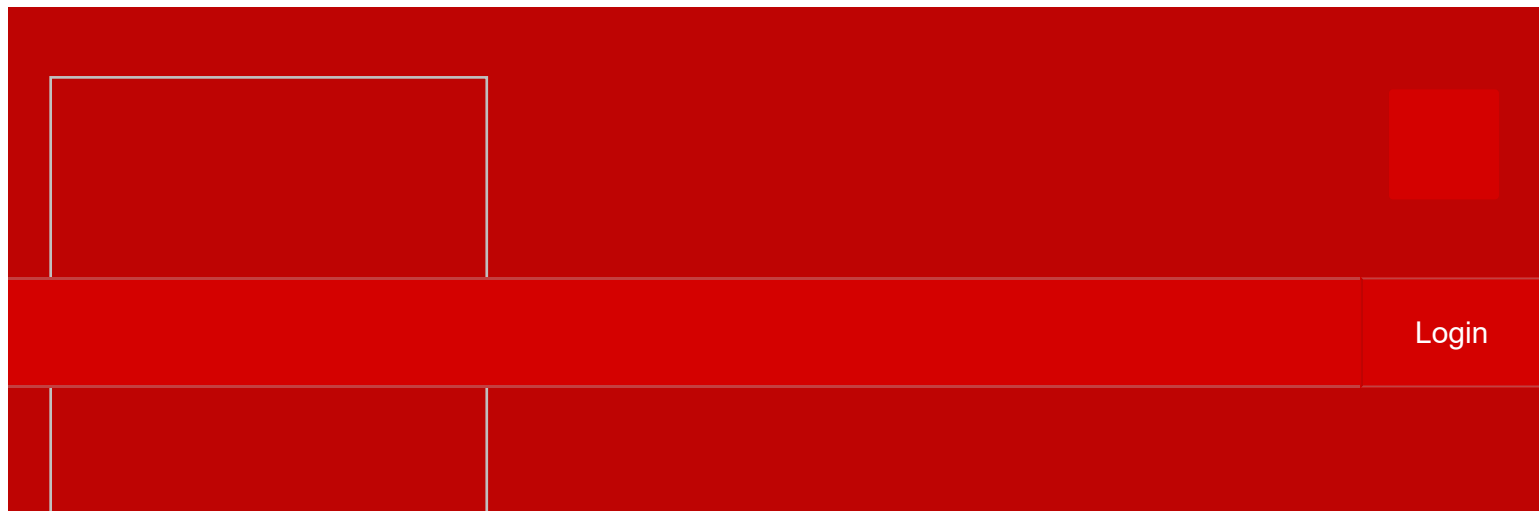
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Section Contents

# Doctor of Musical Arts (DMA)

The regulations below set down the requirements for award of the DMA degree.

Formal policies and procedures related to enrolment and examination for the DMA, along with information about administration matters, are available from the [Te Mata Kairangi School of Graduate Research](#) and on the University of Waikato website.

These regulations, policies and procedures are administered by the Dean of Te Mata Kairangi School of Graduate Research and the University's Postgraduate Research Committee.

## Regulations for the Degree of Doctor of Musical Arts (DMA)

1.	The Degree is awarded to candidates who have successfully completed a coherent programme of advanced performance and research in two interrelated parts as follows:		
	1.1		<i>Part 1 - Performance</i>
			Candidates must
		(i)	undertake supervised musical performance, and present one public recital in their first year, and

		(ii)	give two further public recitals during the course of their candidacy. The repertoire must be determined in consultation with the candidate's supervisory panel and may include a concerto, a leading role in an opera, a chamber music recital or Māori musical arts based performance, and
		(iii)	present a seminar on their proposed research during their second year of study, and
		(iv)	present a final research-based public recital, which will be of ninety minutes duration and which demonstrates performance skills at the highest professional levels, meeting internationally recognised standards for such work. This final recital must be recorded to professional standards in audio-visual format.
	1.2	<i>Part 2 - Thesis</i>	
		Candidates must undertake approved and supervised research that makes an original contribution to the field of knowledge relating to music performance and is presented in the form of a written thesis of no more than 35,000 words which,	
		(i)	critically investigates an approved topic of substance and significance relating to the candidate's examinable programme, and
			demonstrates expertise in the

	(ii)	methods of research and scholarship, and
	(iii)	displays intellectual independence, and
	(iv)	makes a substantial original contribution to the research area.
2.	To qualify to enrol for the DMA, applicants must	
	(a)	have qualified for the award of a New Zealand Master of Music (MMus) degree, with at least second class honours (first division), or for a qualification considered by the Academic Board to be equivalent, and
	(b)	pass an audition.
3.	Applicants whose first language is not English are required to meet the <a href="#">English Language Requirements for Admission</a> . Students who have completed undergraduate and/or master's study in English will normally be considered to have met the English Language Requirements.	
4.	Applicants for the DMA must apply through the online <a href="#">Application to Enrol</a> . Their application must include an audition recording.	
5.	Applications to enrol for the DMA and the conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.	
6.	As one of the preconditions for the approval of an application to enrol, the Dean of Te Mata Kairangi School of Graduate Research will establish that the necessary supervision and resources can be provided for the chosen research topic.	
7.	If at any time subsequent to the approval of an application the University encounters changes to its staffing or resources, it will make all reasonable efforts to ensure that these do not disadvantage the candidate. However, changes to staffing and resources can mean that a candidate's conditions of enrolment are subject to change or termination.	



8.		Candidates whose applications to enrol for the DMA are approved by the Dean of Te Mata Kairangi School of Graduate Research must enrol in the Faculty of Arts and Social Sciences and, subject to progress which meets expectations, pursue their performance and research for	
		(a)	three years, if they are enrolled on a full-time basis, or
		(b)	six years, if they are enrolled on a part-time basis, or
		(c)	a term approved by the Dean of the School of Graduate Research which represents a combination of full-time and part-time study.
9.		A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for an extension of enrolment for a maximum period of twelve months full-time equivalent during their higher degree programme.	
10.		Candidates for the DMA must not be concurrently enrolled in a research qualification at any other university without written permission from both universities.	
11.		Enrolment of all new candidates for the DMA approved by the Dean of Te Mata Kairangi School of Graduate Research is conditional for an initial period of six months. Confirmation of enrolment by the Dean of the School of Graduate Research after the initial period of six months is subject to the submission by the candidate of	
		(a)	an acceptable research proposal, and
		(b)	evidence of ethical approval or a statement confirming that it is not required, in accordance with the <a href="#">Ethical Conduct in Human Research and Related Activities 2008</a> , and
		(c)	a presentation of the proposed research to a confirmation of enrolment panel, and
		(d)	a recommendation from the supervisors, Chair of School and Dean's nominee that the candidate

			proceed into unconditional enrolment.
12.			If the candidate's enrolment is not confirmed within nine months of initial enrolment if they are enrolled on a full-time basis or eighteen months if they are enrolled on a part-time basis it will be terminated.
13.			Candidates are required to maintain continuous enrolment throughout the entire period of their degree.
14.			For each DMA candidate the Dean of Te Mata Kairangi School of Graduate Research appoints a supervisory panel. Each DMA candidate must have a minimum of two supervisors, one of whom is a continuing staff member of the University and the chief supervisor.
15.			Candidates are required to maintain contact with their supervisory panel throughout the entire period of the enrolment in their degree.
16.			Following enrolment, candidates enrolled for the DMA must submit six-monthly reports on the progress of their research work.
17.			Notwithstanding section 8 of these regulations, a candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for a suspension from enrolment for a maximum period of twelve months full-time equivalent. A candidate is not entitled to supervision or any University resources during a period of suspension and does not incur tuition fees.
18.			The Postgraduate Research Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate progress which meets Faculty expectations or comply with any regulations or policies which relate to enrolment for the Degree.
19.			The DMA thesis may consist of the candidate's published or unpublished material, or a combination of both. All such materials must have been produced within the term of enrolment.
20.			Where a DMA thesis includes the candidate's published or unpublished research papers, these must
		(a)	be the sole work of the candidate or, where a paper has been co-authored with a supervisor, the candidate will normally be the lead author, and

	(b)	represent original, supervised research undertaken within the term of the candidate's doctoral enrolment.
21.		Where a DMA thesis primarily consists of a series of published or unpublished research papers, these must be accompanied by introductory chapter/s providing a contextual framework for the thesis, and a concluding chapter providing a synthesising discussion.
22.		Candidates must indicate in the thesis any component that has been used or presented for any other degree.
23.		Candidates must comply with the <a href="#">Dissertations and Theses Regulations 2020</a> which set out the University's requirements with respect to the submission and presentation of theses.
24.		Where the DMA thesis contains co-authored research papers and/or any other co-produced work, published or unpublished, Co-Authorship Forms must be completed by the candidate and all other joint authors or producers. These forms must be included as an appendix to the thesis when it is submitted for examination.
25.		The Dean of Te Mata Kairangi School of Graduate Research appoints at least two examiners for the candidate's thesis who are external to the University and not directly connected with the candidate or the candidate's research. At least one of the external examiners is based overseas. In the case of divergent examination outcomes, the Dean of Te Mata Kairang School of Graduate Research will appoint a third examiner.
26.		The final public recital will be attended by the New Zealand examiner and the recording of it submitted with the thesis. The thesis must be submitted within three months of the final public recital.
27.		The Dean of Te Mata Kairangi School of Graduate Research makes a decision to proceed to oral examination based on the recommendations and reports of the examiners final public recital and written thesis.
28.		In order for an oral examination of the candidate to be held at least two examiners should recommend that the work proceed to oral examination. The Dean of Te Mata Kairangi School of Graduate Research may resolve
	(a)	that the candidate should proceed to oral examination, the work does not require significant

		revisions;
	(b)	that the candidate should proceed to oral examination, revisions of the work anticipated;
	(c)	that the candidate should not proceed to oral examination and be asked to re-enrol for a minimum of 6 months to undertake the major revisions indicated in the examiners reports and in due course to re-submit the work for re-examination;
	(d)	that the candidate should not proceed to oral examination and their work should not be accepted for the doctoral degree but is acceptable as fulfilling the requirements for the degree of Master of Philosophy (subject to amendments of a minor nature); or
	(e)	that the candidate should not proceed to oral examination and their work should not be accepted for the award of a doctoral degree.
29.		The Dean of Te Mata Kairangi School of Graduate Research makes a final decision on the award of the Degree. On the basis of the final report of the examiners following the oral examination, the Dean of Te Mata Kairangi School of Graduate Research will resolve
	(a)	that the work be accepted in its present form as fulfilling the requirements for the DMA, or
	(b)	that the work be accepted as fulfilling the requirements for the DMA subject to the candidate undertaking minor amendments and/or correcting typographical errors to the thesis as required by the examiners, to the satisfaction of the chief supervisor, or
	(c)	that the work be accepted as fulfilling the requirements for the DMA subject to the candidate completing substantial amendments to the thesis, to the satisfaction of all the examiners or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks, or

	(d)	that the work is not acceptable in its present form and should be returned to the candidate, who may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or
	(e)	that the work is not acceptable for the DMA but should be accepted as fulfilling the requirements of the degree of Master of Philosophy, or
	(f)	that the candidate has failed to meet the required standard and that no degree be awarded.
30.		A candidate may revise and re-submit a thesis only once and only one oral examination will be held.
31.		Candidates may apply to the Dean of Te Mata Kairangi School of Graduate Research, at any time during Part 2 of the DMA before submission of the thesis, to transfer to the Master of Philosophy.
32.		Applicants or candidates for the DMA who wish to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research, or who have a concern about supervision or any other aspect of their candidature, may raise the matter under the <a href="#">Higher Degree Appeals and Complaints Regulations</a> .
33.		The Dean of Te Mata Kairangi School of Graduate Research and the Postgraduate Research Committee is required to report any decisions they make which fall outside of regulations to the Research Committee.

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## Section Contents

# Regulations for Higher Doctorates - the Degrees of Doctor of Laws (LLD), Doctor of Literature (DLit) and Doctor of Science (DSc)

### *Part 1 Eligibility*

- |    |  |  |
|----|--|--|
| 1. |  | A higher doctorate, namely a Doctor of Laws, Doctor of Literature or Doctor of Science, may be awarded to a candidate who has successfully presented for examination a collection of work, or a specially composed thesis based on such work, which constitutes an original, substantial and distinguished contribution to scholarship and establishes the candidate as an international authority in the particular field of study. |
|----|--|--|

### *Part 2 Application*

- |    |     |  |  |
|----|-----|--|--|
| 2. |     | An applicant for a higher doctorate must:  |  |
|    | (a) | be a graduate of the University of Waikato,  |  |
|    | (b) | or if not a graduate of the University of Waikato, must have qualified for the award of a degree from another New Zealand university or for a qualification considered by the Academic Board to be equivalent, |  |

	(c)	or have a significant academic association with the University of Waikato, and
	(d)	be submitting work which is related to the current teaching and research expertise of the University of Waikato.
3.		An application must be submitted to the Postgraduate Research Committee (through the Te Mata Kairangi School of Graduate Research) and include:
	(a)	a copy of the work on which the application is based,
	(b)	a short discourse on the nature of the work,
	(c)	a statutory declaration which states:
	(i)	in the case of co-authored work, the name(s) of the co-author(s) and the nature and extent of the applicant's particular contribution to the work
	(ii)	the details of any other qualification for which the work, in whole or part, has been submitted.
	(d)	the application fee prescribed in the <a href="#">Table of Fees and Charges</a> section of the University of Waikato Calendar.
4.		The Postgraduate Research Committee has authority to determine whether an application meets the criteria set out in sections 2 and 3.
5.		If the Postgraduate Research Committee determines that an application does not meet the criteria set out in sections 2 and 3, the applicant will be notified in writing and the Postgraduate Research Committee will take no further action with respect to the application.



6.		If the Postgraduate Research Committee determines that an application meets the criteria set out in sections 2 and 3, the Chair of the Postgraduate Research Committee will consult confidentially with staff of the University who have academic expertise in the relevant field about whether, in their opinion, the work is likely to meet the criteria set out in section 1 and will report accordingly to the Postgraduate Research Committee.
7.		On the basis of the consultations undertaken and reported under section 6, the Postgraduate Research Committee will determine whether the application should proceed to examination.
8.		If the Postgraduate Research Committee determines that the application will not proceed to examination, the applicant will be notified in writing and the Postgraduate Research Committee will take no further action with respect to the application.
9.		If the Postgraduate Research Committee determines that an application will proceed to examination, the candidate will be required to submit three further copies of the work on which the application is based, together with the examination fee prescribed in the <a href="#">Table of Fees and Charges</a> section of the University of Waikato Calendar.

### *Part 3 Examination*

10.		Three examiners, at least two of whom are external to the University, will be appointed by the Postgraduate Research Committee, on the nomination of the Dean of the Faculty that it considers to be most closely aligned with the applicant's field of expertise.
11.		Each examiner will submit an examiner's report and recommend either:
	(a)	that the degree be awarded, or
	(b)	that the degree not be awarded.
12.		The Postgraduate Research Committee will consider the examiners' reports and recommendations and make a recommendation to the Research Committee as to whether the degree should be awarded.
13.		The Research Committee has authority to decide whether the degree will be awarded.

14.		If the degree is awarded, one set of the relevant work will be retained by the University and placed in the Library.
<i>Part 4 Re-Applications</i>		
15.		An applicant who is not permitted to proceed to examination, or who is not awarded the degree, may not re-apply for a higher doctorate until a period of five years has lapsed since the first application and may re-apply only once.
<i>Part 5 Provisions for Appeal to the Research Committee</i>		
16.		An applicant or candidate for a higher doctorate who wishes to appeal a decision by the Postgraduate Research Committee in relation to the application or examination may do so in writing to the Research Committee.
17.		An appeal may be made only on one or both of the following grounds:
	(a)	that the process used to make the decision in relation to the application or examination was incorrect or unfair, or
	(b)	that the decision in relation to the application or examination was manifestly at odds with the information on which it was based.
18.		An appeal lodged under section 16 must comprise a written statement of the circumstances of, and grounds for, the appeal, together with supporting evidence, if available, and must be lodged with the Secretary to the Research Committee (through the Research Office) not more than 21 days from the date of notification of the decision being appealed.
19.		The Research Committee will hear and decide on the appeal.
20.		The Chair of the Research Committee will ensure that no-one considering the appeal was a party to the original decision.
21.		A decision by the Research Committee on an appeal lodged under section 16 will be notified to the candidate in writing and is final.

*Part 6 Provisions for Appeal to the Academic Board*

22.		A candidate for a higher doctorate who wishes to appeal a decision by the Research Committee in relation to the award of the degree may do so in writing to the Academic Board.	
23.		An appeal to the Academic Board may be made only on one or both of the following grounds:	
	(a)	that the process used to make the decision in relation to the award of the degree was incorrect or unfair, or	
	(b)	that the decision in relation to the award of the degree was manifestly at odds with the information on which it was based.	
24.		An appeal under section 22 must comprise a written statement of the circumstances of, and grounds for, the appeal, together with supporting evidence, if available, and must be lodged with the Secretary to the Academic Board (the Director of the Academic Office) not more than 21 days from the date of notification of the decision being appealed.	
25.		The Academic Board may delegate authority to hear and decide the appeal on its behalf to a sub-committee comprising:	
	(a)	the Chair of the Academic Board (or nominee), and	
	(b)	two members of the Academic Board.	
26.		The Chair of the Academic Board will ensure that no members of a sub-committee appointed under section 25 were party to the original decision.	
27.		A decision by, or on behalf of, the Academic Board on an appeal lodged under section 22 will be notified to the candidate in writing and is final.	

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## Section Contents

# Higher Degree Appeals and Complaints Regulations

Higher Degrees of the University of Waikato comprise the following degrees:

	Master of Philosophy (MPhil)
	Doctor of Education (EdD)
	Doctor of Juridical Science (SJD)
	Doctor of Musical Arts (DMA)
	Doctor of Philosophy (PhD)

1.		These regulations apply to applicants and candidates for higher degrees at the University of Waikato.
2.		An applicant or candidate for a higher degree
		who has met

		(a)	the minimum requirements for admission, and for whom there is appropriate supervision available, but whose application for conditional enrolment is declined, or
		(b)	who has been accepted for conditional enrolment but whose subsequent application for confirmed enrolment is declined
		may appeal this decision in writing to the Research Committee.	
3.		Candidates for a higher degree who wish to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research or the Postgraduate Research Committee in relation to their enrolment for the degree or in relation to its examination may appeal this decision in writing to the Research Committee.	
4.		An appeal under section 2 or 3 must comprise a written statement of the circumstances of, and grounds for, the appeal, together with supporting evidence, if available, and must be lodged with the Secretary to the Research Committee not more than 21 days from the date of notification of the decisions.	
5.		Where an appeal is lodged under section 2 or 3, the Research Committee may delegate authority to hear and decide on the appeal on its behalf to a sub-committee comprising:	

	(a)	the Chair of the Research Committee (or nominee), and
	(b)	two members of the Research Committee
	The Chair of the Research Committee must ensure that none of those considering the appeal is a party to the original decision.	
6.		A decision by, or on behalf of, the Research Committee on an appeal lodged under section 2 or 3 is notified to the applicant or candidate in writing, and is final.
7.		Candidates for higher degrees who have a concern about supervision or any other aspect of their candidature (other than decisions in relation to enrolment for the degree or its examination) may, in the first instance, seek a resolution by raising the matter with their supervisor, Faculty/School postgraduate studies representative, or other relevant staff member (e.g. Chairperson of Department/School, Associate Dean (Postgraduate, Dean)) in their Faculty/School.
8.		Where it has not been possible to resolve the concern under section 7, the candidate may make a written complaint to the Chair of the Postgraduate Research Committee.
9.		A written complaint under section 8 must include an appropriately detailed explanation of the concern, together with supporting evidence if available, and must be lodged with the Secretary to the Postgraduate Research Committee.
10.		A decision by the Chair of the Postgraduate Research Committee with respect to a complaint under section 8 will be notified in writing to the candidate within 21 days of the receipt of the written complaint.

11.		A candidate who wishes to appeal a decision by the Chair of the Postgraduate Research Committee under section 10 may do so in writing to the Research Committee.
12.		An appeal under section 11 must comprise a written statement of the circumstances of, and grounds for, the appeal, together with supporting evidence, if available, and must be lodged with the Secretary to the Research Committee within 21 days of the date of notification of the decision.
13.		Where an appeal is lodged under section 11, the Research Committee may delegate authority to hear and decide on the appeal on its behalf to a sub-committee comprising:
	(a)	the Chair of the Research Committee (or nominee), and
	(b)	two members of the Research Committee
	The Chair of the Research Committee must ensure that none of those considering the appeal is a party to the original complaint.	
14.		A decision by, or on behalf of, the Research Committee on an appeal lodged under section 11 is notified to the candidate in writing and is final.

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## Section Contents

# Regulations for the Certificate of Attainment in Academic English (CertAttainAcadEng)<sup>1</sup>

## *Admission*

1.	Candidates for the Certificate of Attainment in Academic English must have achieved the equivalent of an academic IELTS overall score of 4.0 or higher.
2.	Admission to the Certificate is subject to the approval of the Director of the Waikato Pathways College.
3.	The level at which admission to the Certificate is approved will be determined by the Director of the Waikato Pathways College and will depend on the student's proficiency in written and spoken English.

## *Requirements for the Certificate*

4.	The Certificate of Attainment in Academic English is taught at five levels. Every candidate must enrol in the Waikato Pathways College and may complete one or more levels in sequence. The programme of study for each level comprises 43 points. Candidates will receive a Certificate of Attainment for each level passed.
5.	Candidates who gain the required 43 points at Levels 4, 5, 6, 7 or 8 will be awarded the Certificate of Attainment in Academic English.

6.		The prescription for each level of study for the Certificate is prescribed in the <a href="#">Pathways Programmes</a> entry in the University of Waikato Catalogue of Papers.
7.		The programme of every candidate is subject to the approval of the Director of the Waikato Pathways College.
8.		Every candidate must complete to the satisfaction of the Academic Board such class work, practical work, assignments, tests, and oral and written examinations as may be required.

#### *Credit Transfers*

9.		A candidate may apply for credit of one unspecified 100 level paper towards a bachelors degree in respect of the Certificate of Attainment awarded at Level 8. The application must be accompanied by the prescribed fee.
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#### *Notes:*

1.		<i>This Certificate is not offered in 2020.</i>
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# Regulations for the Certificate of Attainment in English Language (CertAttainEngLang)

## *Admission*

1.	There are no formal prerequisites for admission to the Certificate of Attainment in English Language.
2.	Admission to the Certificate is subject to the approval of the Director of the Waikato Pathways College.
3.	The level at which admission to the Certificate is approved will be determined by the Director of the Waikato Pathways College and will depend on the student's proficiency in written and spoken English.

## *Requirements for the Certificate*

4.	The Certificate of Attainment in English Language is taught at three levels. Every candidate must enrol in the Waikato Pathways College and may complete one or more levels in sequence. The programme of study for each level comprises 43 points. Candidates will receive a Certificate of Attainment for each level passed.
5.	Candidates who gain the required 43 points at Levels 1-8 will be awarded the Certificate of Attainment in English Language.

6.	The prescription for each level of study for the Certificate is prescribed in the <a href="#">Pathways Programmes</a> entry in the University of Waikato Catalogue of Papers.
7.	The programme of every candidate is subject to the approval of the Director of the Waikato Pathways College.
8.	Every candidate must complete to the satisfaction of the Academic Board such class work, practical work, assignments, tests, and oral and written examinations as may be required.

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## Section Contents

# Regulations for the Certificate of Attainment in Foundation Studies (CertAttainFoundSt)

## *Admission*

1.		There are no formal prerequisites for admission to the Certificate programme. However, candidates for the Certificate must produce evidence which satisfies the Director of the Waikato Pathways College that they are proficient in English language to the equivalent of IELTS 5.5 with a minimum of 5.0 in the Writing band. Students who have achieved an IELTS score of at least 5.5 with a minimum of 5.5 in the Writing band and no band less than 5.0 may be eligible for an exemption of up to 60 points towards the Certificate. Candidates must also have reached a standard of education at least equivalent to NCEA Level 2 in a New Zealand secondary school.
2.		Every candidate for the Certificate must be accepted by the Director of the Waikato Pathways College.

## *Requirements for the Certificate*

3.		The normal minimum period of enrolment for completion of the Certificate is two trimesters.
4.		Candidates must enrol in the Waikato Pathways College and follow an approved programme of study.



5.	Candidates must gain 120 points, including 45 points from the three compulsory papers, as prescribed in the <a href="#">Pathways Programmes</a> entry in the University of Waikato Catalogue of Papers.
6.	Every candidate for the Certificate must complete to the satisfaction of the Academic Board such class work, practical work, assignments, tests, and oral and written examinations as may be required.

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## Section Contents

# Regulations for the Certificate of University Preparation (CUP)

## *Admission*

1.	Candidates for the Certificate should normally have completed Year 13 in a New Zealand Secondary School or its equivalent.
2.	Every candidate for the Certificate must be accepted by the Director of the Waikato Pathways College.

## *Requirements for the Certificate*

3.	The normal minimum period of enrolment for completion of the Certificate is one trimester full-time or its equivalent in part-time study. All study should be completed within one academic year.
4.	Candidates must enrol in the Waikato Pathways College and follow an approved programme of study.
5.	Candidates must gain 60 points, including any compulsory papers.
6.	Candidates must complete the requirements of a stream, as set out in the appendix to these regulations. The programme of study must include 30 points from the compulsory papers listed under Part A and 30 points

		selected from the papers listed under Part B for the stream the candidate is enrolled in. Candidates may, on the basis of academic advice and approval, be permitted to choose elective papers from the other stream.
--	--	---

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*Variations*

7.		The Director or delegated authority may vary or waive these regulations in individual cases.
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**Appendix General Stream**

---

**Part A: Compulsory Study Skills Papers**

---

FOUND001 Introduction to Study Skills

---

FOUND002 Introduction to Critical Thought and Expression

---

**Part B: Elective Papers**

---

CAFS005 Bridging Statistics

---

CAFS007 Bridging Economics

---

CAFS014 Bridging Psychology

---

FOUND003 Bridging Arts

---

FOUND004 Bridging Social Sciences

---

FOUND006 Bridging Accounting

---

FOUND007 Bridging Calculus

---

FOUND008 Bridging Mathematics and Statistics

---

FOUND009 Bridging Biology

---

FOUND010 Bridging Chemistry

---

FOUND011 Bridging Physics

---

FOUND012 Bridging General Science

---

FOUND013 Te Huarahi Bridging Māori

---

### Huarahi Māori Stream

---

#### Part A: Compulsory Study Skills Papers

---

FOUND001 Introduction to Study Skills

---

FOUND002 Introduction to Critical Thought and Expression

---

#### Part B: Elective Papers

---

FOUND013 Te Huarahi Bridging Māori

---

Plus one paper from the general stream electives above.

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## Section Contents

# Regulations for the Certificate (Cert)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |   |
|----|---|
| 2. | Candidates for the Certificate must have qualified for admission to the University of Waikato and met any criteria set out in the <a href="#">Criteria for Admission to Particular Qualifications</a> . |
|----|---|

### *Requirements for the Certificate*

- |    |   |
|----|---|
| 3. | The normal minimum period of enrolment for completion of the Certificate is one year. |
|----|---|

- |    |  |
|----|--|
| 4. | Candidates for the Certificate must enrol in a Faculty or School of Studies and follow an approved programme of study. |
|----|--|

- |    |   |
|----|---|
| 5. | Candidates must gain 120 points at 100 level or above in the Certificate fields listed in section 8 of these regulations. |
|----|---|

- |    |   |
|----|---|
| 6. | Candidates must gain at least 90 points in one field. |
|----|---|

- |    |  |
|----|--|
| 7. | Candidates must meet the field requirements, as set out in the appendix to |
|----|--|

		these regulations.
8.		The Certificate fields are <sup>1</sup>
		Arts (Cert(Arts))
		Business (Cert(Bus))
		Design (Cert(Des))
		Education (Cert(Ed))
		Environmental Planning (Cert(EnvPlan))
		Health, Sport and Human Performance (Cert(HSHP))
		Law (Cert(Law)) <sup>2</sup>
		Management (Cert(Mgt))
		Māori and Indigenous Studies (Cert(M&Ist))
		Science (Cert(Sc))
		Social Sciences (Cert(SocSc))
9.		The Certificate awarded will be endorsed in the field in which at least 90 points are gained.
<i>Variations</i>		
10.		The Dean or delegated authority may vary or waive these regulations in individual cases.
<i>Notes:</i>		



1.		<i>The subjects and/or papers that comprise each Certificate field are set out in the <a href="#">Undergraduate Diploma and Certificate Fields</a>.</i>
2.		<i>A Certificate is not offered in this field in 2020.</i>

## Appendix

### Field Requirements

#### *Business*

1.		Candidates must complete STMGT101 Introduction to Management.
----	--	---

#### *Management*

1.		Candidates must complete STMGT101 Introduction to Management.
----	--	---

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## Section Contents

# Regulations for the Certificate in Health and Wellbeing (Cert(HealthWellbeing))

1.

The [Personal Programmes of Study Regulations](#) apply in these regulations.

### *Admission*

2.

Candidates for the Certificate must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#)

### *Requirements for the Certificate*

3.

The normal minimum period of enrolment for completion of the Certificate is two trimesters.

4.

Candidates for the Certificate must enrol in Te Huataki Waiora, Faculty of Health, Sport and Human Performance, and follow an approved programme of study.

5.

Candidates must gain 120 points at 100 level, as prescribed in the relevant entry in the [University of Waikato Catalogue of Papers](#), in one of the subjects for the Certificate:

	Poutū-mārō Biomedical Sciences
	Poutū-manahau Population Health

*Variations*

6. The Dean or delegated authority may vary or waive these regulations in individual cases.

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## Section Contents

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# Regulations for the Certificate in STEM (Cert(STEM))

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |   |
|----|---|
| 2. | Candidates for the Certificate must have qualified for admission to the University of Waikato and met any criteria set out in the <a href="#">Criteria for Admission to Particular Qualifications</a> . |
|----|---|

### *Requirements for the Certificate*

- |    |   |
|----|---|
| 3. | The normal minimum period of enrolment for completion of the Certificate is one trimester.  |
| 4. | Candidates for the Certificate must enrol in a Faculty of Computing and Mathematical Sciences or the Faculty of Science and Engineering and follow an approved programme of study.  |
| 5. | Candidates must gain 60 points at 100 level or above from the papers listed for the field of the Certificate, as set out in the appendix to these regulations. No more than one paper can be chosen from (c) of the appendix. |

*Variations*

6.		The Dean or delegated authority may vary or waive these regulations in individual cases.
----	--	--

**Appendix****The field of the Certificate is defined as**

	(a)	the papers offered by the Faculty of Computing and Mathematical Sciences, and
	(b)	the papers offered by the Faculty of Science and Engineering, and
	(c)	the following papers offered by the Faculty of Education:
		TEMS724 Secondary Curriculum: Mathematics Y7-11
		TEMS725 Secondary Curriculum: Mathematics Y12-13
		TEMS726 Secondary Curriculum: Science A Y7-13
		TEMS727 Secondary Curriculum: Science B Y7-13
		TEMS728 Secondary Curriculum: Physics Y11-13
		TEMS729 Secondary Curriculum: Chemistry Y11-13
		TEMS730 Secondary Curriculum: Biology Y11-13
		TEMS733 Secondary Curriculum: Technology Education Y7-10
		TEMS734 Secondary Curriculum: Technology Education Y11-13
		TEMS762 Mathematics Education

TEMS763 Science Education

TEMS764 Technology Education

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## Section Contents

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# Regulations for the Graduate Certificate (GradCert)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |  |
|----|--|
| 2. | Candidates for the Graduate Certificate must have  |
|    | (a) qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, or                   |
|    | (b) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience, and ability to proceed with the proposed programme. |

- |    |   |
|----|---|
| 3. | In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently. |
|----|---|

### *Requirements for the Graduate Certificate*

4.		The normal minimum period of enrolment for completion of the Graduate Certificate is one trimester.
5.		Candidates must enrol in a Faculty and follow an approved programme of study.
6.		Candidates must gain 60 points at 100 level or above, including at least 45 points at 300 level or above, in the Graduate Certificate subjects.
7.		Candidates must gain at least 45 points from one of the subjects listed in Schedule A.
8.		The Graduate Certificate subjects are

*Schedule A*

			Accounting (GradCert(Acc))
			Agribusiness (GradCert(AgBus))
			Anthropology (GradCert(Anth))
			Applied Computing (GradCert(AppComp))
			Chemistry (GradCert(Chem))
			Chinese (GradCert(Chin))
			Communication Design (GradCert(ComDes))
			Community Health (GradCert(CommHth))
			Computer Graphic Design (GradCert(CGD))
			Computer Science (GradCert(CompSc))

			Data Analytics (GradCert(DataA))
			Design Media (GradCert(DesignMedia))
			Digital Business (GradCert(DigiB))
			Digital Learning (GradCert(DigLn))
			Earth Sciences (GradCert(EarthSc))
			Ecology and Biodiversity (GradCert(Eco&Biod))
			Economics (GradCert(Econ))
			Education and Society (GradCert(EdSoc))
			Electronics (GradCert(Elec))
			Engineering (GradCert(Eng))
			English (GradCert(Engl))
			Environmental Planning (GradCert(EnvPlan))
			Environmental Sciences (GradCert(EnvSc))
			Finance (GradCert(Fin))
			French (GradCert(Fren))
			Gender and Sexuality Studies (GradCert(GnSex))
			Geography (GradCert(Geog))
			History (GradCert(Hist))

			Human Development (GradCert(HumDev))
			Human Performance Science (GradCert(HPS))
			Human Resource Management (GradCert(HRM))
			Industrial Relations and Human Resource Management (GradCert(IR&HRM)) <sup>1</sup>
			Interface Design (GradCert(InterDes))
			International Languages and Culture (GradCert(IntLang&Culture))
			International Management (GradCert(IntMgt))
			Japanese (GradCert(Jap))
			Law (GradCert(Law))
			Leadership Communication (GradCert(LComm))
			Linguistics (GradCert(Ling))
			Management (GradCert(Mgt))
			Māori and Indigenous Studies (GradCert(M&ISt))
			Māori Language/Te Reo Māori (GradCert(ReoMāori))
			Marketing (GradCert(Mrkt))
			Materials Science (GradCert(MatSc))

		Mathematics (GradCert(Math))
		Media Design (GradCert(MedDes))
		Molecular and Cellular Biology (GradCert(Molec&CellBio))
		Music (GradCert(Mus))
		Pacific and Indigenous Studies (GradCert(P&ISt))
		Philosophy (GradCert(Phil))
		Political Science (GradCert(PolSc))
		Population Studies (GradCert(PopSt))
		Psychology (GradCert(Psych))
		Public Policy (GradCert(PP))
		Public Relations (GradCert(PR))
		Relational and Inclusive Practices(GradCert(Rel&InclPrac))
		Screen and Media Studies (GradCert(SMSt))
		Social Policy (GradCert(SocPol))
		Sociology (GradCert(Socy))
		Spanish (GradCert(Span))
		Sport Development and Coaching (GradCert(SDC))

			Statistics (GradCert(Stats))
			Strategic Management (GradCert(StratMgt))
			Supply Chain Management (GradCert(SCM))
			Theatre Studies (GradCert(TheatSt))
			Tourism and Hospitality Management (GradCert(THMgt))
			Work, Employment and Society (GradCert(WkEmp)) <sup>1</sup>
			Writing Studies (GradCert(WritSt))

9.

The Graduate Certificate awarded will be endorsed in the subject in which at least 45 points are gained.

*Variations*

10.

The Dean or delegated authority may vary or waive these regulations in individual cases.

*Notes:*

1.

*A Graduate Certificate is not offered in this subject in 2020.*

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## Section Contents

# Regulations for the Graduate Certificate in Project Management (GradCertPM)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |  |
|----|--|
| 2. | Candidates for the Graduate Certificate in Project Management must have qualified for the award of a bachelors degree of the University of Waikato with at least a B- grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent. |
|----|--|

- |    |   |
|----|---|
| 3. | In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently. |
|----|---|

### *Requirements for the Graduate Certificate*

- |    |   |
|----|---|
| 4. | The normal minimum period of enrolment for completion of the Graduate Certificate in Project Management is one trimester. |
|----|---|

- |    |   |
|----|---|
| 5. | Candidates must enrol in the Waikato Management School and follow an approved programme of study. |
|----|---|

6.	Candidates must gain 60 points at 300 level from the papers prescribed for the Graduate Certificate in Project Management as described in the relevant entry on the Catalogue of Papers.
----	--

*Variations*

7.	The Dean or delegated authority may vary or waive these regulations in individual cases.
----	--

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## Section Contents

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# Regulations for the Postgraduate Certificate (PGCert)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |     |   |
|-----|---|
| 2.  | Candidates for the Postgraduate Certificate must have   |
| (a) | qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, and have completed study at an advanced level in the subject to be taken for the Postgraduate Certificate, or |
| (b) | demonstrated to the satisfaction of the Academic Board that they have adequate training, experience, and ability to proceed with the proposed programme, and  |
| (c) | satisfied the prerequisites for graduate study in the subject being taken for the Postgraduate Certificate.   |
|     | In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of  |

- |    |  |  |
|----|--|--|
| 3. |  | these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently. |
|----|--|--|

*Requirements for the Postgraduate Certificate*

- |    |  |   |
|----|--|---|
| 4. |  | The normal minimum period of enrolment for completion of the Postgraduate Certificate is one trimester. |
|----|--|---|

- |    |  |   |
|----|--|---|
| 5. |  | Candidates must enrol in a Faculty and follow an approved programme of study. |
|----|--|---|

- |    |  |   |
|----|--|---|
| 6. |  | Candidates must gain 60 points at 500 level or above in one of the Postgraduate Certificate subjects. |
|----|--|---|

- |    |  |   |
|----|--|---|
| 7. |  | The Postgraduate Certificate subjects are |
|----|--|---|

			Accounting (PGCert(Acc))
--	--	--	--------------------------

			Agribusiness (PGCert(AgBus))
--	--	--	------------------------------

			Anthropology (PGCert(Anth))
--	--	--	-----------------------------

			Applied Linguistics (PGCert(AppLing))
--	--	--	---------------------------------------

			Biological Sciences (PGCert(BioSc)) <sup>1</sup>
--	--	--	--

			Chemistry (PGCert(Chem))
--	--	--	--------------------------

			Chinese (PGCert(Chin))
--	--	--	------------------------

			Clinical Animal Behaviour (PGCert(ClinAniBehav)) <sup>1</sup>
--	--	--	---

			Computer Science (PGCert(CompSc))
--	--	--	-----------------------------------

			Counselling (PGCert(Couns)) <sup>1</sup>
--	--	--	--

			Counselling Studies (PGCert(CounsStudies))
			Creative Practices (PGCert(CreatePrac))
			Creative Technologies (PGCert(CreateTech))
			Digital Business (PGCert(DigiB))
			Disability and Inclusion Studies (PGCert(DInS))
			Earth Sciences (PGCert(EarthSc))
			Ecology and Biodiversity (PGCert(Eco&Biod))
			Economics (PGCert(Econ))
			Education (PGCert(Ed))
			Education and Society (PGCert(EdSoc))
			Educational Leadership (PGCert(EdLeadership))
			Educational Management (PGCert(EdM))
			Electronics (PGCert(Elec))
			Engineering (PGCert(Eng))
			English (PGCert(Engl))
			Environment and Society (PGCert(EnvSoc))
			Environmental Planning (PGCert(EnvPlan))
			Environmental Sciences (PGCert(EnvSci))

			Finance (PGCert(Fin))
			French (PGCert(Fren))
			Geography (PGCert(Geog))
			Health Development and Policy (PGCert(HealthDevPol)) <sup>1</sup>
			Health, Sport and Human Performance (PGCert(HSHP))
			History (PGCert(Hist))
			Human Development (PGCert(HumDev))
			Human Resource Management (PGCert(HRM))
			International Management (PGCert(IntMgt))
			International Relations and Security Studies (PGCert(IRSSSt))
			Japanese (PGCert(Jap))
			Law (PGCert(Law))
			Leadership Communication (PGCert(LComm))
			Legal Studies (PGCert(LS)) <sup>1</sup>
			Management (PGCert(Mgt))
			Management and Sustainability (PGCert(MgtStn))

		Management Studies (PGCert(MgtSt))
		Management Systems (PGCert(MgtSys)) <sup>1</sup>
		Māori and Indigenous Studies (PGCert(M&ISt))
		Marketing (PGCert(Mrkt))
		Materials and Processing (PGCert(Mat&Proc))
		Mathematics (PGCert(Math))
		Molecular and Cellular Biology (PGCert(Molec&CellBio))
		Music (PGCert(Mus))
		Pacific and Indigenous Studies (PGCert(P&ISt))
		Philosophy (PGCert(Phil))
		Physics (PGCert(Phys))
		Political Science (PGCert(PolSc))
		Population Studies and Demography (PGCert(PopStud&Dem))
		Professional Writing (PGCert(ProfWrit))
		Psychology (PGCert(Psych))
		Public Policy (PGCert(PP))
		Public Relations (PGCert(PR))



		School Principalship (PGCert(SchPrinc)) <sup>2</sup>
		Screen and Media Studies (PGCert(SMSt))
		Second Language Teaching (PGCert(SLT))
		Social Policy (PGCert(SocPol))
		Social Work (PGCert(SocWork)) <sup>1</sup>
		Sociology (PGCert(Socy))
		Statistics (PGCert(Stats))
		Strategic Management (PGCert(StratMgt))
		Tertiary Teaching and Learning (PGCert(TertiaryT&L))
		Theatre Studies (PGCert(TheatSt))
		Tourism and Hospitality Management (PGCert(THMgt))

8.		The Postgraduate Certificate awarded will be endorsed in the subject in which it is gained.
9.		If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Certificate.

*Variations*

10.		The Dean or delegated authority may vary or waive these regulations in individual cases.
-----	--	--

*Notes:*

1.	<i>A Postgraduate Certificate is not offered in this subject in 2020.</i>
2.	<i>In addition to the admission requirements prescribed in section 2 of these regulations, candidates in this subject must meet additional criteria set out in Part 2 of the Criteria for Admission to Particular Qualifications.</i>

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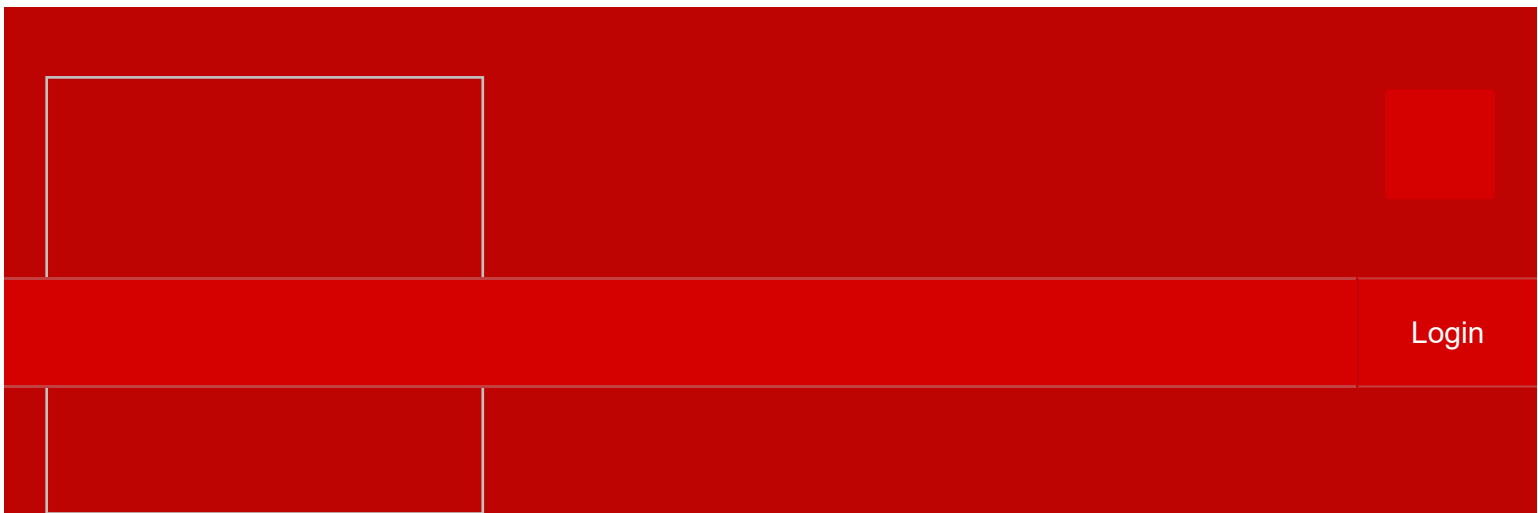
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# Regulations for the Postgraduate Certificate in Counselling in Counselling Supervision (PGCertCouns(CounsSup)) and Postgraduate Certificate in Counselling in Family Counselling (PGCertCouns(FamCouns))

1.		The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations.
<i>Admission</i>		
2.		Candidates for the Postgraduate Certificate must have
	(a)	qualified for the award of a bachelors degree of the University of Waikato and a related professional qualification of at least one year's duration or a qualification considered equivalent by the Academic Board, and
	(b)	satisfied the prerequisites for graduate study at levels considered appropriate by the Academic Board, including any prerequisite compulsory papers as prescribed in the Faculty of Education Graduate Studies in Education handbook or the <a href="#">Counselling</a> entry in the University of Waikato

		Catalogue of Papers, and
	(c)	satisfied the requirements for selection to the specific endorsement sought, as stated in the Faculty of Education Graduate Studies in Education handbook or the <a href="#">Counselling</a> entry in the University of Waikato Catalogue of Papers.
3.		In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

*Requirements for the Postgraduate Certificate*

4.		The normal minimum period of enrolment for completion of the Postgraduate Certificate is one trimester.
5.		Candidates must enrol in the Faculty of Education and follow an approved programme of study.
6.		Candidates must gain 60 points at 500 level from the papers prescribed for the Postgraduate Certificate, including any compulsory papers as prescribed in the Faculty of Education Graduate Studies in Education handbook or the <a href="#">Counselling</a> entry in the University of Waikato Catalogue of Papers.
7.		The Postgraduate Certificate will be awarded with one of the following endorsements:
		Counselling Supervision (PGCertCouns(CounsSup))
		Family Counselling (PGCertCouns(FamCouns))
8.		Candidates who fail a paper may repeat it once. Candidates who fail more than one paper or who fail the same paper twice may not proceed with the Postgraduate Certificate.

*Credit Transfers*

9.

Candidates who have been awarded a Postgraduate Certificate may relinquish it for credit of up to 60 points towards an appropriate Faculty of Education postgraduate qualification, at the discretion of the Dean.

Notes:

1.

*There will be no new intake into the PGCertCouns(FamCouns) in 2020.*

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Section Contents

# Regulations for the Postgraduate Certificate in Information Technology (PGCertInfoTech)

This qualification is awarded jointly by the University of Auckland and the University of Waikato.

1.		The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations.
----	--	--

*Admission*

2.		Candidates for the Postgraduate Certificate must have qualified for the award of a bachelors degree of the University of Waikato, or a degree qualification considered by the Academic Board to be equivalent, with a Grade Point Average of 4.0 or higher in 75 points at 300 level or above.
3.		In exceptional circumstances, candidates who do not meet the requirements of section 2 of these regulations, but who have at least three years of extensive relevant, practical, professional or scholarly experience deemed to be equivalent to the requirements of section 2 may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe.

*Requirements for the Postgraduate Certificate*

4.		Candidates must
----	--	-----------------



	(a)	gain 60 points at 500 level or above
	<i>and</i>	
	(b)	complete the requirements of the postgraduate certificate in not more than one trimester of full-time study, or, in the case of part-time study, an enrolment period not exceeding four trimesters from the trimester of initial enrolment.
5.		The total enrolment for this postgraduate certificate must not exceed 90 points.
6.		Candidates must enrol in the Faculty of Computing and Mathematical Sciences and follow an approved programme of study.
7.		A candidate enrolled in this postgraduate certificate must pass 60 points from the papers, excluding internship or project papers, as prescribed in the Computer Science entry in the University of Waikato Catalogue of Papers.
8.		If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more 30 points in total will not be permitted to proceed with the Certificate.
9.		A student admitted to this programme must complete the University of Waikato Academic Integrity Module.
<i>Variations</i>		
10.		The Dean or delegated authority may vary or waive these regulations in individual cases.

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## Section Contents

# Regulations for the Postgraduate Certificate in Māori and Indigenous Business (PGCertMAIBus)<sup>1</sup>

This qualification is awarded jointly by the University of Auckland, Massey University, Auckland University of Technology, Victoria University of Wellington and the University of Waikato.

- |    |  |  |
|----|--|--|
| 1. |  | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|--|

### Admission

- |    |     |   |
|----|-----|---|
| 2. |     | Candidates for the Postgraduate Certificate must have   |
|    | (a) | qualified for the award of a bachelors degree deemed relevant by the Academic Board or for a qualification considered by the Academic Board to be equivalent, and |
|    | (b) | produced evidence of at least two years management experience deemed relevant to the degree by the Academic Board, and  |
|    | (c) | performed at an acceptable level in any tests for academic aptitude and/or interviews prescribed by the Academic Board, or  |

	(d)	produced evidence of at least five years management experience deemed relevant to this postgraduate diploma by the Academic Board, and
	(e)	performed at an acceptable level in any tests for academic aptitude and/or interviews prescribed by the Academic Board.
3.		In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.
4.		Selection into the Postgraduate Certificate is on the basis of criteria approved for this purpose by the Academic Board.

*Requirements for the Postgraduate Certificate*

5.		The normal minimum period of enrolment for completion of the Postgraduate Certificate is one trimester.
6.		Candidates completing the Certificate must normally complete within two years.
7.		Candidates must enrol in the Waikato Management School and follow an approved programme of study.
8.		Candidates admitted to this certificate must gain 60 points at 500 level from papers listed in Appendix A to the regulations for the Postgraduate Diploma in Māori and Indigenous Business, and must not enrol in more than 90 points for this certificate.
9.		A candidate enrolled for this certificate who has been credited for another postgraduate certificate any papers the same or similar to those listed for this postgraduate certificate is to substitute for each paper so credited an alternative paper approved by the Dean of the Waikato Management School or representative.
		If a candidate fails a paper or papers (worth not more than 30 points in total) they may repeat the paper or papers or take an alternative paper or

10.		papers with the same points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will require permission from the Board of Studies for Māori and Indigenous Business to proceed with the Certificate.
-----	--	---

*Variations*

11.		The Dean or delegated authority may vary or waive these regulations in individual cases.
-----	--	--

*Notes:*

1.		<i>This Postgraduate Certificate is not offered in 2020.</i>
----	--	--

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## Section Contents

# Regulations for the Diploma (Dip)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |   |
|----|---|
| 2. | Candidates for the Diploma must have qualified for admission to the University of Waikato and met any criteria set out in the <a href="#">Criteria for Admission to Particular Qualifications</a> . |
|----|---|

### *Requirements for the Diploma*

- |    |   |
|----|---|
| 3. | The normal minimum period of enrolment for completion of the Diploma is one year.   |
| 4. | Candidates must enrol in a Faculty and follow an approved programme of study.   |
| 5. | Candidates must gain 120 points at 100 level or above, including 75 points at 200 level or above, in the Diploma fields listed in section 8 of these regulations. |
| 6. | Candidates must gain at least 75 points in one field.   |

7.		Candidates must meet the relevant field requirements, as set out in the appendix to these regulations.
8.		The Diploma fields are <sup>1</sup>
		Arts (Dip(Arts))
		Business (Dip(Bus))
		Design (Dip(Des))
		Education (Dip(Ed))
		Environmental Planning (Dip(EnvPlan))
		Health, Sport and Human Performance (Dip(HSHP))
		Management (Dip(Mgt))
		Māori and Indigenous Studies (Dip(M&ISt))
		Science (Dip(Sc))
		Social Sciences (Dip(SocSc))
9.		The Diploma awarded will be endorsed in the field in which at least 75 points are gained.
<i>Variations</i>		
10.		The Dean or delegated authority may vary or waive these regulations in individual cases.
<i>Notes:</i>		
1.		<i>The subjects and/or papers that comprise each Diploma field are set out in the <a href="#">Undergraduate Diploma and Certificate Fields</a>.</i>



## Appendix

### Field Requirements

#### *Business*

1.		Candidates must complete STMGT101 Introduction to Management.
----	--	---

#### *Management*

1.		Candidates must complete STMGT101 Introduction to Management.
----	--	---

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## Section Contents

# Regulations for the Diploma in Engineering Professional Practice (DipEPP)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |   |
|----|---|
| 2. | Candidates for the Diploma must have qualified for admission to the University of Waikato and met any criteria set out in the <a href="#">Criteria for Admission to Particular Qualifications</a> . |
|----|---|

### *Requirements for the Diploma*

- |    |   |
|----|---|
| 3. | The normal minimum period of enrolment for completion of the Diploma is three years, concurrent with enrolment in the Bachelor of Engineering with Honours. |
|----|---|

- |    |   |
|----|---|
| 4. | Candidates must enrol in the Faculty of Science and Engineering, or Faculty of Computing and Mathematical Sciences and follow an approved programme of study. |
|----|---|

- |    |   |
|----|---|
| 5. | Candidates must gain 120 points at 200 level or above, including 75 points above 200 level and 45 points above 300 level. |
|----|---|

6.

Candidates must complete ENGEN270, ENGEN570, ENGEN272 (30 points), ENGEN372 (30 points), 15 points from List A, and 15 points from List B.

### Variations

7.

The Dean or delegated authority may vary or waive these regulations in individual cases.

## Appendix

### List A

EXMBM511	People in Organisations
EXMBM512	Leadership and Change Management
EXMBM513	Sustainability and Responsible Management
EXMBM532	Managing Innovation and Value Creation

### List B

EXMBM514	Economics and the Global Context
EXMBM521	Strategic Management and Decision Making
EXMBM522	Marketing Strategy
EXMBM523	Digital Business and Supply Chain Management

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## Section Contents

# Regulations for the Diploma in Law (DipLAW)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |   |
|----|---|
| 2. | Candidates for the Diploma must have qualified for admission to the University of Waikato and met any criteria set out in the <a href="#">Criteria for Admission to Particular Qualifications</a> . |
|----|---|

### *Requirements for the Diploma*

- |    |  |
|----|--|
| 3. | The normal minimum period of enrolment for completion of the Diploma is two years.   |
| 4. | Candidates must enrol in Te Piringa - Faculty of Law and follow an approved programme of study.  |
| 5. | Candidates must gain 150 points at 100 level or above, including 90 points at 200 level.   |
| 6. | Candidates must complete a specified programme as prescribed in the Law entry in the University of Waikato Catalogue of Papers, and as set out in the appendix to these regulations. |

## Variations

7.

The Dean or delegated authority may vary or waive these regulations in individual cases.

## Appendix

LEGAL103 Legal Method A (15 points)

LEGAL104 Legal Method B (15 points)

LEGAL106 Legal Systems and Societies (30 points)

LEGAL201 Public Law (30 points)

LEGAL204 Contracts (30 points)

LEGAL207 Torts (30 points)

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## Section Contents

# Regulations for the Diploma in Te Tohu Paetahi (DipTTP)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

## Admission

- |    |   |
|----|---|
| 2. | Candidates for the Diploma must have qualified for admission to the University of Waikato and met any criteria set out in the <a href="#">Criteria for Admission to Particular Qualifications</a> . |
|----|---|

## Requirements for the Diploma

- |    |   |
|----|---|
| 3. | The normal minimum period of enrolment for completion of the Diploma is one year.   |
| 4. | Candidates must enrol in Te Pua Wānanga ki te Ao – Faculty of Māori and Indigenous Studies and follow an approved programme of study. |
| 5. | Candidates must gain 120 points at 100 level or above, including 75 points above 100 level and 30 points above 200 level.             |
| 6. | Candidates must complete MAORI104, MAORI111, MAORI112, MAORI206, MAORI211, MAORI212, MAORI311, MAORI312.                              |

## Variations

7.

The Dean or delegated authority may vary or waive these regulations in individual cases.

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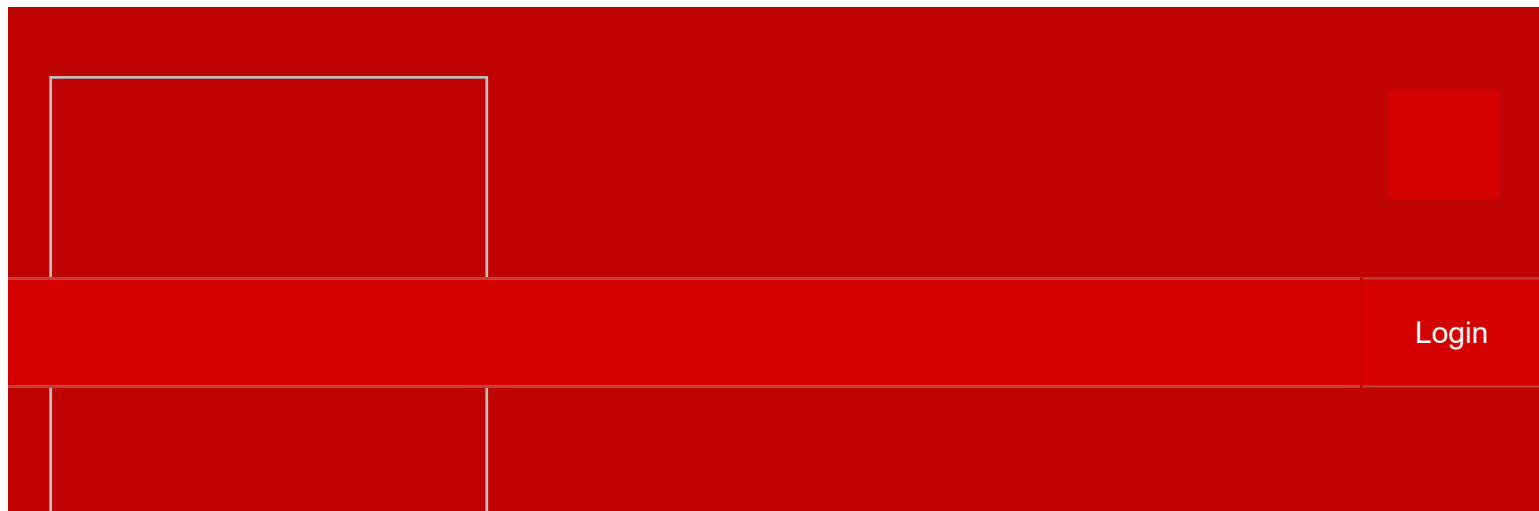
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Section Contents

# Regulations for the Graduate Diploma (GradDip)

1.		The <i>Personal Programmes of Study Regulations</i> apply in these regulations.	
<i>Admission</i>			
2.		Candidates for the Graduate Diploma must have	
	(a)		qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, or
	(b)		demonstrated to the satisfaction of the Academic Board that they have adequate training, experience and ability to proceed with the proposed programme.
3.		In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.	
<i>Requirements for the Graduate Diploma</i>			

4.		The normal minimum period of enrolment for completion of the Graduate Diploma is one year.
5.		Candidates must enrol in a Faculty and follow an approved programme of study.
6.		Candidates must gain 120 points at 100 level or above, including at least 75 points at 300 level or above, in the Graduate Diploma subjects.
7.		Candidates enrolled in the Waikato Management School must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
8.		Candidates must gain at least 90 points from one of the subjects listed in Schedule A.
9.		The Graduate Diploma subjects are
		<i>Schedule A</i>
		Accounting (GradDip(Acc))
		Adult Learning (GradDip(AdLg))
		Anthropology (GradDip(Anth))
		Applied Computing (GradDip(AppComp))
		Chemistry (GradDip(Chem))
		Chinese (GradDip(Chin))
		Communication Design (GradDip(ComDes))
		Community Health (GradDip(CommHth))
		Computer Graphic Design (GradDip(CGD))

			Computer Science (GradDip(CompSc))
			Data Analytics (GradDip(DataA))
			Design Media (GradDip(DesignMedia))
			Digital Business (GradDip(DigiB))
			Digital Learning (GradDip(DigLn))
			Dispute Resolution (GradDip(DR))
			Earth Sciences (GradDip(EarthSc))
			Ecology and Biodiversity (GradDip(Eco&Biod))
			Economics (GradDip(Econ))
			Education (GradDip(Ed))
			Education and Society (GradDip(EdSoc))
			Electronics (GradDip(Elec))
			Engineering (GradDip(Eng))
			English (GradDip(Engl))
			Environmental Planning (GradDip(EnvPlan))
			Environmental Sciences (GradDip(EnvSc))
			Finance (GradDip(Fin))

			French (GradDip(Fren))
			Geography (GradDip(Geog))
			History (GradDip(Hist))
			Human Development (GradDip(HumDev))
			Human Performance Science (GradDip(HPS))
			Human Resource Management (GradDip(HRM))
			Industrial Relations and Human Resource Management (GradDip(IR&HRM)) <sup>1</sup>
			Interface Design (GradDip(InterDes))
			International Languages and Culture (GradDip(IntLang&Culture))
			International Management (GradDip(IntMgt)) <sup>1</sup>
			Japanese (GradDip(Jap))
			Law (GradDip(Law))
			Linguistics (GradDip(Ling))
			Management (GradDip(Mgt))
			Māori and Indigenous Studies (GradDip(M&ISt))
			Māori Language/Te Reo Māori (GradDip(ReoMāori))
			Marketing (GradDip(Mrkt))



			Materials Science (GradDip(MatSc))
			Mathematics (GradDip(Math))
			Media Design (GradDip(MedDes))
			Molecular and Cellular Biology (GradDip(Molec&CellBio))
			Music (GradDip(Mus))
			New Zealand Legal Studies (GradDip(NZLegSt)) <sup>1</sup>
			Pacific and Indigenous Studies (GradDip(P&ISt))
			Philosophy (GradDip(Phil))
			Political Science (GradDip(PolSc))
			Population Studies (GradDip(PopSt))
			Psychology (GradDip(Psych))
			Public Policy (GradDip(PP))
			Public Relations (GradDip(PR))
			Screen and Media Studies (GradDip(SMSt))
			Social Policy (GradDip(SocPol))
			Sociology (GradDip(Socy))
			Spanish (GradDip(Spanish))

			Sport Development and Coaching (GradCert(SDC))
			Statistics (GradCert(Stats))
			Strategic Management (GradDip(StratMgt))
			Supply Chain Management (GradDip(SCM))
			Theatre Studies (GradDip(TheatSt))
			Tourism and Hospitality Management (GradDip(THMgt))
			Writing Studies (GradDip(WritSt))

10.		The Graduate Diploma awarded will be endorsed in the subject in which at least 90 points are gained.
-----	--	--

*Variations*

11.		The Dean or delegated authority may vary or waive these regulations in individual cases.
-----	--	--

*Notes:*

1.		<i>A Graduate Diploma is not offered in this subject in 2020.</i>
----	--	---

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## Section Contents

# Regulations for the Graduate Diploma of Teaching (GradDipT)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |     |   |
|-----|---|
| 2.  | Candidates for the Graduate Diploma must have   |
| (a) | satisfied the requirements of a university degree or another qualification recognised by the New Zealand Teachers Council as acceptable for provisional registration as a teacher in a primary or secondary school, and |
| (b) | been selected as a suitable person to train as a teacher.   |

### *Requirements for the Graduate Diploma*

- |    |  |
|----|--|
| 3. | The normal minimum period of enrolment for completion of the Graduate Diploma is one year. |
| 4. | Candidates must enrol in the Faculty of Education and follow an approved                   |

		programme of study.
5.		Candidates must gain at least 120 points at 700 level.
6.		The subject for the Graduate Diploma is Professional Education.
7.		The programme of study of each candidate must comply with the requirements of a stream, details of which are prescribed in the Faculty of Education's handbooks for the current year. The streams are
		Early Childhood
		Primary
		Secondary
8.		Candidates must
	(a)	complete to the satisfaction of the Academic Board such classwork, practical work, assignments, tests, reports, and oral and written examinations as may be required in any paper being taken, and
	(b)	gain a pass in every paper presented for the Graduate Diploma, and
	(c)	complete the programme in one year.
9.		The Graduate Diploma will be awarded without classification as to honours or distinction.
10.		The Graduate Diploma shall be endorsed to indicate the particular stream completed by the candidate from those defined in section 7 of these regulations.
<i>Variations</i>		
		The Dean or delegated authority may vary or waive these regulations in

11.

individual cases.

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## Section Contents

# Regulations for the International Diploma (IntDip)

1.	The <i>Personal Programmes of Study Regulations</i> apply in these regulations.
----	---

2.	Candidates would normally have completed the majority of their high school education outside of New Zealand.
----	--

### *Admission*

3.	Candidates for the International Diploma must have achieved:
----	--

(a)	the equivalent of New Zealand Year 13 High School,
-----	--

(b)	the equivalent of at least 32 credits across University Entrance approved subjects and the numeracy component of the University Entrance, and
-----	---

(c)	an IELTS score of 5.5 (with no less than 5.0 in any band) or equivalent.
-----	--

### *Requirements for the Diploma*



4.		The normal minimum period of enrolment for completion of the International Diploma is three trimesters.
5.		Candidates must enrol in the Waikato Pathways College and follow an approved programme of study.
6.		Candidates must gain 120 points at 100 level or above.
7.		Candidates must meet the relevant field requirements from one of the fields listed below, as set out in the appendix to these regulations.
		Business
		Computer Science <sup>1</sup>
8.		The Diploma will be endorsed in the field that the candidate has met the requirements of.

*Variations*

9.		The Head of the Waikato Pathways College may vary or waive these regulations in individual cases.
----	--	---

**Appendix *Business***

Candidates must complete 105 points from:

ACCTN101 Accounting for Management

ECONS101 Business Economics and the New Zealand Economy

ENSLA100 English for Professions

FINAN101 Introduction to Finance

MGSYS101 Integrated Thinking - Digital Business and Supply Chain Management

MRKTG101 Fundamentals of Successful Marketing

---

## STMGT101 Introduction to Management

---

Students must also complete a relevant 15-pont paper as agreed by the Head of the Waikato Pathways College

---

### **Appendix *Computer Science***

---

Candidates must complete:

---

COMPX101 Introduction to Programming

---

COMPX102 Object-Oriented Programming

---

COMPX161 Introduction to the Web

---

ENSLA100 English for Professions

---

MATHS135 Discrete Structures

---

MATHS165 General Mathematics

---

STATS111 Statistics for Science

---

Students must also complete either CSMAX170 or MATHS168.

---

*Notes:*

---

1. *The International Diploma (Computer Science) is not offered 2020.*

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## Section Contents

# Regulations for the Postgraduate Diploma (PGDip)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |     |   |
|-----|---|
| 2.  | Candidates for the Postgraduate Diploma must have   |
| (a) | qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, and have completed study at an advanced level in the subject to be taken for the Postgraduate Diploma, or |
| (b) | demonstrated to the satisfaction of the Academic Board that they have adequate training, experience and ability to proceed with the proposed programme, and   |
| (c) | satisfied the prerequisites for graduate study in the subject(s) being taken for the Postgraduate Diploma.  |
|     | In exceptional circumstances, based on academic merit and relevant  |

3.		experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.
----	--	--

*Requirements for the Postgraduate Diploma*

4.		The normal minimum period of enrolment for completion of the Postgraduate Diploma is one year.
----	--	--

5.		Candidates must enrol in a Faculty and follow an approved programme of study.
----	--	---

6.		Candidates must gain 120 points at 500 level or above in the Postgraduate Diploma subjects.
----	--	---

7.		Candidates must gain at least 90 points in one subject.
----	--	---

8.		The Postgraduate Diploma subjects are
----	--	---------------------------------------

			Accounting (PGDip(Acc))
--	--	--	-------------------------

			Agribusiness (PGDip(AgBus))
--	--	--	-----------------------------

			Anthropology (PGDip(Anth))
--	--	--	----------------------------

			Applied Linguistics (PGDip(AppLing))
--	--	--	--------------------------------------

			Biological Sciences (PGDip(BioSc)) <sup>1</sup>
--	--	--	---

			Chemistry (PGDip(Chem))
--	--	--	-------------------------

			Chinese (PGDip(Chin))
--	--	--	-----------------------

			Clinical Animal Behaviour (PGDip(ClinAniBehav)) <sup>1</sup>
--	--	--	--

			Computer Science (PGDip(CompSc))
--	--	--	----------------------------------

			Counselling (PGDip(Couns)) <sup>1</sup>
			Counselling Studies (PGDip(CounsStudies))
			Creative Practices (PGDip(CreatePrac))
			Creative Technologies (PGDip(CreateTech))
			Cyber Security (PGDip(CyberSec))
			Digital Business (PGDip(DigiB))
			Disability and Inclusion Studies (PGDip(DInS))
			Earth Sciences (PGDip(EarthSc))
			Ecology and Biodiversity (PGDip(Eco&Biod))
			Economics (PGDip(Econ))
			Education (PGDip(Ed))
			Education and Society (PGDip(EdSoc))
			Educational Leadership (PGDip(EdLeadership))
			Educational Management (PGDip(EdM))
			Electronics (PGDip(Elec))
			Engineering (PGDip(Eng))
			English (PGDip(Engl))
			Enterprise and Innovation (PGDip(Ent&Inn)) <sup>1</sup>

			Environment and Society (PGDip(EnvSoc))
			Environmental Planning (PGDip(EnvPlan))
			Environmental Sciences (PGDip(EnvSci))
			Finance (PGDip(Fin))
			French (PGDip(Fren))
			Geography (PGDip(Geog))
			Health Development and Policy (PGDip(HealthDevPol)) <sup>1</sup>
			Health, Sport and Human Performance (PGDip(HSHP))
			History (PGDip(Hist))
			Human Development (PGDip(HumDev))
			Human Resource Management (PGDip(HRM))
			International Management (PGDip(IntMgt))
			International Relations and Security Studies (PGDip(IRSSt))
			Interpreting and Translating Māori (PGDip(Int&Trans)) <sup>2</sup>
			Japanese (PGDip(Jap))
			Language and Literacy Education (PGDip(LangLitEd))

			Law (PGDip(Law))
			Leadership Communication (PGDip(LComm))
			Legal Studies (PGDip(LS)) <sup>1</sup>
			Management (PGDip(Mgt))
			Management and Sustainability (PGDip(MgtStn))
			Management Studies (PGDip(MgtSt))
			Management Systems (PGDip(MgtSys)) <sup>1</sup>
			Māori and Indigenous Studies (PGDip(M&ISt))
			Marketing (PGDip(Mrkt))
			Materials and Processing (PGDip(Mat&Proc))
			Mathematics (PGDip(Math))
			Mathematics Education (PGDip(MathEd))
			Molecular and Cellular Biology (PGDip(Molec&CellBio))
			Music (PGDip(Mus))
			Pacific and Indigenous Studies (PGDip(P&ISt))
			Philosophy (PGDip(Phil))
			Physics (PGDip(Phys))



			Political Science (PGDip(PolSc))
			Population Studies and Demography (PGDip(PopStud&Dem))
			Professional Writing (PGDip(ProfWrit))
			Psychology (PGDip(Psych))
			Public Policy (PGDip(PP))
			Public Relations (PGDip(PR))
			Science Education (PGDip(ScEd))
			Science, Technology and Environmental Education (PGDip(ScTechEnvEd))
			Screen and Media Studies (PGDip(SMSt))
			Second Language Teaching (PGDip(SLT))
			Security and Crime Science (PGDip(SCS)) <sup>1</sup>
			Social Policy (PGDip(SocPol))
			Social Work (PGDip(SocWork)) <sup>1</sup>
			Sociology (PGDip(Soc))
			Statistics (PGDip(Stats))
			Strategic Management (PGDip(StratMgt))
			Technology Education (PGDip(TechEd))

		Theatre Studies (PGDip(TheatSt))
		Tourism and Hospitality Management (PGDip(THMgt))
9.		Candidates enrolled in the Waikato Management School must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
10.		The Postgraduate Diploma awarded will be endorsed in the subject in which at least 90 points are gained.
11.		If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Diploma.
<i>Award of Honours</i>		
12.		The Postgraduate Diploma may be awarded with Distinction.
<i>Variations</i>		
13.		The Dean or delegated authority may vary or waive these regulations in individual cases.
<i>Notes:</i>		
1.		<i>A Postgraduate Diploma is not offered in this subject in 2020.</i>
2.		<i>In addition to the admission requirements prescribed in section 2 of these regulations, candidates in this subject must meet additional criteria set out in <a href="#">Part 2 of the Criteria for Admission to Particular Qualifications</a>.</i>

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Section Contents

# Regulations for the Postgraduate Diploma in Design (PGDipDes)

1.		The <i>Personal Programmes of Study Regulations</i> apply in these regulations.
<i>Admission</i>		
2.		Candidates for the Postgraduate Diploma must have
	(a)	qualified for the award of the degree of Bachelor of Design, awarded by the University of Waikato, or for a qualification considered by the Academic Board to be equivalent, or
		in exceptional circumstances, have produced evidence which

		(b)	satisfies the Academic Board that they have adequate training and ability to proceed to the Postgraduate Diploma programme.
--	--	-----	---

3.		Selection into the Postgraduate Diploma is on the basis of criteria approved for this purpose by the Academic Board.	
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4.		The Academic Board may prescribe qualifying papers or additional work which must be completed either prior to completion or concurrently if it considers any candidate to be insufficiently prepared for the Postgraduate Diploma programme.	
----	--	--	--

*Requirements for the Postgraduate Diploma*

5.		The normal minimum period of enrolment for completion of the Postgraduate Diploma is one year.	
----	--	--	--

6.		Candidates must enrol in the School of Computing and Mathematical Sciences and follow an approved programme of study.	
----	--	---	--

7.		Candidates must complete a specified programme as prescribed in the Design entry in the University of Waikato Catalogue of Papers, and must pass all papers on the first attempt.	
----	--	---	--

*Award of Honours*

8.		In accordance with criteria approved for this purpose by the Academic Board, the Postgraduate Diploma may be awarded with Distinction.	
----	--	--	--

*Variations*

		The Head of School or delegated authority may vary or	
--	--	---	--

9. [waive these regulations in individual cases.](#)

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Section Contents

# Regulations for the Postgraduate Diploma in Information Technology (PGDipInfoTech)

This qualification is awarded jointly by the University of Auckland and the University of Waikato.

1.		The <i>Personal Programmes of Study Regulations</i> apply in these regulations.	
<i>Admission</i>			
2.		Candidates for the Postgraduate Diploma must have	
	(a)	been enrolled in the Master of Information Technology, and	
	(b)	(i)	passed papers with a total value of at least 60 points for that degree
		and	
		(ii)	been recommended for admission by the Dean or delegated authority.



- |    |  |   |
|----|--|---|
| 3. |  | No candidate on whom the Degree of Master of Information Technology has been conferred may be permitted to apply for admission to the Postgraduate Diploma. |
|----|--|---|

*Requirements for the Postgraduate Diploma*

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| 4. |  | Candidates must gain 120 points at 500 level or above. |
|----|--|--|

- |    |  |  |
|----|--|--|
| 5. |  | The total enrolment for the Postgraduate Diploma must not exceed 150 points. |
|----|--|--|

- |    |  |  |
|----|--|--|
| 6. |  | Candidates must enrol in the Faculty of Computing and Mathematical Sciences and follow an approved programme of study. |
|----|--|--|

- |    |  |   |
|----|--|---|
| 7. |  | A candidate enrolled for the Postgraduate Diploma must pass 120 points from the papers, excluding internship or project papers, as prescribed in the Computer Science entry in the University of Waikato Catalogue of Papers. |
|----|--|---|

- |    |  |   |
|----|--|---|
| 8. |  | A candidate admitted to this programme must complete the University of Waikato Academic Integrity Module. |
|----|--|---|

*Award of Honours*

- |    |  |   |
|----|--|---|
| 9. |  | The Postgraduate Diploma may be awarded with Distinction. |
|----|--|---|

*Variations*

- |     |  |  |
|-----|--|--|
| 10. |  | The Dean or delegated authority may vary or waive these regulations in individual cases. |
|-----|--|--|

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## Section Contents

# Regulations for the Postgraduate Diploma in Māori and Indigenous Business (PGDipMAIBus)<sup>1</sup>

This qualification is awarded jointly by the University of Auckland, Massey University, Auckland University of Technology, Victoria University of Wellington and the University of Waikato.

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### Admission

- |    |   |   |
|----|---|---|
| 2. | Candidates for the Postgraduate Diploma must have |   |
|    | (a)   | qualified for the award of a bachelors degree deemed relevant by the Academic Board or for a qualification considered by the Academic Board to be equivalent, and |
|    | (b)   | produced evidence of at least two years management experience deemed relevant to the postgraduate diploma by the Academic Board, and                              |
|    | (c)   | performed at an acceptable level in any tests for academic aptitude and/or interviews prescribed by the Academic Board, or  |

	(d)	produced evidence of at least five years management experience deemed relevant to this postgraduate diploma by the Academic Board, and
	(e)	performed at an acceptable level in any tests for academic aptitude and/or interviews prescribed by the Academic Board.
3.		In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.
4.		Selection into the Postgraduate Diploma is on the basis of criteria approved for this purpose by the Academic Board.

*Requirements for the Postgraduate Diploma*

5.		The normal minimum period of enrolment for completion of the Postgraduate Diploma is one year.
6.		Candidates completing the Diploma must normally complete within four years.
7.		Candidates must enrol in the Waikato Management School and follow an approved programme of study.
8.		Candidates admitted to this diploma must gain 120 points at 500 level from papers listed in Appendix A to the regulations for the Postgraduate Diploma in Māori and Indigenous Business and must not enrol in more than 160 points for this diploma.
9.		The programme of study for each candidate requires the approval of the Programme Director prior to enrolment.
10.		A candidate enrolled for this diploma who has been credited for another degree or diploma any papers the same or similar to those listed for this postgraduate diploma is to substitute for each paper so credited an alternative paper approved by the Dean of the Faculty of Management or representative.

11.		A candidate who does not meet the requirements for this diploma may apply to reassign papers passed for the Postgraduate Diploma in Māori and Indigenous Business to the Postgraduate Certificate in Māori and Indigenous Business.
12.		If a candidate fails a paper or papers (worth not more than 30 points in total) they may repeat the paper or papers or take an alternative paper or papers with the same points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will require permission from the Board of Studies for Māori and Indigenous Business to proceed with the Degree.

*Award of Honours*

13.		The Degree may be awarded with Distinction or Merit. Distinction may be awarded where overall achievement falls within the A grade range. Merit may be awarded where overall achievement is a B+ grade.
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*Variations*

14.		The Dean or delegated authority may vary or waive these regulations in individual cases.
-----	--	--

*Notes:*

1.		<i>This Postgraduate Diploma is not offered in 2020.</i>
----	--	--

**Appendix A**

Students admitted under 2(a) must complete 120 points from MIBUS501-504, MIBUS511-514 and MIBUS521-524.

Students admitted under 2(d) must complete 120 points from MIBUS501-504, MIBUS511-514.

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## Section Contents

# Regulations for the Postgraduate Diploma in the Practice of Psychology (PGDipPracPsych)

- |    |  |
|----|--|
| 1. | The <a href="#">Personal Programmes of Study Regulations</a> apply in these regulations. |
|----|--|

### *Admission*

- |    |   |   |
|----|---|---|
| 2. | Candidates for the Postgraduate Diploma must have |   |
|    | (a)   | qualified for the award of the degree of Master of Applied Psychology from the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and either |
|    | (b)   | specialised in the master's degree in the area of study of the proposed endorsement for the Postgraduate Diploma, or  |
|    | (c)   | satisfied the Chairperson of Psychology that they have undertaken sufficient graduate taught and research papers to undertake the proposed endorsement.                                   |

	Candidates must be in ongoing employment (paid or unpaid) in an organisation which provides them with the opportunity to practice
--	---

3.		significantly in the area of study of the proposed endorsement for the Postgraduate Diploma.
4.		Candidates must be accepted by the Chairperson of the Psychology Department. Admission to the programme will depend in each individual case on
	(a)	the papers passed by the candidate for the master's degree and their relevance as qualifying papers, and
	(b)	evidence of the suitability of the candidate's current and ongoing employment, and
	(c)	the availability of suitable supervision.

*Requirements for the Postgraduate Diploma*

5.		The normal minimum period of enrolment for completion of the Postgraduate Diploma is one year.
6.		Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
7.		In order to complete the requirements of the Postgraduate Diploma, candidates must
	(a)	gain 120 points in papers at 500 level, including any compulsory papers, as prescribed in the <a href="#">Psychology</a> entry in the University of Waikato Calendar, and
	(b)	prior to completion of the qualification, produce evidence to the Chairperson of Psychology of having undertaken appropriate full-time practical work for a period equivalent to one year.
8.		The Postgraduate Diploma will be awarded with one of the following endorsements:
		Applied Behaviour Analysis



		(PGDipPracPsych(ABA))
		Community Psychology (PGDipPracPsych(Comm))
		Organisational Psychology (PGDipPracPsych(OrgPsych))

### Variations

9.		The Dean or delegated authority may vary or waive these regulations in individual cases.
----	--	--

### Notes

1.		<i>There will be no new enrolments into this Postgraduate Diploma subject in 2020.</i>
----	--	--

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## Section Contents

# Regulations for the Postgraduate Diploma in Psychology (Clinical) (PGDipPsych(Clin))

1.

The [Personal Programmes of Study Regulations](#) apply in these regulations.

### *Admission*

2.

Candidates for the Postgraduate Diploma must have

(a)

normally completed the degree of Bachelor of Social Sciences with Honours of the University of Waikato in Psychology, or a qualification considered by the Academic Board to be equivalent, or

(b)

been granted the right to proceed to the Postgraduate Diploma under the admission ad eundem statum regulations.

3.

Candidates for the Postgraduate Diploma must

	(a)	be concurrently enrolled in one of the degrees of Master of Social Sciences, Master of Philosophy, or Doctor of Philosophy of the University of Waikato, or a qualification considered by the Academic Board to be equivalent, with a research topic approved by the Chairperson of Psychology, and shall complete the requirements of the concurrent degree before being eligible for the award of the Postgraduate Diploma, or
	(b)	have completed one of the degrees of Master of Social Sciences, Master of Philosophy or Doctor of Philosophy of the University of Waikato, or a qualification considered by the Academic Board to be equivalent, with a research topic approved by the Chairperson of Psychology.
4.	The admission of every candidate for the Postgraduate Diploma shall require the approval of the Chairperson of Psychology.	

*Requirements for the Postgraduate Diploma*

5.	The normal minimum period of enrolment for completion of the Postgraduate Diploma is three years.
6.	Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
7.	The programme of study of each candidate, including, where appropriate, the concurrent programme of study for the Bachelor of Social Sciences with Honours degree, shall require the approval of the Academic Board.

8.	Every candidate for the Postgraduate Diploma shall	
	(a)	complete 80 points as prescribed in the <a href="#">Psychology</a> entry in the University of Waikato Catalogue of Papers and shall pass the appropriate examinations, and
	(b)	undertake such practical and placement work as may be prescribed by the Academic Board, and
	(c)	undertake an internship of one year's duration (60 points) in a setting approved by the Academic Board or present evidence, satisfactory to the Academic Board, of equivalent training.
9.	The University will endeavour to arrange placements which will allow a candidate to undertake the practical and placement work referred to in sections 8(b) and 8(c) of these regulations but cannot guarantee to make such arrangements in a given year. If an approved internship position cannot be arranged, placement of a student may be deferred, normally for a maximum of 12 months. As placements become available priority will be given to students for whom they have been deferred.	
10.	Every candidate must, before presenting themselves for the final examination for the Postgraduate Diploma, possess a certificate from the Chairperson of Psychology that they have satisfactorily completed the requirements of sections 8(b) and 8(c) of these regulations.	
	The procedures and criteria for assessing the personal and professional competencies central to the satisfactory completion of the requirements referred to in sections 8(b) and 8(c) of these regulations shall be as prescribed from time to time in the appropriate paper outlines.	

11. Every candidate for the Postgraduate Diploma shall present themselves for such final oral, practical, or other examination as may be required by the Academic Board.

*Variations*

12. The Dean or delegated authority may vary or waive these regulations in individual cases.

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## Teaching and Assessment Periods 2024

Important Dates	Week	Month	Mon	Tue	Wed	Thu	Fri	Holidays & Events
3 Jan University Opens Trimester C resumes and H Teaching Period Starts	1	Jan	1	2	3	4	5	1-2 Jan New Years Holiday
	2	Jan	8	9	10	11	12	
	3	Jan	15	16	17	18	19	
	4	Jan	22	23	24	25	26	
	5	Jan/Feb	29	30	31	1	2	29 Jan Auckland Anniversary
9 Feb Trimester C and H Teaching Period Ends	6	Feb	5	6	7	8	9	6 Feb Waitangi Day
12-14 Feb Trimester C & H Teaching Period Study	7	Feb	12	13	14	15	16	



Week & 14-16 Exams								
19-23 Feb Enrolment/Teaching Recess	8	Feb	19	20	21	22	23	19-23 Feb Orientation Week
26 Feb Trimester A starts	9	Feb/Mar	26	27	28	29	1	
	10	Mar	4	5	6	7	8	
	11	Mar	11	12	13	14	15	
	12	Mar	18	19	20	21	22	
	13	Mar/Apr	25	26	27	28	29	29 Mar Good Friday
	14	Apr	1	2	3	4	5	1-2 Apr Easter & Uni Holiday
	15	Apr	8	9	10	11	12	
15 Apr Teaching Recess starts	16	Apr	15	16	17	18	19	
26 Apr Teaching Recess ends	17	Apr	22	23	24	25	26	25 Apr ANZAC Day
	18	Apr/May	29	30	1	2	3	
	19	May	6	7	8	9	10	
	20	May	13	14	15	16	17	
	21	May	20	21	22	23	24	24 May Open Day - Hamilton Campus TBC
31 May Trimester A ends	22	May	27	28	29	30	31	
4-7 Jun Study Week	23	Jun	3	4	5	6	7	3 Jun King's Birthday
10 Jun Examinations	24	Jun	10	11	12	13	14	

start								
21 Jun Examinations end	25	Jun	17	18	19	20	21	
24-28 Teaching Recess	26	Jun	24	25	26	27	28	27 Jun Open Day - Tauranga Campus TBC 28 Jun Matariki
1-5 Jul Enrolment	27	Jul	1	2	3	4	5	1-5 Jul Orientation Week
8 Jul Trimester B starts	28	Jul	8	9	10	11	12	
	29	Jul	15	16	17	18	19	
	30	Jul	22	23	24	25	26	
	31	Jul/Aug	29	30	31	1	2	
	32	Aug	5	6	7	8	9	
	33	Aug	12	13	14	15	16	
19 Aug Teaching Recess starts	34	Aug	19	20	21	22	23	
30 Aug Teaching Recess ends	35	Aug	26	27	28	29	30	
	36	Sep	2	3	4	5	6	
	37	Sep	9	10	11	12	13	12 Sep Kīngitanga Day
	38	Sep	16	17	18	19	20	
	39	Sep	23	24	25	26	27	
	40	Sep/Oct	30	1	2	3	4	
11 Oct Trimester B ends	41	Oct	7	8	9	10	11	

14-18 Oct Study Week	42	Oct	14	15	16	17	18	
21 Oct Examinations start	43	Oct	21	22	23	24	25	
1 Nov Examinations end	44	Oct/Nov	<b>28</b>	29	30	31	1	28 Oct Labour Day
4-8 Nov Teaching Recess	45	Nov	4	5	6	7	8	
11 Nov Trimester C and G Teaching Period starts	46	Nov	11	12	13	14	15	
	47	Nov	18	19	20	21	22	
	48	Nov	25	26	27	28	29	
	49	Dec	2	3	4	5	6	
	50	Dec	9	10	11	12	13	
20 Dec G Teaching Period ends	51	Dec	16	17	18	19	20	
23 Dec Trimester C Recess Starts	52	Dec	23	24	<b>25</b>	<b>26</b>	27	23-24 Dec University Holidays (TBC) 25-26 Dec Christmas Day and Boxing Day 27 Dec University Holiday

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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 Director of Finance 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 Director of Finance, 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 their 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 Director of Finance 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 H - 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 Director of Finance

under these regulations.

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# Student Complaints Procedures

## Preamble

Consistent with its commitment to excellence, the University has adopted these procedures to assist both students and staff in the resolution of student concerns and complaints constructively, quickly and fairly.

Where minor concerns arise, students are encouraged to take a common-sense approach and raise them directly with the relevant staff, paper convenor or Dean or Head of School or equivalent with the aim of resolving them at the lowest possible level and without undue formality. However, where informal discussions have not yielded a satisfactory resolution, or where the matter is more serious, the following procedures provide for a more formal process to be pursued.

Complaints considered through these procedures will be monitored and reviewed to enable the University to continually improve processes and services in support of student learning.

Student and staff rights and responsibilities in relation to these procedures are set out in the appendix.

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## Procedures

### 1. Definitions


In these procedures

**complaint** means a written statement submitted by a student about a matter that requires formal consideration by the University under the terms set out in these procedures

**natural justice** means the right to have a decision made by an unbiased decision-maker who observes fair and impartial procedures.

**student** means a person enrolled at the University of Waikato.

## 2. Application and scope

- (1) Subject to subsection (2), these procedures apply to complaints about any aspect of the teaching and learning process and the broad provision made by the University to support that process.
- (2) These procedures may not be used
  - (a) where the complaint can be dealt with under the [Higher Degree Appeals and Complaints Regulations](#), [Student Discipline Regulations](#) or the [Assessment Regulations](#) , or
  - (b) to challenge the academic judgement of examiners.
- (3) Depending on the nature of the complaint, these procedures should be read in conjunction with the [Staff Code of Conduct](#), the [Code of Student Conduct](#), and the [Education \(Pastoral Care of Tertiary and International Learners\) Code of Practice 2021](#) .
- (4) No action will be taken on complaints that are anonymous, frivolous, vexatious or not made in good faith.
- (5) A complainant must be able to demonstrate that the complaint is brought without malice and is based on evidence that the complainant honestly and reasonably believes to be substantially true. Those responsible for resolving complaints under these procedures must take all reasonable steps to ensure that the complainant is protected against any subsequent recrimination or victimisation.
- (6) Students and staff involved in the consideration of complaints have various rights and responsibilities, which are outlined in the appendix to these procedures.

## 3. Informal resolution of concerns

- (1) Before making formal written complaints, students are encouraged to seek a resolution to any concerns by raising and discussing them informally with the relevant staff member who is most directly associated with the matter.
- (2) A staff member with whom a concern is raised by a student is expected to deal with the matter in an open and professional manner and to take reasonable and prompt action to try to resolve it informally.
- (3) A student who is uncertain about how to seek informal resolution of a concern is encouraged to seek advice from the [Waikato Students' Union Student Support and Advocacy Service](#).

## 4. Formal complaints procedures

- (1) Where it has not been possible to resolve a concern informally, a student may make a formal complaint.
- (2) A student who wishes to make a formal complaint must submit it in writing, accompanied by evidence, through [My Waikato](#) addressed to the Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent responsible for the area in which the action or matter that has given rise to the complaint occurred or, if requested to be considered under the Tikanga Māori procedure set out under section 5 of these procedures, to the Deputy Vice-Chancellor

Māori; if the complaint is about a Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent, it must be submitted to the Senior Deputy Vice-Chancellor.

- (3) The written complaint must be submitted within three months of the occurrence of the action or matter that has given rise to the complaint unless the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent agrees to receive it beyond this timeframe.
- (4) The Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent who receives a student complaint must acknowledge it in writing as soon as practicable (normally within three working days). They must create and maintain a file of all documentation in relation to the consideration of the complaint.
- (5) The Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent must consider the complaint in accordance with the principles of natural justice and must ensure that all parties to the complaint are accorded the full benefit of those principles.
- (6) The process of consideration may include meetings with relevant staff, students and the complainant. Where meetings are held, the parties may, if they wish, be accompanied by a support person.
- (7) The Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent may refer a matter to the Police if they believe that a crime has been committed and may suspend consideration of a complaint until such time as any associated Police matter has been concluded.

## 5. **Tikanga Māori**

- (1) The spirit of tikanga is to seek resolutions to complaints in a Māori way that encourages a facilitated open exchange of views in order to achieve a resolution that is agreed by all the parties involved.
- (2) A complaint may only be addressed through the Tikanga Māori process if
  - (a) the complainant, and
  - (b) the person answering the complaint, and
  - (c) the Deputy Vice-Chancellor Māoriagree to the arrangements determined under subsection (3).
- (3) The Deputy Vice-Chancellor Māori is responsible for determining the arrangements for the Tikanga Māori process after discussion with the parties and for informing the parties of the nature and implications of the process.
- (4) If, at any time after having agreed to the arrangements determined under subsection (3) the complainant or the person answering the complaint wish to withdraw from the Tikanga Māori process, they may do so only with the agreement of all other parties listed under subsection (2); in such cases, the complaint will be referred to the Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent responsible for the area in which the action or matter that

has given rise to the complaint occurred; if the complaint is about a Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent it will be referred to the Senior Deputy Vice-Chancellor.


- (5) Under the Tikanga Māori process a resolution is negotiated by the complainant and the person answering the complaint.
- (6) The process is facilitated by the Deputy Vice-Chancellor Māori, assisted by a tikanga panel appointed by the Deputy Vice-Chancellor Māori.
- (7) A resolution negotiated by the complainant and the person answering the complaint is final; there is no right of appeal.
- (8) Section 6, subsections (1) and (2) and section 7 of these procedures do not apply to complaints addressed under the Tikanga Māori process.

## 6. Resolution of complaints

- (1) The Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent must make a decision in relation to the complaint and notify their decision to the parties, in writing, as soon as practicable (normally within 28 days of receiving the complaint).
- (2) When the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent notifies the parties of their decision they must include information on the relevant provision for appeal.
- (3) If the complaint involves a University process or service and if, in the opinion of the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent the complaint has substance, the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent may arrange for the relevant process or service to be reviewed with a view to preventing a recurrence and ensuring continued improvement.
- (4) If the complaint involves a breach of the [Staff Code of Conduct](#) and if, in the opinion of the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent the complaint has substance, the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent may refer the matter to the Director of People and Capability for consideration of formal disciplinary action.

## 7. Appeals

- (1) A complainant or a person who was the subject of a complaint may appeal to the Senior Deputy Vice-Chancellor against any decision taken by a Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent under section 6 of these procedures.
- (2) If the original complaint was addressed to the Senior Deputy Vice-Chancellor under section 4(2) of these procedures, any appeal of that decision must be made to the Vice-Chancellor. That appeal will be considered and decided by the Vice-Chancellor or their nominee in accordance with appeal processes consistent with these procedures.
- (3) An appeal may only be made on one or more of the following grounds:

- (a) that the process used for addressing the complaint was unfair
  - (b) that the decision reached was manifestly at odds with the evidence
  - (c) that the remedy imposed was manifestly at odds with the misconduct
  - (d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process that could have had a material effect on the outcome.
- (4) The appeal must be submitted in writing within 28 days of the date of the letter notifying the decision.
  - (5) The Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee will consider the relevant documentation and evidence and may, at their discretion, consult the Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent who made the decision. The Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee may also interview any parties to the complaint.
  - (6) If they determine that the complaint process has been conducted in accordance with these procedures and the outcome is appropriate, the Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee may dismiss the appeal. Subject to subsections (8) and (9), the decision of the Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee under this section is final.
  - (7) The Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee will notify their appeal decision in writing to the parties as soon as practicable.
  - (8) When they notify the parties of the appeal decision, the Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee will inform the parties of the [Ombudsman's](#) role in relation to complaints about government organisations (including universities) that affect people in their personal capacities, the [New Zealand Qualifications Authority's](#) grievance procedures available to students under the [Education \(Pastoral Care of Tertiary and International Learners\) Code of Practice 2021](#) , and the [iStudent Complaints](#) financial or contractual dispute resolution service available to international students as relevant.
  - (9) The Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee will inform any staff member who is dissatisfied with a student complaint process of the steps available to them under the University's [Procedure for Resolving Employment Relationship Problems and Personal Grievances](#).
8. **Confidentiality**
- All processes and decisions under these procedures are confidential to the parties and staff directly involved.

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## Appendix

### Rights and Responsibilities of Parties to a Student Complaint

Parties to a student complaint have the **right** to

- be treated with courtesy at all times
- a fair and timely investigation process in accordance with the principles of natural justice
- express their points of view without fear of recrimination
- be advised in writing of all decisions made in relation to the complaint
- appeal the outcome
- in the case of staff members, avail themselves of the [Procedure for Resolving Employment Relationship Problems and Personal Grievances](#).

Parties to a student complaint have a **responsibility** to

- treat all parties with courtesy at all times
- respect the points of view of others
- respect the rights of all parties to the complaint with respect to confidentiality
- in the case of the complainant, ensure that the complaint is made in good faith and complies with the requirements of the Student Complaints Procedures
- provide full and accurate information to the person investigating the complaint
- not take any action that may prejudice the situation or be regarded as an act of recrimination against any other party.

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# English Language Requirements for Admission

The University accepts a number of alternative 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. 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
- a TOEFL iBT (Internet Based TOEFL) minimum score of 46 with a writing score of 14, or
- a TOEFL iBT Home Edition 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 36 and no band score lower than 29, 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 Language-Cert International ESOL (LRWS) B1 Achiever with a high pass and no less than pass in each skill, or
- a Trinity College London Integrated Skills in English (ISE) II with no less than a pass 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 C2 Proficiency (formally known as Cambridge English: Proficiency (CPE)) with an overall score of 162 and no bands below 154, or
- a Michigan English Test (formally known as Michigan English Language Assessment Battery (MELAB)) minimum score of 50.

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.
- a TOEFL 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 36 and no band score less than 29, or
- a Language-Cert International ESOL (LRWS) B1 Achiever with a high pass and no less than pass in each skill, 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 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 Test (formally known as Michigan English Language Assessment Battery (MELAB)) minimum score of 50.

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.
- a TOEFL iBT (Internet Based TOEFL) score of 80 with a Writing score of 21, or
- a TOEFL iBT Home Edition 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 46 with no band less than 36, or
- a Language-Cert International ESOL (LRWS) B2 Communicator with 33-37 score per 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 B2 (formally known as Cambridge English: Proficiency (CPE)) 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 Test (formally known as Michigan English Language Assessment Battery (MELAB)) minimum score of 54.

All other evidence is considered on a case by case basis.

4. **Admission to all undergraduate qualifications, all graduate certificates, and all graduate diplomas except where otherwise stated below (exceptions are stated below for: LLB, BNurs, Initial Teacher Education (ITE) qualifications, and any other graduate programmes)**

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
- a TOEFL iBT (Internet Based TOEFL) score of 80 with a Writing score of 21, or
- a TOEFL iBT Home Edition 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 46 with no band less than 36, or
- a Language-Cert International ESOL (LRWS) B2 Communicator Expert with 33-37 score per 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 B2 First (formally known as Cambridge English: First (FCE)) 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 Test (formally known as Michigan English Language Assessment Battery (MELAB)) minimum score of 54.

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
- a TOEFL 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 56 with no band less than 46.

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 other graduate, and all postgraduate programmes (including higher degrees)**

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
- a TOEFL iBT (Internet Based TOEFL) score of 90 with a Writing score of 21, or
- a TOEFL iBT Home Edition 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 56 with no band less than 46, 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) B2 Communicator with 38-50 score per 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 B2 First (formally known as Cambridge English: First (FCE)) 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 Test (formally known as Michigan English Language Assessment Battery (MELAB)) minimum score of 59.

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 Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies concerned.

#### 8. **Admission to MNursPrac**

The following minimum score is considered to be evidence of such competence:

- an Academic IELTS overall score of 7.0 (with no less than 7.0 in any band); and

All other evidence is considered on a case by case basis.

#### 9. **Admission to all Initial Teacher Education (ITE) programmes (BTchg, 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;
- a TOEFL iBT (Internet Based TOEFL) Must meet the following overall score of 98 and 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.

For more information about IELTS, visit the [University of Waikato IELTS Test Centre](#).

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## Personal Programmes of Study Regulations

These regulations apply to candidates beginning their studies in 2022. Candidates who first enrolled in a qualification prior to 2022 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 Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous 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 Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies 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 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 Director of Student Services.
  - (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 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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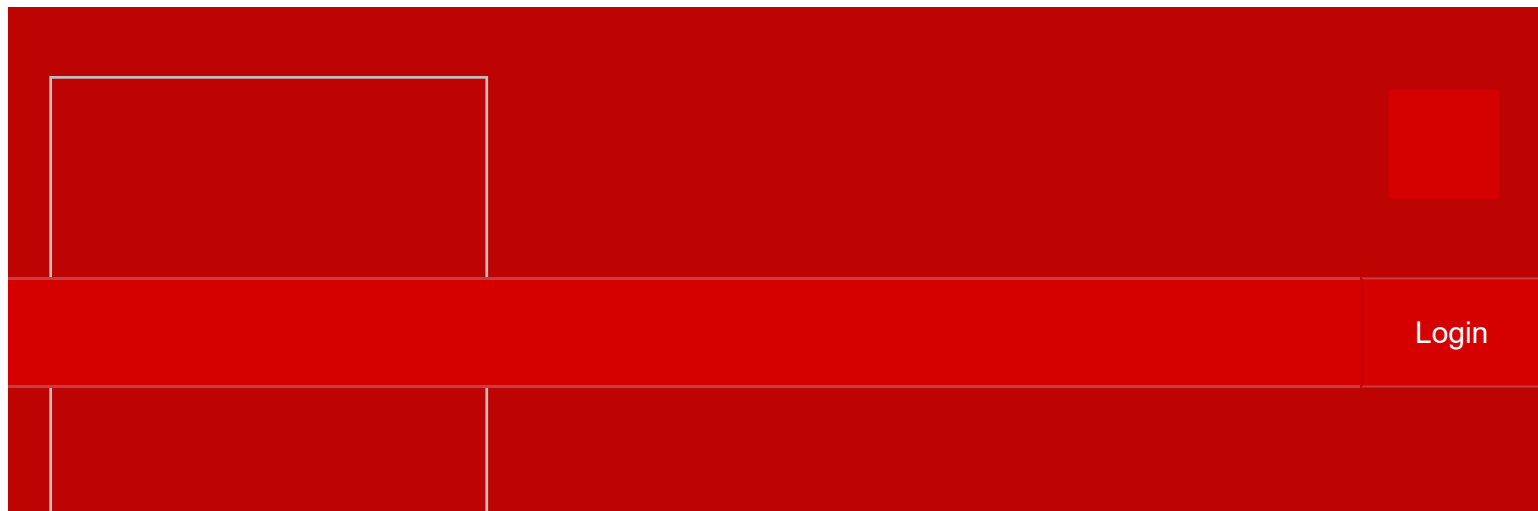
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## Assistant Dean Resourcing and Planning

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December 2023		
Friday	1	Deadline for enrolment applications by all students enrolling in H Teaching Period papers (3 January 2024 to 18 February 2024)
Tuesday	5	Council
Wednesday	6	Academic Board
Thursday	7	Māori Academic Board of Studies Pacific Strategic Committee
Friday	8	Deadline for completion of enrolment for papers that commence during H Teaching Period (3 January 2024 to 18 February 2024)
Wednesday	15	G Teaching Period ends
Thursday	18	Trimester C Recess begins



January 2024		
Monday	1	<i>New Year's Day</i>
Tuesday	2	<i>New Year's Day observed</i>
Wednesday	3	University reopens H Teaching Period begins C Trimester resumes
Wednesday	24	Curriculum Committee
Monday	29	<i>Auckland Anniversary Day</i>
Wednesday	31	Research Committee
February 2024		
Tuesday	6	<i>Waitangi Day</i>
Friday	9	2023/2024 Trimester C and H Teaching Period end
Monday	12	2024 Trimester B Special Examinations 2023/2024 Trimester C and H Teaching Period Study Week/Examinations begin
Thursday	13	Education Committee
Sunday	18	2023/2024 Trimester C and H Teaching Period Examinations end
Monday	19	Teaching Recess begins Enrolment week begins Deadline for enrolment applications for papers that commence during Trimester A (26 February 2024 to 23 June 2024)
Wednesday	21	Divisional Board, Division of Health, Engineering, Computing and Science
Thursday	22	Divisional Board, Division of Arts, Law, Psychology and Social Sciences Divisional Board, Division of Education Divisional Board, Division of Management

Friday	23	Deadline for completion of enrolment for papers that commence during Trimester A (26 February 2024 to 23 June 2024) Teaching Recess ends
Monday	26	Trimester A begins Academic Board
Tuesday	27	Council
Wednesday	28	Māori Academic Board of Studies
Thursday	29	Pacific Strategic Committee
<b>March 2024</b>		
Monday	4	Confirmed H Teaching Period results available to students
Wednesday	13	Curriculum Committee
Wednesday	27	Research Committee
Thursday	28	Academic Quality Committee
Friday	29	<i>Good Friday</i>
<b>April 2024</b>		
Monday	1	<i>Easter Monday</i>
Tuesday	2	<i>University Holiday</i>
Tuesday	9	Education Committee
Monday	15	Teaching Recess begins H Teaching Period Special Examinations begin
Tuesday	16	Council Graduation - Hamilton begins (The Pā)
Friday	19	Graduation - Hamilton ends H Teaching Period Special Examinations end
Tuesday	23	Graduation - Tauranga
Wednesday	24	Academic Board

Thursday	25	<i>Anzac Day</i>
Friday	26	Teaching Recess Ends
<b>May 2024</b>		
Thursday	2	Pacific Strategic Committee
Wednesday	8	Divisional Board, Division of Health, Engineering, Computing and Science Māori Academic Board of Studies
THursday	9	Divisional Board, Division of Arts, Law, Psychology and Social Sciences Divisional Board, Division of Education Divisional Board, Division of Management
Thursday	23	Curriculum Committee
Friday	24	Curriculum Committee Deadline for all applications for Trimester A Out-of-Time/Other Location and Special Arrangement examinations
Friday	24	Open Day - Hamilton Campus
Saturday	25	Open Day - Hamilton Campus
Wednesday	29	Divisional Board, Division of Health, Engineering, Computing and Science
Thursday	30	Divisional Board, Division of Arts, Law, Psychology and Social Science Divisional Board, Division of Education Divisional Board, Division of Management
Friday	31	Trimester A Ends
<b>June 2024</b>		
Monday	3	<i>King's Birthday</i>
Tuesday	4	Study week begins

Wednesday	5	Māori Academic Board of Studies
Thursday	6	Pacific Strategic Committee
Friday	7	Study week ends Open Day - Tauranga Campus
Monday	10	Trimester A Examinations begin
Tuesday	11	Council
Wednesday	19	Curriculum Committee
Friday	21	Trimester A Examinations end
Monday	24	Teaching Recess begins
Wednesday	26	Research Committee
Thursday	27	Academic Quality Committee
Friday	28	<i>Matariki holiday observed</i>
<b>July 2024</b>		
Monday	1	Deadline for all enrolment applications for papers that commence during Trimester B (8 July 2024 to 3 November 2024)
Friday	5	Deadline for completion of enrolment for papers that commence during Trimester B (8 July 2024 to 3 November 2024) Teaching Recess Ends
Monday	8	Trimester B begins
Wednesday	10	Education Committee Board of Examiners
Monday	15	Boards of Examiners Confirmed Trimester A results available to students
Thursday	25	Academic Board
Wednesday	31	Divisional Board, Division of Health, Engineering, Computing and Science

August 2024		
Thursday	1	Divisional Board, Division of Arts, Law, Psychology and Social Sciences Divisional Board, Division of Education Divisional Board, Division of Management
Tuesday	6	Council
Wednesday	7	Māori Academic Board of Studies
Thursday	8	Pacific Strategic Committee
Monday	19	Teaching Recess begins
Wednesday	21	Curriculum Committee
Monday	26	Trimester A Special Examinations begin
Wednesday	28	Research Committee
Thursday	29	Academic Quality Committee
Friday	30	Teaching Recess ends
September 2024		
Thursday	5	Education Committee
Friday	6	Trimester A Special Examinations end
Thursday	12	<i>Kīngitanga Day</i>
Wednesday	25	Academic Board
Friday	27	Deadline for all applications for Trimester B Out-of-Time/Other Location and Special Arrangement Examinations
October 2024		
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
Tuesday	8	Council
Wednesday	9	Māori Academic Board of Studies
Thursday	10	Pacific Strategic Committee
Friday	11	Trimester B ends
Monday	14	Study week begins
Friday	18	Study week ends
Monday	21	Trimester B Examinations begin
Wednesday	23	Curriculum Committee
Monday	28	<i>Labour Day</i>
<b>November 2024</b>		
Friday	1	Trimester B Examinations end
Monday	4	Teaching Recess begins Research Committee Deadline for enrolment applications for papers that commence during Trimester C (11 November 2024 to 16 February 2025) Deadline for enrolment applications by all students enrolling in G Teaching Period (11 November 2024 to 22 December 2024)
Wednesday	6	Research Committee
Thursday	7	Academic Quality Committee
Friday	8	Deadline for completion of enrolment for papers that commence during Trimester C (11 November 2024 to 16 February 2025) Deadline for completion of enrolment for papers that

		commence during G Teaching Period (11 November 2024 to 22 December 2024) Trimester B ends
Monday	11	Trimester C and G Teaching Period begins
Wednesday	13	Education Committee
Thursday	14	Board of Examiners
Friday	15	Board of Examiners
Monday	25	Confirmed 2024 results available to students for most undergraduate papers
<b>December 2024</b>		
Tuesday	3	Council
Wednesday	4	Academic Board
Thursday	5	Māori Academic Board of Studies Pacific Strategic Committee
Friday	20	G Teaching Period ends
Monday	23	Trimester C recess begins (TBC)

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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 250th and among the top 20% of institutions ranked by QS, with ten subjects ranked in the top 300. In the Times Higher Education (THE) World University Rankings, Waikato sits in the 401-500 band, =4th 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 over 80% would recommend the University of Waikato to others. International students were particularly satisfied with the University's response to Covid-19, with over 90% of students rating this positively.

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.

Over the past few 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, work-integrated learning programmes and compulsory work experience are now included in all undergraduate degrees.

Helping to support students making the transition to university-level study is the University's Study Advising programme which is designed to help new students over their first year of undergraduate study. Every first year student is automatically allocated a dedicated staff member – a Study Advisor. Most Study Advisor's will be from the student's main area of study, but all have roles aimed at helping students to succeed in their study goals.

The University of Waikato is dedicated to supporting student success. Along with the Study Advising Programme, we have a variety of pastoral services, that are available to students to help them achieve their educational goals.

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## Divisions, Faculties 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 Te Kura Toi the School of Arts, Te Kura Whatu Oho Mauri the School of Psychology, Te Kura Aronui the School of Social Sciences and Te Piringa the Faculty of Law, as well as two research institutes, Te Ngira National Institute for Population Research and Te Puna Haumarū The New Zealand Institute for Security and Crime Science. Programmes of study are informed by high level research expertise across the Division and our unique blend of disciplines enables students to engage with research leaders and practitioners on issues of local and global importance.

Our graduates are flexible and creative thinkers, self-directed and highly organised, excellent communicators and team workers, and innovators for change. Programmes incorporate explicit pathways 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.

**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. Research covers areas including languages and linguistics, global studies, music, dance, theatre, screen, media and creative technologies.

**Te Kura Whatu Oho Mauri School of Psychology** teaches across a wide range of psychology

paths, from neuroscience to social psychology, with specialist graduate pathways including a professional qualification in clinical psychology. Research in the school has a strong and diverse profile, extending across areas of the discipline such as, Kaupapa Māori, behavioural, community, clinical and forensic psychology.

**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, criminology, geography, environmental planning, history, philosophy, political science, social and public policy, and sociology.

**Te Piringa Faculty of Law**'s founding goals of professionalism, biculturalism, and the study of law in context. The Faculty offers a Bachelor of Laws (LLB) degree and a BA in Law, two LLM programmes, Diploma in Law, MPhil, PhD, SJD, Magister Juris and LLD degrees, and, in conjunction with the Waikato Management School, the Graduate Diploma in Dispute Resolution. The Faculty's research makes a significant and lasting contribution to the understanding and development of law internationally and nationally across areas from Māori and indigenous research to international and environmental law.

**Te Ngira Institute for Population Research** is the Aotearoa New Zealand national institute of demographic and population-focused research. It undertakes research that informs choices and responses to the demographic, social and economic interactions that are shaping the future, and offers undergraduate and postgraduate qualifications in population studies.

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

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

The Division incorporates four schools (Health, Engineering, Computing and Mathematical Sciences, and Science), as well as two research institutes, The Environmental Research Institute (ERI) and Te Ipu o te Mahara - The **Artificial Intelligence Institute**.

**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. Students have the opportunity to explore new ideas and ways of looking at issues that impact health, 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.

Within this context of Te Huataki Waiora Nursing Programmes are accredited by the New Zealand Nursing Council. They provide a responsive and contemporary approach to professional qualifications that lead to registration as a nurse, postgraduate and advanced specialty qualifications and doctoral research. These programmes reflect the priorities of the Waikato and Midland Region incorporating bicultural principles, mental health, lifespan and the care continuum.

**Te Kura Mata-Ao School of Engineering** offers the full range of professional engineering programmes from the traditional disciplines of Civil, Mechanical, Chemical and Biological, Electrical and Electronic<sup>1</sup>, and Materials and Process Engineering, to the developing areas of Software, Mechatronics<sup>1</sup>, and Environmental 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. Six 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.

Te Kura Mata-Aho also provides strong research-led education, hosting six world-class research groups in Advanced Materials and Manufacturing (WaiCAMP); Robotics, Automation & Sensing (WaiRAS); Resilient Infrastructure & Sustainable Construction (WaiRISC); Energy System Integration (ESI); Cold-formed Steel Structures Group and Water & Resilience, with combined external funding of over \$40 million.

*Notes:*

<sup>1</sup>*Mechatronics and Electrical and Electronic received provisional accreditation in 2023.*

**Rorohiko me ngā Pūtaiao Pāngarau 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, computer science, software engineering, mathematics, and data analytics. At undergraduate level, the degrees available are the Bachelor of Computer Science, Bachelor of Science, and the Bachelor of Design. Students interested in software engineering can study towards a four-year Bachelor of Engineering with Honours in Software Engineering.

Advanced degrees offered within the School include the Bachelor of Science with Honours, Bachelor of Design with Honours, Master of Science, Master of Science (Research), Master of Design, Master of Cyber Security, Master of Information Technology, and the PhD.

**Te Aka Mātuatua School of Science** is one of New Zealand's leading Science faculties, offering a broad range of science disciplines with a unifying commitment to te taumata pūtaiao or the pursuit of

outstanding science. Across our Hamilton and Tauranga campuses, our students and staff have access to unique natural environments and world-class facilities.

Undergraduate degrees are the Bachelor of Science and the Bachelor of Science (Technology). Both may be awarded with Honours. Graduate degrees include the Master of Science and Master of Science (Research). Doctoral study and research lead to the Doctor of Philosophy.

The School of Science's research is driven by the pursuit of outstanding science that has relevance in the real world. Our researchers are genuinely world-class and tackle some of the biggest challenges facing us in the Waikato and Bay of Plenty regions, Aotearoa, and the world. Our research falls within five overarching themes: Applied Climate Change; Connected Land, Water, and Life; Hazards and Extreme Environments; Science for Innovation, and Mātauranga Māori.

The School of Science hosts the Environmental Research Institute, the Marine Field Station in Tauranga, the Radiocarbon Dating Lab, and the International Centre for Terrestrial Antarctic Research.

The School of Science provides a range of analytical and consultancy services, including Mass Spectrometry, Chromatography, Particle Size Analysis, Water and Soil Analysis, Genetic Analysis, Electrofishing, Research Vessels and much more.

## **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.

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 and postgraduate 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.



The Division has a strong commitment to research-informed practice with three institutes: Poutama Pounamu, Wilf Malcolm Institute of Educational Research (WMIER) and Te Whai Toi Tangata 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).

## **Division of Management**

**Te Raupapa Waikato Management School** is respected nationally and internationally for its influential practice, practical programmes, relevant research and focus on connecting students with businesses. The School's purpose is to empower people to grow thriving businesses, a thriving society, and a thriving world, by growing knowledge, capability and character. 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.

## **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, BSocSc or BCC, or for a diploma or certificate. The Diploma in Te Tohu Paetahi is a one-year full-time 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, one services 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 levels of study, including a scholarship to study overseas for a trimester.

## University of Waikato College

The University of Waikato College delivers the University's international pre-masters and international diploma programmes, foundation and bridging programmes, English language programmes for students with English as an additional language, and study tours for international individuals and groups. The College has a key role in contributing to the distinctiveness, excellence and international connectedness of the University.

### Certificate of Attainment in Academic English

The Certificate of Attainment in English Language is a full-time course of 23 hours per week for 10 weeks, with one intensive block of 30 hours per week for 8 weeks. There are a number of intakes each year. Students are placed according to a recent English Language test result (such as IELTS) in an appropriate level from Intermediate to Advanced. On successful completion of the course, students receive a University of Waikato Certificate of Attainment in Academic English. All students study a core programme that helps students improve their reading, writing, listening and speaking skills. Higher level classes focus on skills needed for successful university study such as academic writing, listening and note-taking, academic reading, and oral presentation skills. Attaining specific grades in the upper levels of the programme gives students the English language requirement to enter foundation studies, the international and premasters diplomas, and University undergraduate and postgraduate programmes.

For more information, see [University of Waikato College](#).

### Certificate of Attainment in English Language

The Certificate of Attainment in English Language is a full-time course of 23 hours per week for 10 weeks. There are a number of intakes each year. Students are placed according to a recent English Language test result (such as IELTS) in an appropriate level from Elementary to Pre- Intermediate. On successful completion of the course, students receive a University of Waikato Certificate of Attainment in English Language. All students study a core programme that helps students improve their reading, writing, listening and speaking skills. Attaining the programme gives students the English language entry requirement to enter the Certificate of Attainment in Academic English.

For more information, see [University of Waikato College](#).

### General English

General English is a course designed for students to improve their everyday English and is suitable for students preparing to enter the Academic English programme. The programme includes core language skills and vocabulary, fluency and accuracy in listening, speaking, reading and writing. General English is a full-time programme of 23 hours per week or part-time for 15 hours per week. Students can start most Mondays (except New Zealand public holidays) and study for 3 weeks to 6 months.

For more information, see [University of Waikato College](#).

### International Study Groups

With over 25 years of experience, the University of Waikato College is a leader in the field of providing unique and specialist English language programmes for international students. Some groups join an existing English language programme, while some have a tailor-made English language learning experience based on their individual requirements. Groups are able to take part in extracurricular activities, weekend excursions and hear from guest speakers.

For more information, see [University of Waikato College](#).

### **Certificate of Attainment in Foundation Studies**

The Certificate of Attainment in Foundation Studies is a full-time one or two trimester programme for international students who do not meet the academic entry requirements for undergraduate study at a New Zealand university. Students will learn the skills necessary for successful tertiary study within New Zealand, with compulsory English language and elective papers across a range of study areas. On campus classes include New Zealand students to encourage international students to improve their English and make New Zealand friends.

For more information, see [University of Waikato College](#).

### **Certificate of University Preparation**

The Certificate of University Preparation programme is a full-time one-trimester programme for New Zealand domestic students who do not meet the entry requirements for study at a university, or who need additional academic preparation. Students will be introduced to an adult learning environment including lectures, tutorials and workshops. The Certificate of University Preparation is an academically approved qualification that covers academic skills and capabilities, and introduces students to their discipline subjects through elective papers.

For more information, see [University of Waikato College](#).

### **International Diploma (Business) and International Diploma (Computer Science)**

The International Diplomas provide pathways for international students into the second year of some degrees. The International Diploma (Business) consists of the first year of the Bachelor of Business, with additional supporting papers in academic English and academic study skills. The International Diploma (Computer Science) provides a similar preparation that leads to the Bachelor of Science in two computing majors or the Bachelor of Computer Science.

For more information, see [University of Waikato College](#).

### **Diploma in Postgraduate Preparation (Pre-masters)**

This pre-masters programme prepares international students for postgraduate studies at the University of Waikato, providing entry into several masters programmes in the Waikato Management School, the Division of Arts, Law, Psychology and Social Sciences, and the Division of Health, Engineering, Computing and Science.

For more information, see [University of Waikato College](#).

## International English Language Testing System (IELTS) Office

The College hosts one of the largest IELTS testing centres in New Zealand. IELTS is designed to assess the English language proficiency of candidates who need to study or work in English.

Further information is available on the website: [www.waikato.ac.nz/pathways/about-us/ielts-testing](http://www.waikato.ac.nz/pathways/about-us/ielts-testing).  
Further information about IELTS is available on the website: [www.ielts.org](http://www.ielts.org)

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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's Treaty of Waitangi Statement Strategy and Te Ruataki 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 responsible for Part 4 of the Education and Training Act 2020

Ms Meleane Burgess (to 30.09.2025)

Mr Simon Graafhuis (to 09.12.2023)

Mr Graeme Milne (to 11.06.2025)

Dr Joan Forret (to 08.04.2026)

#### The Vice-Chancellor of the University of Waikato

Professor Neil Quigley

#### One member appointed by the Council after consultation with Te Rōpū Manukura

Ms Parekawhia McLean (to 06.12.2025)

#### One member appointed by the Council after consultation with Te Arikinui

Te Puhi Ariki, Ngā wai hono i te po Paki (to 30.09.2027)

#### One staff member elected by the staff

Ms Michelle Blake (to 31.07.2027)

#### One student member elected by the students

Ms Lushomo Thebe (to 31.12.2023)



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

Rt Hon. Sir Anand Satyanand (to 30.06.2025)

Ms Susan Hassall (to 15.03.2024)

Ms Mary-Anne Macleod (to 01.04.2026)

### 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. Three academic staff members elected by and from Māori Academic Board of Studies for a term of three years, as specified in the constitution of the Māori Academic Board of Studies.
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. 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.
25. 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

26. 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.
27. One academic staff member appointed by the Vice-Chancellor on the nomination of the TEU for a term of three years.

### Co-opted Members

28. 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

1967	Lord Ballantrae KT GCMG GCVO DSO OBE
1968	Pei Te Hurinui Jones
1969	Sir Arthur de Terrotte Nevill KBE CB
1971	Donald Wilfred Arcus
1971	Denis Rogers OBE
1971	Richard Bristowe Waddington
1979	Dame Te Atairangikaahu ONZ DBE
1979	Frank Maine Bateson OBE
1980	Jack Stanford Allan MNZM
1982	Henry Rongomau Bennett CBE QSO
1983	Henare Tuwhangai QSM
1984	Sir Ross Malcolm Jansen KBE
1985	Sir Donald Rees Llewellyn KNZM CBE
1986	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 Manuhuia 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 Tīmoti 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
<b>2022</b>	Bryce Cooper
<b>2022</b>	Ngareta Timutimu MNZM
<b>2023</b>	Robert McGowan QSM
<b>2023</b>	William Rogers

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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
2022	Jennifer Kerr
2022	Hinerangi Raumati MNZM
2022	Leilani Tuala-Warren
2022	Jamie Tuuta

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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>	Ngahua 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
<b>2022</b>	Roger Strasser AM BMedSc MBBS(Hons) <i>Monash</i> MCISc <i>WOnt</i> LLD(Hon) <i>TRU</i> MD(Hon) <i>Umea</i> FCAHS FRACGP
<b>2022</b>	Sarah Strasser AM MBBS <i>Lond</i> FM <i>W.Ont</i> FRACGP FACRRM
<b>2022</b>	David McKie MA <i>Glas</i> PGCE <i>Sheffield</i> PhD <i>Stir</i>
<b>2022</b>	Daniel G. Zirker BA MA <i>Montana</i> PhD <i>Alta</i>
<b>2022</b>	Allison Kirkman BA <i>Massey</i> BA(Hons) PhD <i>Well</i>
<b>2023</b>	Merilyn Manley-Harris BSc(Hons) <i>JamesCook</i> PhD <i>Montana</i>
<b>2023</b>	William Henderson BSc(Hons) PhD <i>Leic</i> FNZIC

<b>2023</b>	Brendan J. Hicks BSc MSc <i>Auck</i> PhD <i>Oregon State</i>
<b>2024</b>	Asad Mohsin BSc <i>Delhi</i> PhD <i>N Territory</i>

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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

<b>2019</b>	Alison Campbell
<b>2021</b>	Sayeeda Bano
<b>2021</b>	Linda Mitchell

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# Admission Statute

## 1. Title

This is the Admission Statute 2016.

## 2. Date of effect

This statute is effective from 1 March 2024.

## 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. Equitable Access

Eligibility for admission is offered, subject to this Statute, in accordance with principles of equitable access to education for all persons, as detailed in the Human Rights Act 1993 and the New Zealand Bill of Rights Act 1990.

## 5. 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.

## 6. 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).

## 7. 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 Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous 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 Pro Vice-Chancellor or the Dean of the Faculty of Māori and Indigenous Studies 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.

## 8. **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 Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous 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 Pro Vice-Chancellor of

the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies may appeal the decision to the Deputy Vice-Chancellor Academic under delegated authority of the Academic Board.

#### 9. **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 9(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 Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies in which the applicant wishes to enrol, under delegated authority of the Academic Board.
- (5) A person whose application for admission under subsection 9(1) of this statute is declined by the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies 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.

#### 10. **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](#).

#### 11. **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 7(3)(b) or 7(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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# 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 Division, Faculty or School of Study for returning students and from the Admissions Office for students enrolling in 100 level papers.

### *Standard Application Deadlines*

**Tuesday 5 December 2023** for papers that commence during Summer School 1 (H Teaching period) (3 January 2024 to 18 February 2024)

**Monday 19 February 2024** for papers that commence during Trimester A (26 February 2024 to 23 June 2024)

**Monday 1 July 2024** for papers that commence during Trimester B (8 July 2024 to 3 November 2024)

**Monday 4 November 2024** for papers that commence during Summer School 2 (G Teaching period) (11 November 2024 to 22 December 2024)

**Monday 4 November 2024** for papers that commence during Trimester C (11 November 2024 to 16 February 2025)

### *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.

**1 October of the year prior** for the Postgraduate Diploma in Psychology (Clinical) and the Postgraduate Diploma in the Practice of Psychology.

**1 October of the year prior** for the Master of Applied Psychology.

**1 December 2024** 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 intended start date of the thesis** for thesis enrolments.

## COVID-19

Pursuant to the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University [COVID-19 vaccination requirement](#), a student may not be permitted to enrol in a paper if:

1. the student has not provided a valid and current Ministry of Health *My Vaccine Pass* as evidence of COVID-19 vaccination or exemption, and
2. the paper requires the student to undertake an activity that would breach the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University [COVID-19 vaccination requirements](#).

## 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

**Tuesday 5 December 2023** for papers commencing 3 January 2024 to 18 February 2024

**Friday 23 February 2024** for papers commencing 26 February 2024 to 23 June 2024 and papers commencing 26 February 2024 to 3 November 2024

**Friday 5 July 2024** for papers commencing 8 July 2024 to 3 November 2024

**Friday 8 November 2024** for papers commencing 11 November 2024 to 22 December 2024 and papers commencing 8 November 2024 to 16 February 2025

the **Friday prior to the start date** of a thesis enrolment.

## Programme Advice and Planning

The Future Students Team 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 emailing [info@waikato.ac.nz](mailto:info@waikato.ac.nz). Alternatively this can be done in person by visiting the Hamilton campus (Level 2 of the Student Centre), or the Tauranga campus (Level 1 in the Student Hub) at 101-121 Durham Street, Tauranga.

The Future Students Team represent the University at regional careers expos, secondary school

visits, and other events throughout New Zealand. They provide comprehensive information, personal advice sessions and campus tours, which are available by appointment. An Open Day and several information sessions are held throughout the year, and details are available on our website. Students can explore a range of options - undergraduate study, postgraduate study, bridging courses and pathways programmes. Prospective students will also receive information on the range of academic and support services available.

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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 is 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 or Māori are also required to provide satisfactory evidence of English language proficiency, as set out in the [English Language Requirements for Admission](#). Scores can vary according to the qualification sought.

International students apply for admission online at [www.waikato.ac.nz/study/apply](http://www.waikato.ac.nz/study/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).

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 Tertiary and International Learners) Code of Practice 2021*. Copies of the Code are available from the New Zealand Qualifications Authority website <https://www.nzqa.govt.nz/providers-partners/tertiary-and-international-learners-code/>.

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 Immigration New Zealand website, or the nearest New Zealand High Commission or Embassy.
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](#).

### 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 Systems and Administration.
  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 *Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021*. 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.

Please contact the International Office.

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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](#) 

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(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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# Graduation

The University will hold a number of graduation ceremonies in 2024. Graduation will take place in Hamilton during April and October. There will be a graduation ceremony in Tauranga in April. All students who have completed the requirements for any of the University's qualifications can attend a ceremony. Graduation invitations are forwarded to completed students and these must be completed and returned by the due dates stated on the University website. Applications to graduate can be submitted via the MyWaikato Graduation portal.

Further information regarding the 2024 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 2023

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 2023.**
- 2. The Council has power to confer the following degrees:**
  - Bachelor of Arts (BA)
  - Bachelor of Banking, Finance and Technology (BBFinTech)
  - Bachelor of Business (BBus)
  - Bachelor of Business Analysis (BBA)
  - Bachelor of Business Analysis - Financial (BBA(Fin))<sup>1</sup>
  - Bachelor of Business Analysis - Management Studies (BBA(MgtSt))<sup>1</sup>
  - Bachelor of Climate Change (BCC)
  - Bachelor of Communication (BC)
  - Bachelor of Communication Studies (BCS)<sup>1</sup>
  - Bachelor of Computer Graphic Design (BCGD)
  - Bachelor of Computer Science (BCompSc)
  - Bachelor of Computing and Mathematical Sciences (BCMS)
  - Bachelor of Design (BDes)
  - Bachelor of Education (BEd)
  - Bachelor of Electronic Commerce (BECOM)<sup>1</sup>
  - Bachelor of Engineering (BE)
  - Bachelor of Entrepreneurship (BEntre)<sup>1</sup>
  - Bachelor of Environmental Planning (BEP)
  - Bachelor of Global Studies (BGS)

Bachelor of Health (BHealth)  
Bachelor of Health, Sport and Human Performance (BHSHP)<sup>1</sup>  
Bachelor of Laws (LLB)  
Bachelor of Liberal Studies (BLibS)<sup>1</sup>  
Bachelor of Management Studies (BMS)  
Bachelor of Māori and Pacific Development (BMPD)<sup>1</sup>  
Bachelor of Media and Creative Technologies (BMCT)  
Bachelor of Music (BMus)  
Bachelor of Nursing (BNurs)  
Bachelor of Science (BSc)  
Bachelor of Science (Technology) (BSc(Tech))  
Bachelor of Social Sciences (BSocSc)  
Bachelor of Social Work (BSW)<sup>1</sup>  
Bachelor of Sport and Human Performance (BSHP)  
Bachelor of Teaching (BTchg)  
Bachelor of Tourism (BTour)<sup>1</sup>  
Te Ara Poutama Toitū Te Reo (TTR)  
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 Education with Honours (BEd(Hons))<sup>1</sup>  
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 Teaching with Honours (BTchg(Hons))  
Bachelor of Tourism with Honours (BTour(Hons))<sup>1</sup>  
Magister Juris (MJur)  
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)<sup>1</sup>  
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 Performace (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 Midwifery Practice (MMidPrac)<sup>2</sup>  
Master of Music (MMus)  
Master of Nursing Practice (MNursPrac)  
Master of Philosophy (MPhil)  
Master of Professional Accounting (MPAcct)  
Master of Professional Management (MPM)<sup>1</sup>  
Master of Professional Practice in Behaviour Analysis (MPPBA)  
Master of Professional Writing (MPW)  
Master of Science (MSc)  
Master of Science (Research) (MSc(Research))  
Master of Science (Technology) (MSc(Tech))<sup>1</sup>  
Master of Security and Crime Science (MSCS)  
Master of Social Sciences (MSocSc)

Master of Social Work (MSW)  
Master of Teaching and Learning (MTchgLn)  
Master of Teaching English to Speakers of Other Languages (MTESOL)  
Master of Technology in Innovation in Business (MTIB)  
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 in Engineering Management (DipEM)  
Diploma in Engineering Professional Practice (DipEPP)<sup>1</sup>  
Diploma in Law (DipLaw)  
Diploma in in Te Tohu Paetahi (DipTTP)  
International Diploma (IntDip)  
Diploma (Dip)  
Diploma in Postgraduate Preparation - Pre Masters (DipPP)  
Graduate Diploma (GradDip)  
Graduate Diploma in Teaching (GradDipTchg)  
Graduate Diploma of Teaching (GradDipT)<sup>1</sup>  
Te Ara Hou Te Ahikāroa (TA)  
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)  
Postgraduate Diploma in Technology Innovation in Business (PGDipTIB)

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

Certificate of Attainment in Academic English (CertAttainAcadEng)  
Certificate of Attainment in English Language (CertAttainEngLang)  
Te Tīmatanga Hou (TTH)<sup>1</sup>  
Certificate of Attainment in Foundation Studies (CertAttainFoundSt)  
Certificate of University Preparation (CUP)  
Certificate (Cert)

Certificate in Health and Wellbeing (CertHealthWellbeing)  
Certificate in STEM (CertSTEM)  
Certificate in Professional Engineering Practice (Cert(PEngPrac)  
Graduate Certificate (GradCert)  
Graduate Certificate in Business Analytics (GradCertBA)  
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>  
Postgraduate Certificate in Professional Accounting (PGCertPA)

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)  
Bachelor of Teaching with Honours (BTchg(Hons))  
Bachelor of Tourism with Honours (BTour(Hons))<sup>1</sup>  
Majister Juris (MJus)  
Master of Applied Psychology (MAAppPsy)  
Master of Arts (MA)  
Master of Arts (Applied) (MA(Applied))  
Master of Clinical Animal Behaviour (MCAB)<sup>1</sup>



Master of Computer Graphic Design (MCGD)  
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 Legal Studies (MLS)  
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 Nursing Practice (MNursPrac)  
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))<sup>1</sup>  
Master of Security and Crime Science (MSCS)  
Master of Social Sciences (MSocSc)  
Master of Social Work (MSW)<sup>1</sup>

**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:**

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>  
Postgraduate Diploma in Technology Innovation in Business (PGDipTIB)  
Master of Applied Finance (MApFin)  
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 Professional Accounting (MPAcct)  
Master of Teaching and Learning (MTchgLn)  
Master of Teaching English to Speakers of Other Languages (MTESOL)  
Master of Technology Innovation in Business (MTIB)

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>  
Master of Teaching English to Speakers of Other Languages (MTESOL)

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*Notes:*

1. *Qualification no longer available to new students.*

2. *This qualification is subject to final approval.*

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# Bachelors Degree Regulations

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[Bachelor of Business \(BBus\)](#)

[Bachelor of Business Analysis \(BBA\)](#)

[Bachelor of Climate Change \(BCC\)](#)

[Bachelor of Communication \(BC\)](#)

[Bachelor of Computer Graphic Design \(BCGD\)](#)

[Bachelor of Computer Science \(BCompSc\)](#)

[Bachelor of Computing and Mathematical Sciences \(BCMS\)](#)

[Bachelor of Design \(BDes\)](#)

[Bachelor of Education \(BEd\)](#)

[Bachelor of Engineering \(BE\)](#)

[Bachelor of Environmental Planning \(BEP\)](#)

[Bachelor of Global Studies \(BGS\)](#)

[Bachelor of Health \(BHealth\)](#)

[Bachelor of Laws \(LLB\)](#)

[Bachelor of Management Studies \(BMS\)](#)

[Bachelor of Media and Creative Technologies \(BMCT\)](#)

[Bachelor of Music \(BMus\)](#)

[Bachelor of Nursing \(BNurs\)](#)

[Bachelor of Science \(BSc\)](#)

[Bachelor of Science \(Technology\) \(BSc\(Tech\)\)](#)

[Bachelor of Social Sciences \(BSocSc\)](#)

[Bachelor of Social Work \(BSW\)](#)

[Bachelor of Sport and Human Performance \(BSHP\)](#)

[Bachelor of Teaching \(BTchg\)](#)

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# Bachelors Degree with Honours Regulations

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[Bachelor of Computing and Mathematical Sciences with Honours \(BCMS\(Hons\)\)](#)

[Bachelor of Design with Honours \(BDes\(Hons\)\)](#)

[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 Teaching with Honours \(BTchg\(Hons\)\)](#)

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# Masters Degree Regulations

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[Master of Business Administration \(MBA\)](#)

[Master of Business and Management \(MBM\)](#)

[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 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 Media and Creative Technologies (MMCT)

Master of Music (MMus)

Master of Nursing Practice (MNursPrac)

Master of Professional Accounting (MPAcct)

Master of Professional Practice in Behaviour Analysis (MPPBA)

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 Teaching and Learning (MTchgLn)

Master of Teaching English to Speakers of Other Languages (MTESOL)

Master of Technology Innovation in Business (MTIB)

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# Certificate Regulations

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[Certificate of Attainment in English Language \(CertAttainEngLang\)](#)

[Certificate of Attainment in Foundation Studies \(CertAttainFoundSt\)](#)

[Certificate of University Preparation \(CUP\)](#)

[Certificate \(Cert\)](#)

[Certificate in Health and Wellbeing \(Cert\(HealthWellbeing\)\)](#)

[Certificate in Professional Engineering Practice \(Cert\(PEngPrac\)](#)

[Certificate in STEM \(Cert\(STEM\)\)](#)

[Graduate Certificate \(GradCert\)](#)

[Graduate Certificate in Business Analytics \(GradCertBA\)](#)

[Graduate Certificate in Project Management \(GradCertPM\)](#)

[Postgraduate Certificate \(PGCert\)](#)

[Postgraduate Certificate in Counselling in Family Counselling \(PGCertCouns\(FamCouns\)\) or in Professional Supervision \(PGCertCouns\(ProfSup\)\)](#)

[Postgraduate Certificate in Information Technology \(PGCertInfoTech\)](#)

[Postgraduate Certificate in Professional Accounting \(PGCert\(PA\)\)](#)

[Postgraduate Certificate of Health Science \(PGCertHSc\)](#)

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# Diploma Regulations

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[Diploma in Te Tohu Paetahi \(DipTTP\)](#)

[Graduate Diploma \(GradDip\)](#)

[Graduate Diploma in Teaching \(GradDipTchg\)](#)

[Te Ara Hou Te Ahikāroa \(TA\)](#)

[International Diploma \(IntDip\)](#)

[Postgraduate Diploma \(PGDip\)](#)

[Postgraduate Diploma in Design \(PGDipDes\)](#)

[Postgraduate Diploma in Information Technology \(PGDipInfoTech\)](#)

[Postgraduate Diploma in Psychology \(Clinical\) \(PGDipPsych\(Clin\)\)](#)

[Postgraduate Diploma in Teaching \(PGDipTchg\)](#)

[Postgraduate Diploma in Technology Innovation in Business \(PGDipTIB\)](#)

[Postgraduate Diploma in the Practice of Psychology \(PGDipPracPsych\)](#)

[Postgraduate Diploma of Health Science \(PGDipHSc\)](#)

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# Specialisations

Specialisations provide you with another opportunity to shape your qualification to your interests and needs. They can be used to broaden your knowledge, allow you to focus on an aspect related to your first major, or perhaps provide some cohesion to your elective papers in an area of interest to you.

Specialisations meet all of the requirements for a qualification but provide for further specialisation in or beyond the major (bachelors degree) or subject (honours or masters degree, graduate certificate, graduate diploma, postgraduate certificate, or postgraduate diploma).

For more information and advice on how a specialisation might fit into your programme of study, talk to a Student Advisor in your Division or the Faculty of Māori and Indigenous Studies.

## Specialisations at degree level

Specialisations at degree level allow students to include complementary study within their overall programme of study. Specialisations available at degree level are:

- Advanced Pedagogy BEd
- Technology BEd

## Specialisations at major or subject level

Specialisations at major or subject level allow students to focus in depth on a particular aspect of that subject. For example, within the International Languages and Cultures major, specialisations in Chinese, French, Japanese and Spanish are available.

At postgraduate level, for example within the Education subject for the Postgraduate Diploma, a specialisation in Māori Medium Teaching/Te Ropu Paerua are available.

Specialisations available at major or subject level are listed under the subject entries in the [University](#)

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# Undergraduate Diploma and Certificate Fields

## Arts

- Anthropology
- Chinese
- Dance
- Economics
- Education and Society
- English
- Ethics
- French
- Geography
- History
- Human Development
- Human Rights
- International Languages and Cultures
- Japanese
- Linguistics
- Māori and Indigenous Studies
- Māori Language/Te Reo Māori
- Mathematics
- Music
- Pacific and Indigenous Studies
- Philosophy
- Political Science
- Population Studies
- Psychology
- Screen and Media Studies
- Social Policy
- Sociology
- Spanish
- Theatre Studies

## Writing Studies

### **Business**

- Accounting
- Agribusiness
- Digital Business
- Banking, Finance and Technology
- Economics
- Finance
- Human Resource Management
- Leadership
- Leadership Communication
- Marketing
- Public Relations
- Strategic Management
- Supply Chain Management
- Tourism and Hospitality Management

### **Design**

- Communication Design
- Industrial Design
- Interface Design
- Media Design

### **Education**

This field is comprised of the undergraduate papers listed in the Catalogue of Papers under the subject: [Education](#)

### **Environmental Planning**

- Environmental Planning

### **Health, Sport and Human Performance**

- Community Health
- Human Performance Science
- Sport Development and Coaching

### **Law<sup>1</sup>**

- Law

### **Management**

- Accounting
- Agribusiness
- Banking, Finance and Technology
- Digital Business
- Economics
- Finance
- Human Resource Management
- International Management
- Leadership

Leadership Communication  
Management  
Marketing  
Public Relations  
Strategic Management  
Supply Chain Management  
Tourism and Hospitality Management

## **Māori and Indigenous Studies**

Māori and Indigenous Studies  
Māori Language/Te Reo Māori  
Pacific and Indigenous Studies

## **Science**

Animal Behaviour  
Applied Physics  
Aquaculture  
Biological Sciences  
Chemistry  
Coastal Processes  
Computer Science  
Crime Science<sup>1</sup>  
Data Analytics  
Earth Sciences  
Ecology and Biodiversity  
Electronics  
Engineering  
Environmental Sciences  
Geology  
Hydrology  
Marine Science  
Materials and Processing  
Materials Science  
Mathematics  
Molecular and Cellular Biology  
PHILO102 and PHILO208  
Psychology (Science papers only)  
Soil Science  
Statistics

## **Social Sciences**

Anthropology  
Crime Science<sup>1</sup>  
Criminology  
Digital Learning  
Economics  
Education and Society  
Environmental Planning  
Ethics  
Gender and Sexuality Studies



[Geography](#)  
[History](#)  
[Human Development](#)  
[Human Rights](#)  
[Linguistics](#)  
[Māori and Indigenous Studies](#)  
[Pacific and Indigenous Studies](#)  
[Philosophy](#)  
[Political Science](#)  
[Population Studies](#)  
[Psychology](#)  
[Public Policy](#)  
[Social Policy](#)  
[Sociology](#)

**Notes:**

1. *This subject is not offered in 2024.*

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## Enrolment for Individual Paper Credit (IPC)

Students may be permitted to enrol in a paper without enrolling for a particular qualification. This may be because they have no intention of completing a full qualification, or because the paper is being taken for the purposes of qualifying for admission to a specific qualification. Alternatively, the student may be taking the paper for credit towards a qualification at another institution. Enrolments of this nature are recorded as Individual Paper Credit (IPC) enrolments.

## Regulations Governing Enrolment for Individual Paper Credit (IPC)

1. A candidate who enrolls on an IPC basis is liable for all fees and charges prescribed for the paper(s) and must meet any requirements specified in the prescription and paper outline.
2. Enrolment on an IPC basis is subject to the approval of the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies in which the paper is offered.
3. A candidate who has passed a paper taken on an IPC basis may, at a later date, apply to have the paper credited to a University of Waikato qualification. Approval will be based on the regulations for the qualification concerned.
4. A student enrolled on an IPC basis is subject to all general regulations of the University of Waikato.
5. A candidate who completes a paper on an IPC basis will receive official notification of their final results from the University of Waikato, and will be eligible to apply for an academic transcript.

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## Prescriptions for Papers

The following page contains a brief introduction to the subjects and papers offered by the University. Subjects are set out in alphabetical order. A brief description may be given of the content of each paper as well as equivalents and restrictions, prerequisites and corequisites, required book information, and the internal assessment/examination ratio. Students also receive a paper outline when classes start, which provides more detail about the content, reading and assessment requirements for each paper.

In addition to the papers listed, departments may offer 800 and 900 level papers for MPhil and PhD students. Prospective students are advised to consult with Te Mata Kairangi School of Graduate Research and the Head of School or Dean concerned for more information.

**The prescriptions refer to the papers which the University expects to offer. The availability of these papers is subject to change if the University encounters unexpected staffing or resource difficulties. For up-to-date details of 2024 offerings, see the online Catalogue of Papers at [papers.waikato.ac.nz](https://papers.waikato.ac.nz).**

**In all cases where it is necessary to cancel papers, the Policy and Procedure for the Cancellation of Papers will apply, as approved by the Academic Board. Copies are available from the Academic Office.**

In the prescriptions, each paper is identified by an alpha-numeric code.

### For example:

HISTY107-24A (HAM)

*New Zealand  
Histories: Fresh  
Perspectives*

HISTY		This is the subject code, in this case History
	107	This is the level of the paper, followed by a unique identifier. 100 = 100 level 200 = 200 level 300 = 300 level 500 = 500 level
	24A	This is the year and trimester in which the paper is taught.
	(HAM)	This is the location where the paper is taught.

A **prerequisite** must be passed before a student may enrol in the paper for which the prerequisite is specified. For example, JAPAN231 *Basic Japanese 1* is a prerequisite for JAPAN232 *Basic Japanese 2*. Students may not enrol in JAPAN232 until they have passed JAPAN231. (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 in association with the paper for which the corequisite is specified. For example ENGEE231 *Electrical Circuits* is a corequisite with ENGEN201 *Engineering Maths and Modelling 2*. You may enrol in ENGEE231 only if you have either already passed ENGEN201 or are concurrently enrolled in it.

**Equivalent** papers are in effect the same papers, one of which was taught in the past with a different paper code. For example ACCT331 *Management Accounting* is equivalent to ACCTN303 *Management Accounting*. Students who have passed ACCT331 may not enrol in and receive credit for ACCTN303.

**Restricted** papers share a significant amount of common content. Students may therefore receive credit for only one of the papers listed. For example DIGIB200 *Tools for Managing Projects* has a restriction with PRMGT301 *Fundamentals of Project Management*. Restricted papers may not be used to satisfy prerequisite or corequisite requirements.

The **required books** which may be listed under some of the prescriptions are a conservative list only. Additional required books may be prescribed during the academic year. Lists of recommended reading are usually included in the paper outline provided by the department concerned.

The **internal assessment/examination weighting** is provided for all papers. The weighting sets out how much of the paper is internally assessed and how much is formally examined, as percentages of the total mark. The weighting 100:0 means a paper is fully internally assessed, while the ratio 50:50 shows that the assessment for the paper is evenly weighted between internal assessment and an examination. Examinations are scheduled in a formal examination period. All A trimester papers which are not fully internally assessed will be examined at mid-year unless otherwise specified. Tests that form part of the internal assessment requirements may be held outside normal lecture hours.

**Teaching activities** for all undergraduate papers are listed in the Timetable. Teaching activities, including lectures, tutorials, laboratories and workshops, are scheduled to last 50 minutes and begin on the hour until (and including) 12 noon, and at 10 minutes past the hour from 1:10 p.m. This allows a lunch break of 20 minutes from 12:50 p.m. to 1:10 p.m. for students with continuous teaching activity commitments. Normal teaching hours are between 8.00 a.m. and 6.00 p.m.

A **trimester** is a period for which students enrol in papers, attend classes and submit assessment items. The University of Waikato has two standard trimesters (A and B), which each normally comprise 17 weeks. There are also two intensive summer teaching periods - Summer School 1 (H trimester), normally comprising seven weeks in January/February, and Summer School 2 (G trimester), normally comprising six weeks in November/December. The trimester period includes teaching as well as any study weeks and an examination period. The exact duration of trimesters in a particular year is defined by week numbers in the [Teaching and Assessment Periods](#).

2024:	A trimester	weeks 9-25
	B trimester	weeks 28-44
	C trimester	weeks 46-6
	D trimester	weeks 9-44
	G trimester	weeks 46-51
	H trimester	weeks 1-7

Some papers have start and end dates which differ from the standard teaching periods set out above. Papers which extend across both the A and B trimesters are annotated as D papers. Papers which are taught in non-standard periods have a X, I, or J etc. suffix.

The period for which a student is eligible for loans and/or allowances, is calculated on the basis of the exact start and end weeks of papers. Students are advised of the start and end dates of their papers in the relevant paper outlines.

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# Keys

**On this page:**

[Key to Paper Codes](#)

[Key to Semester Codes](#)

[Key to Location Codes](#)

## Key to Paper Codes

Codes within the Division of Arts, Law, Psychology and Social Sciences

### **ANTHY**

Anthropology

### **APPLN**

Applied Linguistics

### **ARTSC**

School of Arts and School of Social Sciences core papers

### **ARTSW**

School of Arts and School of Social Sciences Work Placement papers

### **CHINE**

Chinese

### **CRIMN**

Criminology

### **CRSCI**

Crime Science

**DANCE**

Dance

**ENGLI**

English

**ENSLA**

English as a Second Language

**ENVPL**

Environmental Planning

**EVSOC**

Environment and Society

**FPSYC**

Forensic Psychology

**GEOGY**

Geography

**HDEVF**

Health Development and Policy

**HISTY**

History

**HUMRI**

Human Rights

**INTLC**

International Languages and Cultures

**IRSST**

International Relations/International Relations and Security Studies

**JAPAN**

Japanese

**KOREA**

Korean

**LABST**

Labour Studies

**LEGAL**

Law

## **LINGS**

Linguistics

## **MEDIA**

Screen and Media Studies

## **MUSIC**

Music

## **PHILO**

Philosophy

## **POLCY**

Public Policy

## **POLSC**

Political Science/Public Policy

## **POPST**

Population Studies/Demography

## **PSYCH**

Psychology

## **SOCIO**

Sociology

## **SOCPY**

Social Policy

## **SOCWK**

Social Work

## **SPNSH**

Spanish

## **THSTS**

Theatre Studies

## **WGSTS**

Women's and Gender Studies

## **WRITE**

Writing Studies

## Codes within the Division of Health, Engineering, Computing and Mathematical Sciences

### **APHYS**

Applied Physics

### **AQCUL**

Aquaculture

### **AIMLX**

Artificial Intelligence

### **BIOMD**

Biomedical Sciences

### **ENGCB**

Chemical and Biological Engineering

### **CHEMY**

Chemistry

### **ENGCV**

Civil Engineering

### **CLIMT**

Climate Change

### **CMYHE**

Community Health

### **COMPX**

Computer Science

### **DATAA**

Data Analytics

### **DSIGN**

Design

### **EARTH**

Earth Sciences

### **BIOEB**

Ecology and Biodiversity

### **ENGEE**

Electronics

**ENGEN**

Engineering

**ENGEV**

Environmental Engineering

**ENVSC**

Environmental Sciences

**HTHPR**

Health Promotion

**HLTSC**

Health Science

**HSHUP**

Health, Sport and Human Performance

**HTHAL**

Healthy Active Living

**HPSCI**

Human Performance Science

**MARIN**

Marine Science

**ENGMP**

Materials and Processing

**MATHS**

Mathematics

**ENGME**

Mechanical Engineering

**BIOMO**

Molecular and Cellular Biology

**NURSE**

Nursing

**PHYSC**

Physics

**SCIEN**

Science

## **STATS**

Statistics

## **SDCOA**

Sport Development and Coaching

## **Codes within the Division of Education**

*Note:* Papers with the subject prefix TE are available only for students enrolled in a Faculty of Education teacher education programme.

## **ADLNG**

Adult Learning

## **COUNS**

Counselling

## **DLRNG**

Digital Learning

## **DINST**

Disability and Inclusion Studies

## **EDART**

Arts Education

## **EDLED**

Educational Leadership

## **EDSOC**

Education and Society

## **EDUCA**

Education

## **ENVED**

Environmental Education

## **GLOBE**

Global Studies

## **HMDEV**

Human Development

## **LLTED**

Language and Literacy Education

## **MAOED**

Māori Education

**MTHED**

Mathematics Education

**SCIED**

Science Education

**SCTED**

Science, Technology and Environmental Education

**THEDR**

Te Hononga School of Curriculum and Pedagogy papers

**TOEDR**

Te Oranga School of Human Development and Movement Studies papers

**TWEDR**

Te Whiringa School of Educational Leadership and Policy papers

**TEEDU**

Teaching conjoint papers

**TEPRO**

Teaching practicum papers

**TEACH**

Teaching core papers

**TECED**

Technology

**Codes within the Waikato Management School**

**ACCTN**

Accounting

**AGBUS**

Agribusiness

**BUSAN**

Business Analytics

**COMMS**

Communication

**DIGIB**



Digital Business

**ECONS**

Economics

**ENTIN**

Entrepreneurship and Innovation

**EXCOR**

Executive Education

**EXMBA**

Executive Education

**EXMBM**

Executive Education

**FINAN**

Finance

**HRMGT**

Human Resource Management

**INMGT**

International Management

**LCOMM**

Leadership Communication

**LEADR**

Leadership

**MNMGT**

Management

**MGSUS**

Management and Sustainability

**MGSYS**

Management Systems/Supply Chain Management

**MRKTG**

Marketing

**PRMGT**

Project Management

**PUBRL**

Public Relations

## **SCMGT**

Supply Chain Management

## **STMGT**

Strategic Management

## **THMGT**

Tourism and Hospitality Management

## **Codes within the Faculty of Māori and Indigenous Studies**

### **MAORI**

Māori and Indigenous Studies/Māori Language/Te Reo Māori

### **PACIS**

Pacific and Indigenous Studies

## **Codes within the University of Waikato College**

### **CAAEN**

Certificate of Attainment in Academic English

### **CAENL**

Certificate of Attainment in English Language

### **FOUND**

Certificate of Attainment in Foundation Studies

### **FOUND**

Certificate of University Preparation

### **INDIP**

International Diploma

## **Key to Semester Codes**

### **A**

Papers taught over weeks 9-25

### **B**

Papers taught over weeks 28-44

### **C**

Papers taught over weeks 46-6

## **X, I, J etc.**

Papers taught in periods which do not correspond with normal semester periods

## **H**

Papers taught over weeks 1-7

## **G**

Papers taught over weeks 46-51

## **D**

Papers taught over weeks 9-44

## **Key to Location Codes**

### **AKT**

Ako Tauhōkai

### **BLK**

Block

### **BTG**

Block (Tauranga)

### **HAM**

Hamilton (Hillcrest campus)

### **HNU**

Hainan University, Haikou, China

### **HOP**

Hopuhopu

### **HWC**

University of Waikato College (Hamilton)

### **NET**

Internet

### **NTG**

Internet (Tauranga)

### **NVT**

National Economics University, Vietnam (Internet)

### **NWC**

University of Waikato College (Internet)

## SEC

Secondary School

## TGA

The University of Waikato at Tauranga

## VTN

National Economics University, Vietnam

## ZUC

Zhejiang University City College, Hangzhou, China

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# Parking and Traffic Regulations

## 1. Title

These are the Parking and Traffic Regulations 2019.

## 2. Date of effect

These regulations are effective from 5 November 2019.

## 3. Definitions

In these regulations

**campus** means the grounds and buildings occupied by the University of Waikato in Hamilton and Tauranga, including the halls of residence

**mobility aid** means a wheelchair or other mobility assistance device used by people with disabilities; these are not considered to be vehicles or personal transport devices and may be used anywhere on campus provided that such use is undertaken with due regard for others

**parking attendant** means any staff member authorised by the Campus Security and Emergency Manager to enforce these regulations

**personal transport device** means an unpowered or low powered transport device intended for one person, including but not limited to Segways, scooters (including electric scooters), bicycles (including electric bicycles), unicycles (including electric unicycles) and skateboards (including electric skateboards)

**vehicle** means a form of transport for people or goods, including but not limited to motor vehicles (including electric vehicles and hybrids), motor cycles and personal transport devices, and excluding mobility aids.

## 4. Application


These regulations apply to the driving, riding and parking of vehicles and bicycles on campus by staff, students and members of the public. Authorised drivers of University of Waikato vehicles

and rental vehicles are also referred to the [Vehicle Use Policy](#).

## 5. Access and Safety

- (1) Prime access to buildings and other facilities is reserved for pedestrians and people with mobility-related impairments. Vehicle users are therefore not permitted to ride on access-ways that are signposted or recognised as access-ways for pedestrian and mobility traffic.
- (2) On shared pedestrian/vehicle access-ways, vehicle users must not exceed 15km/hr and must give priority and right of way to pedestrian and mobility traffic.
- (3) Users of commercially operated electric vehicles must operate the vehicle according to the safety recommendations and rules of operation provided by the electric vehicle provider.
- (4) Vehicle users must drive and ride safely at all times. They must obey all traffic and parking signs and markings. They must also comply with any directions given by parking attendants.
- (5) Except with the approval of a parking attendant, no person other than an authorised driver of a University service vehicle may drive, ride or park over a grassed area.

## 6. Parking and Storage

- (1) While the University makes reasonable provision for vehicle parking, it is under no obligation to make provision for the vehicles of all those wishing to park on campus.
- (2) The University charges for parking on campus. Current charges are published on the [University website](#) and payment machines.
- (3) Motorcycles and motor scooters may be parked only in the areas signposted for motorcycles and motor scooters.
- (4) Bicycles and electric bicycles may be parked only in cycle-racks or purpose-built cycle sheds, and must not be taken into any University building.
- (5) Commercially operated electric scooters may be parked only in the areas signposted for electric scooters and must not be taken into any University building, including the halls of residence.
- (6) The charging of commercially operated electric scooters and electric bicycles on campus is not permitted.
- (7) There are two charging stations available for staff and visitors at the Hamilton campus to charge electric vehicles for up to two hours. The charging stations may be booked via the Unisafe Office: [parking@waikato.ac.nz](mailto:parking@waikato.ac.nz) .
- (8) Vehicles owned by current University of Waikato staff and displaying a University parking permit may be parked in signposted 'Permit Holders Only' areas. Otherwise, vehicles may be parked only in 'General Parking' areas.
- (9) All vehicles parked on campus must be parked in marked bays.
- (10) No person may park a vehicle in the same parking bay for longer than 48 hours without prior permission from a parking attendant.

(11) A numbered car park is a reserved parking space and may be used only by the person who displays the corresponding numbered parking permit.

## 7. **Parking for people with mobility-related impairments**

Accessible parking spaces (outlined in yellow and displaying the wheelchair symbol) are provided for use by people with mobility-related impairments. These parking spaces may be used only by holders of Operation Mobility permits issued by the CCS Disability Action or Temporary Mobility Parking Permits issued by the University's Accessibility Services (located in the Student Centre) or the Health and Safety Coordinator.

## 8. **Visitor parking**

A small number of limited-time parking spaces, including accessible parking spaces for people with mobility-related impairments, are provided on campus free of charge for visitors; these parking spaces must not be used by staff or students.

## 9. **Authority of parking attendants and the Campus Security and Emergency Manager**

- (1) A person who, in relation to a parking or traffic matter, is requested by a parking attendant to provide their name or address must do so honestly and within the requested timeframe.
- (2) Parking attendants have authority to issue infringement notices to people who breach these regulations and to immobilise their vehicles. A vehicle that has been immobilised will be released only on payment of the fee prescribed in the infringement notice.
- (3) Parking attendants have authority to impose a penalty charge on any person who removes or otherwise interferes with immobilisation equipment.
- (4) If a vehicle is parked in a manner that is dangerous or obstructs access, the Campus Security and Emergency Manager has authority to arrange for that vehicle to be towed away by a licensed vehicle recovery operator; the cost of retrieving a towed vehicle falls to the owner of the vehicle.

## 10. **Breaches**

- (1) breach of this policy by a student may result in disciplinary action under the [Code of Student Conduct](#).
- (2) A breach of these regulations by a staff member may result in disciplinary action under the [Staff Code of Conduct](#).

## 11. **Appeals**

- (1) A person may appeal against any decision under these regulations
  - (a) if the decision was made by a parking attendant, to the Campus Security and Emergency Manager
  - (b) if the decision was made by the Campus Security and Emergency Manager, to the Chief Operating Officer.



- (2) An appeal under these regulations must be submitted in writing within 14 days of the date of the decision.
- (3) A decision by the Campus Security and Emergency Manager or the Chief Operating Officer under subsection (1) is final.

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# Miscellaneous Regulations

## Computer Systems Regulations

1. The use of computer systems and ICT provided by the University is governed by the [Computer Systems Regulations](#).

## University Environment and Sustainability

2. The University of Waikato is committed to implementing sustainable practices on its campus. The University's [Sustainability Plan](#) sets out the framework for the University's approach to environmental sustainability.

## Smoke Free Environment

3. Smoking, including vaping and the use of e-cigarettes, on University property or in any University vehicle is prohibited under the University's [Smoke Free Policy](#).

## Use of Alcohol

4. The use of alcohol on campus is governed by the University's [Alcohol on University Premises Policy](#).

## Noise

5. Under delegation of the Vice-Chancellor, the Director of Campus Operations and Risk Management or the Campus Security and Emergency Manager may give directions from time to time, at their discretion, to control excessive noise on University premises.

## Children on Campus

6. The safety and supervision of children on University premises are governed by the

University's [Children on Campus Policy](#).

## **Bullying, Harassment and Discrimination**

7. The University of Waikato is committed to providing a work and study environment that is free from any form of bullying and harassment, including sexual harassment and discrimination. Concerns or complaints about bullying, harassment or discrimination by staff or students may be addressed under the University's [Student Complaints Procedures](#). Concerns or complaints about bullying or harassment by students of staff may be addressed under the University's [Student Discipline Regulations](#). Concerns or complaints about bullying or harassment of staff by staff may be addressed under the University's [Bullying, Harassment and Discrimination Policy](#).

## **Advertising and Commercial Activities**

8. Advertising and commercial activities generally, including hawking and canvassing, affixing of notices to vertical and horizontal surfaces, and the affixing of notices onto motor vehicles, are permitted on University premises only with the specific permission of the Director of Campus Operations and Risk Management, the Campus Security and Emergency Manager or the Landscape Manager.
9. Any advertising which is by way of posters or notices is subject to the requirements of section 10 of these regulations.

## **Student Notices**

10. Student notices, generally no larger than A3, may be posted on general University noticeboards. Notices that are posted on noticeboards in such a manner that they take up excessive space will be removed.
11. Notices posted on specially labelled noticeboards or other places (such as walls, doors or ceilings, poles and motor vehicles), without the permission of the Director of Campus Operations and Risk Management, will be removed.

## **Animals**

12. No animal may be taken into University buildings without the permission of the Director of Campus Operations and Risk Management.
13. Animals are permitted on the University grounds only if they are under the direct control of their owner and, in the case of dogs, on a short hand-held leash.
14. The catching, hunting and/or killing of wildlife on University grounds, including fishing, without the prior permission of the Director of Campus Operations and Risk Management is not permitted.

## **Golf**

15. Golf is not permitted on University grounds, except under section 16 of these regulations.
16. An exception to section 15 of these regulations is made in the case of groups organised through the Te Huataki Waiora School of Health, which will make safety arrangements to the satisfaction of the Landscape Manager, the Associate Director of Safety and Wellness, and/or the Campus

## Security and Emergency Manager.

### Drones

17. The use of drones on the Hillcrest, Hamilton campus is governed by the University's [Drone Policy](#).

### Trespass

18. The authority to issue trespass notices is delegated by the Vice-Chancellor to the Chief Operating Officer and the Campus Security and Emergency Manager. No one else may issue a trespass notice on behalf of the University without the authority of the Vice-Chancellor.

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# Te Mata Kairangi School of Graduate Research - Scholarships

Te Mata Kairangi School of Graduate Research - Scholarships is responsible for administration associated with scholarships, awards, prizes and bursaries awarded by the University and some external partners (e.g., Universities New Zealand - Te Pōkai Tara Scholarships).

Students interested in applying for funding to support their studies are encouraged to consult the [Scholarships website](#).

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# The University Library

Tēnā koutou katoa and welcome to the University of Waikato Library. Our library strives to be inclusive for all. Whether you're on campus or on the other side of the world, we have resources and services to empower you on your academic journey.

In support of the University's ambition to be the first anti-racist institution in Aotearoa, we have six Māori and Pacific focused roles. These awesome colleagues help us to integrate kaupapa and mātauranga Māori in our policies, processes and services.

## Our physical spaces

Our Hamilton campus has [Central Library](#) and [Teaching Resources Library](#) and we provide a [distance library service](#) to Tauranga campus.

During our [open hours](#) anyone can enjoy our physical spaces and consult our physical collections. Borrowing physical items and using electronic resources is restricted to [Library members](#) - current staff, students, associates and alumni. After hours access is restricted to current staff and students. In Hamilton, we have a bookable whānau study room for students accompanied by under 14's.

Our 24/7 spaces have a kitchenette, snack machines, computers, individual and group study areas, accessible toilets, showers, and equipment to serve accessibility requirements. Members can borrow Chromebooks, headphones, as well as [audiovisual equipment](#).

## Help to find what you need

Whether you contact us online, or in person, you will receive a friendly "kia ora" from one of our friendly staff. Your query may then lead you to one of our specialised library teams.

We can help you navigate the scholarly environment to locate, evaluate and cite resources for study and research. We offer self-paced online workshops and partner with teaching staff to deliver information literacy sessions for a particular class or cohort.

## Making research open

We are the first university in Aotearoa to [state our position](#) on making research as open (and freely available to all) as possible (and as closed as necessary) for the benefit of society. We partner with researchers to achieve these goals, and provide advice and support around Open Access, indigenous data sovereignty, research data management, strategic publishing, research profiles, and research impact. Our work supports the University's Open Research Statement and efforts globally to increase the visibility and availability of research.

## Our collections

Our online, print and multimedia collections cover all of the disciplines taught at the University. While many of our resources are online, some are available only in print.

- Physical items in the general collection are located on Level 3.
- Level 4 houses the physical items of the [Mātangireia](#) collection with many more items available online. This collection contains contemporary and historical Māori, Pacific, Aotearoa and Indigenous resources and services and is underpinned by kaupapa Māori values. Mātangireia includes iwi histories, Māori Land Court Minute Books, the Michael King Collection, and [Mahi Mareikura](#) – home to the taonga and works of Dr. Pei te Hurinui Jones, expert in Māori language revival and Māori cultural knowledge.
- Complementing Mātangireia is [O Neherā](#), a digital collection of historical materials including images, documents, and firsthand accounts which provide unique local insights into Waikato and Aotearoa. Information about our [physical archival collections](#) is also available.
- Level 4 also holds our physical [Law Library](#) of primary and secondary material designed to support Te Piringa Faculty of Law. This collection has a particular emphasis on New Zealand and other key Commonwealth jurisdictions and provides community access to primary legal resources in physical form.
- Our [Teaching Resources Library](#) is located within the Division of Education with materials to assist students with teaching in primary and secondary schools and early childhood centres. We have picture books, school journals, readers and literature for children and young adults in a variety of languages. All staff and students may use these resources.

## Art Collection

The artworks enriching our campuses are from the [University of Waikato Art Collection](#), of which the Library are kaitiaki (custodians). We hold over 600 works of national significance by contemporary Māori, Pacific and New Zealand artists. Our Poutiaki Taonga (Art Curator) works alongside academics and students to create exhibitions for display on campus.

## Getting in touch

There are a range of ways to reach us:

[Library@waikato.ac.nz](mailto:Library@waikato.ac.nz) 

Phone 07 838 4051

[Library Chat](#) 

[Ask Me Anything](#)  Zoom drop ins 9 – 10 (M-F)

In person at Te Manawa – Student Centre

In Trimester A & B we are open seven days, except for public holidays. In summer (Trimesters G & H) we are closed on Sundays.

We look forward to working with you and helping you to succeed as you progress through your academic journey.

For more details, please visit the [library website](#) .

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# Information and Technology Services

Information and Technology Services (ITS) is responsible for the coordination of information and communications technology (ICT) planning for the University, the delivery of robust, reliable core ICT infrastructure and enterprise systems, and the provision of professional ICT consultancy and customer focused support services.

The ICT vision is “To engage, enable, innovate and protect our ICT services, and empower the University of Waikato to leverage the value of ICT to achieve its strategic goals”.

ICT support is available to University staff and students engaged in teaching, learning and research. This support is accessible during business hours through in person, phone and email channels from the ITS Service Desk and the ICT support teams servicing the Student Centre and divisions. Online ICT support is also accessible via the ICT Self Help webpages.

Specialist ICT teams also support business operations, organisational ICT projects and research initiatives.

For more information, visit the website: [its.waikato.ac.nz](https://its.waikato.ac.nz).

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# Student Services

## Halls of Residence


The Accommodation Services Office assists and processes the applications to each of the University's four Hamilton-based Halls of Residence: Bryant Hall, College Hall, Student Village and Orchard Park. Orchard Park includes a series of cottages that offer self-catering facilities, studio rooms with ensuites and the self-contained Silverdale apartments. The other Halls are largely fully-catered facilities that provide three meals a day. In addition, the Office also assists and processes applications for the University's Tauranga-based self-catered Selwyn Street Studio accommodation.

More information about the Halls and off-campus accommodation options can be found at: [www.waikato.ac.nz/study/apply/accommodation](http://www.waikato.ac.nz/study/apply/accommodation), or by contacting the Accommodation Services Office on +64 7 838 4084, or by email at [accom@waikato.ac.nz](mailto:accom@waikato.ac.nz) 

All applications are made online, with the first round of offers being on or close to 1 October each year for accommodation the following year. Applications can be submitted after this date and places will be offered subject to availability. Residence is normally for the duration of the academic year. Any student who wishes to return to the Halls for a second year, would need to re-apply. All students are required to pay a contingency deposit at the time of acceptance, and this is refunded, less any charges, at the end of the academic year.

## International Student Support

The International Student Services team provides support for international students in all aspects of their achievement and personal growth. This begins with a comprehensive orientation programme for all new international students. Pastoral care is delivered to support international student wellbeing, to facilitate access to University services across campus, and to ensure that appropriate off-campus support is in place when required. Students on New Zealand Scholarships and other international

scholarships are also assisted by International Student Services. Each trimester, a range of trips around the Waikato and Bay of Plenty region and various events on campus are facilitated by the International Student Services team. The team of international student advisors are available to see students, and appointments can be made at the Student Centre, by phoning +64 7 838 4176 or 0800 WAIKATO, or emailing [info@waikato.ac.nz](mailto:info@waikato.ac.nz) .

## Student Health Service

The [Student Health Service](#) is available to all enrolled students, including international students. The Student Health Service is located close to the main car park accessed via gate 1 off Knighton Road (opposite the UniRec Centre). It is an integrated health service providing a number of services for students.

Opening hours for appointments are between 9.00am and 4.30pm on weekdays, except Wednesdays, where the opening hours are between 9.30am and 4.30pm. The service does not operate after hours or on public holidays.

The administration team is the first point of contact for all student enquiries and appointments. Ph 07 838 4037 or 0800 Waikato, option 3

After hours; Ph Anglesea Clinic 07 858 0800 or Practice Plus virtual service (5pm-10pm weekdays and 8am–8pm weekends and public holidays). Fees apply. Student Health has some capacity for same day appointments for urgent matters. A nurse will triage the student's need and book accordingly. For all health services, please phone to make an appointment. Student Health also offers telehealth consultations by appointment.

The general practice is staffed by general practitioners, nurse practitioner, nurse prescribers, practice nurses and a health care assistant.

Appointments can also be booked through MyIndici for students enrolled with the practice.

Domestic students enrolled with the general practice are charged a fee of \$10.00 for a GP consult. Prices for students not enrolled with the general practice are available on the Student Health webpage. International students' charges are covered through their insurance (some exclusions apply – please check your insurance policy details).

There is a Student Health nurse available on the Tauranga campus. Ph or text 022 0139 003 for appointments and advice about other local health providers, including general practice and counselling services.

The Mental Health & Wellbeing Service is free to all students currently enrolled at the University of Waikato. This service is comprised of mental health nurses and counsellors. The mental health nurses offer support to students who are experiencing a new mental health concern or have a diagnosed mental health condition. Counsellors assist with a range of problems that may be impacting on student's wellbeing by helping them find solutions that are best suited to their needs. The service also has a Social Worker and an Alcohol and other Drug Clinician.

The Violence Prevention Coordinator works proactively to reduce the incidence of harassment, abuse, and/or violence. They can discuss issues relating to interpersonal incidents and provide advice,



information, support, advocacy, safety planning and referral to other services that can assist.

The Health Promotion Coordinator works to support Takatāpui and LGBTQIA+ students and Māori and Pasifika students. Our coordinator has extensive expertise in non-binary gender identities, sexuality and sexual health, HIV and is knowledgeable about health and wellness pathways and services.

Students are eligible to use the Student Health Service from the beginning of their enrolled trimester(s). Students who have continuous enrollment from year to year are able to use the service throughout the year and access via MyIndici and telehealth consultations over semester breaks.

## **Accessibility Services**

The Accessibility Services, formerly known as Disability Support Service is located in the Student Centre, Level One, opposite The Campus Book Store in Hamilton and on Level One at the Tauranga campus. The Service supports students with specific learning disabilities, impairments and medical conditions and works with the rest of the University to remove barriers to learning. The team will ensure student's learning requirements are accommodated through the provision of services, support, advice and advocacy. Prospective students who identify with specific learning disability/impairments and/or a medical conditions should contact Accessibility Services as soon as possible to ensure that the appropriate supports are able to be put in place.


For more information visit [Accessibility Services](#).

Telephone: (07) 838 4711 or (07) 838 4793, or

Email: [accessibilityservices@waikato.ac.nz](mailto:accessibilityservices@waikato.ac.nz) 

## **Chaplaincy**

An ecumenical (Interdenominational) chaplain and a Catholic chaplain have offices on the Hamilton campus. The chaplains conduct services, take part in both formal and informal activities on campus, and are available to students and staff for spiritual support and pastoral care. The ecumenical chaplain visits the Tauranga campus fortnightly during term time, and the Catholic chaplain is available to Tauranga students and staff via Zoom, mobile and email. Chaplaincy is a free and confidential service for people of all faiths and none. The centre for chaplaincy activities on the Hamilton campus is the Lady Goodfellow Chapel located adjacent to the Student Health Centre.

The chapel is available for private prayer and for study, or for use by faith and cultural groups. For bookings, email: [chaplain@waikato.ac.nz](mailto:chaplain@waikato.ac.nz) 

## **Career Development Services**

Do you have questions about your career pathway? Need help with your CV or Covering Letter?  
Looking to improve your Interview skills?

The Careers & Employability Team provides current students and recent graduate/alumni (within two years of completion) with the tools and support to boost employability.

Using an on-line platform called MyCareer, students can access a range of services and tools such as workshops, drop-in sessions, one on one appointments, CV and interview tools, e-learning and a range of other useful career resources.

Using MyCareer, students can find out about a range of jobs, internships, volunteering and other career opportunities, as well as information about upcoming events such as career expos and employer information sessions.

The Employability Plus Award (EPA) is also a part of Careers & Employability service. EPA is the University's volunteering programme which students can sign up to get involved across a variety of different activities on and off campus with the University and Not-for-Profit Organisations.

For more information visit [Careers](#).

## **Class Representative System**

The University is committed to strong and effective representation from its students. Class Representatives are elected to represent the views of their class on academic matters, and they play a key role in liaising between the students in the paper and the academic staff who are teaching the paper. They work collaboratively with staff to maintain academic quality and to enhance the student experience. Class representatives also have the opportunity to participate in the democratic processes of the University.

The Class Representative system has been developed to ensure that student views are reflected through involvement in University processes and participation on University committees where decisions affecting students are made.


For more information visit [Class Representative Information](#).

## **Student Administration**

The Student Administration team provides information and advice to current and prospective students of the University of Waikato. Student Administration is located at the Student Centre in Hamilton and at the Tauranga campus. These are the first point of contact for enquiries relating to prospective student enquiries, admission criteria, applying to enrol, other general enrolment matters, examinations timetable and regulations, the payment of fees, handbooks for specific qualifications, and graduation. The Student Centre in Hamilton is open between 8.30am and 5.00pm, Monday to Friday, phone 0800 WAIKATO (0800 924 528) or (07) 838 4370, or email [info@waikato.ac.nz](mailto:info@waikato.ac.nz). Tauranga students are able to receive in person support at the Hub on Level 1, between 8.30am and 5.00pm, Monday to Friday.

## **Pacific Support Services**

The Pacific Success Coordinator provides support to all our Pacific students and oversees a range of initiatives specifically for our Pacific cohort, helping them to stay up to date with Pacific at Waikato events. Please visit our website: [www.waikato.ac.nz/students/pacific-support/](http://www.waikato.ac.nz/students/pacific-support/) and 'like' our Facebook page: [www.facebook.com/PacificAtWaikato](http://www.facebook.com/PacificAtWaikato). Information on Drop-in-Sessions, Fonos, Talanoa Sessions, workshops and tutorials will be updated regularly on our Facebook page. For more

information or to make an appointment with our Pacific Success Coordinator please email [pacificsupport@waikato.ac.nz](mailto:pacificsupport@waikato.ac.nz)  or drop into Level 1 of the Student Centre.

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## Sport and Wellbeing

The Sport and Wellbeing group manages and maintains sport facilities, clubs, events and wellbeing services on campus for the benefit of students and staff, and the wider university community.

This includes key recreation assets on the Hamilton campus like UniRec, the Wellbeing Hub and Esports Arena, the School of Education (SOE) gym, the University Pools, and sports grounds and courts, alongside Inter-faculty and Inter-hall events throughout the year.

It also includes key services in both Hamilton and Tauranga such as University Sports Clubs, Social Sport, Inter-tertiary sport, and supporting student and staff wellbeing programmes across both campuses.

### UniRec

UniRec is one of Hamilton's best equipped gyms, located on the University of Waikato Hamilton campus, with student and staff discounts, community memberships, group exercise and sport facilities.

Their team caters to people of all walks of life, delivering expert fitness advice in a warm and welcoming environment packed full of different options.


The facility includes three dedicated cardio zones, a large weights room, group exercise classes including REV and yoga, women's only options, and a sports hall with free drop-in sport sessions for students and staff.

For more information, visit [www.unirec.co.nz](http://www.unirec.co.nz), or email: [unirec@waikato.ac.nz](mailto:unirec@waikato.ac.nz) .

Location: University of Waikato campus, Gate 1, Knighton Road, Hamilton.

### Tauranga Campus - Gym Options and Activities

Gym memberships for University of Waikato staff and students in Tauranga will be available through our partner gym providers. Social sport, yoga and other activities are offered.

For more information, visit: [www.waikato.ac.nz/sport/sport-at-tauranga](http://www.waikato.ac.nz/sport/sport-at-tauranga), or email: [uowsport@waikato.ac.nz](mailto:uowsport@waikato.ac.nz) .

## University of Waikato (UW) Sports Clubs

University of Waikato sports clubs include rugby, netball, basketball, hockey, football, rowing and cricket as well as developing clubs such as spikeball, snow and ski, and tramping.


For more information on UW sports clubs, visit: [www.waikato.ac.nz/sport/](http://www.waikato.ac.nz/sport/), or email [uowsport@waikato.ac.nz](mailto:uowsport@waikato.ac.nz) .

## Social Sport

Hamilton's largest social sport mixed league runs all year round on the Hamilton campus. Indoor leagues run between March and October, and Outdoor leagues from October until the following March.

Indoor runs in six-week blocks, offering indoor netball, basketball, volleyball and futsal while outdoor runs for a full 14 weeks over summer with touch and football. Teams play against those with similar ability and all teams are mixed gender.

For more information, visit: [www.socialsport.co.nz](http://www.socialsport.co.nz), or email: [uowsport@waikato.ac.nz](mailto:uowsport@waikato.ac.nz) .

Students on the Tauranga campus will be supported to join a team into local social sport leagues. If interested, email [uowsport@waikato.ac.nz](mailto:uowsport@waikato.ac.nz) .

## Inter-Halls, Inter-Faculty and Inter-Tertiary Sport

Represent the University of Waikato, your Hall, your Faculty with a number of sporting opportunities throughout the year.

Inter-tertiary Sport provides an opportunity for competitive, high performing students to represent the University of Waikato at the University and Tertiary Sport NZ (UTSNZ) events.

Inter-faculty Sport lets students play for their school in a number of events throughout the year including volleyball, basketball and dodgeball.

Inter-hall Sport also runs throughout the year with fun and friendly events between the four University Halls in Hamilton.

For more information, visit: [www.waikato.ac.nz/sport](http://www.waikato.ac.nz/sport), or email: [uowsport@waikato.ac.nz](mailto:uowsport@waikato.ac.nz) .

## Sports Facilities - Hamilton Campus


### Fields, Touch, Rugby and Football

The University of Waikato fields are the largest of any New Zealand University. They cater for a range of recreation and sporting activities including the Social Sport outdoor league and act as the home

fields of the University of Waikato Rugby Club, Unicol Football Club and the Hamilton Cricket Association.

For more information, visit: [www.waikato.ac.nz/sport/](http://www.waikato.ac.nz/sport/), or email: [uowsport@waikato.ac.nz](mailto:uowsport@waikato.ac.nz) .

## Cricket Nets

There are three cricket nets situated by the Sports Pavilion available for use. To make a booking email [cricket@hsucc.co.nz](mailto:cricket@hsucc.co.nz)  (please note all bookings need to be made at least 2 days in advance).


## Courts - Basketball, Netball, Tennis and Squash

There are four tennis courts available on campus during the summer months (reduced to one over winter) and three floodlit netball courts available during winter, as well as two basketball courts available all year round.

## University of Waikato Swimming Pool

The outdoor swimming pool complex on campus includes a 50 metre main pool with up to six lanes and a dive pool. The season operates from 1 December until 31 March each year open seven days a week with discounts for students and staff.

Opening hours: Monday – Friday, 12 – 6pm, Saturday – Sunday, 10am – 6pm. The pools can be accessed through Gate 4, Hillcrest Road, Hamilton and are free to UniRec members.

For more information, visit: [www.waikato.ac.nz/sport/facilities/swimming-pool](http://www.waikato.ac.nz/sport/facilities/swimming-pool), or email [uowpool@waikato.ac.nz](mailto:uowpool@waikato.ac.nz) .

## Sports Facilities - Tauranga Campus

The Tauranga CBD Campus is located close to the Queen Elizabeth Youth Centre (QEYC) and the Memorial Pool. Tauranga's beaches, river and cycleways offer students and staff the perfect playground.


## Esport Arena

The University of Waikato is committed to leading the way in Esports in New Zealand with the Esports Arena, University of Waikato Esports Club, Esports minor, High Performance Team and tournaments and activities (managed by University of Waikato Esports Club).

For more information email: [esports@waikato.ac.nz](mailto:esports@waikato.ac.nz)  or visit: [waikato.ac.nz/sport/esports/](http://waikato.ac.nz/sport/esports/).

## Wellbeing Hub

The Wellbeing Hub is a drop-in space on campus for students to relax and recharge between classes - have a cup of tea, play board games or even have a nap. University staff and students can enjoy an extensive activities calendar with wholesome sessions and much more.

The Wellbeing Hub is located at The Station, 164 Hillcrest Road (opposite Gate 5). For more information email: [wellbeinghub@waikato.ac.nz](mailto:wellbeinghub@waikato.ac.nz)  or visit: [waikato.ac.nz/students/wellbeing-hub/](http://waikato.ac.nz/students/wellbeing-hub/).

## High Performance Sport and Performing Arts

The University is committed to supporting high performance athletes and performers across all disciplines and aims to provide opportunities for students to excel in both academic and sporting or performing arts endeavors. The Student-Athlete Support Hub (SASH) offers assistance to students trying to balance their training, competitions and study, and is available for liaising with academic staff, scholarship providers and sporting bodies.

For more information visit: [www.waikato.ac.nz/sport/high-performance](http://www.waikato.ac.nz/sport/high-performance).

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# University of Waikato College

The University of Waikato College delivers the University's international pre-masters and international diploma programmes, foundation and bridging programmes, English language programmes for students with English as an additional language, and international study tours for international vocational, professional and academic individuals and groups. The College has a key role in contributing to the distinctiveness, excellence and international connectedness of the University.

## Certificate of Attainment in Academic English

The Certificate of Attainment in English Language is a full-time course of 23 hours per week for 10 weeks, with one intensive block of 30 hours per week for 8 weeks. There are a number of intakes each year. Students are placed according to a recent English Language test result (such as IELTS) in an appropriate level from Intermediate to Advanced. On successful completion of the course, students receive a University of Waikato Certificate of Attainment in Academic English. All students study a core programme that helps students improve their reading, writing, listening and speaking skills. Higher level classes focus on skills needed for successful university study such as academic writing, listening and note-taking, academic reading, and oral presentation skills. Attaining specific grades in the upper levels of the programme gives students the English language requirement to enter foundation studies, the international and premasters diplomas, and University undergraduate and postgraduate programmes.

For more information, see [University of Waikato College](#).

## Certificate of Attainment in English Language

The Certificate of Attainment in English Language is a full-time course of 23 hours per week for 10 weeks. There are a number of intakes each year. Students are placed according to a recent English Language test result (such as IELTS) in an appropriate level from Elementary to Pre-Intermediate. On successful completion of the course, students receive a University of Waikato Certificate of Attainment

in English Language. All students study a core programme that helps students improve their reading, writing, listening and speaking skills. Attaining the programme gives students the English language entry requirement to enter the Certificate of Attainment in Academic English.

For more information, see [University of Waikato College](#).

## **General English**

General English is a course designed for students to improve their everyday English and is suitable for students preparing to enter the Academic English programme. The programme includes core language skills and vocabulary, fluency and accuracy in listening, speaking, reading and writing.

General English is a full-time programme of 23 hours per week or part-time for 15 hours per week. Students can start most Mondays (except New Zealand public holidays) and study for 3 weeks to 6 months.

For more information, see [University of Waikato College](#).

## **International Study Groups**

Study programmes are customised for visiting international groups and combine English with almost any other activity or specialist area, according to academic, professional or vocational need.

Programmes run for a minimum of two weeks and students must be 16 years or older. Groups and Study Tour programmes include the following: English plus Specialised Training (based on any of the degree programmes at the University of Waikato); English and New Zealand Life and Culture (offering a choice of activities and weekend trips to Rotorua, Waitomo Caves, horse riding, jet boating, kayaking, hot pools, farm visits, black water rafting); English for University preparation (experience of life at the University of Waikato Hamilton campus, including meeting students and staff, and attending university lectures); English and International Business (lectures on international business at the Waikato Management School, for students with at least an upper intermediate level of English).

For more information, see [University of Waikato College](#).

## **Certificate of Attainment in Foundation Studies**

The Certificate of Attainment in Foundation Studies is a full-time one or two trimester programme for international students who do not meet the academic entry requirements for undergraduate study at a New Zealand university. Students will learn the skills necessary for successful tertiary study within New Zealand, with compulsory English language and elective papers across a range of study areas. On campus classes include New Zealand students to encourage international students to improve their English and make New Zealand friends.

For more information, see [University of Waikato College](#).

## **Certificate of University Preparation**

The Certificate of University Preparation programme is a full-time one-trimester programme for New Zealand domestic students who do not meet the entry requirements for study at university, or who need additional academic preparation. Students will be introduced to an adult learning environment including lectures, tutorials and workshops. The Certificate of University Preparation is an academically approved qualification that covers skills such as note-taking, research, essay writing, time management and critical thinking. Students receive the foundational principles of their discipline

subjects through elective papers.

For more information, see [University of Waikato College](#).

### **International Diploma (Business) and International Diploma (Computer Science)**

The International Diplomas provide pathways for international students into the second year of some degrees. The International Diploma (Business) consists of the first year of the Bachelor of Business, with additional supporting papers in academic English and academic study skills. The International Diploma (Computer Science) provides a similar preparation that leads to the Bachelor of Science in two computing majors or the Bachelor of Computer Science.

For more information, see [University of Waikato College](#).

### **Diploma in Postgraduate Preparation (Pre-masters)**

This pre-masters programme prepares international students for postgraduate studies at the University of Waikato, providing entry into several masters programmes in the Waikato Management School, the Division of Arts, Law, Psychology and Social Sciences, and the Division of Health, Engineering, Computing and Science.

For more information, see [University of Waikato College](#).

### **International English Language Testing System (IELTS) Office**

The College hosts one of the largest IELTS testing centres in New Zealand. IELTS is designed to assess the English language proficiency of candidates who need to study or work in English.

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

Further information about IELTS is available on the website: [www.ielts.org](http://www.ielts.org).

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## The Research & Enterprise Office

Research & Enterprise led by its Director, Dr Simon Lovatt, supports the University of Waikato's research activities and the process of creating value from research discoveries and innovation. The team works with both University researchers and external partners, including iwi, government, industry and community organisations, to extend research capability and broaden partnership opportunities that foster collaborative research, the implementation of research findings, and knowledge and technology transfer.

Research & Enterprise provides the following support services:

Project funding and contracting;

- Advice on public and private funding sources
- Proposal development
- Contracting and IP management

External research, consultancy and service provision;

- Business development and engagement
- Industry connections and external partnerships
- Market intelligence

University processes;

- Ethics Committee secretariats
- PBRF support

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# WaikatoLink

Consistent with the University's Strategy, Research Plan and Treaty of Waitangi Statement, WaikatoLink:

- matches University research teams with organisations who seek assistance in solving problems and developing commercially valuable intellectual property,
- invests in our researchers to deliver transformative research outcomes that deliver positive environmental, social and economic impact,
- increases resourcing for research and development from external sources, that enables the University to continuously improve research, teaching and service, and
- gives practical effect to the Treaty of Waitangi and promotes active recognition of 'mana' in its various capacities: Mana Māori Motuhake, Mana Mātauranga Māori, Mana Whare Wānanga, and Mana Tangata.

... particularly by partnering with researchers, businesses, investors and end-users to deliver real-world impacts from University of Waikato research outcomes, through commercialisation, joint-ventures, IP licensing, open source and other technology transfer methods.

Other services that WaikatoLink provides to support the University include: commercial assessment of ideas and subsequent investment in ideas with commercial potential; market research; technical development; IP analysis and patenting; engagement with industry partners who have an interest in ideas being developed within the University; deal brokering; identification of industry problems and opportunities that align with University expertise; contract development; creation and management of spin out companies; and sourcing of investment and development funding.

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## Waikato Students' Union (WSU)

The Waikato Students' Union is the voice of the student body on campus. The organisation is governed by a group of democratically elected students who listen, speak and act passionately on behalf of students, and have done for over 40 years. The WSU provides support services and consultation for students, clubs, and class reps. They create full weekly student experience programmes - from regular barbecues through to O'Week festivities - and provide an unfiltered platform for student voice through the multi-award-winning Nexus magazine.

### Student Support

The WSU has a few key ways in which they support students at the University of Waikato:

### Student Engagement

The Student Engagement team manages a network of over 85 rōpū, clubs, and societies as part of the WSU's commitment to an active campus. That network features clubs from every aspect of the University environment. Archetypal clubs such as debating and mooted societies are now joined by gaming clubs, cultural societies, casual hiking clubs, and a range of religious groups. If students can't find a club that fits them, the WSU Student Engagement team is always available to guide them through the process of making their own.

### Student Advocacy

Whether it's tenancy, academic or hardship issues, the WSU provide a free, confidential, "no judgement" advocacy service to ensure students are aware of their rights, processes, and know that someone will always have their back. With a comprehensive list of support partners, including Community Law Waikato and Hamilton Budgeting Advisory Trust, WSU Student Advocacy ensures you get the best advice from the right people.

## Student Voice



When the WSU was founded, it was based on the principle of ensuring the student voice was heard, and nearly 50 years later, that still remains their driving principle. With a 12-member board comprised entirely of students, including an elected President on the University Council, a dedicated Vice-President Māori, and a new Tauranga and Pacific director, the WSU ensures your voice matters. The Student Voice team assist in the training of class reps and provide a support service called Reo Taurira, carrying out regular consultations on campus issues and working proactively with the University to provide student-focused solutions. With the WSU we are here to ensure your voice is heard.

## Student Experience

The WSU has always felt that the University experience should be more than just academics. They have a dedicated Student Experience team providing daily activities on campus, managing student spaces, and cooking free food. The last few years have also seen them develop inter-divisional competitions, expand Orientation and Reorientation weeks, as well as develop programmes for wellness and mental health awareness.

## NEXUS

At the heart of the student experience is Nexus. A student magazine that provides its readers with an editorial resource to discover and challenge ideas about news, music, politics, arts, technology, and general student life. Nexus strives to encompass and reflect student culture in all its diversity.

They're constantly on the lookout for writers, artists, creatives, and media enthusiasts. If you're keen to get involved, simply email: [editor@nexusmag.co.nz](mailto:editor@nexusmag.co.nz).  For more information visit the Ground Floor of the Students' Union Building (SUB) between 9am to 4pm (Monday to Friday), visit the WSU website: [wsu.org.nz](http://wsu.org.nz), or email [wsu@wsu.org.nz](mailto:wsu@wsu.org.nz) .

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# The University of Waikato Foundation - Te Pou Taunaki

The University of Waikato Foundation - Te Pou Taunaki - is an independent charitable trust, formed to support and fund the strategic objectives of the University.

The Foundation is the vehicle for philanthropy and through which the University receives donations and bequests. The Foundation is responsible for ensuring all funds donated to the University are managed, invested, and disbursed appropriately. Every single dollar raised goes directly towards helping students achieve their potential and to maximise the economic and social impact of the University. Funds may be for a particular and stated use, or for the University to determine best use for maximum impact. Specific areas for support include scholarships and student support, research, enhancing student spaces and learning facilities, and the Endowment Fund, which allows for the strategic investment of interest earned. Naming rights to university buildings and facilities are also managed by the Foundation.

For more information, visit the [University of Waikato Foundation website](#).

## Patron

Dr John Gallagher, CNZM, KStJ, JP

## Trustees

Mrs Susan Hassall ONZM (Chairperson)

Sir Paul Adams KNZM, CNZM

Mr Kevin Bowler

Dr Andrew Smith

## Secretary to the Foundation

Mrs Liesha Mawdsley

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## Alumni

The University of Waikato has more than 93,000 alumni – graduates of approved foundation, undergraduate, higher and/or postgraduate qualifications. This figure grows by more than 3000 new alumni each year after graduation ceremonies. All graduates of the University are welcomed as lifetime members of the Waikato Alumni family.

The University also welcomes to the Alumni and Friends community those who have an active interest in the University including former and current staff and Study Abroad and Exchange students.

Several benefits and resources are available to alumni, including free library membership and database access, careers and employment services, postgraduate study, scholarships for further study, and discounted memberships for the UniRec Centre. Alumni are encouraged to stay in touch to take advantage of valuable learning, relevant news and networking opportunities. Alumni are welcome and encouraged to give back to their university through volunteering, mentoring, knowledge-sharing and donations to the Foundation.

For more information, visit the [University of Waikato Alumni website](#).

### **Distinguished Alumni Awards**

In 2007, the University of Waikato launched the Distinguished Alumni Awards to celebrate Waikato graduates who have made outstanding contributions in their careers or communities. Visit the [University of Waikato Alumni website](#) for more information.

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## Te Ipu o te Mahara Artificial Intelligence Institute

Launched in April 2021, Te Ipu o te Mahara, The Artificial Intelligence Institute takes an interdisciplinary and collaborative approach to the development of cutting-edge artificial intelligence (AI) research. The goal is to build awareness and expertise across disciplines to better leverage AI for the benefit of communities.

Focused on real-time analytics for big data, machine learning, and deep learning, the team has created some of the world's most popular [open source tools](#) for machine learning.

WEKA (Waikato Environment for Knowledge Analysis) is one of the oldest available machine learning systems, having started development in 1993, and it is still very active in the machine learning / data mining / AI space. WEKA has been downloaded more than 10,000,000 times and has also been cited in more than 18,000 research and applied data science publications.

For more information, visit the website: <https://ai.waikato.ac.nz/>.

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## Environmental Research Institute (ERI)

The Environmental Research Institute's focus is to produce world-class systems-level research and, through strong end-user relationships, successful outcomes for improved environmental resilience and management. In addition, the Institute aims to develop and enhance the capability, capacity and profile of the University of Waikato's environmental researchers and its collaborators. The ERI's research programmes are multi-disciplinary, drawing upon research expertise from the physical and social sciences, economics, engineering, planning, law and education. The Institute has the capability and capacity to address environmental issues across a range of ecosystems including terrestrial, freshwater, estuarine and marine.

For more information, visit the website: <https://www.waikato.ac.nz/eri/>

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

The Institute of Professional Learning (IPL) in the Division of Education provides professional learning and development in the broad field of education, both nationally and internationally. This involves both short and long term programmes in areas such as educational leadership, coaching and mentoring, curriculum development, assessment and evaluation, information technology and eLearning, adult education, pedagogy, and policy development. It offers professional learning and development from early childhood education, through the compulsory education sector and into the tertiary level sector.

The Institute engages in the delivery of the 'content' of professional learning but is also concerned with the 'practice' of professional learning. Its work connects professional practice to research and qualifications. A significant portion of the Institute's activities involves partnerships with iwi and other educational providers and programmes are offered in both English and te reo Māori.

The Institute's international linkages are focused in three main areas:

- Work with Ministries of Education from different countries, mainly in the Asia/Pacific region at present, to offer teacher professional development either in-country, or with key staff coming to the Institute.
- Work with academic staff from other Universities, again mainly in the Asia/Pacific region to provide professional learning around tertiary teaching in English and best practice in tertiary teaching pedagogy.
- International research linkages such as those built around the research focused on developing leadership capacity in the education sector.

Much of this work involves staff from across the University where specific content knowledge is

provided by faculties, and coordination and professional practice input is provided by the IPL.

For more information, visit the website: <https://www.waikato.ac.nz/professionallearning/>.

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# The New Zealand Institute for Business Research (NZIBR)

Hosted by Waikato Management School, the New Zealand Institute for Business Research (NZIBR) draws on cutting-edge research by internationally recognised experts in their fields. Its people have a wealth of expertise in areas ranging from innovation to economic impact analysis. The Institute works with industry, government agencies and other organisations to enhance productivity and contribute to sustainable business. It aspires to develop and deliver industry-driven research projects assuring quality outcomes and transfer of knowledge in an effective and appropriate manner; and to develop collaborations with existing local, national and international partners. The Institute actively explores opportunities to further align our business practices with societal needs and expectations, helping to drive long-term sustainability and shareholder value; seek out and support effective collaborations and partnerships with agencies, institutions and industry in the Waikato Region; promote academic research to further strengthen the Region and pursue publication in high quality journals. The Institute's current strengths relate to agribusiness and particularly supply chains, financial analysis and business performance, business impact analysis, innovation and the business of health.

NZIBR currently has three research units:

- Responsible and Sustainable Management
- Enterprise Innovation
- Leadership

For more information, visit the website: <https://www.waikato.ac.nz/nzibr/>.

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

The Institute is named for Sir Robert Te Kotahi Mahuta the founding Director of the Centre of Māori Studies research at the University of Waikato in 1972. Te Kotahi Research Institute works with iwi, drawing on mātauranga Māori and multi-disciplines, to create new knowledge and innovations that will inspire our people and communities and lead to the well-being of our whānau, and society.

Te Kotahi is an inter-disciplinary research institute that offers research, consultancy and capacity building services, including post-graduate supervision. The Institute collaborates with researchers from within the University of Waikato, other universities, Crown Research Institutes, Whare Wānanga and Māori organisations.

The Institute aims to:

- Undertake research that will accelerate development and lead to social, economic, environmental and cultural well-being
- Apply mātauranga Māori, and diverse Māori perspectives, to disciplinary knowledge in order to develop innovative research approaches
- Build strong iwi-university research collaborations drawing especially on the iwi of Te Ropu Manukura
- Work with the Waikato-Tainui Endowed College to enhance research collaborations with Waikato-Tainui and the Kīngitanga
- Build a vibrant research community that attracts postgraduate students, international scholars, university researchers and community leaders
- Grow new research leaders who can work across disciplines and with communities

Translate knowledge into iwi, regional and national policy and practice outcomes

For more information, visit the website: <https://www.waikato.ac.nz/rangahau/>.

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# Te Ngira: Institute for Population Research

Te Ngira: Institute for Population Research links together a virtual and evolving community of national and international researchers whose research focus is the interaction of demographic, social and economic processes. Initially founded through collaboration between the University of Waikato's Population Studies Centre, Waikato Management School, and Wellington-based Motu Economic and Public Policy Research Trust, the Institute's primary goal is to help inform choices and responses to the demographic, social and economic interactions that are shaping New Zealand's future. Reflecting this objective, Te Ngira's research programme comprises five interconnected themes and is supported and sustained by a strong capacity-building programme which spans local, national and international workshops, seminars, and postgraduate supervision:

- New Zealand 2050 (A structurally ageing New Zealand)
- New Zealand's regions and communities (A regionally diverse New Zealand)
- New Zealand's individuals, families and households (A socially informed New Zealand)
- Te papa one te tū mai nei (Māori and Indigenous futures)
- New Zealand's oceanic and global context (A globally engaged New Zealand)
- Te Ngira Demographic Laboratory (A statistically numerate New Zealand)

For more information, visit the website: <https://tengira.waikato.ac.nz/>.

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# Te Puna Haumarū New Zealand Institute for Security and Crime Science

The Institute for Security and Crime Science incorporates four interlinked components: theories in Crime Science, modelling and analysis of data on crime and security issues in New Zealand, the use of computer science to assist evidence-based Police work, and research in psychology relevant to criminal behaviour and Police processes (such as taking evidence from witnesses).

The first outcome of the Institute has been the development of a new masters programme. The Master of Security and Crime Science (MSCS) is the first qualification of its kind in New Zealand, is targeted at current and future law enforcement and security practitioners, and has the support of the NZ Police.

For more information visit the website: <https://www.waikato.ac.nz/security-crime-science/> .

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# Wilf Malcolm Institute of Educational Research (WMIER)

The Wilf Malcolm Institute of Educational Research was established by the University to undertake, support and disseminate research relating to the broad field of education. The Institute provides collaborative and innovative education research spanning from the early years of childhood, through to primary, secondary and the tertiary years. This research may be subject specific or cross curriculum involving interdisciplinary research teams. The research includes, but is not limited to, learning, teaching and assessment, curriculum, digital learning, engineering education, Māori education, literacy and numeracy, sports exercise and science, transitions, threshold concepts, university-school partnerships and education policy.

The Institute produces high quality, cost effective education research that is targeted at solving the real challenges that face education today. The research teams within the Institute have experience, depth in research capability and a history of successful research projects and reputable publications, that all contribute to the research excellence that WMIER provides. It is known for its local studies in classroom research and cross-divisional studies in tertiary pedagogy and curriculum. Policy evaluations, critiques and reviews are encouraged, as are studies from national and international perspectives.

Each year the Institute hosts a number of international and national visitors who contribute to its intellectual life through collaboration with staff and students. National and local conferences, symposiums and seminars are organised by the Institute to inform the academic and professional communities of research undertaken, and to promote knowledge transfer and debate. The Institute is host to the following Centres and Units: Assessment Across the Years (ARAY) Unit, The Early Years Research Centre, the Waikato Engineering Education Research Unit, the Unit for Postgraduate Research, the Waikato Picturebook Research Unit and the Video-Visual Research Group.

For more information, visit the website: <https://www.waikato.ac.nz/wmier/>.

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# Ahuora Centre for Smart Energy Systems

The Centre's vision is a net-zero-carbon industrial processing sector, *Ahuora*, enabled through new-levels of energy systems integration and adaptive digital twin technology.

The Centre's research endeavours to harness the full potential of energy using a holistic whole-of-problem approach. Examples include:

- Advanced process integration and optimisation
- Digital twin technology and Industry 4.0
- Clean bioenergy production and industrial symbiosis integrated and novel thermodynamic cycles
- Macro-energy sector planning and integration

For more information, visit the website: <https://eng.waikato.ac.nz/research/energy>.

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## Centre for Educational Leadership Research (ELRC)

The Centre for Educational Leadership Research seeks, through its many activities, to achieve excellence in the provision of research, development and support in professional leadership for educators nationally and internationally. The Centre caters for the diverse needs of many groups of educational leaders such as senior administrators, personnel officers, principals, head teachers, those in middle and senior management and aspirants to these positions. The Centre for Educational Leadership Research's activities are based on sound research and development practices, and are always developed in consultation with the client group so that specific needs are met. The Centre offers a consultancy service and also provides seminars and workshops, leadership network and international institutes, ranging from one hour to four weeks, depending on the requirements of the group.

For more information contact the Director, [Associate Professor Rachel McNae](#) on email: [rachel.mcnae@waikato.ac.nz](mailto:rachel.mcnae@waikato.ac.nz)

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## Centre for Environmental, Resources and Energy Law: Te Pūtahi o te Ture Taiāo (CEREL)

The Centre for Environmental, Resources and Energy Law Te Pūtahi o te Ture Taiāo facilitates teaching and research in fields of environmental law, natural resources law, and energy law. It has programmes of legal research under way in the fields of energy efficiency, carbon capture and storage, and geothermal energy. Its strategic intent is to conduct research in these and other fields as funding permits; to deliver training courses on suitable subjects; and to continue its engagement with undergraduate and postgraduate students.

For more information, visit the website: <https://www.waikato.ac.nz/law/research/centre-for-environment-resources-and-energy-law/>.

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## Te Pūtahi Mātauranga ki te Ao - Centre for Global Studies in Education (CGSE)

Te Pūtahi Mātauranga ki te Ao - The Centre for Global Studies in Education explores the educational dimensions of theories of globalisation and distinctive forms of global processes, interconnectivity, and intercultural education and dialogue on the model of open science, open education and open knowledge production. The Centre is hosted by the Wilf Malcolm Institute of Educational Research and it includes, but is not limited to, education policy and governance; global youth cultures and identities; gender, class and ethnic inequalities; education and development; global citizenship; the political economy of knowledge production and management. CGSE scholars have impressive international reputations and wide global networks. CGSE holds conference and symposiums around a broadly conceptualised area of research, publishing books and journals in the field, including the renowned books series *Global Studies in Education*, Peter Lang Publishers, New York. CGSE is involved in post-graduate education with a Masters level specialisation, Global Studies in Education and PhD studies.

For more information, visit the website: <https://www.waikato.ac.nz/globalstudies/home>.

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## Early Years Research Centre

The Early Years Research Centre in the Wilf Malcolm Institute of Educational Research includes a group of scholars who have built a national and international reputation in the following three areas of research in the early years: pedagogy, policy and community connections. These areas form the three themes of the Centre's research programme. The Centre has a social justice agenda; it aims to make a difference for young children, early years teachers, families and whānau in Aotearoa New Zealand, undertaking robust research that influences policy and informs scholars worldwide. The Early Years Research Centre provides a coordinating and connecting function, creating a platform for ongoing and future research.

For more information, visit the website: <https://www.waikato.ac.nz/wmier/centres-and-units/early-years-research-centre>.

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## International Centre for Terrestrial Antarctic Research (ICTAR)

The primary mission of the International Centre for Terrestrial Antarctic Research is to promote the protection of Antarctica through integrated international research into Antarctic terrestrial ecosystems, assuring New Zealand's continued leadership in this area. ICTAR aims to provide the science that will underpin the conservation, protection, and management of terrestrial ecosystems of the Ross Sea region. Its innovative interdisciplinary approach will help elucidate the status of the present biodiversity, and to predict the effects of multiple impacts on ecosystems. The Centre will interact closely with end-users, in particular government agencies, to identify and protect the present biodiversity of the Ross Sea region, to confidently assist in the management of environmental impacts, such as climate change, and to be able to do this in the highest international forums. The interdisciplinary nature of the Centre draws in current and prospective research talent from both the Division of Health, Engineering, Computing and Science and the Division of Arts, Law, Psychology and Social Sciences (Geography). The Centre includes primary collaborators from Gateway Antarctica and the University of Canterbury, as well as researchers from more than nine countries.

For more information, visit the website: <https://ictar.aq/>.

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# Medical Research Centre

The Medical Research Centre is a joint initiative between the University of Waikato and Waikato District Health Board. It supports clinical academics to answer research questions that are important to communities in the Waikato region and beyond. Through this research, the Centre supports improved health outcomes for patients and families.

For more information, visit the website: <https://www.waikato.ac.nz/nidea/medical-research-centre>.

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# Māori and Indigenous Governance Centre: Te Mata Hautū Taketake

The Māori and Indigenous Governance Centre is based in Te Piringa, Faculty of Law. The Centre embraces a best-team approach to research, involving collaboration, locally, nationally and internationally. The Centre focuses on research issues concerning Māori and Indigenous Peoples' governance, rights and responsibilities. It promotes Indigenous worldviews and sound governance and development principles to build Indigenous capacity, facilitate Indigenous involvement in governance at all levels, and develop quality outcomes for Māori and Indigenous Peoples.

For more information, visit the website: <https://www.waikato.ac.nz/law/research/centre-for-maori-and-indigenous-governance>.

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# Technology, Environmental, Mathematics and Science Education Research Centre (TEMS)

The Technology, Environmental, Mathematics and Science Education Research Centre (He Rangahau Toi Tangata) is a Centre within the Division of Education. It provides a focus for postgraduate teaching, research and development in technology, environmental mathematics and science education in the primary, secondary, and tertiary education sectors, as well as in commercial and community environments. The Centre is known throughout New Zealand and internationally for its innovative research and scholarship, and for its emphasis on the use of its research in the informing and development of policy, practice, curriculum and resources. The staff and students of the Centre work in close collaboration with researchers both nationally and internationally, with local schools and industry, and with other educational institutions.

For more information contact the Director, [Associate Professor Chris Eames](#) on email: [c.eames@waikato.ac.nz](mailto:c.eames@waikato.ac.nz)

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## Waikato Centre for Advanced Materials and Manufacturing (WaiCamm)

The Waikato Centre for Advanced Materials and Manufacturing was established in 2002. The Centre's general goals are to:

- promote interdisciplinary collaboration among research groups from several schools at the University of Waikato in undertaking current research projects and in developing new research on advanced materials
- organise workshops, seminars and research discussions on advanced materials on a regular basis
- promote the research and postgraduate student training capabilities of the University of Waikato in the areas of materials, nationally and internationally
- establish partnerships and strengthen linkages with New Zealand industry and other materials research groups in New Zealand and overseas

For more information, visit the website: <https://eng.waikato.ac.nz/research/WaiCamm>.

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# Algal Biotechnology Group

The Group's applied research and development in marine and freshwater macroalgal biotechnologies focuses on:

- Diversification of species for aquaculture;
- Improvement of water quality in aquatic systems using macroalgal bioremediation technologies; and,
- Development of innovative macroalgal bioproducts.

Collaborating with industry, academia, independent science organisations, and Crown Research Institutes, the Group aims to deliver sustainable enterprises that can move quickly from pilot demonstration to commercial scale.

For more information visit the website: <https://www.waikato.ac.nz/eri/algae/>.

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# Assessment Research Across the Years (ARAY)

Members of the Assessment Research Across the Years (ARAY) Unit undertake research into the nature and implications of assessment for students, teachers, families and whanau in early childhood settings, primary and secondary schools and tertiary/university contexts.

The Unit's research is underpinned by a commitment to equity, improvement and social justice and its intention is to contribute to theory, policy and practice.

For more information visit the website: <https://www.waikato.ac.nz/wmier/aray/>.

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# Beijing Union University China-New Zealand Tourism Research Unit

The objectives of the Research Unit are to;

- Aid closer contacts between New Zealand and Chinese researchers and industry by:
  - Co-operating in joint research projects
  - Supporting post graduate students in both China and New Zealand to undertake research and further their careers
  - Support exchange programs of staff and students
- Aid industry by publicising research findings and making these publicly available through web pages where possible subject to issues of commercial confidentiality.
- Undertake research that meets the needs of the tourism industries of both countries.
- Work with industry and other stakeholders such as the New Zealand-China Friendship Associations to further the interests of the members of the Research Centre in research and association in ways that benefit both China and New Zealand and the development of tourism in a sustainable and ethical manner.

For more information visit the website: <https://www.nzchinatourism.com>

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## Canadian-New Zealand Study Unit (CNZSU)

The Canadian-New Zealand Study Unit was established in 2012 to foster research related to Canada, host visiting scholars, attract and support Canadian students to New Zealand and vice-versa, and enhance cultural and intellectual links between the two countries and is supported by the Canadian Government.

The CNZSU is hosted by Te Piringa - Faculty of Law but is a University-wide initiative. It is part of a network of Canadian Studies Centres and Canadian Studies Associations around the world and is affiliated to the Association of Canadian Studies in Australia and New Zealand (ACSANZ). The Unit seeks to interact with others throughout the country who are interested in the comparisons between Canadian and New Zealand experiences and expertise.

For more information contact [Associate Professor Robert Joseph](#) on email: [rjoseph@waikato.ac.nz](mailto:rjoseph@waikato.ac.nz)

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## Coastal Marine Group (CMG)

The Coastal Marine Group carries out pure and applied multidisciplinary research in estuarine and coastal waters. Core group members reside in the School of Science within the Division of Health, Engineering, Computing and Science but collaborate closely with associates in other disciplines across the University, nationally and internationally. Our research is focused on coastal processes with particular expertise in hydrographical surveys/habitat classification, coastal hydrodynamics and sediment transport (measurement and prediction) as well as seabed biodiversity and ecosystem functioning. Research is funded from a variety of sources including commercial companies, regional councils and Government agencies.

For more information visit the Coastal Marine Group [Facebook](#) or [Instagram](#) pages.

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## Cyber Security Research Group (CROW)

The Cyber Security Researchers of Waikato (CROW) aims to return control of data to data owners, by focusing on research addressing data security from a user-centric perspective. With the emergence of cloud computing technologies and prevalent mobile device usage, we are witnessing the diminishing effectiveness of traditional cyber security approaches such as perimeter defence, intrusion detection and infrastructure hardening. To address this, CROW focuses on six major themes: Provenance, User-Centricity, Visualisation, Economics, Hardware, and Tools and Datasets. Together, these six themes empower the return of control of data to users, thereby reducing reliance on third-party vendors or trust relationships commonly found in most cyber security contracts today.

For more information visit the website: <https://crow.org.nz/>.

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# Design Research Group (DRG)

Research in computer graphic design is focused on visual communication and interactivity. Central to all investigations are considerations of the user and the experiences of their engagement with both the message and the media. The Group's research encompasses interface and information design for children and adults across a range of digital and traditional media. Typography use and development is explored as well as advanced media experimentation and installation.

For more information, visit: <https://www.cms.waikato.ac.nz/about/departments/cgd/research-computer-graphic-design>.

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## Digital Library Group

The migration of information from paper t'so electronic media promises to change the whole nature of research and, in particular, the methods by which people locate information. The goal of the New Zealand Digital Library project is to explore the potential of internet based digital libraries. The Group vision is to develop systems that automatically impose structure on fundamentally anarchic, uncatalogued, distributed repositories of information, thereby providing information consumers with effective tools to locate what they need and peruse it conveniently and comfortably.

For more information, visit the website: [www.nzdl.org](http://www.nzdl.org)

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## Energy Informatics Group

Energy Informatics concerns the application of information technologies to improve the efficiency and effectiveness of energy utilisation, from source, through distribution, to consumption. The research of the Energy Informatics group includes (i) maximising the utilisation of energy when and where it is available, (ii) energy conservation – that is ensuring that energy is not used wastefully or unnecessarily, and (iii) end-use efficiency – ensuring that the energy we do use is used effectively.

For more information visit the website: <https://ei.cms.waikato.ac.nz/> .

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# Enterprise Innovation Unit

The EIU has two overarching objectives:

- To create and disseminate research-based knowledge in the area of innovation that influences education, practice and policy within New Zealand and the rest of the world.
- To apply the knowledge and expertise to engage with business, government and society, and to contribute and promote innovative approaches to address socio-economic opportunities and challenges within New Zealand and the rest of the world.

For more information, visit the website: <https://www.waikato.ac.nz/nzibr/about-us/unit-for-responsible-and-sustainable-management/unit-for-enterprise-innovation>.

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## Formal Methods Group

Established in 1998, this is the first Formal Methods laboratory in New Zealand. The work that goes on in this lab is based on the view that programming is at the heart of computer science. It is also based on the view that, as engineers and scientists, we should use the machinery of mathematics to model and reason about the systems that we build before we build them. This is in contrast with the view that programs should be written by trial and error (usually at great expense and with a high likelihood of failure, judged by current experience) with our users ironing out our mistakes for us at their expense. To this end, The Group is developing languages and tools for modelling systems, for reasoning about those models and for transforming them into code in a way that is guaranteed to preserve meaning and correctness. The Group does not want to build software that usually works – it wants software that always works, and in the way intended by the requirements.

For more information visit the website: [www.cs.waikato.ac.nz/research/fm/](http://www.cs.waikato.ac.nz/research/fm/) .

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## Human-Computer Interaction Group

The Human-Computer Interaction Group is the noble face of computer science. The discipline is concerned with designing, implementing and evaluating human-computer interface technologies over an ever-expanding range of applications and environments, as computer technology becomes increasingly pervasive. It involves understanding how computer technology can better fit user needs, and provides theories and tools to assist developers in making useful and usable systems.

For more information visit the website: <https://www.cs.waikato.ac.nz/research/hci/>.

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# Information Systems and Databases Group

Most of the computer applications you encounter today are in fact Information Systems, that means, systems that manage, store and deliver information to users. Examples are search engines like Google, ticket booking systems, or online stores. Exciting new kinds of applications that ISDB group looks at are mobile tourist information systems, memory-aid systems and systems that notify you about changes, e.g., in web pages or online shops. The Group's latest projects are context-aware systems that deliver information to their users depending on a user's location, time of the day, task, or mood.

For more information visit the website: <https://isdb.cms.waikato.ac.nz/> .

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# Lake Ecosystem Research New Zealand (LERNZ)

The LERNZ group aims to provide new tools for monitoring, management and assessment in lakes and their catchments, to identify and remediate threats to lake ecosystems, and to communicate research findings to stakeholders.

For more information visit the website: <https://www.lernz.co.nz/>.

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# Leadership Unit

Through innovative research, the Leadership Unit will disseminate leading edge practices in order to enable leaders to positively influence self, others and their organisations.

For more information, visit: <https://www.waikato.ac.nz/nzibr/about-us/unit-for-responsible-and-sustainable-management/leadership-unit>.

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## Machine Learning Group

Machine learning is concerned with the task of automatically extracting useful information from data. The aim is to identify patterns that can be used to understand the domain from which the data was collected and to make predictions. The Group team works on new, more efficient, algorithms for machine learning and data mining as well as new applications. The Group is well known for a software "workbench" called the Waikato Environment for Knowledge Analysis (WEKA), which contains a large number of machine learning techniques. WEKA is widely used for research, teaching, and commercial applications of machine learning.

For more information visit the website: <https://www.cs.waikato.ac.nz/~ml/>.

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## Māori and Psychology Research Unit (MPRU)

The overall goal of the Māori and Psychology Research Unit is to provide a catalyst and support network for advancing research which has at its centre the psychological needs, aspirations, and priorities of Māori people. The MPRU research interests are firmly situated within the Māori development themes of community wellbeing, health and heritage. By networking and establishing ongoing working relationships with staff and students within the University, and in those Māori communities we engage with, the Unit has the capacity to draw together skilled and experienced interdisciplinary research groups able to deliver research of high quality. The Unit's general goals are:

- to provide a support structure which encourages Māori focused research in psychology
- to serve as a scholarly resource for staff and students
- to seek out new sources of research funding
- to promote the professional development of Māori researchers
- to provide a foundation for the teaching of psychology by enhancing availability and access to Māori focused research experience and products
- to disseminate research findings

For more information, visit the website: <https://www.waikato.ac.nz/fass/research/centres-units/mpru>.

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## Oceania Researchers in Cloud and Adaptive-systems (ORCA): Ohu Rangahau Kapua Aunoa

The Oceania Researchers in Cloud and Adaptive-Systems (ORCA) lab is passionate about engineering performant, reliable and highly functional systems. To these ends, ORCA leverages Self-Adaptation and Self-Organisation to solve real-world problems. As the world becomes more intertwined with technology, Clouds, Language Runtimes, and Embedded Systems play an increasingly prominent role in our society. It is the mission of ORCA to foster multidisciplinary collaboration, mentor outstanding students, publish high-quality research and outreach to industrial partners.

Further details on the group can be found at: <https://cms.its.waikato.ac.nz/orca>.

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# Responsible and Sustainable Management Unit

The Unit's mission is to initiate and facilitate research related to responsible and sustainable management by working with Waikato Management School faculty, and across disciplines with other relevant University of Waikato faculty and external organisations. It aims to generate cross-disciplinary research collaboration as well as dialogue with experts, professionals and policy makers within New Zealand and beyond. In doing so, the Unit aims to help create new ways of understanding that transcends traditional research and practitioner boundaries, that can work to address complex national and international sustainability issues.

For more information visit: <https://www.waikato.ac.nz/nzibr/about-us/unit-for-responsible-and-sustainable-management/unit-for-responsible-and-sustainable-management>.

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## Thermophile and Microbial Biochemistry and Biotechnology Unit (TMBBU)

Thermophile and Microbial Biochemistry and Biotechnology Unit (TMBBU) carries out research primarily on microorganisms associated with extreme environments. The Unit coordinates fundamental and applied research at this University and elsewhere on thermophilic bacteria, genes and enzymes. Research is predominantly funded by research contracts and collaborations exist with many national and overseas laboratories.

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## Transport Research Group (TRG)

Transport affects many aspects of everyday life. The multi-disciplinary Transport Research Group at the University of Waikato is interested in how:

- Transport fosters a strong and sustainable economy;
- Transport can be maintained in a way that supports healthy environments;
- Drivers might respond to changes in vehicle technology; and
- Research findings might inform decision-making in government and industry.

The Group explore a wide range of different questions in our studies, such as:

- What are public perceptions of connected and autonomous vehicle technologies?
- What policy issues are barriers to more widespread uptake of electric vehicles?
- What are the differences between the ways engineers and the road-using public understand risk?
- How does infrastructure investment in ports contribute to economic development and welfare?
- How can in-vehicle cyber-security help people to access more of their own information about their mobility?

For more information, visit the website: <https://www.waikato.ac.nz/transport-research/>.

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# Unit for Postgraduate Education Research (UPER)

For more information visit the website: <https://www.waikato.ac.nz/wmier/doctoral-education-research>.

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## Visual-video Research Interest Group

The visual-video research interest group is a pan-university group of scholars and emerging researchers, who have an active interest in fostering and promoting visual or video research methodologies and practice. The Group draws from a range of multimodal techniques including video, film, drawings, photography, storytelling, simulations, infographics and portraits to generate data and as analytic tools for understanding various phenomena.

For more information visit: <https://www.waikato.ac.nz/wmier/Visual-video-research-interest-group>.

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## Waikato Applied Statistics Unit

The Waikato Applied Statistics Unit is attached to the Department of Mathematics and Statistics in the Faculty of Computing and Mathematical Sciences and serves to foster the development and effective use of statistical methods in research and industry. It carries out applied research, contributes to courses in applied statistics and supplies advice to University and external clients. A number of the Unit's activities in consulting, research and teaching are carried out in co-operation with local applied statisticians outside the University.

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## Waikato Biogeochemistry and Ecohydrology Research (WaiBER)

WaiBER researchers collaborate closely on a variety of projects covering soil quality, carbon exchange and budgets in pastures and wetlands, and nitrogen removal from agricultural ecosystems.

For more information, visit the website: <https://waiber.com/>.

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# Waikato Engineering Education Research Unit (EERU)

The Waikato Engineering Education Research Unit has the objective of improving learning outcomes for engineering students. Its members come from the Division of Health, Engineering, Computing and Science and the Division of Education. Collaborative research projects carried out by members of the Unit are designed to develop insights and expertise for curriculum innovation and teaching in engineering education.

The unit is co-chaired by [Associate Professor Wendy Fox-Turnbull](#), Division of Education on email: [wfoxturn@waikato.ac.nz](mailto:wfoxturn@waikato.ac.nz) and Dr Maryam Moridnejad on email: [maryam.moridnejad@wintec.ac.nz](mailto:maryam.moridnejad@wintec.ac.nz)

For more information, visit the website: <https://www.waikato.ac.nz/wmier/engineering-education-research/>.

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# Waikato Environmental Geochemistry Group (WEG)

The Waikato Environmental Geochemistry Group (WEG) researches systems (caves, soils, groundwater, lakes, rivers and coasts), employing a range of geochemical techniques in combination with interdisciplinary approaches.

They have produced several new technical solutions to improve environmental sampling, including the [Syp™ autosampler](#) with [WaikatoLink's Waikato Scientific Instruments](#), and the Geological Microclimate System (GeoMic).

For more information, contact [Associate Professor Adam Hartland](#) on email: [adam.hartland@waikato.ac.nz](mailto:adam.hartland@waikato.ac.nz).

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## Waikato Experimental Economics Lab (WEEL)

WEEL is a state-of-the-art research facility located within Waikato Management School's Economics department at the University of Waikato. The laboratory is used by behavioural researchers to study a wide range of social science topics including social dilemmas, financial markets, decision-making under uncertainty, coordination and strategic interaction.

For more information visit the website: <https://www.management.ac.nz/research/wms-research-centres/waikato-experimental-economics-lab>.

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## Waikato Gender Research Network (WGRN)

The Waikato Gender Research Network is a cross-discipline collective of staff and students within the University of Waikato who have shared research interests in gender related issues. The network has members from a range of programmes, divisions, departments, schools and faculties. What unites them is a commitment to considering issues such as gender, sexuality, race, class, identities, feminism, difference, exclusion, and social justice.

Through meetings, workshops, seminars and other events, the network provides opportunities and support for those undertaking projects concerned with these issues.

For more information, visit the website: <https://www.waikato.ac.nz/wgrn/>.

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# Waikato Picturebook Research Unit (WPRU)

The Waikato Picturebook Research Unit researches and analyses the picturebook form and explores its pedagogical potentials.

For more information visit the website: <https://www.waikato.ac.nz/wmier/waipru>.

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## Waikato Public Law & Policy Research Unit

Te Piringa – Faculty of Law at the University of Waikato has an established tradition of outstanding scholarship in Public Law and Policy as demonstrated by the contributions of the Faculty’s founding Dean, Professor Margaret Wilson, and Professor Sir Grant Hammond. Today a significant number of Faculty members continue to have research interests in these fields focused on the Faculty’s founding principles of professionalism, biculturalism, and the study of law in context. Current work in the Faculty covers a wide range of common law jurisdictions, in addition to New Zealand and Pacific Island states, and extends from constitutional and administrative law and theory to giving effect to the principles of the Treaty of Waitangi and Māori and Indigenous governance. The Public Law & Policy Research Unit promotes the widest conception of Public Law and Policy, encompassing administrative law, charity and the regulation of civil society, constitutional law, criminal law and justice, and international law. It was established to fill a clear gap in the interrogation of these policy research areas in an integrated and holistic way.

For more information visit the website: <https://www.waikato.ac.nz/law/research/waikato-public-law-and-policy-research-unit>.

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## Waikato Radiocarbon Dating Laboratory

The Waikato Radiocarbon Dating Laboratory is a national radiocarbon research facility undertaking both Accelerator Mass Spectrometry Dating (AMS) and standard radiometric radiocarbon dating. For more than 30 years the laboratory has provided radiocarbon assays for scientists and researchers from around the world and has been at the forefront of ground-breaking research into the technique and its application. Staff in the unit are actively involved in palaeoclimate and archaeological research and have a leading roles in international calibration programmes. The facilities of the Waikato Radiocarbon Dating Laboratory are also available for external contract work.

For more information visit the website: <http://www.radiocarbon dating.com/>.

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# Waikato Research Centre for Resilient Infrastructure and Sustainable Construction (WaiRISC)

The Centre's mission is to advance science and technology in the design, operation and maintenance of the built environment in Aotearoa. Its research enables science-based decision-making in the context of community resilience and sustainability.

For more information, visit the website: <https://eng.waikato.ac.nz/research/WaiRISC>.

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# Waikato Robotics, Automation and Sensing Group (WaiRAS)

WaiRAS is a group of researchers with skills spanning artificial intelligence, machine learning, computer vision, time-of-flight sensing, non-destructive testing, control, and bespoke hardware development.

For more information visit the website: <https://eng.waikato.ac.nz/research/WaiRAS>.

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# Water and Resilience Research Group

The Group's mission is to develop sustainable and resilient water systems that enable clean water for communities, businesses and industry.

For more information, go to: <https://eng.waikato.ac.nz/research/water-and-resilience>.

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## Analytical Services

The School of Science offers a variety of analytical chemistry services to external agencies. Facilities include: High Resolution ToF MS, ICP-MS (with liquid or laser ablation sample introduction) and GC-MS, atomic absorption, infrared, ultra-violet, fluorescence, Raman and nuclear magnetic resonance (NMR) spectroscopy for both solution and solid- state including multi nuclear NMR; differential scanning calorimetry, particle sizing, and X-ray powder and single crystal diffraction. Gas chromatography with FID detection (GC-FID) and with mass spectrometric detection (GC-MS) and high-performance liquid chromatography (HPLC) and ion chromatography are available as is an FTIR microscope. The School of Science also has equipment and expertise for sampling, analysis and geochemical/environmental interpretation of waters and sediments. A custom solution preparation service is offered.

For more information, visit the [Commercial Services](#) website.

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# Waikato Radiocarbon Dating Laboratory

The Waikato Radiocarbon Dating Laboratory is a national facility, undertaking accelerator mass spectrometry (AMS) radiocarbon dating. The Laboratory is funded by external commercial dating services and research grants, and supports the School of Science/Division of Health, Engineering, Computing and Science (HECS) research programmes.

For more information, visit the [Waikato Radiocarbon Dating Laboratory](#) website.

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# Higher Degree Complaints and Appeals Regulations

## Date of effect

1. These regulations are effective from 28 July 2021

## Higher Degrees

2. These regulations apply to the following higher degrees:
  - Master of Philosophy (MPhil)
  - Doctor of Education (EdD)
  - Doctor of Health Science (DHSc)
  - Doctor of Juridical Science (SJD)
  - Doctor of Musical Arts (DMA)
  - Doctor of Philosophy (PhD)

## Complaints

3. A candidate for a higher degree who has a concern about supervision or any other aspect of their candidature (other than in relation to enrolment for the degree or its examination, see clause 9(d) of these regulations) is encouraged, in the first instance, to seek a resolution by raising the matter informally with a supervisor or other relevant staff member (e.g. the relevant Head of School or equivalent or Associate Dean Postgraduate or equivalent).
4. Where it has not been possible to resolve a concern informally, the candidate may make a formal complaint to the Chairperson of the Postgraduate Research Committee.
5. A complaint under clause 4 of these regulations must be made in writing and include an appropriately detailed explanation of the concern, together with supporting evidence if available.

6. The Chairperson of the Postgraduate Research Committee must consider the complaint in accordance with the principles of natural justice, and must ensure that all parties of the complaint are accorded the full benefit of those principles.
7. The process may include meetings with the complainant and/or relevant staff; where meetings are held, the parties may, if they wish, be accompanied by a support person.
8. A decision by the Chairperson of the Postgraduate Research Committee with respect to a complaint made under clause 4 of these regulations must be notified in writing to the candidate within 21 calendar days of receipt of the complaint.

## Appeals

9. An applicant or candidate for a higher degree
  - (a) who has met the minimum requirements for admission, and for whom there is appropriate supervision available, but whose application for conditional enrolment is declined, or
  - (b) who has been accepted for conditional enrolment but whose subsequent application for confirmed enrolment has been declined, or
  - (c) who wishes to appeal a decision by the Chairperson of the Postgraduate Research Committee made under clause 8 of these regulations, or
  - (d) who wishes to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research or the Postgraduate Research Committee in relation to their enrolment for the degree or in relation to it examinationmay appeal the decision to the Research Committee.
10. An appeal under clause 9 of these regulations must be made in writing and include a statement of the circumstances of, and grounds for, the appeal, together with supporting evidence if available, and be submitted to the Secretary to the Research Committee not more than 21 calendar days from the date of notification of the decision.
11. Where an appeal is made under clause 9 of these regulations, the Research Committee may delegate authority to hear and decide on the appeal on its behalf to a sub-committee comprising
  - (a) the Chairperson of the Research Committee (or nominee), and
  - (b) two members of the Research CommitteeThe Chairperson of the Research Committee must ensure that none of those considering the appeal was a party to the original decision.
12. A decision by, or on behalf of, the Research Committee on an appeal made under clause 9 of these regulations must be notified to the applicant or candidate in writing, and is final.

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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 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 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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# 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 Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous 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 Pro Vice-Chancellor or the Dean of the Faculty of Māori and Indigenous Studies 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 Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous 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 Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies 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 Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous 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 Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies 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 6: Appeals](#)

## 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 Climate Change (BCC)**

**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)** with respect to the majors listed under section 6(b) of the Bachelor of Science regulations

**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)** with respect to the majors listed under section 6(a) of the Bachelor of Science regulations, 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 is available only to applicants who are chosen by the Division of Health, Engineering, Computing and Science'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 is available only to applicants who are chosen by the Division of Education'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 FOUN007 and
- (c) a B- grade in FOUN011 and
- (d) at least a C- grade in every other paper and
- (e) 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.

### 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 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.

### 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 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.

#### 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 FOUN007, a B grade in 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.

#### 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 Pro Vice-Chancellor of the Division of Health, Engineering, Computing and Science 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.

#### 4.2 **Special Admission**

Applicants with evidence of successfully completed post-secondary study will normally be accepted. This includes applicants who have successfully completed 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 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.

#### 4.3.2.3 *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 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.

#### 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 FOUND011, 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.

##### 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 FOUND007, FOUND010 or 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.

#### 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 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

1. 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:
  - 1.1 **Certificate in Professional Engineering Practice**

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

Entry into the Diploma in Engineering Management in the Division of Health, Engineering, Computing and Science is available only to applicants who are currently enrolled in, or have completed, a Bachelor of Engineering with Honours, or equivalent.
  - 1.3 **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](#)).
  - 1.4 **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

1. 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.
2. **Annual re-entry criteria**
  - 2.1 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.
3. **Re-entry to Bachelor of Nursing**
  - 3.1 A student gains unrestricted passes in all of their required Bachelor of Nursing papers will gain re-entry.
  - 3.2 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.

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

- 4.1 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.
- 4.2 The Dean of Te Piringa Faculty of Law 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.

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

- 5.1 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.

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

- 6.1 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.
- 6.2 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.
- 6.3 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.
- 6.4 A returning student who wishes to transfer between teacher education streams will need permission from the Pro Vice-Chancellor of Education.
- 6.5 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.

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

- 7.1 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.

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

- 8.1 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 Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies that their academic performance is of a good standard.

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

- 9.1 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.
- 9.2 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

1. 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.
2. Additional criteria apply in the case of transfer into the following qualifications.
3. **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.
4. **Transfer into Law programmes**
  - 4.1 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.
  - 4.2 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.
  - 4.3 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.
5. **Transfer into the Bachelor of Health, Sport and Human Performance (BHSHP)**
  - 5.1 There are a limited number of places available for transferring students within the BHSHP degree and this may vary from year to year.
  - 5.2 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.
6. **Transfer into the Bachelor of Education (BEd) and Bachelor of Teaching (BTchg)**
  - 6.1 Entry to the BEd and BTchg is available only to applicants who are chosen by the Division of Education's selection panels and who satisfy the requirements for admission to university.
  - 6.2 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

1. 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.
2. 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

1. 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 Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies in which the person wishes to enrol for a reconsideration of their decision.
2. A person whose application for reconsideration is declined by the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies may make a further appeal to the Deputy Vice-Chancellor Academic under delegated authority of the Academic Board.
3. 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.
4. A decision by the Deputy Vice-Chancellor Academic is notified in writing, and is final.
5. **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:

1. *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.*

- 2. 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.*
- 3. 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.*
- 4. 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.*
- 5. 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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# 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 2022

### 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 Te Piringa Faculty of Law Undergraduate Programmes Committee.

*Law: LEGAL458 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: PSYCH581-22A (HAM) Psychological Assessment*

25 students per trimester selected by the Paper 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 Introduction to Filmmaking*

35 students per trimester selected by the Course Convenor.

### Division of Education

*Counselling: COUNS542-22X (HAM) Counselling Practicum*

20 students per year who have previously been selected into the Master of Counselling programme.

*Counselling: COUNS544-22X (BLK) Discourse and Counselling Psychologies*

20 students per year who have previously been selected into the Master of Counselling programme.

*Counselling: COUNS545-22X (BLK) Professional Practice of Counselling*

20 students per year who have previously been selected into the Master of Counselling programme.

### 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.

*HLTSC101-22X (HAM) Health Assessment 1*

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

*HLTSC102-22X (HAM) Applied Health Science 1*

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

*HLTSC103-22X (HAM) Nursing Practice 1*

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

*HLTSC104-22X (HAM) The Socio-Political Context of Health and Healthcare*

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

*HLTSC201-22X (HAM) Health Assessment 2*

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

*HLTSC202-22X (HAM) Applied Health Science 2*

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

*HLTSC203-22X (HAM) Nursing Practice 2*

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

*HLTSC204-22X (HAM) Pharmacology for Nurses*

Restricted to 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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## 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](#).

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

Deadlines for the submission of theses for the Master of Philosophy (MPhil) and doctoral degrees - Doctor of Philosophy (PhD), Doctor of Education (EdD), Doctor of Health Science (DHSc), Doctor of Juridical Science (SJD), and Doctor of Musical Arts (DMA) are determined on an individual basis. Details about terms of enrolment for these degrees are available from Te Mata Kairangi School of Graduate Research.

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 relevant School or Faculty. 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 School of Faculty in which the dissertation is undertaken.

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

Unless the Head of School or Dean of the School or 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 Head of School or Dean of the School or Faculty.
- (2) Dissertations are not required to be bound, but must be formatted and presented in accordance with relevant School or Faculty policy.
- (3) The relevant Head of School or 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 publicly 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 normally 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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Professor Barry Barton BA LLB(Hons) Auck LLM BrCol

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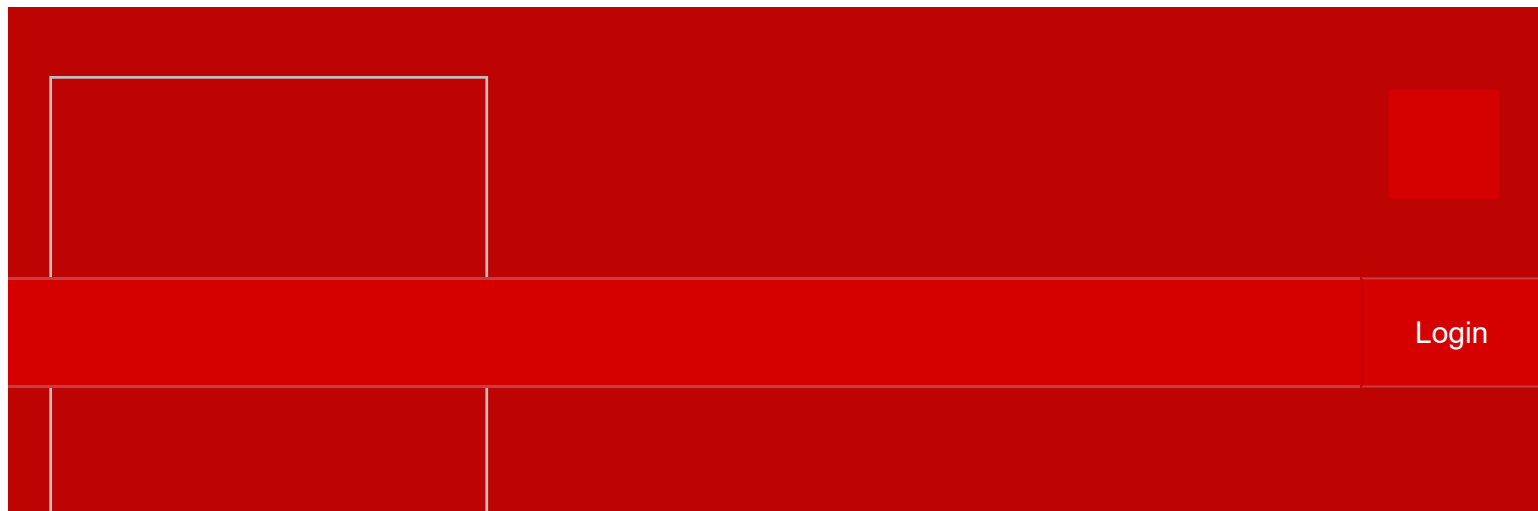
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## Programme Leader Coastal and Marine Ecosystems

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Manager - DNA Sequencing Unit

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Joint Directors

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Ian R. McDonald BSc(Hons) Ulster PhD Liv

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## ***Deputy Vice-Chancellor Māori***

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## ***Deputy Vice-Chancellor Research***

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## ***Assistant Vice-Chancellor Pacific***

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Justine Kingsbury BA(Hons) MA *Well* PhD *Rutgers*

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## ***Division Director***

Sue Carnaby BSocSc BSocSc(Hons) *Waik*

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### ***Associate Dean (Academic)***

Associate Professor Wendy Fox–Turnbull BEd *Cant* MTchgLn CCE PhD *Waik* DipT TTC

### ***Associate Dean (Māori)***

Karaitiana M. Tamatea BA BA(Hons) MA *Waik* HDipT

### ***Associate Dean (Research)***

Professor Bronwen Cowie BSc MSc PhD *Waik* DipT

### ***Division Director***

Tania Heke

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[Early Years Research Centre](#)

[Te Pūtahi Mātauranga ki te Ao: Centre for Global Studies in Education \(CGSE\)](#)

[Te Puna Rangahau o Te Whiringa: Centre for Educational Leadership Research \(ELRC\)](#)

[Poutama Pounamu](#)

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

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

He Rangahau Toi Tāngata: Technology, Environmental, Mathematics and Science Education Research Centre

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Associate Professor Judy Bowen GradDipInfoTech MSc PhD *Waik*

## ***Associate Dean Māori***

Associate Professor Te Taka Keegan DipCompEng *CIT* BA MA PhD *Waik*

## ***Associate Dean Post Graduate***

Associate Professor Michael R. Mucalo BSc MSc PhD *Auck* FNZIC

## ***Associate Dean Research***

Associate Professor Julia Mullarney BA MA *Camb* MSc *Brist* PhD *ANU*

## ***Division Director***

Emma Woutersen PGDipPsych *Waik*

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Michelle Jordan-Tong BA *Waik* MPM *Vic*

## ***Associate Dean Māori***

Jason Mika BMS(Hons) *Waik* MPP *Massey*

## ***Acting Associate Dean Research and Postgraduate***

Mark Holmes BA *Essex* MSc *Lond* PhD *Dund*

## ***Adjunct Professor***

Neil Richardson MCom *NSW* JD *SouthernIllinois*

## ***Academic Director Asia Programmes and Agreements***

Anna Strutt BSocSc(Hons) *Waik* PhD *Adel*

## ***Director of Digitisation Strategy***

Karyn Rastrick BMS(Hons) PhD *Waik*

## ***Director of Global Engagement and Development***

Jason Matangi BA BA(Hons) *Cant* MA *Well*

## **School of Studies**

School of Accounting, Finance, and Economics

School of Management and Marketing

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# Te Pua Wānanga ki te Ao Faculty of Māori and Indigenous Studies

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Associate Professor Donna Campbell PGDipFA *Auck* MFA *Whitecliff* PhD *Waik*

## ***Associate Dean Postgraduate***

Associate Professor Sophie Nock BA(Hons) MA PGDipMPD PhD *Waik* RSA/Cambridge CELTA

## ***Associate Dean Research***

Associate Professor Waikaremoana Waitoki BSocSc BSocSc(Hons) MSocSc PGDipPsych(Clinical)  
PhD *Waik*

## ***Project Director***

Kura Paul-Burke BSc *AUT* BEd *Waik* MIndigSt PhD *Awanuiarangi* DipT

## ***Ahorangi/Professors***

Tangiwai Rewi MIndigSt PhD *Otago*

Sandra L. Morrison BA PGDipMPD MMPD *Waik* CertCrim *Well*

Kura Paul-Burke BEd *Waik* DipMarineSt *BOP Poly* BSc(Applied) *AUT* MIndS PhD *Awanuiarangi* DipT

Tom Roa BA DipTESL *Well* MA(Applied) PhD *Waik* DipT *JP*

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Te Kahautu Maxwell BA MA PhD *Waik*

Sophie Nock BA(Hons) MA PGDipMPD PhD *Waik* RSA/Cambridge CELTA

Waikaremoana Waitoki BSocSc BSocSc(Hons) MSocSc PGDipPsych(Clinical) PhD *Waik*

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Ēnoka Murphy BA(Hons) MMPD PhD *Waik*

Haki Tuaupiki BA(Hons) MA PhD *Waik*

### ***Ngā Pūkenga/Lecturers***

Jesi Bennett MA *Hawaii*

Ngairo Eruera BA BA(Hons) MA *Waik* DipT

Marcelle Wharerau BA BA(Hons) MA *Otago*

### ***Research Fellows***

Hemopereki Simon BMPD BA(Hons) *Waik* MPhil *Massey* PGDipBusAdmin *Otago*

Kyle Tan BSocSc PhD *Waik*

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## Dean

Professor Karin R. Bryan BSc(Hons) *Tor* PhD *Dal*

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# Te Puna Ako - Centre for Tertiary Teaching and Learning

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## **Director, English Language Development**

Chelsea Blickem BSc(Econ)(Hons) *Cardiff* RSA/Cambridge CELTA CertHE *Unitec*  
MAAppling(TESOL) *Macq* PGCertMgt PhD *Waik*

## **Senior Lecturer**

Anthony Richardson BA BA(Hons) *Monash* DipEd *La Trobe* PhD *RMIT*

## **Lecturer**

Alison Jolley BSc *Br.Col* MSc *Sheff* PhD *Cant*  
Shailesh Lal BA PGDipLit MEd *S.Pac* PhD *Well*

## **Senior Tutors**

Katherine Brown BA GradDip(Phil) PGDipSLT MA(Applied) *Waik*  
Lucy Campbell BA *Dorset* MA(Applied) PGDipSLT *Waik* RSA/Cambridge CTEFLA  
PGCert(TertiaryT&L) *Waik* FHEA *UK*  
Ian Wagstaff BSc(Tech) *Manc* GradDipT  
Marie-Christine Wells BEd MA(Applied) *Waik* DipTESL *Well*  
Vicky Young BA DipSLT MA *Waik*

## **Senior Tutor - Learning Design**

Stephen Harlow BSc PGDipe-Ed MEd *Waik* DipT

### **Student Learning Developers**

Menaka Ediriweera BA *Otago* MA (Applied) *Waik*

Roshila Singh BA PGDipLing MA(Ling) PGDipTT *S.Pac*>

Inga Tamou DipT ACE BEd *Massey*

### **eLearning Designers**

Clementine Annabell BA *Auck* DipLaw *Waik* GradDipT *Auck* PGCert(TertiaryT&L) *Waik*

Victor Fester BSc *Cape Town* BSc(Hons) *W.Cape* CAT *Wintec* PGCertEd *Waik* HNDip *Peninsula Tech*

Nigel Robertson BSc *Lanc* MSc *C.Lancs* PGCertEd *Waik*

### **Learning and Teaching Advisor**

Paul Woller PhD *Waik*

### **Learning and Teaching Developer**

Brendan Sheridan BA(Hons) MA PhD *Waik*

### **Programme Coordinator Professional English**

Anthony Ryan DipTESOL *Camb* MA *NUI*

### **Professional Teaching Fellow**

Nykki Lane BA *Middx* CELTA *NSW*

Einar Nilsen MAppLing (TESOL) *UNE*

### **Research Associates**

E. Marcia Johnson BA MA PhD *Tor*

Lynne Parmenter BA MA PhD *Durh*

Maryam Mariya DipTESL *NIE Sri Lanka* MA *Canberra* PhD *Massey* NCALNE *Ucol* CEELT  
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### ***Director of Planning, Performance and Analytics***

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## **Finance**

### ***Director of Finance***

Anthony Robertson BSc *Lough* MBA *Glam* CA ICAEW

### ***Deputy Director of Finance***

Michelle Butler BSocSc BEd *Waik* DipT

### ***Associate Director of Financial Operations***

Richard Brown ACIS

### ***Associate Director Financial Systems Improvement***

Graham Hunter CA

## **Information and Technology Services**

### ***Chief Information Officer***

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Dougal Mair DipBusSt *Massey*

### **Associate Director Digital Platforms and Architecture**

Glenn Penfold

### **Associate Director Programme and Commercial**

David Gunn BSocSc GradDipPR PGDipMgtSt Waik

### **Associate Director Service Operations**

Angela Scott

## **Legal**

### **In-house Solicitor**

Keely Smith LLB Waik

## **Property Services**

### **Director Campus Operations and Risk Management**

Lynn Bourne DipFM UNE BCS Waik

### **Director of Property Development and Infrastructure**

Tony Kavanagh

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### **Deputy Director**

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Dr Clemens Richter PhD *Leipzig*

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Associate Professor E. Weymes BSc(Hons) *Leic* PhD *Cran*

### **Associate Director Global Engagement and Partnerships**

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## **Assistant Director Collections, Discovery and Experience**

Steve Donaldson GradDipTchg(Primary) Well DiplLS OpenPoly BA Otago

## **Pou Arahi**

Hurihia McDonald BA BA(Hons) MA PhD Waik

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***Director, People and Capability***

Rose Macfarlane

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***Manager HR Business Partnering***

Jude Macdonald DipBusSt Massey

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## **Health and Safety**

***Associate Director of Safety and Wellness***

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Brett McEwan BSocSc MSocSc PhD *Waik*

## ***Associate Director: Sport and Wellbeing***

Tina Pentecost DipSptSt *Otago* PGDipMgtSt GradDipHRM PGCertEdLeadership *Waik*

## ***Associate Director: Student Health***

Joanne Knight DipNurs *WTI* PGradDipBus *Massey*

## ***Associate Director: Tauranga Student Services***

Lynda Lipinski PGCert Management *Waik*

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# Regulations for the Degree of Bachelor of Arts (BA)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences, or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and/or 400 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of a major.

(a) *Division of Arts, Law, Psychology and Social Sciences majors*

Anthropology

Economics

Education and Society

English

Environmental Planning

Geography

History

Human Development



Human Rights  
International Languages and Cultures  
Law  
Linguistics  
Music  
Philosophy  
Political Science  
Population Studies  
Psychology  
Screen and Media Studies  
Social Policy  
Sociology  
Theatre Studies  
Writing Studies

(b) *Faculty of Māori and Indigenous Studies majors*

Māori and Indigenous Studies  
Pacific and Indigenous Studies<sup>1</sup>  
Te Reo Māori

7. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
8. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
11. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.
12. Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including:
  - (a) *for candidates enrolled in the Division of Arts, Law, Psychology and Social Sciences:*  
ARTSC110, 15 points from List A: Academic Foundations, at least 15 points from papers as specified in the Cultural Perspectives page in the [University of Waikato Catalogue of Papers](#), and at least 15 points from papers as specified in the Work-Integrated Learning page in the

## University of Waikato Catalogue of Papers.

- (b) *for candidates enrolled in the Bachelor of Arts with a major in Law:*  
ARTSC110, LEGAL106 (30 points), 15 points from List A: Academic Foundations, at least 15 points from papers as specified in the Cultural Perspectives page in the [University of Waikato Catalogue of Papers](#), at least 15 points from papers as specified in the Work-Integrated Learning page in the [University of Waikato Catalogue of Papers](#).
- (c) *for candidates enrolled in the Faculty of Māori and Indigenous Studies:*  
MAORI100, MAORI103, at least 15 points from papers as specified in the Work-Integrated Learning page in the [University of Waikato Catalogue of Papers](#) and 60 points from MAORI and PACIS coded papers.
13. Candidates may take up to 120 points from outside the field of the Degree.
14. The field of the Degree comprises all of the majors listed in section 6 of these regulations as well as Chinese, Ethics, French, Japanese, and Spanish.

### Conjoint component requirements - Single major only

15. Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
16. Candidates must complete the requirements of a major, as specified in sections 6 and 7.
17. Candidates must also complete at least 105 points from papers listed for the field of the Degree, as specified in section 12. However, candidates may substitute any of the following papers for any other field of the Degree paper:
- (a) *for candidates enrolled in the Division of Arts, Law, Psychology and Social Sciences:*
- (i) 15 points from List A: Academic Foundations, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#),
  - (ii) 15 points from papers specified in the Cultural Perspectives page of the [University of Waikato Catalogue of Papers](#), if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined on that page,
  - (iii) 15 points from papers as specified in the Work-Integrated Learning page of the [University of Waikato Catalogue of Papers](#), if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.
- (b) *for candidates enrolled in the Bachelor of Arts with a major in Law:*
- (i) 15 points from List A: Academic Foundations, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#).

- (ii) 15 points from papers specified in the Cultural Perspectives page of [University of Waikato Catalogue of Papers](#), if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined on the page.
- (iii) 15 points from papers as specified in the Work-Integrated Learning page on the [University of Waikato Catalogue of Papers](#), if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.

(c) *for candidates enrolled in the Faculty of Māori and Indigenous Studies:*

- (i) MAORI100, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#).
- (ii) 15 points from papers as specified in the Work-Integrated Learning page on the [University of Waikato Catalogue of Papers](#), if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.

18. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority.

19. The field of the Degree is as specified in section 14.

### **Variations**

20. The Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.

21. The Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

### **Notes:**

1. *There will be no new intake into this major in 2024.*

### **List A: Academic Foundations**

#### **ARTSC101**

Indigenous Social Science Research

#### **ARTSC103**

Rights and Reasons

#### **ARTSC105**

Language and Context

## ENSLA103

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# Regulations for the Degree of Bachelor of Banking, Finance and Technology (BBFinTech)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, and 300 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the papers prescribed for the specified programme in Banking, Finance and Technology:
  - (a) DIGIB101, COMPX151, ECONS101, FINAN101, FNTEC101, STMGT101, and MNGMT101,
  - (b) ECONS209, FINAN200, FINAN202, FNTEC201, and
  - (c) DIGIB302, FNTEC301, FNTEC302, FNTEC39X and 15 points from FINAN302, FINAN303 or FINAN304.
7. Candidates may include papers from any undergraduate subject for the further 120 points of the degree.
8. Candidates may complete a major in a second subject.

9. To complete the requirements of a major in a second subject, candidates must gain 120 points for that major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
10. Candidates, if not completing a major in a second subject, may complete a minor.
11. To complete the requirements of a minor, candidates must gain 60 points, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
12. A paper prescribed for the degree in sections 6(b) and 6(c) cannot be counted towards the requirements of a major in a second subject or minor.

### Conjoint Component requirements

13. Candidates must gain 255 points at 100, 200 and 300 levels, including at least 150 points above 100 level and 75 points above 200 level.
14. Candidates must complete the MNMGT101 to fulfil the Cultural Perspectives requirements of the BBFinTech. However, if the candidate completes the Cultural Perspectives requirement of their other conjoint component, as defined in the Cultural Perspectives page of the [University of Waikato Catalogue of Papers](#), they may substitute MNMGT101. The substitute paper may be any paper listed for subjects under Management in the [Undergraduate Diploma and Certificates Fields](#).

### Variations

15. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Bachelor of Business (BBus)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol with the Waikato Management School and follow an approved programme of study.
5. Candidates must gain at least 360 points at 100, 200 and 300, including at least 225 points above 100 level, and 75 points above 200 level.
6. Candidates must complete the requirements of a major.

### *Majors*

Accounting  
Agribusiness  
Digital Business  
Economics  
Finance  
Human Resource Management  
Leadership  
Marketing  
Public Relations

Strategic Management  
Supply Chain Management  
Tourism and Hospitality Management

7. To complete the requirements of a single major candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level including 15 points at 300 level from papers specified for the Degree in the [Work-Integrated Learning options](#) in the [University of Waikato Catalogue of Papers](#). Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
8. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a double major candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
11. Candidates completing a double major must include in their programme at least 15 points of Work-Integrated Learning options at 300 level from the list of Work Integrated Learning options in the [University of Waikato Catalogue of Papers](#)
12. Candidates must include ECON101, MNGMT101 and STMGT101 in their programme.
13. Candidates must include in their programme at least 30 points from the following papers: ACCTN101, FINAN101, MGSYS101, MRKTG101.
14. Candidates must include in their programme at least 15 points from the following papers: BUSAN201, BUSAN205, DIGIB201, MRKTG205.
15. Candidates must include MNGMT321 in their programme.
16. A paper completed towards the requirements of a major or minor cannot be counted towards the requirements of another major or minor.
17. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
18. Candidates may take up to 120 points from outside the field of the Degree.
19. The field of the Degree comprises all of the subjects listed in section 6 of these regulations as well as the papers listed for Business Analytics, Leadership Communication, Management and Project Management.

#### **Conjoint component requirements - Single major only**

20. Candidates must gain a minimum of 255 points at 100, 200 and 300 levels, including at least 150

points above 100 level and 60 points above 200 level.

21. Candidates must complete the requirements of a major, as specified in sections 6 and 7. However, candidates may take MNGMT321 as a substitute for 15 points at 300 level from papers specified for the Degree in the Work-Integrated Learning page of the [University of Waikato Catalogue of Papers](#), if the candidate completes the Work-Integrated Learning requirements of their other conjoint component as defined on that page.
22. Candidates must also complete at least 105 points from the field of the Degree, as defined in section 18.
23. Candidates, as part of their programme, must complete the requirements of sections 12, 13 and 14.

### Variations

24. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
25. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### Transitional Arrangements

26. These regulations apply to all new enrolments for the BBus from 2024. Students who enrolled in the BBus prior to 2024 may complete under the regulations listed in the 2023 Calendar.

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# Regulations for the Degree of Bachelor of Business Analysis (BBA)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol with the Waikato Management School and follow an approved programme of study.
5. Candidates must demonstrate competency in writing and employment skills as prescribed by the Waikato Management School.
6. Candidates must gain 360 points at 100, 200, 300, and/or 400 levels, including at least 225 points above 100 level and 75 points above 200 level.
7. Candidates must complete the requirements of a major.

### *Majors*

Accounting  
Economics  
Finance

8. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant

subject entry for the major in the [University of Waikato Catalogue of Papers](#).

9. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
10. Candidates may complete a second major in any undergraduate major.
11. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
12. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.
13. Candidates must also complete at least 105 points listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including: ACCTN101, ECONS101, FINAN101, MGSYS101 or MGSYS201, MRKTG101, STMGT101, BUSAN205, at least 15 points from a [University of Waikato Cultural Perspectives](#) paper, and 15 points of Work-Integrated Learning at 300 level from the list of Work-Integrated Learning options as specified in the [University of Waikato Catalogue of Papers](#).
14. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
15. Candidates may take up to 120 points from outside the field of the Degree.
16. The field of the Degree comprises all of the majors listed in section 7 of these regulations as well as the papers listed for the degree.

### **Conjoint Component requirements - Single major only**

17. Candidates must gain 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
18. Candidates must demonstrate competency in writing and employment skills as prescribed by the Waikato Management School.
19. Candidates must complete the requirements of a major, as specified in sections 7 and 8.
20. Candidates must also complete at least 105 points from papers listed for the field of the Degree, as specified in section 13.
21. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
22. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or delegated authority.
23. The field of the Degree is as specified in section 16.

## Variations

24. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
25. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Bachelor of Climate Change (BCC)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol with the Division of Health, Engineering, Computing and Science, the Division of Arts, Law, Psychology and Social Sciences, the Division of Management, Faculty of Māori and Indigenous Studies or the Division of Education (depending on major) and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, and 300 levels or above, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of a major.
  - (a) *Division of Arts, Law, Psychology and Social Sciences majors*
    - Anthropology
    - Economics
    - Environmental Planning
    - Geography
    - History
    - Law

Philosophy  
Political Science  
Social Policy  
Sociology

(b) *Division of Health, Engineering, Computing and Science majors*

Chemistry  
Data Analytics  
Earth Sciences  
Ecology and Biodiversity  
Environmental Sciences

(c) *Division of Management majors*

Economics  
Public Relations  
Strategic Management

(d) *Faculty of Māori and Indigenous Studies majors*

Māori and Indigenous Studies  
Pacific and Indigenous Studies<sup>1</sup>

(e) *Division of Education major*

Education and Society

7. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
8. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 30 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
11. Candidates must also complete: ARTSC106, CLIMT101, CLIMT103, CLIMT104, CSMAX101 or BUSAN205, CLIMT201, CLIMT202 and CLIMT301.
12. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or minor.

**Conjoint Component requirements - Single major only**

13. Candidates must gain 255 points at 100, 200, 300 and 400 levels, including at least 150 points

above 100 level and 60 points above 200 level.

14. Candidates must complete the requirements of a major, as specified in sections 6.
15. Candidates must also complete the papers required for the BCC as specified in section 11.

### Variations

16. The Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

### Notes:

1. *There will be no new intake into this major in 2024.*

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In this section

# Regulations for the Degree of Bachelor of Communication (BC)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol with the Waikato Management School and follow an approved programme of study.
5. Candidates must demonstrate competency in employment skills as prescribed by the Waikato Management School.
6. Candidates must gain 360 points at 100, 200, and 300 levels, including at least 225 points above 100 level and 75 points above 200 level.
7. Candidates must complete the requirements of a major.

### *Majors*

Applied Digital Communication  
Creative Media  
Marketing  
Media Production  
Public Relations

8. To complete the requirements of a single major candidates must gain 135 points in that major,

including at least 105 points above 100 level, of which at least 60 points must be above 200. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).

9. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
10. Candidates may complete a second major in any undergraduate major.
11. To complete the requirements of a double major candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
12. Candidates must also complete at least 105 points listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including: COMMS100, COMMS101, COMMS102, COMMS103, COMMS200, COMMS202, and COMMS300 or another approved Work-Integrated Learning (WIL) paper.
13. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or minor.
14. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
15. Candidates may take up to 120 points from outside the field of the Degree.
16. The field of the Degree comprises all of the majors listed in section 7 of these regulations as well as the papers listed for the degree.

### **Conjoint Component requirements - Single major only**

17. Candidates must gain 255 points at 100, 200 and 300 levels, including at least 150 points above 100 level and 60 points above 200 level.
18. Candidates must complete the requirements of a major, as specified in sections 7 and 8.
19. Candidates must also complete at least 105 points from papers listed for the field of the Degree, as specified in section 12.
20. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
21. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or delegated authority.
22. The field of the Degree is as specified in section 16.

### **Variations**

23. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
24. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Bachelor of Computer Graphic Design (BCGD)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Health, Engineering, Computing and Science of the University of Waikato and follow an approved programme of study.
5. Candidates must complete a specified programme as prescribed in the Computer Graphic Design entry in the [University of Waikato Catalogue of Papers](#).

## Variations

6. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Bachelor of Computer Science (BCompSc)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol with the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, or above, with at least 240 points above 100 level and at least 105 points above 200 level.
6. Candidates may complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
7. A paper completed towards the defined requirements of the BCompSc, or a minor cannot be counted towards the requirements of another minor.
8. Candidates may complete the Bachelor of Computer Science without a minor by completing the papers prescribed in the Computer Science subject entry on the [University of Waikato Catalogue of Papers](#).

## Conjoint Component requirements

- Candidates must gain 300 points at 100, 200 and 300 levels, including at least 210 points above 100 level and 105 points above 200 level.
- Candidates must complete the requirements of the Bachelor of Computer Science as specified in section 8.

### Variations

- The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Bachelor of Computing and Mathematical Sciences (BCMS)

Students who enrol for the degree of Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons)) may be awarded the Bachelor of Computing and Mathematical Sciences (BCMS), if, having passed all required papers and completed all other requirements for a BCMS(Hons), their performance in the papers is not of honours standard.

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# Regulations for the Degree of Bachelor of Design (BDes)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol with the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and/or 400 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of a major.

### *Majors*

Communication Design

Industrial Design

Interface Design

Media Design

7. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).



8. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
11. A paper completed towards the requirements of one major cannot be counted towards the requirements of another major or a minor.
12. Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including two papers from DSIGN161 or MEDIA102 or ENGEN180 or DSIGN126 or COMPX101 or COMMS100; DSIGN125, DSIGN151, DSIGN252, DSIGN271; and DSIGN350 or DSIGN397 or DSIGN398.
13. Candidates may take up to 120 points from outside the field of the Degree.
14. The field of the Degree comprises all of the majors listed in section 6 of these regulations.

#### **Conjoint component requirements - Single major only**

15. Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
16. Candidates must complete the requirements of a major, as specified in sections 6 and 7.
17. Candidates must complete at least 105 points from papers listed in the field of the Degree, as specified in section 12. However, candidates may substitute any of the following papers for any other field of the Degree paper:
  - (a) DSIGN151, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#),
  - (b) DSIGN252, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#),
  - (c) DSIGN350 or HECSS363, if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#)
18. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or delegated authority.
19. The field of the Degree is as specified in section 14.

#### **Variations**

20. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
21. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Bachelor of Education (BEd)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).
3. Candidates must have been selected by the Division of Education as a suitable person to be a teacher.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is four years.
5. Candidates must enrol in the Division of Education and follow an approved programme of study.
6. Candidates must gain 480 points at 100, 200, and 300 levels, including at least 300 points above 100 level and at least 105 points above 200 level.
7. Candidates must complete the requirements of the major, Professional Education.
8. To complete the requirements of the Professional Education major, candidates must comply with the requirements of a programme, details of which are prescribed in the Division of Education Teacher Education Handbook.

### *Programmes*

Early Childhood<sup>1</sup>

Primary<sup>1</sup>

Qualified Teachers<sup>2</sup>

Secondary<sup>2</sup>

9. Candidates may not enrol in specific papers until they have passed certain programme requirements, as outlined in the Division of Education Teacher Education Handbook.
10. Candidates must also complete at least 75 points above 100 level in an approved subject or subjects other than the major.
11. Candidates may complete a second major in an approved subject.
12. To complete the requirements of a double major, candidates must gain 120 points in that major, including 90 points above 100 level and 45 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
13. Candidates may take up to 150 points from outside the field of the Degree.
14. The field of the Degree is defined in Appendix A to these regulations.

### **Variations**

15. Candidates who have met the requirements set out by the New Zealand Teachers Council for registered teachers and who hold an NZQA approved level 5 or level 6 technology qualification prior to enrolment for the Degree may apply to the Pro Vice-Chancellor of the Division of Education for exemption of up to 360 points at 100, 200 and 300 levels towards the Degree. Details of further exemptions available may be found in the Division of Education Teacher Education Handbook.
16. Candidates who have met the requirements for the award of qualifications listed in Appendix B to these regulations, prior to enrolment for the Degree, may apply to the Pro Vice-Chancellor of the Division of Education for exemption of up to 240 points at 100 and 200 levels towards the Degree.
17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### **Notes:**

1. *There will be no new intake into this programme in 2022.*
2. *Enrolment in this programme is limited to candidates who are eligible for the exemption of points as set out under section 15 or section 16 of these regulations.*

### **Appendix A**

The field of the Degree is defined as

- (a) the papers offered by the Division of Education with the following subject codes: DLRNG, EDART, EDSOC, EDUCA, HMDEV, MAOED, SCTED, TEACH, TEEDU, TEPRO and
- (b) the following approved papers for technology teachers:

#### **BIOMO203**

Microbiology

**CHEMY100**

Chemistry in Context - Matū o te Ao

**ENGCB280**

Process Engineering Design 1

**ENGCB322**

Chemical and Biological Operations

**ENGCV341**

Environmental Technology

**ENGCV342**

Environmental Technology 2

**ENGEE231**

Electrical Circuits

**ENGEE233**

Digital Electronics and Microprocessors

**ENGEE280**

Electronics Design

**ENGEN270**

Engineering and Business

**ENGEN390**

Special Topics in Engineering 1

**ENGEV341**

Environmental Engineering 2

**ENGME221**

Engineering Thermodynamics

**ENGME280**

Design and Manufacturing 1

**ENGME580**

Product Innovation and Development

**ENGMP211**

Materials 1

**ENGMP213**

Mechanics of Materials 1

## SCIEN300

Science Communication

## THMGT203

Tourism and Hospitality Enterprise Management

## THMGT304

Food & Beverage Systems Management

### Appendix B

Level 5 Diploma in relevant field

Level 6 Diploma in relevant field

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## Regulations for the Degree of Bachelor of Engineering (BE)

Students who enrol for the degree of Bachelor of Engineering with Honours (BE(Hons)) may be awarded the Bachelor of Engineering (BE), if, having passed all required papers and completed all other requirements for a BE(Hons), their performance in the papers is not of honours standard.

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# Regulations for the Degree of Bachelor of Environmental Planning (BEP)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is four years.
4. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
5. Candidates must gain 480 points at 100, 200, 300, and 400 levels, including at least 360 points above 100 level, 240 points above 200 level and 120 points above 300 level.
6. Candidates must complete the requirements of the specified programme in Environmental Planning as prescribed in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
7. Candidates must also complete the requirements of a planning stream, as prescribed for that stream in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).

## Conjoint component requirements

8. Candidates must gain 465 points at 100, 200, 300 and 400 levels, including at least 345 points above 100 level, 225 points above 200 level and 105 points above 300 level.
9. Candidates must complete the requirements of the specified programme in Environmental

Planning, as specified in section 6.

10. Candidates must also complete the requirements of a planning stream, as specified in section 7.

## Variations

11. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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## Appendix

### Compulsory Papers

#### 100 Level

##### **ENVPL100**

Introduction to Environmental Planning

##### **ENVPL101**

Future Cities

##### **MAORI102**

He Hīnātore ki te Ao Māori: Introducing the Māori World

#### *and one of*

##### **ARTSC101**

Indigenous Social Science Research

##### **ARTSC103**

Rights and Reasons

##### **ARTSC105**

Language in Context

##### **ARTSC106**

Critical Social Science Research: The Crisis of Climate Change

##### **ENSLA103**

English as an Additional Language: Effective Academic Writing

#### 200 Level

##### **ENVPL201**

Introduction to Resource Management

##### **ENVPL203**

Urban Development in Aotearoa New Zealand

**GEOGY209**

Health, People, Place

**GEOGY219**

Māori Lands and Communities

**GEOGY228**

Introduction to Geographical Information Systems and Big Data

300 Level

**ENVPL300**

Planning in Aotearoa New Zealand

**ENVPL302**

Māori Resource Management

**ENVPL303**

Environmental Assessment and Policy

**ENVPL306**

Planning for a Changing Environment

**ENVPL309**

Urban Spatial Analysis

400 Level

**ENVPL401**

Planning Theory

**ENVPL402**

Plans and Consents

**ENVPL404**

Plan Making

**ENVPL406**

Planning Law

**ENVPL407**

Professional Planning Skills

**ENVPL490**

Directed Study (30 points)

## BEP List

### **BIOEB102**

Introduction to Ecology and Biodiversity - Mātai Hauropi a Kanorau Koiora

### **EARTH101**

Introduction to Earth System Sciences - Pūtaiao Pūnaha Whenua

### **EARTH102**

Discovering Planet Earth - Tūhuratia Papatūānuku

### **ECONS101**

Economics for Business and Management

### **ECONS102**

Economics and Society

### **ENVSC101**

Environmental Science

### **GEOGY102**

A Planet Under Pressure

### **MAORI111**

Te Reo Māori: Introductory 1

### **POLSC102**

New Zealand Politics and Policy

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# Regulations for the Degree of Bachelor of Global Studies (BGS)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and/or 400 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of a major.

### *Majors*

- Global Arts
- Global Markets
- Human Rights
- International Languages and Cultures
- International Relations

7. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant



subject entry in the [University of Waikato Catalogue of Papers](#).

8. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
11. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.
12. Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including: COMMS101, STMGT101, 15 points from List A: Local and Global Connections , 15 points from List B: Languages 1, MNMGT202, 15points from List C: Languages 2, and 15 points from papers as specified in the Work-Integrated Learning page in the [University of Waikato Catalogue of Papers](#).
13. Candidates may take up to 120 points from outside the field of the Degree.
14. The field of the Degree comprises all papers contributing to the subjects listed in section 6 of these regulations.

#### **Conjoint component requirements - Single major only**

15. Candidates must gain a minimum 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
16. Candidates must complete the requirements of a major, as specified in section 6.
17. Candidates must also complete at least 105 points from papers listed for the field of the Degree, as specified in section 12. However, candidates may substitute any of the following papers for any other field of the Degree paper:
  - (a) 15 points from COMMS101, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#)
  - (b) MNMGT202, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#),
  - (c) 15 points from papers as specified in the Work-Integrated Learning page in the [University of Waikato Catalogue of Papers](#), if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.
18. Candidates may take further points from outside the field of the Degree to enhance the coherence

of their conjoint programme, with the permission of the Pro Vice-Chancellor or delegated authority.

19. The field of the Degree is as specified in section 14.

### **Variations**

20. The Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.

21. The Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences or delegated authority may vary or waive these regulations in individual cases.

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### **List A: Local and Global Connections**

#### **ANTHY102**

Exploring Cultures: Aotearoa and the Pacific

#### **HISTY117**

Indigenous Global Histories

#### **MAORI103**

Introduction to Māori, Pacific and Indigenous Studies

#### **PACIS100**

Introduction to Pacific Histories, Languages and Cultures

### **List B: Languages 1\***

#### **CHINE131**

Chinese for Beginners

#### **FRNCH131**

French for Beginners

#### **JAPAN131**

Japanese for Beginners

#### **KOREA131**

Korean Language for Beginners 1

#### **MAORI111**

Te Reo Māori: Introductory 1

#### **SPNSH131**

Spanish for Beginners

\*Students wishing to enrol in a language they already have prior knowledge of must consult with a

lecturer in the subject to determine whether an intermediate language paper will be an appropriate replacement.

### List C: Languages 2

#### **CHINE231**

Intermediate Chinese 1

#### **FRNCH231**

Intermediate French 1

#### **JAPAN231**

Basic Japanese 1

#### **KOREA231**

Korean Language 2

#### **MAORI112**

Te Reo Māori: Introductory 2

#### **SPNSH231**

Intermediate Spanish 1

\*Students who took an intermediate language paper in List B will enrol in the follow-on language paper in List C.

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# Regulations for the Degree of Bachelor of Health (BHealth)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Health, Engineering, Computing and Science, and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of a major.

### *Majors*

Biomedical Sciences

Population Health

7. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
8. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any

specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).

9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
11. Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including HEALTH102, HEALTH120, HEALTH201, HEALTH220; 30 points from BIOEB101, CHEMY100, HMDEV100, HPSCI101, HTHPR101, MAORI150, PSYCH100, SDCOA101, SDCOA102; and at least 15 points from HEALTH383, HEALTH391 or HECSS363
12. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor, or towards the papers for the degree.
13. Candidates may take up to 120 points from outside the field of the Degree.
14. The field of the Degree comprises all of the majors listed in section 6 of these regulations as well as all HEALTH coded papers and all papers listed in section 11.

#### **Conjoint component requirements - Single major only**

15. Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
16. Candidates must complete the requirements of a major, as specified in sections 6 and 7.
17. Candidates must complete at least 105 points from papers listed in the field of the Degree, as specified in section 11. However, candidates may substitute any of the following papers for any other field of the Degree papers:
  - (1) HEALTH102, if the candidate completes the Disciplinary Foundations requirements of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#).
  - (2) HEALTH220, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#).
  - (3) HEALTH383, HEALTH391 or HECSS363, if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#).
18. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or delegated authority.
19. The field of the Degree is as specified in section 14.

#### **Variations**

20. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
21. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### Transitional Arrangements

22. These regulations apply to all new applicants for the Bachelor of Health from 2024. Students who enrolled in the Bachelor of Health prior to 2024 may complete under the regulations listed in the 2023 Calendar.

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# Regulations for the Degree of Bachelor of Laws (LLB)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Degree

1. The normal minimum period of enrolment for completion of the Degree is four years.
2. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
3. Candidates must gain 480 points at 100, 200, 300, and 400 levels, including at least 360 points above 100 level, at least 225 points above 200 level and at least 120 points above 300 level. Candidates may take a single major in Law or a first major in Law and a second major in another subject.
4. Candidates may not normally enrol in 200 Level Law papers until they have passed all of the 100 Level Law papers, and may not enrol in 300 Level Law papers until they have passed all of the 200 Level Law papers.
5. Candidates must complete at least 15 points of Work-Integrated Learning papers from the list of Work-Integrated Learning options in the [University of Waikato Catalogue of Papers](#).

## LLB with a Single Major in Law

1. To complete the requirements of the LLB with a single major in Law, candidates must complete

the requirements of the specified programme as prescribed in the [Law](#) subject entry in the [University of Waikato Catalogue of Papers](#).

2. To satisfy the New Zealand Council of Legal Education requirements, students wishing to proceed to a professionals programme and admission as a Barrister and Solicitor must complete a 400 level paper in Legal Ethics (15 points) as one of their 400 level Law papers.
3. Candidates taking the single major in Law may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).

### **Conjoint component requirements - Single major only**

4. Candidates must gain 390 points at 100, 200, 300 and 400 levels, including at least 330 points above 100 level, at least 225 points above 200 level and at least 120 points above 300 level.
5. Candidates must complete the requirements of the major, Law, as prescribed in the [Law](#) subject entry in the [University of Waikato Catalogue of Papers](#).

### **LLB with a First Major in Law and a Second Major in another subject**

1. To complete the requirements of the LLB with a First Major in Law and a Second Major in another subject, candidates must complete the requirements of the major, Law, as prescribed in the [Law](#) subject entry in the [University of Waikato Catalogue of Papers](#).
2. Candidates must also complete the requirements of the second major, as prescribed in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).

### **Variations**

1. Candidates who have completed the requirements for the award of a bachelors degree prior to enrolment for the degree of Bachelor of Laws may apply to the Pro Vice-Chancellor of the Division for exemption from the non-Law component of the Bachelor of Laws degree as set out in the Law subject entry of the University of Waikato Catalogue of Papers. Such candidates may take their compulsory 100 and 200 level LEGAL papers concurrently.
2. The Pro Vice-Chancellor of the Division or delegated authority may waive these regulations in individual cases.

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## Regulations for the Degree of Bachelor of Management Studies (BMS)

Students who enrol for the degree of Bachelor of Management Studies with Honours (BMS(Hons)) may be awarded the Bachelor of Management Studies (BMS), if, having passed all required papers and completed all other requirements for a BMS(Hons), their performance in the papers is not of honours standard.

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# Regulations for the Degree of Bachelor of Media and Creative Technologies (BMCT)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the Joint Institute of the Zhejiang University City College and the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300 and 400 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the compulsory papers prescribed in the appendix to these regulations, including the three University-wide requirements that are included in all undergraduate degrees. These elements include: Disciplinary Foundations; Cultural Perspectives; and Work-Integrated Learning.
7. Candidates must complete the requirements of a major, Design Media.
8. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the Design Media subject entry in the [University of Waikato Catalogue of Papers](#).

9. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
10. Candidates may complete a second major in any undergraduate major.
11. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
12. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.
13. Candidates must also complete at least 105 points listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including at least 60 points at 100 level, at least 30 points at 200 level, and at least 15 points at 300 level or above. Candidates completing a double major must also include at least 30 points at 300 level or above.
14. Candidates may take up to 120 points from outside the field of the Degree.
15. The field of the Degree comprises the major listed in section 7 of these regulations as well as the Finance major.

## Variations

16. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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## Appendix

### Compulsory Papers

#### **CREAT301**

Creative Technologies and Creative Practice Project

#### **DSIGN141**

Principles of Form and Design

#### **DSIGN252**

Cultural Perspectives for Design

#### **DSIGN350**

Design Internship

## ENSLA100

English for Professions

## MEDIA100

Understanding Visual Culture

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# Regulations for the Degree of Bachelor of Music (BMus)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).
3. Candidates must be accepted by the Chairperson of Music or delegated authority.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is three years.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 360 points at 100, 200, and 300 levels, including at least 225 points above 100 level and 75 points above 200 level.
7. Candidates must complete the requirements of the specified programme in Music including MUSIC112, MUSIC115, MUSIC117, MUSIC119, MUSIC213, MUSIC314, 15 points from papers as specified in the Disciplinary Foundation page in the [University of Waikato Catalogue of Papers](#), at least 15 points from papers as specified in the Cultural Perspectives page in the [University of Waikato Catalogue of Papers](#), and at least 15 points from papers as specified in the Work-Integrated Learning page in the [University of Waikato Catalogue of Papers](#).
8. Candidates must also complete the requirements of a music stream, as prescribed for that stream in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
9. Candidates must gain at least 90 points at 100 or 200 level in Music before taking Music papers

above 200 level.

### Conjoint component requirements

10. Candidates must complete the requirements under section 7. However, candidates may substitute any of the following papers for any other paper approved by the Pro Vice-Chancellor or delegated authority:
  - (a) 15 points from papers specified in the Disciplinary Foundations page of the [University of Waikato Catalogue of Papers](#), if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined on that page,
  - (b) 15 points from papers specified in the Cultural Perspectives page of the [University of Waikato Catalogue of Papers](#), if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined on that page,
  - (c) 15 points from papers as specified in the Work-Integrated Learning pages of the [University of Waikato Catalogue of Papers](#), if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.

### *Academic Stream*

11. Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 75 points above 200 level.
12. Candidates must complete the requirements of the Academic Stream, as specified in section 8.

### *Performance Stream*

13. Candidates must gain a minimum of 300 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 90 points above 200 level.
14. Candidates must complete the requirements of the Performance Stream, as specified in section 8.

### *Composition Stream*

15. Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 165 points above 100 level and 75 points above 200 level.
16. Candidates must complete the requirements of the Composition Stream, as specified in section 8.

### Variations

17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Bachelor of Nursing (BNurs)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).
3. Candidates must have a recognised First Aid Certificate that is current prior to clinical placements commencing.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is three years.
5. The requirements of the Degree must be completed within five consecutive years of first enrolling for the Degree.
6. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
7. Candidates must gain 360 points at 100, 200 and 300 levels or above, including at least 240 points above 100 level and at least 120 points above 200 level.
8. Candidates must complete the requirements of a specified programme as prescribed in the Nursing section of the [University of Waikato Catalogue of Papers](#).
9. Candidates must also satisfy the Pro Vice-Chancellor of the Division of Health, Engineering, Computing and Science that they have completed at least 1,704 hours of clinical practice over the period of enrolment.

## Variations

10. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Bachelor of Science (BSc)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, and 300 levels or above, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of a major.
  - (a) Applied Computing<sup>1</sup>  
Computer Science  
Data Analytics  
Mathematics
  - (b) Aquaculture  
Biomedical Science  
Chemistry  
Crime Science<sup>1</sup>  
Earth Sciences



Ecology and Biodiversity  
Electronics<sup>1</sup>  
Environmental Sciences  
Marine Science  
Materials and Processing  
Materials Science  
Molecular and Cellular Biology  
Psychology

7. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
8. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 30 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
11. A paper completed towards the requirements of a major or a minor cannot be counted towards the requirements of another major or a minor.
12. Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the degree if completing a double major, including:
  - (a) *for candidates enrolled in majors under section 6(a) of these regulations:*  
CSMAX175, one of DATAX111, DATAX121, MATHS101, MATHS102, MATHS103, MATHS104, MATHS135 or MATHS165, CSMAX270, and at least 15 points of Work-Integrated Learning at 300 level from the list of Work-Integrated Learning options in the [University of Waikato Catalogue of Papers](#).
  - (b) *for candidates enrolled in majors under section 6(b) of these regulations:*  
30 points chosen from List A: Science Fundamentals<sup>2</sup>, SCIEN100 or another approved Cultural Perspectives paper, and 15 points chosen from List B: Work-Integrated Learning.
13. Candidates enrolled in the majors under section 6(b) of these regulations must include at least 30 points chosen from List C: Science Numeracy as part of their programme of study.
14. Candidates may take up to 120 points from outside the field of the Degree.

15. The field of the Degree is defined in the appendix to these regulations.

### **Conjoint component requirements - Single major only**

16. Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.

17. Candidates must complete the requirements of a major, as specified in sections 6 and 7.

18. Candidates must also complete at least 105 points from the papers listed for the field of the Degree, as specified in section 12. However, candidates may substitute any of the following papers for any other field of the Degree paper:

(a) *for candidates enrolled in majors under section 6(a) of these regulations:*

- (i) CSMAX175, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#),
- (ii) CSMAX270, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#),
- (iii) 15 points from papers as specified in the Work-Integrated Learning page of the [University of Waikato Catalogue of Papers](#), if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.

(b) *for the candidates enrolled in majors under section 6(b) of these regulations:*

- (i) 15 points chosen from List B: Work-Integrated Learning, if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#).
- (ii) SCIEN100 or another Cultural Perspectives paper, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#).

19. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or delegated authority.

20. The field of the Degree is as specified in the appendix.

### **Variations**

21. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.

22. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### **Notes:**

1. *There will be no new intake into this major in 2024.*

2. *The requirement to complete 45 points from List A may be reduced for those candidates completing either a second major or a minor from the majors listed under section 6(b) of these regulations.*
- 

## Appendix

The field of the Degree is defined as

- (a) the papers offered by the School of Computing and Mathematical Sciences, including DSIGN125, but excluding other DSIGN coded papers, and
- (b) the papers offered by the School of Science and School of Engineering, and
- (c) the Philosophy papers PHILO102 Introduction to Logic and PHILO208 Reason, Science, and Pseudoscience, and
- (d) the papers listed for the subject of Crime Science, and
- (e) any PSYCH coded papers (except work-integrated learning papers such as PSYCH300 and PSYCH301).
- (f) any BIOMD coded papers.
- (g) HEALTH201

### List A: Science Fundamentals

#### **APHYS111**

Physics in Context - Ahupūngao o te Ao

#### **AQCUL101**

Introduction to Aquaculture - Ahumoana

#### **BIOEB101**

Concepts of Biology - Ngā Huatau o te Koiora

#### **BIOEB102**

Introduction to Ecology and Biodiversity - Mātai Hauropi a Kanorau Koiora

#### **BIOMD101**

Introduction to Human Biology - Tinana Tangata Koiora

#### **BIOMO101**

Introduction to Molecular and Cellular Biology - Mātai Pūtau a Mātai Rāpoi Ngota Koiora

#### **CHEMY100**

Chemistry in Context - Matū o te Ao

#### **CHEMY101**

Structure and Spectroscopy - Tūramaramatia i ngā Hanganga

**CHEMY102**

Chemical Reactivity - Tauhohehohe Matū

**CLIMT101**

Introduction to Climate Change Science - Pūtaiao Huringa Āhuarangi

**EARTH101**

Introduction to Earth System Sciences - Pūtaiao Pūnaha Whenua

**EARTH102**

Discovering Planet Earth - Tūhuratia Papatūānuku

**ENGEN111**

Electricity for Engineers

**ENGEN112**

Materials Science and Engineering

**ENGEN180**

Foundations of Engineering

**ENVSC101**

Environmental Science - Pūtaiao Taiao

**MARIN101**

Marine Biodiversity - Rerenga Rauropi Taimoana

**MARIN102**

Marine Mammals, Birds and Apex Predators

**PHYSC100**

General Physics

**List B: Work-Integrated Learning**

**HECSS363**

The Impact Lab

**SCIEN301**

Capstone Project

**SCIEN303**

Undergraduate Research Project

**SCIEN313**

Undergraduate Research Project

## **SCIEN314**

Science Entrepreneurship

### List C: Science Numeracy

#### **one of**

**CHEMY202** Physical Chemistry or **CHEMY204** Analytical Chemistry

#### **one of**

**COMPX101** Introduction to Programming or **COMPX102** Object-Oriented Programming or **ENGEN103** Engineering Computing

#### **one of**

**COMPX201** Data Structures and Algorithms or **COMPX202** Mobile Computing and Software Architecture or **COMPX223** Database Practice and Experience or **COMPX241** Software Engineering Design 1 or **COMPX242** Software Engineering Design 2 or **CSMAX101** The World of Data

## **ENVPL202**

Cartography and Spatial Analysis

## **ENGEN201**

Engineering Maths and Modelling 2

#### **one of**

**MATHS101** Introduction to Calculus or **MATHS103** Mathematics 1A or **ENGEN101** Engineering Maths and Modelling 1A

#### **one of**

**MATHS102** Introduction to Algebra or **MATHS104** Mathematics 1B or **ENGEN102** Engineering Maths and Modelling 1B

## **MATHS135**

Discrete Structures

## **MATHS165**

General Mathematics

## **MATHS168**

Preparatory Mathematics

## **MATHS2XX**

Any 200-level paper in MATHS coded papers

#### **one of**

**PHYSC100** General Physics or **PHYSC101** Physics for Engineers and Scientists or **ENGEN110** Engineering Mechanics

**one of**

**DATAX111** Statistics for Science or **DATAX121** Introduction to Statistical Methods

**DATAX2XX**

Any 200-level DATAX coded paper

**HEALTH**

Epidemiology and Biostatistics

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# Regulations for the Degree of Bachelor of Science (Technology) (BSc(Tech))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and 400 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of a major.
  - (a) Computer Science<sup>1</sup>
  - (b) Aquaculture<sup>1</sup>
    - Chemistry
    - Earth Sciences
    - Ecology and Biodiversity
    - Environmental Sciences
    - Marine Science
    - Materials Science
    - Molecular and Cellular Biology



7. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
8. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 30 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
11. A paper completed towards the requirements of a major or a minor cannot be counted towards the requirements of another major or a minor.
12. Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the degree if completing a double major, including:
  - (a) *for candidates enrolled in majors under section 6(a) of these regulations:*  
CSMAX170, CSMAX270, SCIEN270, COMPX371 and one of DATAX111, DATAX121, MATHS135.
  - (b) *for candidates enrolled in majors under section 6(b) of these regulations:*  
30 points chosen from List A: Science Fundamentals<sup>2</sup>, SCIEN100 or another approved Cultural Perspectives paper, SCIEN270, and SCIEN371.
13. Candidates enrolled in majors under section 6(b) of these regulations must include at least 30 points chosen from List C: Science Numeracy as part of their programme of study.
14. Candidates may take up to 120 points from outside the field of the Degree.
15. The field of the Degree is defined in the appendix to these regulations.

### **Conjoint component requirements - Single major only**

16. Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 90 points above 200 level.
17. Candidates must complete the requirements of a major, as specified in sections 6 and 7.
18. Candidates must also complete at least 120 points from the papers listed for the field of the Degree, as specified in section 12. However, candidates may substitute any of the following papers for any other field of the Degree paper:

(a) *for candidates enrolled in majors under section 6(a) of these regulations:*

- (i) CSMAX170, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#),
- (ii) CSMAX270, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#).

(b) *for the candidates enrolled in majors under section 6(b) of these regulations:*

- (i) SCIEN100 or another Cultural Perspectives paper, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#).

19. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or delegated authority.

20. The field of the Degree is as specified in the appendix.

### **Variations**

21. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.

22. The Pro Vice-Chancellor or delegated authority may vary or waive these regulations in individual cases.

### **Notes:**

1. *There will be no new intake into this major in 2024.*
2. *The requirement to complete 45 points from List A: Science Fundamentals may be reduced for those candidates completing either a second major or a minor from the majors listed under section 6(b) of these regulations.*

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### **Appendix**

The field of the Degree is defined as

- (a) the papers offered by the School of Computing and Mathematical Sciences, including DSIGN125, but excluding other DSIGN coded papers, and
- (b) the papers offered by the School of Science and School of Engineering, and
- (c) the Philosophy papers PHILO102 Introduction to Logic and PHILO208 Reason, Science, and Pseudoscience, and
- (d) the following Psychology papers:

#### **PSYCH100**

Brain, Behaviour and Cognition

**PSYCH101**

Social Psychology, Health and Well-being

**PSYCH203**

Cognitive Neuroscience

**PSYCH204**

Learning and Perception

**PSYCH211**

Understanding Psychological Research

**PSYCH305**

Psychological Science: Putting Theory into Practice

**PSYCH307**

Psychological Research Methods

**PSYCH314**

Behaviour Analysis

**PSYCH319**

Infant and Child Development

**PSYCH322**

Memory and Cognition

**PSYCH337**

Individual Differences and Measurement

**PSYCH338**

Mental Health and Well Being

**List A: Science Fundamentals**

**APHYS111**

Physics in Context - Ahupūngao o te Ao

**BIOEB101**

Concepts of Biology - Ngā Huatau o te Koiora

**BIOEB102**

Introduction to Ecology and Biodiversity - Mātai Hauropi a Kanorau Koiora

**BIOMD101**

Introduction to Human Biology - Tinana Tangata Koiora

**BIOMO101**

Introduction to Molecular and Cellular Biology - Mātai Pūtau a Mātai Rāpoi Ngota Koiora

**CHEMY100**

Chemistry in Context - Matū o te Ao

**CHEMY101**

Structure and Spectroscopy - Tūramaramatia i ngā Hanganga

**CHEMY102**

Chemical Reactivity - Tauhohehohe Matū

**CLIMT101**

Introduction to Climate Change Science - Pūtaiao Huringa Āhuarangi

**EARTH101**

Introduction to Earth System Sciences - Pūtaiao Pūnaha Whenua

**EARTH102**

Discovering Planet Earth - Tūhuratia Papatūānuku

**ENGEN111**

Electricity for Engineers

**ENGEN112**

Materials Science and Engineering

**ENGEN180**

Foundations of Engineering

**ENVSC101**

Environmental Science - Pūtaiao Taiao

**PHYSC100**

General Physics

**List C: Science Numeracy**

**one of**

**CHEMY202** Physical Chemistry or **CHEMY204** Analytical Chemistry

**one of**

**COMPX101** Introduction to Programming or **COMPX102** Object-Oriented Programming or  
**ENGEN103** Engineering Computing

**one of**

**COMPX201** Data Structures and Algorithms or **COMPX202** Mobile Computing and Software

Architecture or **COMPX223** Database Practice and Experience, or **COMPX241** Software Engineering Design 1, or **COMPX242** Software Engineering Design 2, or **CSMAX101** The World of Data

## **ENVPL202**

Cartography and Spatial Analysis

## **ENGEN201**

Engineering Maths and Modelling 2

### **one of**

**MATHS101** Introduction to Calculus or **MATHS103** Mathematics 1A or **ENGEN101** Engineering Maths and Modelling 1A

### **one of**

**MATHS102** Introduction to Algebra or **MATHS104** Mathematics 1B or **ENGEN102** Engineering Maths and Modelling 1B

## **MATHS135**

Discrete Structures

## **MATHS165**

General Mathematics

## **MATHS168**

Preparatory Mathematics

## **MATHS2XX**

Any 200-level paper in MATHS coded papers

### **one of**

**PHYSC100** General Physics or **PHYSC101** Physics for Engineers and Scientists or **ENGEN110** Engineering Mechanics

### **one of**

**DATA111** Statistics for Science or **DATA121** Introduction to Statistical Methods

## **DATA2XX**

Any 200-level DATA coded paper

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In this section

# Regulations for the Degree of Bachelor of Social Sciences (BSocSc)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences, the Faculty of Māori and Indigenous Studies, or the Division of Education and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and/or 400 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of a major.

(a) *Division of Arts, Law, Psychology and Social Sciences majors*

Anthropology

Crime Science<sup>1</sup>

Criminology

Economics

Environmental Planning

Geography

History

Human Rights  
Law  
Linguistics  
Philosophy  
Political Science  
Population Studies  
Psychology  
Screen and Media Studies  
Social Policy  
Sociology

(b) *Faculty of Māori and Indigenous Studies majors*

Māori and Indigenous Studies  
Pacific and Indigenous Studies<sup>1</sup>

(c) *Division of Education majors*

Digital Learning  
Education and Society  
Human Development

7. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
8. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
11. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.
12. Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including:
  - (a) *for candidates enrolled in majors under section 6(a) of these regulations:*  
ARTSC111, 15 points from either ENSLA202 or a paper in List A: Academic Foundations, at least 15 points from papers specified in the Cultural Perspectives page in the [University of Waikato Catalogue of Papers](#), 15 points from List B and at least 15 points from papers as



specified in the Work-Integrated Learning page in the [University of Waikato Catalogue of Papers](#).

(b) *for candidates enrolled in majors under section 6(b) of these regulations:*

MAORI100, MAORI103, one of MAORI203 or MAORI303, at least 15 points from papers as specified in the Work-Integrated Learning page in the [University of Waikato Catalogue of Papers](#) and 45 points from MAORI and PACIS coded papers.

(c) *for candidates enrolled in majors under section 6(c) of these regulations:*

ARTSC111, either EDSOC101 or HMDEV100, EDUCA200, 15 points from List A: Academic Foundations, 15 points from List B and at least 15 points from papers as specified in the Work-Integrated Learning page in the [University of Waikato Catalogue of Papers](#).

13. Candidates may take up to 120 points from outside the field of the Degree.

14. The field of the Degree comprises all the majors listed in section 6 of these regulations as well as Ethics, Gender and Sexuality Studies, Public Policy.

### **Conjoint component requirements - Single major only**

15. Candidates must gain a minimum 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.

16. Candidates must also complete at least 105 points from papers listed for the field of the Degree, as specified in section 12. However, candidates may substitute any of the following papers for any other field of the Degree paper:

(a) *for candidates enrolled in the Division of Arts, Law, Psychology and Social Sciences:*

(i) 15 points from either ENSLA202 or a paper in List A: Academic Foundations, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#).

(ii) 15 points from papers specified in the Cultural Perspectives page of the [University of Waikato Catalogue of Papers](#), if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined on that page.

(iii) 15 points from papers as specified in the Work-Integrated Learning page of the [University of Waikato Catalogue of Papers](#), if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.

(b) *for candidates enrolled in the Faculty of Māori and Indigenous Studies majors:*

(i) MAORI100, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#).

(ii) 15 points from papers as specified in the Work-Integrated Learning page on the [University of Waikato Catalogue of Papers](#), if the candidate completes the Work-

Integrated Learning requirement of their other conjoint component as defined on that page.

(c) *for candidates enrolled in the Division of Education majors:*

- (i) 15 points from List A: Academic Foundations, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#).
- (ii) EDUCA200, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#).
- (iii) 15 points from papers as specified in the Work-Integrated Learning page of the [University of Waikato Catalogue of Papers](#), if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.

17. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority.

18. The field of the Degree is as specified in section 14.

### **Variations**

19. The Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.

20. The Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

### **Notes:**

1. *There will be no new intake into this major in 2024.*

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### **List A: Academic Foundations**

#### **ARTSC101**

Indigenous Social Science Research

#### **ARTSC103**

Rights and Reasons

#### **ARTSC106**

Critical Social Science Research: The Crisis of Climate Change

#### **ENSLA103**

## English as an Additional Language: Effective Academic Writing

### List B

#### **EDUCA210**

Learning Through Life: Contexts and Considerations

#### **PSYCH211**

Understanding Psychological Research

#### **SSRES200**

Social Science Research Methods

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# Regulations for the Degree of Bachelor of Social Work (BSW)

The BSW is not offered in 2024.

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).
3. Candidates must have been selected by the Division of Arts, Law, Psychology and Social Sciences as a fit and proper person to be a social worker as defined by Section 47 of the Social Workers Registration Act 2003.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is four years and the requirements for the Degree must be completed within eight years of first enrolling in the degree.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 480 points at 100, 200, 300, and 400 levels, including at least 360 points above 100 level and 225 points above 200 level and 90 points above 300 level.
7. Candidates must complete a specified programme as prescribed in the Social Work entry in the [University of Waikato Catalogue of Papers](#).
8. Students must maintain their fit and proper status (as defined by Section 47 of the Social Workers

Registration Act 2003) for the duration of enrolment in the programme.

9. A student's place in the programme may be reviewed at any time if the student has:
- (i) failed a 300 or 400 level Field Placement paper;
  - (ii) failed any of the other compulsory papers within the programme at a second attempt;
  - (iii) not been placed in a fieldwork placement due to concerns raised by two fieldwork agencies;
  - (iv) committed a criminal offence (whether or not a conviction has been entered);
  - (v) engaged in conduct that could impact upon them being a 'fit and proper person to practice social work' as defined by the Social Workers Registration Board Fit and Proper Person Policy Statement and Section 47 of the Social Workers Registration Act, 2003;
  - (vi) failed to declare a matter covered by (iv)-(v).

### Variations

10. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Bachelor of Sport and Human Performance (BSHP)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Health, Engineering, Computing and Science, and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and/or 400 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of a major.

### *Majors*

Healthy Active Living

Human Performance Science

Sport Development and Coaching

7. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#) of Papers.
8. Candidates completing a single major may also complete a minor by gaining 60 points in any



minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).

9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
11. Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including HEALTH102; HEALTH120; 30 points from BIOMD101, DANCE101, HPSCI101, HTHPR101, SDCOA101, SDCOA102; HEALTH220; and at least 15 points from HEALTH381, HEALTH382, HEALTH391 or HECSS363.
12. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor, or towards the papers for the degree.
13. Candidates may take up to 120 points from outside the field of the Degree.
14. The field of the Degree comprises all of the majors listed in section 6 of these regulations as well as all HEALTH coded papers and all other papers listed in section 11 of these regulations.

### **Conjoint component requirements - Single major only**

15. Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
16. Candidates must complete the requirements of a major, as specified in sections 6 and 7.
17. Candidates must complete at least 105 points from papers listed in the field of the Degree, as specified in section 11. However, candidates may substitute any of the following papers for any other field of the Degree papers:
  - (a) HEALTH102, if the candidate completes the Disciplinary Foundations requirements of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#).
  - (b) HEALTH220, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#).
  - (c) HEALTH381, HEALTH382, HEALTH391 or HECSS363, if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#).
18. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or delegated authority.
19. The field of the Degree is as specified in section 14.

### **Variations**

20. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
21. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### Transitional Arrangements

22. These regulations apply to all new applicants for the Bachelor of Sport and Human Performance from 2024. Students who enrolled in the Bachelor of Health, Sport and Human Performance prior to 2024 may complete under the regulations listed in the 2023 Calendar.

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In this section

# Regulations for the Degree of Bachelor of Teaching (BTchg)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).
3. Candidates must have been selected by the Division of Education as a suitable person to be a teacher.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is three years.
5. The requirements for the Degree must be completed within six years of first enrolling in the degree.
6. Candidates must enrol in the Division of Education and follow an approved programme of study.
7. Candidates must gain 360 points at 100, 200, and 300 levels, including at least 225 points above 100 level and 75 points above 200 level.
8. Candidates must complete the requirements of the major, Professional Education.
9. To complete the requirements of the major, candidates must comply with the requirements of a programme, details of which are prescribed in the Teaching entry in the [University of Waikato Catalogue of Papers](#).

### *Programmes*

Early Childhood<sup>1</sup>

Primary

Primary Kākano Rua<sup>1</sup>  
Qualified and Registered Teachers  
Secondary<sup>1</sup>

10. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.

### Conjoint component requirements<sup>2</sup>

11. Candidates must gain a minimum 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
12. Candidates must complete the requirements of the major, Professional Education, as specified in sections 7-8.
13. Candidates may not enrol in specific papers until they have passed certain programme requirements, as outlined in the Division of Education Teacher Education Handbook.

### Variations

14. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### Notes:

1. *There will be no new intake into this programme in 2024.*
2. *There will be no new intakes into the conjoint programmes in 2024.*

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# Regulations for the Degree of Te Ara Poutama Toitū Te Reo (TTR)

The TTR is not offered in 2024.

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have:
  - (a) qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#);
  - (b) provided evidence of te reo Māori competency by:
    - (i) achieving Whakamātauria Tō Reo Māori Level 3 (National Māori Language Proficiency Examinations); or
    - (ii) undertaking all primary schooling and at least three years secondary schooling in te reo Māori; or
    - (iii) undertaking five years of secondary schooling in te reo Māori; or
    - (iv) other means, considered on a case by case basis; and
  - (c) been selected by the Division of Education as a suitable person to be a kaiako, in line with entry requirements outlined in Te Whare o Rongotauira: Māori medium Initial Teachers Education Programme Approval, Monitoring and Review Requirements.

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Education and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, and 300 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of the major Toitū te Reo.
7. To complete the requirements of the major, candidates must complete the requirements of a programme, as prescribed in the Toitū te Reo subject entry in the [University of Waikato Catalogue of Papers](#).
8. Candidates may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
9. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.

### Conjoint Component requirements

10. Candidates must gain a minimum 270 points at 100, 200, and 300 levels, including at least 120 points above 100 level and 60 points above 200 level.
11. Candidates must complete the requirement of the major, Toitū te Reo, as specified in section 6 of the TTR and TTR conjoint regulations.
12. To complete the requirements of the major, candidates must complete the requirements of a programme, as prescribed in the Toitū te Reo subject entry of University of Waikato Catalogue of Papers.

### Variations

13. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for Conjoint Degrees

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Every candidate must have met the admission requirements of each of the component degrees and be approved by the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies to enrol in the conjoint qualification.
3. Admission may be at initial enrolment, except where noted below, or after the candidate has passed or been credited with papers towards either component degree, but the candidate must not have been awarded either of the component degrees. The following exceptions apply:
  - (1) Candidates cannot enrol in the LLB(Hons) conjoint component at initial enrolment but are eligible to be considered for admission on successful completion of the Honours admission requirements.
  - (2) Candidates cannot enrol in the TTR conjoint component at initial enrolment but are eligible to be considered for admission on completion of their first 120 points towards the TTR with a grade average of B- or higher.
4. No candidate will be admitted into a conjoint programme consisting of both a TTR and BTchg component.

## Requirements for the Degree

5. Candidates must enrol in a Division or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
6. Candidates must complete the requirements of each component degree, as specified in the relevant [qualification regulations](#).

7. Candidates must enrol in at least one paper for each of the component degrees each year, unless the requirements of one component degree have already been completed.
8. Each paper must be taken towards one component degree.
9. Only when all of the requirements of both component degrees have been satisfied may the two degrees be awarded.
10. Graduates of a conjoint degree programme may not cross-credit any of the papers contributing to the component degrees towards another University of Waikato qualification. Candidates enrolling in a conjoint degree programme will not be eligible to credit papers from a completed bachelors degree, graduate diploma or postgraduate diploma.

### Variations

11. The Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authorities may vary or waive these regulations in individual cases.
12. Subject to approval being granted under clause 11, candidates may include up to 75 points from outside the field of that degree taken in partnership and as part of a conjoint with a Bachelor of Teaching (BTchg) or Te Ara Poutama Toitū Te Reo (TTR).

### Notes:

1. *The range of degrees that may be taken in partnership with the Professional degrees without additional papers being required may be limited.*
2. *Not all conjoint combinations will be available in 2024.*

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# Regulations for the Degree of Bachelor of Arts with Honours (BA(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Arts of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board and
  - (c) for the subjects listed in clause 7(a), normally achieved a B grade average either: over the best 120 points of their major; or over the 300 level papers completed that are listed for their major's subject.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.

7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
  - (a) *Division of Arts, Law, Psychology and Social Sciences subjects requiring admission through clause 2(c)*
    - Anthropology
    - Chinese<sup>1</sup>
    - English
    - French<sup>1</sup>
    - Geography
    - History
    - Japanese<sup>1</sup>
    - Music
    - Philosophy
    - Political Science
    - Psychology
    - Screen and Media Studies
    - Social Policy
    - Sociology
    - Theatre Studies
  - (b) *Faculty of Māori and Indigenous Studies subjects*
    - Māori and Indigenous Studies
    - Pacific and Indigenous Studies
8. Candidates enrolled in the Division of Arts, Law, Psychology and Social Sciences must include at least 30 points in research, as prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### **Award of Honours**

12. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or
  - (d) Third Class Honours.

13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

### Variations

14. The Pro Vice-Chancellor of the Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

### Notes:

1. *There will be no new intake into this subject in 2024.*

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In this section

# Regulations for the Degree of Bachelor of Business with Honours (BBus(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Business of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol with the Waikato Management School and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue](#)

## of Papers:

### *Subjects*

Accounting  
Agribusiness  
Digital Business  
Economics  
Entrepreneurship and Innovation<sup>1</sup>  
Finance  
Human Resource Management  
Marketing  
Public Relations  
Strategic Management  
Supply Chain Management  
Tourism and Hospitality Management

8. Candidates must include at least 30 points in research, as prescribed in relevant subject entry in the University of Waikato [Catalogue of Papers](#).
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
12. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.

### **Award of Honours**

13. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or
  - (d) Third Class Honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

### **Variations**

15. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### **Notes:**

1. *There will be no new intake into this subject in 2024.*

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# Regulations for the Degree of Bachelor of Communication Studies with Honours (BCS(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Communication Studies of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must gain at least 60 points from one of the following subjects, including any

compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#):

*Subjects*

- Leadership Communication
- Marketing
- Public Relations

8. Candidates must include at least 30 points in research, as prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
12. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.

**Award of Honours**

13. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or
  - (d) Third Class Honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

**Variations**

15. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons))

There will be no new intake into this qualification in 2024.

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#)
3. Candidates who have been awarded the degree of Bachelor of Computing and Mathematical Sciences will not be admitted to this degree

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is four years.
5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates must gain 480 points at 100, 200, 300, and 500 levels, including at least 345 points above 100 level, 195 points above 200 level and 120 points at 500 level.
7. Candidates must complete the requirements of a major.

### *Majors*

Computer Science

Data Analytics



## Mathematics

8. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
9. Candidates must include either COMPX520 Dissertation (45 points), DATA520 Dissertation (45 points), or MATHS520 Dissertation (45 points). Candidates who do not meet the prerequisite requirements to enrol in any one of these papers may be eligible for an alternative qualification, subject to completing the relevant requirements.
10. Candidates must include at least 60 points at 500 level in the subject of their first major, including at least 30 points of research, as prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
11. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
12. Candidates may complete a second major in any undergraduate major.
13. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 30 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
14. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.
15. Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from the papers listed for the field of the Degree if completing a double major, including CSMAX170, one of MATHS101, MATHS102, MATHS103, MATHS104, MATHS135, MATHS165, DATA111 or DATA121, CSMAX270, and at least 15 points of Work-Integrated Learning at 300 level from the list of Work-Integrated Learning options in the University of Waikato [Catalogue of Papers](#).
16. Candidates may take up to 180 points from outside of the field of the Degree.
17. The field of the Degree comprises all of the majors listed in section 7 of these regulations.

## Award of Honours

18. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division).
19. If awarded, the level of honours will be determined on the basis of candidates' grades in 500 level

papers.

20. In order to be eligible for consideration for the award of honours, the 500 level papers must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding two calendar years.
21. Candidates who do not meet the grade requirement for an award of honours may be awarded the Bachelor of Computing and Mathematical Sciences.

### **Conjoint component requirements - Single major only**

22. Candidates must gain a minimum of 345 points at 100, 200, 300, 400 and 500 levels, including at least 240 points above 100 level, 135 points above 200 level and 90 points at 500 level.
23. Candidates must complete the requirements of a major, as specified in sections 7 and 8.
24. Candidates must also complete at least 105 points from papers listed for the field of the Degree, as specified in section 15. However, candidates may substitute any of the following papers from any other field of the Degree paper:
  - (1) CSMAX170, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the Catalogue of Papers
  - (2) CSMAX270, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the Catalogue of Papers.
  - (3) 15 points from papers as specified in the Work-Integrated Learning page on the Catalogue of Papers, if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.
25. Candidates must meet the 500 level requirements as specified in section 9.
26. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or delegated authority.
27. The field of the Degree is as specified in section 17.
28. The Degree may be awarded with a level of Honours, as specified in sections 18-21.

### **Variations**

29. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 180 points to be taken from outside of the field of the Degree in individual cases.
30. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Bachelor of Design with Honours (BDes(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Design of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol with the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#):

### *Subjects*

Communication Design

Interface Design

Media Design

8. Candidates must include at least 30 points in research, as prescribed in the University of Waikato [Catalogue of Papers](#).
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### **Award of Honours**

12. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or
  - (d) Third Class Honours.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

### **Variations**

14. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Bachelor of Engineering with Honours (BE(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#). Candidates should indicate by the mid-point of their second-year studies whether they wish to add Certificate in Professional Engineering Practice (Cert(PEngPrac) or the Diploma of Engineering Management (DipEM) to their studies, or intend to continue in the BE(Hons) alone.

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is four years. If taking the DipEM concurrently, it may be possible for students to complete over the summer of their fourth year of study.
4. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain at least 480 points at 100, 200, 300, and 500 level, with at least 360 points above 100 level and at least 120 points at 500 level.
6. Candidates must complete the requirements of a specified programme.
  - (a) Software Engineering
  - (b) Chemical and Biological Engineering  
Civil Engineering  
Electrical and Electronic Engineering

Environmental Engineering  
Materials and Process Engineering  
Mechanical Engineering  
Mechatronics Engineering

7. To complete the requirements of a specified programme, candidates must pass the papers prescribed for that programme in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
8. Candidates must also satisfy the Pro Vice-Chancellor of the Division that they have completed a minimum of 800 hours of industrial experience relevant to their specified programme. This may be achieved within the BE(Hons), using zero-point placement papers, or by concurrent enrolment in the Cert(PEngPrac) or DipEM. Completed zero-point placements from the BE(Hons) cannot be credited towards the Cert(PEngPrac) or DipEM if a student subsequently enrolls in that qualification.

### **Award of Honours**

9. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or
  - (d) Third Class Honours.
10. If awarded, the level of honours will be determined on the basis of the candidates' grades in the papers in Year 3 and 4 of the Engineering programme.

### **Conjoint component requirements**

11. For purposes of IPENZ accreditation the total points that must be achieved for the BE(Hons) component of a conjoint qualification will normally be 480 points, however the points requirement may be reduced depending on the second degree taken for the conjoint qualifications. If reduced, candidates must gain a minimum of 405 points at 100, 200, 300, 400 and 500 levels including at least 315 points above 100 level, 210 points above 200 level and 105 points above 300 level. Students considering a conjoint qualification which includes the BE(Hons) should consult with the Division of Health, Engineering, Computing and Science.
12. Candidates must complete the requirements of a specified programme, as specified in sections 6 and 7.
13. Candidates must also satisfy the Pro Vice-Chancellor of the Division that they have a completed a minimum of 800 hours of industrial experience relevant to their specified programme.
14. The Degree may be awarded with a level of Honours, as specified on sections 9 and 10.

### **Variations**

15. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these



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In this section

# Regulations for the Degree of Bachelor of Health, Sport and Human Performance with Honours (BHSHP(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Health, Sport and Human Performance of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the Health, Sport and Human

Performance entry in the University of Waikato [Catalogue of Papers](#), including any compulsory papers.

8. Candidates may take up to 30 points from outside the field of the Degree.
9. The field of the Degree comprises the papers prescribed for the Degree in the Health, Sport and Human Performance entry in the University of Waikato [Catalogue of Papers](#).
10. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### **Award of Honours**

11. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or
  - (d) Third Class Honours.
12. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

### **Variations**

13. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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In this section

# Regulations for the Degree of Bachelor of Laws with Honours (LLB(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates who have completed the compulsory 100 and 200 Level papers as prescribed in the Law subject page on the University of Waikato Catalogue of Papers, are eligible to be considered for admission to the degree of Bachelor of Laws with Honours.
3. Candidates who have been awarded the degree of Bachelor of Laws will not be admitted to this degree.

## Requirements for the Degree

1. The normal minimum period of enrolment for completion of the Degree is four years.
2. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
3. Candidates must gain 540 points at 100, 200, 300, 400, and 500 levels, including at least 420 points above 100 level, at least 285 points above 200 level, and at least 180 points above 300 level, and at least 60 points at 500 level. Candidates may take a single major in Law or a first major in Law and a second major in another subject.
4. Candidates must complete at least 15 points of Work-Integrated Learning papers from the list of Work-Integrated Learning options in the University of Waikato [Catalogue of Papers](#).
5. Candidates must complete their 500 Level requirements as prescribed in the Law Subject of the University of Waikato Catalogue of Papers within two years following admission to the degree of Bachelor of Laws with Honours, or, in the case of part-time study, an equivalent period not

exceeding four calendar years..

6. Candidates may not present a thesis or dissertation for the Degree without approval from the Pro Vice-Chancellor of the Division or delegated authority.

### **LLB(Hons) with a Single Major in Law**

1. To complete the requirements of the LLB(Hons) with a single major in Law, candidates must complete the requirements of the specified programme as prescribed in the Law subject entry in the University of Waikato Catalogue of Papers
2. To satisfy the New Zealand Council of Legal Education requirements, students wishing to proceed to a professionals programme and admission as a Barrister and Solicitor must complete a 400 level paper in Legal Ethics (15 points) as one of their 400 level Law papers.
3. Candidates taking the single major in Law may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).

### **LLB(Hons) with a First Major in Law and a Second Major in another subject**

1. To complete the requirements of the LLB(Hons) with a first major in Law and a second major in another subject, candidates must complete the requirements of the major, Law, as prescribed in the Law subject entry in the University of Waikato Catalogue of Papers.
2. Candidates must also complete the requirements of the second major, as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.

### **Award of Honours**

1. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division).
2. If awarded, the level of honours will be determined on the basis of candidates' grades in their 300, 400, and 500 level LEGAL coded papers. Candidates' performance in their 100, and 200 level LEGAL coded papers may be taken into account where additional clarification is required.
3. Candidates who do not meet the standard required for the award of honours may, on the recommendation of the Faculty of Law Board of Examiners, be awarded the degree of Bachelor of Laws.
4. Candidates who fail to display a sufficient aptitude in any of their 500 Level LEGAL coded papers may, on the recommendation of the Faculty of Law Board of Examiners, have their eligibility for honours terminated or be awarded the degree of Bachelor of Laws.

### **Conjoint component requirements - Single major in each degree only**

1. Candidates must gain 450 points at 100, 200, 300, 400 and 500 levels, including at least 390 points above 100 level, and at least 285 points above 200 level , and at least 180 points above 300 level.
2. Candidates must complete the requirements of the major, Law, as prescribed in the Law subject entry in the University of Waikato Catalogue of Papers.
3. The Degree may be awarded with a level of Honours, as specified in sections 15-18.

### Variations

1. Candidates who have completed the requirements for the award of a bachelors degree prior to enrolment for the degree of Bachelor of Laws may apply to the Pro Vice-Chancellor of the Division for exemption from the non-Law component of the Bachelor of Laws degree as set out in the Law subject entry of the University of Waikato Catalogue of Papers.
2. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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In this section

# Regulations for the Degree of Bachelor of Management Studies with Honours (BMS(Hons))

There will be no new intake into this qualification in 2024.

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is four years.
4. Candidates must enrol with the Waikato Management School and follow an approved programme of study.
5. Candidates must demonstrate competency in employment skills as prescribed by the Waikato Management School.
6. Candidates must gain 480 points at 100, 200, 300, and 500 levels, including at least 345 points above 100 level, 195 points above 200 level, and 120 points at 500 level.
7. Candidates must complete the requirements of a major.

### *Majors*

Accounting  
Agribusiness  
Digital Business  
Economics

Finance  
Human Resource Management  
Marketing  
Public Relations  
Strategic Management  
Supply Chain Management  
Tourism and Hospitality Management

8. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).<sup>1</sup>
9. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
10. Candidates may complete a second major in any undergraduate major.
11. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
12. A paper completed towards the requirements of a major or minor cannot be counted towards the requirements of another major or minor.
13. Candidates must include in their programme at least 75 points from the following papers: ACCTN101, ECONS101, FINAN101, MGSYS101, MRKTG101 and STMGT101.
14. Candidates must complete BUSAN205, MNMGT202 and at least 15 points of Work-Integrated Learning at 300 level from the list of Work-Integrated Learning options in the University of Waikato [Catalogue of Papers](#).
15. Candidates must complete EXMBM512, MNMGT511, MNMGT512, MNMGT513, MNMGT514, MNMGT516, MNMGT517, and MNMGT519.
16. Candidates may include in their programme up to 120 points from outside the field of the Degree.
17. The field of the Degree comprises all of the subjects listed in section 7 of these regulations as well as the papers listed for Agribusiness, International Management and Leadership Communication.
18. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.

### **Award of Honours**

19. The Degree may be awarded with
  - (a) First Class Honours, or

- (b) Second Class Honours (first division), or
- (c) Second Class Honours (second division).

20. If awarded, the level of honours will be determined on the basis of the candidates' grades in 500 level papers completed.
21. Candidates who do not meet the standard required for the award of honours may, on the recommendation of the Waikato Management School Board of Examiners, be awarded the degree of Bachelor of Management Studies.

### **Variations**

22. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside of the field of the Degree in individual cases.
23. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### **Conjoint component requirements - Single major only**

24. Candidates must gain a minimum of 345 points at 100, 200, 300, and 500 levels, including at least 255 points above 100 level, 180 points above 200 level and 120 points at 500 level.
25. Candidates must demonstrate competency in employment skills as prescribed by the Waikato Management School.
26. Candidates must complete the requirements of a major, as specified in sections 7 and 8 of the BMS(Hons) regulations.
27. Candidates must include in their programme at least 60 points from the following papers: ACCTN101, ECONS101, FINAN101, MGSYS101, MRKTG101 and STMGT101.
28. Candidates, as part of their programme, must complete the requirements of section 14. However, candidates may substitute any of the following papers for any other field of the Degree papers:
  - (a) MNMGT202, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the Cultural Perspectives page of the [University of Waikato Catalogue of Papers](#).
  - (b) 15 points from papers as specified for the Bachelor of Management with Honours in the Work-Integrated Learning page in the [University of Waikato Catalogue of Papers](#), if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.
29. Candidates must complete MNMGT511, MNMGT512, MNMGT513, MNMGT514, MNMGT515, MNMGT516, MNMGT517 and MNMGT519.
30. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
31. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or

delegated authority.

32. The field of the Degree is as specified in section 17 of the BMS(Hons) regulations.
33. The Degree may be awarded with a level of Honours, as specified in sections 19-21 of the BMS(Hons) regulations.

**Notes:**

1. *Candidates completing a single major may count towards their major 15 points of Work-Integrated Learning at 300 level selected from the list of Work-Integrated Learning options in the University of Waikato [Catalogue of Papers](#).*

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In this section

# Regulations for the Degree of Bachelor of Media and Creative Technologies with Honours (BMCT(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Media and Creative Technologies of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the compulsory papers prescribed in the appendix to these

regulations.

8. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#):
  - (a) *Division of Arts, Law, Psychology and Social Sciences subjects*
    - Creative Practices
    - Creative Technologies
    - Screen and Media Studies
  - (b) *Faculty of Māori and Indigenous Studies subjects*
    - Māori Media and Communication<sup>1</sup>
9. Candidates must include at least 30 points in research, as prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
10. Candidates may take up to 30 points from outside the field of the Degree.
11. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
12. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### **Award of Honours**

13. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or
  - (d) Third Class Honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree.

### **Variations**

15. The Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

### **Notes:**

1. *There will be no new intake into this subject in 2024.*



## Appendix

### Compulsory Papers

#### **CRPC591**

Creative Research Project (30 points) and,

#### **CRPC502**

Theory in Action (30 points) or,

#### **MEDIA501**

Critical and Creative Approaches to Research (30 points)

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# Regulations for the Degree of Bachelor of Music with Honours (BMus(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Music of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in Music at levels considered appropriate by the Academic Board, and
  - (c) in the case of Performance candidates, passed an audition.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the [Music](#) entry in the University of Waikato [Catalogue of Papers](#), including any compulsory papers, with an emphasis

on either Composition or Performance.

8. Candidates must include at least 30 points in research, as prescribed in the [Music](#) entry in the University of Waikato [Catalogue of Papers](#).
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the [Music](#) entry in the University of Waikato [Catalogue of Papers](#).
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### Award of Honours

12. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or
  - (d) Third Class Honours.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

### Variations

14. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Bachelor of Nursing with Honours (BNurs(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for:
    - (i) the award of the degree of Bachelor of Nursing of the University of Waikato, with at least a B+ grade average across the 300 level papers; or
    - (ii) a qualification considered by the Academic Board to be equivalent<sup>1</sup>,
  - (b) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience, and ability to proceed with the proposed programme, this would normally be demonstrated through being a practising health professional; and
  - (c) satisfied the prerequisites for graduate study in the subject being taken for the Degree.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is two years.
5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.

6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the Nursing entry in the University of Waikato [Catalogue of Papers](#), including any compulsory papers.
8. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### **Award of Honours**

9. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or
  - (d) Third Class Honours.
10. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

### **Variations**

11. The Pro-Vice Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### **Notes:**

1. *For the purpose of section 2(a)(ii) of these regulations, the Academic Board normally requires that the candidate shall:*
  - (i) *have completed, at a satisfactory level of achievement, an appropriate nursing registration qualification; and*
  - (ii) *have completed the equivalent of three years of full-time study and have passed the equivalent of 360 points, including 80 points at 300 level.*

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In this section

# Regulations for the Degree of Bachelor of Science with Honours (BSc(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Science or Bachelor of Science (Technology) of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and, normally, have completed the requirements in the minimum time for completion of that degree, and
  - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed in no more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding two calendar years, from the date of first enrolment in the Degree.
5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.<sup>1</sup>

6. Candidates must gain 120 points at 500 level or above.
7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#):
  - (a) Artificial Intelligence  
Computer Science  
Data Analytics  
Mathematics
  - (b) Biomedical Sciences  
Chemistry  
Earth Sciences  
Ecology and Biodiversity  
Environmental Sciences  
Materials and Processing  
Molecular and Cellular Biology  
Physics  
Psychology
8. Candidates must include at least 30 points in research, as prescribed in the relevant subject entry in the [Catalogue of Papers](#).
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. Where a candidate fails a paper, they will not be permitted to repeat the paper or take an alternative paper. A candidate who fails a paper will not be permitted to proceed with the Degree.

### **Award of Honours**

12. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or
  - (d) Third Class Honours.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

### **Variations**

14. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### **Notes:**

1. *Admission to the BSc(Hons) in the subjects under section 7(b) of these regulations is by invitation only from the Chairperson of the relevant department. Students interested in undertaking the BSc(Hons) in the subjects under section 7(b) of these regulations should consult the Division of Health, Engineering, Computing and Science Graduate Handbook for more information, and then the relevant Chairperson of Department.*

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# Regulations for the Degree of Bachelor of Social Sciences with Honours (BSocSc(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Social Sciences of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board and
  - (c) for the subjects listed in clause 7(a), normally achieved a B grade average either: over the best 120 points of their major; or over the 300 level papers completed that are listed for their major's subject.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.

7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#):
  - (a) *Division of Arts, Law, Psychology and Social Sciences subjects requiring admission through clause 2(c)*
    - Anthropology
    - Economics
    - Environmental Planning
    - Geography
    - History
    - Philosophy
    - Political Science
    - Population Studies and Demography
    - Psychology
    - Public Policy
    - Screen and Media Studies
    - Social Policy
    - Sociology
  - (b) *Other Division of Arts, Law, Psychology and Social Science subjects*
    - Health Development and Policy<sup>1</sup>
  - (c) *Faculty of Māori and Indigenous Studies subjects*
    - Māori and Indigenous Studies
    - Pacific and Indigenous Studies
8. Candidates must include at least 30 points in research, as prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### **Award of Honours**

12. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or
  - (d) Third Class Honours.

13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

### Variations

14. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### Notes:

*There will be no new intake into this subject in 2024.*

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In this section

# Regulations for the Degree of Bachelor of Teaching with Honours (BTchg(Hons))

There will be no new intake into this qualification in 2024.

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Teaching of the University of Waikato, or
  - (b) completed the requirements of a qualification considered by the Academic Board to be equivalent.<sup>1</sup>
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Division of Education and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the [Teaching](#) entry in the

University of Waikato [Catalogue of Papers](#), including any compulsory papers.

8. Candidates may take up to 30 points from outside the field of the Degree.
9. The field of the Degree comprises the papers prescribed for the Degree in the [Teaching](#) entry in the University of Waikato [Catalogue of Papers](#).
10. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### **Award of Honours**

11. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or
  - (d) Third Class Honours.
12. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

### **Variations**

13. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### **Notes:**

1. *For the purpose of section 2(b) of these regulations, the Academic Board normally requires that the candidate shall*
  - (i) *have completed, at a satisfactory level of achievement, an appropriate teaching qualification, and*
  - (ii) *have completed the equivalent of three years of full-time study and have passed the equivalent of 360 points, including 80 points at 300 level.*

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# Regulations for the Degree of Magister Juris (MJur)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Laws, a combined Law degree, or a Bachelor of Arts with a law major, of the University of Waikato with at least a B grade average across the 300 and 400 level papers, or a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.

7. Candidates must complete either ALPSS500 or LEGAL507 and up to a further 90 points from the papers prescribed for the Degree in the [Law](#) entry in the University of Waikato Catalogue of Papers.
8. Candidates must include at least 45 points from List A: Advanced Study.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the [Law](#) entry in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### **Examination of thesis (90 points and above)**

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

### **Award of Honours**

13. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or
  - (d) without honours.
14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree.
16. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

### **Variations**

17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### **List A: Advanced Study**

**LEGAL501**

Advanced Evidence Law

**LEGAL502**

Advanced Privacy Law

**LEGAL505**

Critical Issues in the Treaty of Waitangi in Contemporary Aotearoa

**LEGAL508**

Advanced Family Law

**LEGAL512**

Advanced Media Law

**LEGAL513**

Critical Issues in Agriculture and Law

**LEGAL515**

Advanced Construction Law

**LEGAL517**

Advanced Conflict of Laws

**LEGAL518**

Advanced Arbitration

**LEGAL519**

Advanced Maritime Law

**LEGAL520**

Intellectual Property Law and Policy

**LEGAL521**

Advanced Employment Law

**LEGAL523**

Advanced Civil Litigation

**LEGAL525**

Critical Issues in Contemporary and International Indigenous Law

**LEGAL526**

Legal Aspects of Cyber Security

**LEGAL527**

Advanced Issues in Charity Law

**LEGAL528**

Advanced Foreign Investment Law

**LEGAL531**

Advanced International Environmental Law

**LEGAL534**

Transnational Criminal Law

**LEGAL535**

Advanced Environmental Law

**LEGAL540**

Critical Issues for Pacific Peoples and the Law

**LEGAL551**

Reconciliation, Justice and Indigeneity

**LEGAL552**

Critical Issues in International Criminal Law

**LEGAL556**

Advanced New Zealand Animal Law

**LEGAL562**

Law of International Trade

**LEGAL568**

Issues in Public Law

**LEGAL569**

International Law – A Place for Indigenous Rights

**LEGAL574**

Law and Information Technology

**LEGAL576**

The Laws of Armed Conflict & International Humanitarian Law

**LEGAL577**

National & International Human Rights Law

**LEGAL580**

Advanced Banking Law

**LEGAL583**

Advanced Immigration and Refugee Law

## LEGAL587

Advanced Health Law

## LEGAL593

Thesis

## LEGAL594

Thesis

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In this section

# Regulations for the Degree of Master of Applied Finance (MAppFin)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of a bachelors degree of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
  - (b) qualified for the award of the Diploma in Postgraduate Preparation – Pre-Masters of the University of Waikato, and
  - (c) satisfied the prerequisites for graduate study in the subject being presented for the Degree at levels considered appropriate by the Academic Board, normally, quantitative analysis subjects through to 200 level, or equivalent.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is 18 months.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.

- Candidates must gain 180 points at 500 level or above.
- Candidates must complete the compulsory papers prescribed in the [Finance](#) subject entry in the University of Waikato Catalogue of Papers.

### Award of Honours

- The Degree may be awarded with Distinction.
- Except with the approval of the Academic Board, the award will be calculated on the basis of the grades for all of the papers completed for the Degree, including any failed paper.

### Variations

- The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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In this section

# Regulations for the Degree of Master of Applied Psychology (MAppPsy)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Arts, Bachelor of Science, or Bachelor of Social Sciences of the University of Waikato with a major in Psychology with at least a B+ grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, and
  - (b) demonstrated, to the satisfaction of the Programme Selection Committee that they
    - (i) have adequate academic skills and experience
    - (ii) are suitable candidates with respect to:
      1. a Police vetting check
      2. the Vulnerable Children's Act 2014, and
  - (c) satisfied the prerequisites for graduate study in Psychology at levels considered appropriate by the Academic Board, and
  - (d) gained 15 points with a B+ grade in Behaviour Analysis (PSYCH314) for the MAppPsy(BA) or Community Psychology (PSYCH302) for the MAppPsy(Comm) or Organisational Psychology (PSYCH317) for the MAppPsy(Org) or equivalent. Candidates who have not met this requirement may be enrolled in the Bachelor of Social Sciences with Honours or Postgraduate Diploma in Psychology with the possibility of transferring to the Master of Applied Psychology under the provisions of section 12 of these regulations.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### **Requirements for the Degree**

4. The normal minimum period of enrolment for completion of the Degree is two years, or, in the case of candidates for whom an exemption from up to 120 points has been approved under the provisions of section 12 of these regulations, one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree, or, in the case of candidates for whom an exemption from up to 120 points has been approved under the provisions of section 12 of these regulations, a lesser time may be required.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 240 points at 500 level or above, including any compulsory papers prescribed in the [Psychology](#) subject entry in the University of Waikato Catalogue of Papers, in one of the following specified programmes:  
*Specified Programmes*
  - Behaviour Analysis
  - Community Psychology
  - Organisational Psychology<sup>1</sup>
7. Candidates must include
  - (a) a dissertation equivalent to 60 points, or
  - (b) a thesis equivalent to 90 points, or
  - (c) a thesis equivalent to 120 points.
8. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### **Examination of thesis (90 points and above)**

9. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

### **Award of Honours**

10. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or

(c) Second Class Honours (second division).

11. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 240 points completed by the candidate while enrolled for the Degree, including any failed paper.

### Variations

12. Candidates who have completed the degree of Bachelor of Social Sciences with Honours of the University of Waikato in Psychology or for a qualification considered by the Academic Board to be equivalent, may be exempted from up to 120 points for the Degree, provided that their overall graduate programme of study conforms with the requirements of the specified programme prescribed for the Degree.

13. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### Notes:

<sup>1</sup> The 240 point version of the specified programme of Organisational Psychology is suspended from 2021 and the 120 point version is suspended from 2022.

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In this section

# Regulations for the Degree of Master of Arts (MA)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Arts of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
  - (b) qualified for the award of the degree of Bachelor of Arts with Honours of the University of Waikato with at least second class honours (second division), or for a Postgraduate Diploma with at least a B average, or for a qualification considered by the Academic Board to be equivalent, and
  - (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for candidates admitted under section 2(b) of these

regulations is one academic year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.

5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
6. Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level or above. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level or above.
7. Candidates admitted under section 2(a) of these regulations must gain at least 60 points from one of the subjects in clause 9, including; either ALPSS500 or an approved research methods paper, at least 45 points from the papers listed for the subject in List A: Advanced Study, and any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
8. Candidates admitted under section 2(b) of these regulations must gain at least 60 points from one of the following subjects, including at least 45 points from the papers listed for the subject in List A: Advanced Study, and any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
9. Subjects for the degree are:
  - (a) *Division of Arts, Law, Psychology and Social Sciences subjects*
    - Anthropology
    - Chinese<sup>1</sup>
    - English
    - French<sup>1</sup>
    - Geography
    - History
    - International Relations and Security Studies<sup>2</sup>
    - Japanese<sup>1</sup>
    - Music
    - Philosophy
    - Political Science
    - Psychology
    - Screen and Media Studies
    - Social Policy
    - Sociology
    - Theatre Studies
  - (b) *Faculty of Māori and Indigenous Studies subjects*
    - Māori and Indigenous Studies
    - Pacific and Indigenous Studies
10. Candidates admitted under section 2(a) of these regulations may take up to 60 points from outside of the field of the Degree. Candidates admission under section 2(b) of these regulations may take up to 30 points from outside the field of the Degree.

11. The field of the Degree comprises all the subjects listed in section 9 of these regulations.
12. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### **Examination of thesis (90 points and above)**

13. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

### **Award of Honours**

14. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division).
  - (d) or without honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.

### **Variations**

16. The Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

### **Notes:**

<sup>1</sup> *There will be no intake into this subject in 2024.*

<sup>2</sup> *Students who wish to present International Relations and Security Studies for the Degree are normally required to have completed the Postgraduate Diploma in International Relations and Security Studies.*

### **List A: Advanced Study**

#### **Anthropology**

#### **ALPSS590**

Directed Study

#### **ALPSS591**

Research Project

**ALPSS592**

Dissertation

**ANTHY515**

Ethnographic Research Methods

**ANTHY522**

Visual Power: Images, Aesthetics & Politics

**ANTHY589**

Directed Study

**ANTHY593**

Anthropology Thesis

**ANTHY594**

Anthropology Thesis

**LEGAL540**

Critical Issues for Pacific Peoples and the Law

**LEGAL551**

Reconciliation, Justice and Indigeneity

**English**

**ALPSS590**

Directed Study

**ALPSS591**

Research Project

**ALPSS592**

Dissertation

**ENGLI593**

English Thesis

**ENGLI594**

English Thesis

**LEGAL512**

Advanced Media Law

**LEGAL520**

Intellectual Property Law and Policy

## Geography

### **ALPSS590**

Directed Study

### **ALPSS591**

Research Project

### **ALPSS592**

Dissertation

### **GEOGY589**

Directed Study

### **GEOGY593**

Geography Thesis

### **GEOGY594**

Geography Thesis

### **LEGAL531**

Advanced International Environmental Law

### **LEGAL535**

Advanced Environmental Law

## History

### **ALPSS590**

Directed Study

### **ALPSS591**

Research Project

### **ALPSS592**

Dissertation

### **HISTY516**

History and Theory

### **HISTY593**

History Thesis

### **HISTY594**

History Thesis

### **LEGAL505**

Critical Issues in the Treaty of Waitangi in Contemporary Aotearoa New Zealand

**LEGAL540**

Critical Issues for Pacific Peoples and the Law

**International Relations and Security Studies**

**ALPSS590**

Directed Study

**ALPSS591**

Research Project

**ALPSS592**

Dissertation

**POLSC593**

Political Science Thesis

**POLSC594**

Political Science Thesis

**LEGAL531**

Advanced International Environmental Law

**LEGAL534**

Transnational Criminal Law

**Music**

**MUSIC504**

Professional Performance Practice

**MUSIC505**

Composition Project

**MUSIC514**

Composition Portfolio

**MUSIC522**

Composition Studies

**MUSIC524**

Advanced Performance

**MUSIC525**

Advanced Opera Studies

## **MUSIC528**

Performance Studies

## **MUSIC590**

Directed Study

## **MUSIC591**

Research Project

## **MUSIC592**

Dissertation

## **MUSIC593**

Performance Composition Portfolio

## **MUSIC594**

Music Thesis

## **Philosophy**

### **ALPSS590**

Directed Study

### **ALPSS591**

Research Project

### **ALPSS592**

Dissertation

### **PHILO588**

Foundations of Philosophical Research

### **PHILO589**

Directed Study

### **PHILO593**

Philosophy Thesis

### **PHILO594**

Philosophy Thesis

## **Political Science**

### **ALPSS590**

Directed Study

### **ALPSS591**

Research Project

**ALPSS592**

Dissertation

**LEGAL526**

Legal Aspects of Cyber Security

**LEGAL568**

Issues in Public Law

**POLSC501**

Policy Analysis: Theory and Practice

**POLSC593**

Political Science Thesis

**POLSC594**

Political Science Thesis

**Psychology**

**PSYCH513**

Evaluation Research Analysis

**PSYCH526**

Clinical Internship: Assessment-Focused

**PSYCH527**

Clinical Internship: Treatment-Focused

**PSYCH541**

Case Study Analysis in Community Psychology

**PSYCH543**

The Practice of Community Psychology

**PSYCH545**

Special Topic: The WTF seminar: Facts, Fiction, Fake news

**PSYCH551**

Case Study Analysis in Applied Psychology ABA

**PSYCH552**

Ethical Issues in Psychology (ABA)

**PSYCH553**

The Practice of Psychology ABA



**PSYCH586**

Behaviour Analysis Practicum

**PSYCH587**

Behaviour Analysis Practicum

**PSYCH589**

Directed Study

**PSYCH590**

Directed Study

**PSYCH592**

Dissertation

**PSYCH593**

Psychology Thesis

**PSYCH594**

Psychology Thesis

**Screen and Media Studies**

**LEGAL512**

Advanced Media Law

**LEGAL520**

Intellectual Property Law and Policy

**MEDIA501**

Critical and Creative Approaches to Research

**MEDIA591**

Research Project

**MEDIA592**

Dissertation

**MEDIA593**

Screen and Media Studies Thesis

**MEDIA594**

Screen and Media Studies Thesis

**Social Policy**

**ALPSS590**

Directed Study

**ALPSS591**

Research Project

**ALPSS592**

Dissertation

**LEGAL508**

Advanced Family Law

**LEGAL568**

Issues in Public Law

**SOCPTY500**

Techniques for Policy Analysis

**SOCPTY507**

Gender and Development

**SOCPTY508**

Techniques for Policy Analysis

**SOCPTY589**

Directed Study

**SOCPTY593**

Social Policy Thesis

**SOCPTY594**

Social Policy Thesis

**Sociology**

**ALPSS590**

Directed Study

**ALPSS591**

Research Project

**ALPSS592**

Dissertation

**LEGAL505**

Critical Issues in the Treaty of Waitangi in Contemporary Aotearoa New Zealand

**LEGAL525**

Critical Issues in Contemporary and International Indigenous Law

**SOCIO500**

Comparative Indigenous Criminology

**SOCIO504**

Marx, Marxism, and Beyond: Contesting Perspectives

**SOCIO589**

Directed Study

**SOCIO593**

Sociology Thesis

**SOCIO594**

Sociology Thesis

**Theatre Studies**

**LEGAL512**

Advanced Media Law

**LEGAL520**

Intellectual Property Law and Policy

**THSTS590**

Directed Study

**THSTS591**

Research Project

**THSTS592**

Dissertation

**THSTS593**

Theatre Studies Thesis

**THSTS594**

Theatre Studies Thesis

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# Regulations for the Degree of Master of Arts (Applied) (MA(Applied))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of a university degree with at least a B grade average across the 300 level papers, or a qualification considered by the Academic Board to be equivalent, and
  - (b) normally qualified for the award of the Postgraduate Diploma in Teaching English to Speakers of Other Languages of the University of Waikato with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.

7. Candidates must complete the papers prescribed for the Degree in the [Applied Linguistics](#) entry in the University of Waikato Catalogue of Papers, including any compulsory papers.
8. Candidates may include
  - (a) a dissertation equivalent to 30 points, or
  - (b) a dissertation equivalent to 60 points, or
  - (c) a thesis equivalent to 90 points.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the [Applied Linguistics](#) entry in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### **Examination of thesis (90 points and above)**

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

### **Award of Honours**

13. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), oror without honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.
15. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than three years from the date of first enrolment in the Degree.

### **Variations**

16. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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In this section

# Regulations for the Degree of Master of Business Administration (MBA)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of a bachelors degree of the University of Waikato with at least a B-grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
  - (b) demonstrated to the Academic Board that they have adequate training, experience and ability to proceed with the MBA, and
  - (c) produced sufficient evidence to satisfy the Academic Board of adequate training and experience in the field of management or administration, and
  - (d) be accepted by the Pro Vice-Chancellor of the Division of Management, who will consult with the Director of the MBA Programme as appropriate, and
  - (e) be subject to the completion of any qualifying papers or additional work as may be required by the Academic Board, either prior to admission or concurrently.

## Requirements for the Degree

3. Candidates admitted under sections 2(a) or 2(b) of these regulations must gain 180 points at 500 level as prescribed for the MBA programme in the [Executive Education](#) entry in the University of Waikato Catalogue of Papers.
4. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato



Management School.

5. If a candidate fails a paper, they may be required to undertake additional assessment to improve the grade to a pass on one occasion only. A candidate who fails more than once will not be permitted to proceed with the Degree.

### Award of Honours

6. The Degree may be awarded with Distinction.
7. Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree, including any failed paper.

### Variations

8. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### Notes:

<sup>1</sup> Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Certificate in Management Studies, if they have completed 60 points towards the MBA, or a Postgraduate Diploma in Management Studies if they have completed 120 points towards the MBA.

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In this section

# Regulations for the Degree of Master of Business and Management (MBM)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of a bachelors degree of the University of Waikato with at least a B-grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
  - (b) qualified for the award of the Diploma in Postgraduate Preparation - Pre-Masters of the University of Waikato, and
  - (c) be accepted by the Pro Vice-Chancellor of the Division of Management, who will consult with the Director of the MBM Programme as appropriate, and
  - (d) be subject to the completion of any qualifying papers or additional work as may be required by the Academic Board, either prior to admission or concurrently.

## Requirements for the Degree

3. Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level as prescribed for the MBM programme in the [Executive Education](#) entry in the University of Waikato Catalogue of Papers.
4. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
5. If a candidate fails a paper, they may be required to undertake additional assessment to improve

the grade to a pass on one occasion only. A candidate who fails more than once will not be permitted to proceed with the Degree.

### Award of Honours

6. The Degree may be awarded with Distinction.
7. Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree, including any failed paper.

### Variations

8. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### Notes:

- 1. Prospective candidates should consult the Director of the MBM well before the commencement of the Degree programme to ensure that they have fulfilled the requirements for admission. The Director will set deadlines and entry test requirements as required.*

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# Regulations for the Degree of Master of Counselling (MCouns)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of a bachelors degree of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, and
  - (b) provided evidence of at least two years' prior experience and/or professional preparation in counselling, and
  - (c) been selected as a suitable person for the Counselling programme.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is two years.
5. Candidates must enrol in the Division of Education and follow an approved programme of study.
6. Candidates must gain 240 points at 500 level from the papers offered for the Degree, including any compulsory papers prescribed in the [Counselling](#) entry in the University of Waikato Catalogue of Papers.

7. The programme of study must comprise
  - (a) 120 points from the compulsory papers for the Degree, including a practicum, and a thesis equivalent to 120 points, or
  - (b) 120 points from the compulsory papers for the Degree, including a practicum, and a thesis equivalent to 90 points and a further 30 points from the prescribed papers, or
  - (c) 120 points from the compulsory papers for the Degree, including a practicum, and a dissertation equivalent to 60 points and a further 60 points from the prescribed papers, or
  - (d) 240 points from the prescribed papers, including at least 120 points from the compulsory papers for the Degree and including the practicum.<sup>1</sup>
8. Candidates must arrange their own practicum placement in order to meet the requirements of section 7 of these regulations. The arrangements must be approved by the Professional Leader - Counsellor Education Programmes.
9. Candidates must pass the practicum component to be eligible for the award of the Degree.
10. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
11. Where a candidate fails a paper, they may be permitted to repeat the paper or take an alternative paper on one occasion only. A candidate who fails more than one paper will not be permitted to proceed with the Degree.

### **Examination of thesis (90 points and above)**

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

### **Award of Honours**

13. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division),or without honours.
14. Candidates who fail a paper will not be eligible for the award of honours.

### **Variations**

15. Candidates who have completed the Postgraduate Diploma in Counselling of the University of

Waikato or a qualification considered by the Academic Board to be equivalent, will be exempted from 180 points for the Degree.

16. Candidates may, with approval, substitute 60 points from other subjects listed in the University of Waikato [Catalogue of Papers](#) in place of those prescribed for the Degree.
17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

**Notes:**

- 1. Candidates who complete a Master of Counselling by coursework alone would not ordinarily be permitted to apply for admission directly to doctoral study.*
- 2. The intake for this programme is limited. Intending candidates should make enquiries regarding application and selection procedures to the Professional Leader - Counsellor Education Programmes by 1 October at the latest in the year prior to that in which they intend studying.*

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# Regulations for the Degree of Master of Cyber Security (MCS)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Science, or Bachelor of Science (Technology) of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
  - (b) qualified for the award of the degree of Bachelor of Computing and Mathematical Sciences, or the Bachelor of Engineering, or the Bachelor of Computing and Mathematical Sciences with Honours, or the Bachelor of Engineering with Honours, or the Bachelor of Science with Honours with at least second class honours (second division); or for the award of the Postgraduate Diploma of the University of Waikato in a relevant subject with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent, and
  - (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted

under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal period of enrolment for completion of the Degree for candidates admitted under section 2(b) of the regulations is one academic year.

5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates admitted under 2(a) of these regulations must gain 180 points at 500 level or above. Candidates admitted under 2(b) of these regulations must gain 120 points at 500 level or above.
7. Candidates must complete the compulsory papers prescribed in the [Computer Science](#) entry in the University of Waikato Catalogue of Papers.
8. Candidates must include
  - (a) a dissertation equivalent to 60 points, or
  - (b) a thesis equivalent to 90 points
9. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

#### **Examination of thesis (90 points and above)**

10. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

#### **Award of Honours**

11. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division),or without honours.
12. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree, including any failed paper.

#### **Variations**

13. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Master of Design (MDes)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Design awarded by the University of Waikato with a minimum average grade of B, or for a qualification considered by the Academic Board to be equivalent, or
  - (b) qualified for the award of the degree of Bachelor of Design with Honours awarded by the University of Waikato with at least second class honours (second division), or for a qualification considered by the Academic Board to be equivalent, or
  - (c) qualified for the award of the Postgraduate Diploma in Design awarded by the University of Waikato with a minimum average grade of B, or for a qualification considered by the Academic Board to be equivalent, and
  - (d) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted

under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for candidates admitted under sections 2(b) or 2(c) of these regulations is one academic year.

5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level. Candidates admitted under sections 2(b) or 2(c) of these regulations must gain 120 points at 500 level.
7. Candidates must complete a specified programme as prescribed in the Design entry in the Catalogue of Papers, and must pass all papers on the first attempt.
8. Candidates must include a dissertation or thesis in their programme of study.

### **Award of Honours**

9. In accordance with criteria approved for this purpose by the Academic Board, the Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division),or without honours.

### **Variations**

10. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Master of Digital Business (MDigiBus)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have:
  - (a) Either
    - (i) qualified for the award of a bachelor's degree in a relevant subject area, such as business, commerce, management, information technology or computer science with at least a B- grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
    - (ii) qualified for the award of an honours degree with at least second class honours (second division), or for the award of a Postgraduate Diploma in a relevant subject area such as business, commerce, management, information technology or computer science with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent, or
    - (iii) qualified for the award of the Diploma in Postgraduate Preparation – Pre-Masters of the University of Waikato, and
  - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must



be completed either prior to or concurrently.

### **Requirements for the Degree**

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a)(i) or 2(a)(iii) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a)(ii) of the regulations is one year.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6. Candidates admitted under section 2(a)(i) or 2(a)(iii) of these regulations must gain 180 points at 500 level. Candidates admitted under section 2(a)(ii) of these regulations must gain 120 points at 500 level.
7. Candidates must include
  - (a) DIGIB519 and DIGIB552, or
  - (b) MNMGT581 and DIGIB591 or DIGIB592 or DIGIB593
8. Candidates admitted under section 2(a)(i) or 2(a)(iii) of these regulations may take up to 60 points from outside the field of the Degree. Candidates admitted under section 2(a)(ii) of these regulations may take up to 30 points from outside the field of the Degree.
9. The field of the Degree comprises the 500-level papers listed for the Digital Business entry in the Catalogue of Papers.
10. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.<sup>1</sup>

### **Examination of thesis (90 points and above)**

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

### **Award of Honours**

13. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or

or without honours.

14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers presented for the Degree.

### Variations

15. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### Notes:

1. *Candidates who are not permitted to proceed with the Degree may be eligible to graduate with a Postgraduate Certificate or Diploma in Digital Business.*

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# Regulations for the Degree of Master of Disability and Inclusion Studies (MDInS)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of bachelor's degree of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
  - (b) evidence of other approved qualifications related to Disability and Inclusion Studies considered by the Academic Board to be equivalent.
3. In exceptional circumstances, based on academic merit or relevant experience, candidates who do not meet the requirements of Section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under Section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under Section 2(b) of the regulations is one academic year.
5. Candidates must enrol in the Division of Education and follow an approved programme of study.
6. Candidates who are admitted under Section 2(a) or Section 2(b) of these regulations must gain 180 points at 500 level. Candidates admitted under Section 2(c) of these regulations must gain

120 points at 500 level.

7. Candidates must complete the papers prescribed for the Degree in the Disability and Inclusion Studies entry in the University of Waikato [Catalogue of Papers](#), including an approved research methods paper and any compulsory papers.
8. Candidates may include
  - (a) a thesis equivalent to 120 points, or
  - (b) a thesis equivalent to 90 points, or
  - (c) a dissertation equivalent to 60 points, or
  - (d) a directed study equivalent to 30 points.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the [Disability and Inclusion Studies](#) entry in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

#### **Examination of thesis (90 points and above)**

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

#### **Award of Honours**

13. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), oror without honours.
14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.
16. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

## Variations

17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Master of Education (MEd)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of a bachelors degree of the University of Waikato, with at least a B grade average across the 300 level papers, and
    - (i) a major or minor in Education, or Counselling Studies,
    - (ii) substantial relevant experience,or for a qualification considered by the Academic Board to be equivalent.
3. In exceptional circumstances, based on academic merit or relevant experience, candidates who do not meet the requirements of Section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one calendar year or one and a half academic years.
5. Candidates must enrol in the Division of Education and follow an approved programme of study.
6. Candidates must gain 180 points at 500 level.
7. Candidates must complete the papers prescribed for the Degree in the Education entry in the



University of Waikato Catalogue of Papers, including an approved research methods paper and any compulsory papers.

- (a) To be awarded a Master of Education in Counselling Studies, candidates must gain at least 60 points from the Counselling Studies subject entry in the University of Waikato Catalogue of Papers.

### *Subjects*

#### Counselling Studies

8. Candidates must include
  - (a) a thesis equivalent to 120 points, or
  - (b) a thesis equivalent to 90 points, or
  - (c) a dissertation equivalent to 60 points, or
  - (d) a directed study equivalent to 30 points.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the Education entry in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### **Examination of thesis (90 points and above)**

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

### **Award of Honours**

13. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), oror without honours.
14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.
16. In order to be eligible for consideration for the award of honours, the requirements of the Degree

must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

## Variations

17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Master of Educational Leadership (MEdLeadership)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of a bachelors degree of the University of Waikato, with at least a B grade average across the 300 level papers, and
    - (i) a major or minor in any of the subjects offered in the Master of Education, or
    - (ii) substantial relevant experience,or for a qualification considered by the Academic Board to be equivalent, or
  - (b) qualified for the award of a
    - (i) bachelors degree with honours of the University of Waikato, with at least second class honours (second division) in any subject relevant to the Master of Educational Leadership, or
    - (ii) Postgraduate Diploma in Educational Leadership of the University of Waikato, with at least a B grade average,
  - (c) or for a qualification considered by the Academic Board to be equivalent, and satisfied the prerequisites for postgraduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit or relevant experience, candidates who do not meet the requirements of Section 2 of these regulations may be considered for admission

subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### **Requirements for the Degree**

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(b) of the regulations is one academic year.
5. Candidates must enrol in the Division of Education and follow an approved programme of study.
6. Candidates who are admitted under section 2(a) of these regulations must gain 180 points at 500 level. Candidates admitted under section 2(b) of these regulations must gain a further 120 points at 500 level.
7. Candidates must complete the papers prescribed for the Degree in the [Educational Leadership](#) entry in the University of Waikato Catalogue of Papers, including an approved research methods paper and any compulsory papers.
8. Candidates must include
  - (a) a thesis equivalent to 120 points, or
  - (b) a thesis equivalent to 90 points, or
  - (c) a dissertation equivalent to 60 points, or
  - (d) a directed study equivalent to 30 points.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the [Educational Leadership](#) entry in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### **Examination of thesis (90 points and above)**

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

### **Award of Honours**

13. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or

(c) Second Class Honours (second division), or  
or without honours.

14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.
16. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

### Variations

17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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In this section

# Regulations for the Degree of Master of Educational Management (MEdM)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of a bachelors degree of the University of Waikato with at least a B-grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
  - (b) demonstrated to the Academic Board that they have adequate training, experience and ability to proceed with the MEdM, and
  - (c) produced sufficient evidence to satisfy the Academic Board of adequate training and experience in the field of education, management or administration, and
  - (d) been accepted by the Pro Vice-Chancellor of the Division of Education or the Pro Vice-Chancellor of the Division of Management who will consult with the relevant Programme Leader.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission.
4. Admission to the Degree may be subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

5. The normal minimum period of enrolment for completion of the Degree is one and a half



academic years.

6. Candidates must enrol in the Division of Education or the Waikato Management School and follow an approved programme of study.
7. Candidates must gain 180 points at 500 level as prescribed for the [MEdM programme](#) in the University of Waikato Catalogue of Papers.

### Award of Honours

8. The Degree may be awarded with Distinction.
9. Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree, including any failed paper.

### Variations

10. The Pro Vice-Chancellor of the Division of Education or the Pro Vice-Chancellor of the Division of Management or their delegated authorities may vary or waive these regulations in individual cases.

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In this section

# Regulations for the Degree of Master of Engineering (ME)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Engineering of the University of Waikato with at least a B grade average across the 300 level and 500 level papers or Bachelor of Engineering with Honours of the University of Waikato with at least second class honours (second division), or for a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.

7. Candidates must include
  - (a) a thesis equivalent to 90 points, or
  - (b) a thesis equivalent to 120 points.
8. The thesis must be taken in the subject Engineering.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree is defined in the appendix to these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### **Examination of thesis (90 points and above)**

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

### **Award of Honours**

13. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), oror without honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.
15. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding two calendar years, from the date of first enrolment in the Degree.

### **Endorsements**

16. The Degree may be awarded with one of the following endorsements
  - (a) Chemical and Biological Engineering
  - (b) Civil Engineering
  - (c) Electrical and Electronic Engineering

- (d) Environmental Engineering
- (e) Materials and Process Engineering
- (f) Mechanical Engineering
- (g) Mechatronics
- (h) Robotics
- (i) Software Engineering

The degree may also be awarded without endorsement.

## Variations

17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.
- 

## Appendix

The field of the Degree is defined as the following subjects

Computer Science  
Electronics  
Engineering  
Materials and Processing  
Mathematics  
Physics

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In this section

# Regulations for the Degree of Master of Engineering Practice (MEngPrac)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Engineering of the University of Waikato with at least a B grade average across the 300 level and 500 level papers, or Bachelor of Engineering with Honours of the University of Waikato with at least second class honours (second division), or for a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to admission or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is two trimesters.
5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates must gain at least 180 points at 500 level or above.

- Candidates must complete the requirements of a subject.

### *Subjects*

Civil Engineering

Electronics

Materials and Processing

Mechanical Engineering

- To complete the requirements of a subject, candidates must gain at least 150 points in that subject, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
- Candidates must include
  - ENGEN508 Masters Capstone Project (60 points), and
  - 30 points from the papers listed in the Appendix.
- At the discretion of the Dean or nominee, candidates who have either
  - qualified for a Bachelor of Engineering with Honours of the University of Waikato with at least second class honours (second division), or for a qualification considered by the Academic Board to be equivalent, or
  - gained significant and relevant professional experiencemay be granted a waiver or cross-credit of 60-points. Where this applies candidates must still complete 90 points from a subject listed in section 7, including ENGEN508.
- Candidates must pass all of the papers taken for the first 60 points for the Degree with an average grade of at least B in order to be eligible to continue with the Degree.
- If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### **Award of Honours**

- The Degree may be awarded with
  - Distinction, or
  - Merit.
- Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers presented for the Degree, including any failed paper.

### **Variations**

- The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.



## Appendix

### **EXMBM511**

Communication and Collaboration in Organisations

### **EXMBM512**

Leadership and Change Management

### **EXMBM513**

Sustainability and Responsible Management

### **EXMBM514**

Economics and the Global Context

### **EXMBM521**

Strategic Management and Decision Making

### **EXMBM522**

Marketing Strategy

### **EXMBM523**

Digital Business and Supply Chain Management

### **EXMBM524**

Financial Analysis

### **EXMBM532**

Managing Innovation and Value Creation

### **EXMBM533**

Integrative Learning Project

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In this section

# Regulations for the Degree of Master of Environment and Society (MEnvSoc)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Arts, or Bachelor of Social Sciences of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
  - (b) qualified for the award of the degree of Bachelor of Arts with Honours, or Bachelor of Social Sciences with Honours with at least second class honours (second division), or Bachelor of Environmental Planning, with at least a B grade average across the 300 and 400 level papers, or for the award of the Postgraduate Diploma of the University of Waikato in a relevant subject, with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent, or
  - (c) qualified for the award of the Diploma in Postgraduate Preparation - Pre-Masters of the University of Waikato with at least a B grade average across the 300 level papers,and
  - (d) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must

be completed either prior to or concurrently.

### **Requirements for the Degree**

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under 2(a) or 2(c) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for candidates admitted under 2(b) of these regulations is one academic year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates admitted under section 2(a) or 2(c) of these regulations must gain 180 points at 500 level or above. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level or above.
7. (a) Candidates admitted under section 2(a) or 2(c) of these regulations must gain at least 60 points from the papers listed in Appendix A to these regulations, and at least 30 points from the papers listed in Appendix B to these regulations, including any compulsory papers prescribed in the [Environment and Society](#) entry in the University of Waikato Catalogue of Papers.  
(b) Candidates admitted under section 2(b) of these regulations must gain at least 30 points from the papers listed in Appendix A to these regulations, including any compulsory papers prescribed in the [Environment and Society](#) entry in the University of Waikato Catalogue of Papers.
8. Candidates must include at least 45 points from the papers listed in Appendix C to these regulations.
9. Candidates admitted under section 2(a) of these regulations may take up to 60 points from outside the field of the Degree. Candidates admitted under section 2(b) of these regulations may take up to 30 points from outside the field of the Degree.
10. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.<sup>2</sup>

### **Examination of thesis (90 points and above)**

11. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

### **Award of Honours**

12. The Degree may be awarded with

- (a) First Class Honours, or
- (b) Second Class Honours (first division), or
- (c) Second Class Honours (second division), or
- (d) or without honours.

13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of grades for all of the papers completed for the Degree, including any failed paper.

### **Variations**

14. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### **Notes:**

1. *Candidates admitted under 2(a) may include a 120 point thesis only with the approval of the Pro Vice-Chancellor of the Division or delegated authority. Candidates admitted under 2(b) will not normally be able to include a research component of more than 90 points.*
2. *Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Certificate or Postgraduate Diploma.*

---

## **Appendix A**

### **ANTHY521**

Cultural Perspectives on Environmental Issues (30 points)

### **ENVPL505**

Māori Environmental Management (15 points)

### **ENVPL510**

Planning Theory (15 points)

### **GEOGY520**

Human Dimensions of Environmental Change (30 points)

### **HISTY512**

Environmental History (30 points)

### **LCOMM584**

Sustainable Futures (30 points)

### **MAORI502**

Sustainable Resource Issues (30 points)

### **POLSC504**

Gender, Justice and the Environment (15 points)

**POLSC537**

Environmental Politics and Public Policy (30 points)

**PSYCH555**

Environmental Psychology (15 points)

Appendix B

**ANTHY515**

Ethnographic Research Methods (30 points)

**EDUCA500**

Culturally Responsive Methodologies incorporating kaupapa Māori and Critical Theories (30 points)

**ENVSC504**

Pollution and Environmental Contaminants (15 points)

**ENVSC505**

Environmental Systems: Biogeosciences across Scales (15 points)

**MAORI570**

Te Mahi Rangahau: Māori, Pacific and Indigenous Research Methods and Issues (30 points)

**MNMGT581**

Research Methods in Management Studies (30 points)

**SCTED513**

Environmental and Sustainability Education (30 points)

**STMGT504**

Strategies for Sustainability (15 points)

**THMGT502**

Tourism Development and the Environment (30 points)

Appendix C

**EVSOC593**

Environment and Society Thesis (90 points)

**EVSOC594**

Environment and Society Thesis (90 points)

**LEGAL531**

Advanced International Environmental Law (30 points)

## LEGAL535

Advanced Environmental Law (30 points)

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In this section

# Regulations for the Degree of Master of Environmental Planning (MEP)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Environmental Planning of the University of Waikato with at least a B grade average across the 300 and 400 level papers, or for a qualification considered by the Academic Board to be equivalent, or
  - (b) qualified for the award of the degree of Bachelor of Social Sciences with Honours of the University of Waikato in Resources and Environmental Planning with at least second class honours (second division) or for a qualification considered by the Academic Board to be equivalent, or
  - (c) qualified for the award of the Postgraduate Diploma of the University of Waikato in Environmental Planning with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent, or
  - (d) in exceptional circumstances, qualified for the award of an approved qualification including, or together with, approved graduate papers and evidence of at least two years' work experience in a field relevant to planning,and
  - (e) satisfied the prerequisites for graduate study in Environmental Planning at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who

do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### **Requirements for the Degree**

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within five consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above, including a dissertation equivalent to 60 points, or a thesis equivalent to 90 points, or a thesis equivalent to 120 points as prescribed for the Degree in the [Environmental Planning](#) entry in the University of Waikato Catalogue of Papers.
7. Candidates must enrol for and undertake the requirements of the Degree in accordance with the guidelines contained in the Division of Arts, Law, Psychology and Social Sciences Graduate Handbook for the degree of Master of Environmental Planning.
8. The procedures and criteria for assessing the personal and professional competencies central to the satisfactory completion of the Degree are prescribed in the Division of Arts, Law, Psychology and Social Sciences Graduate Handbook for the degree of Master of Environmental Planning.
9. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### **Examination of thesis (90 points and above)**

10. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

### **Award of Honours**

11. The Degree may be awarded with Distinction.
12. Candidates who fail a paper will not be eligible for the award of honours.

### **Variations**

13. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Master of Health Science (MHSc)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of a Bachelors degree of the University of Waikato, with at least a B grade average across the 300 level papers or for a qualification considered by the Academic Board to be equivalent; or
  - (b) qualified for the award of a
    - (i) bachelor's degree with honours, of the University of Waikato, with at least second-class honours (second division) or
    - (ii) Postgraduate Diploma, of the University of Waikato, with at least a B grade average, in a health-related field, or for a qualification considered by the Academic Board to be equivalent; and
  - (c) satisfied the prerequisites for postgraduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit or relevant experience, candidates who do not meet the requirements of Section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under Section 2(a) of these regulations is two academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under Section 2(b) of the regulations is one academic year.
5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates who are admitted under Section 2(a) of these regulations must gain 240 points at 500 level. Candidates admitted under Section 2(b) of these regulations must complete 120 points at 500 level, including any compulsory papers prescribed in the [Health Science](#) entry in the University of Waikato Catalogue of Papers.
7. Candidates must complete the paper prescribed for the Degree in the [Health Science](#) entry of the University of Waikato Catalogue of Papers, including any compulsory papers.
8. Candidates must include:
  - (a) a thesis equivalent to 120 points; or
  - (b) a thesis equivalent to 90 points; or
  - (c) a dissertation equivalent to 60 points; or
  - (d) HLTSC508 and HLTSC509.
9. Candidates may take up to 30 points from outside the Health Science subject.
10. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### **Examination of thesis (90 points and above)**

11. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

### **Award of Honours**

12. The Degree may be awarded with:
  - (a) First Class Honours; or
  - (b) Second Class Honours (first division); or
  - (c) Second Class Honours (second division);or without honours.
13. Candidates who fail a paper will not be eligible for the award of honours.

14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.
15. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

### Variations

16. The Pro-Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Master of Health, Sport and Human Performance (MHSHP)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Health, Sport and Human Performance of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
  - (b) qualified for the award of the degree of Bachelor of Health, Sport and Human Performance with Honours with at least second class honours (second division), or for the award of a Postgraduate Diploma in Health, Sport and Human Performance, or for a qualification considered by the Academic Board to be equivalent, and
  - (c) satisfied the prerequisites for postgraduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted



under section 2(b) of the regulations is one academic year.

5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates who are admitted under section 2(a) of these regulations must gain 180 points at 500 level. Candidates admitted under section 2(b) of these regulations must gain a further 120 points at 500 level.
7. Candidates must complete the papers prescribed for the Degree in the [Health, Sport and Human Performance](#) entry in the University of Waikato Catalogue of Papers, including an approved research methods paper and any compulsory papers.
8. Candidates must include
  - (a) a thesis equivalent to 120 points, or
  - (b) a thesis equivalent to 90 points, or
  - (c) a dissertation equivalent to 60 points, or
  - (d) a directed study equivalent to 30 points
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the [Health, Sport and Human Performance](#) entry in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### **Examination of thesis (90 points and above)**

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

### **Award of Honours**

13. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), oror without honours.
14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the

basis of the grades for all of the papers completed for the Degree.

16. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

### Variations

17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Master of Information Technology (MInfoTech)

This qualification is awarded jointly by the University of Auckland and the University of Waikato.

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for the award of:

either

- (a) a Bachelors (Honours) degree of the University of Waikato, or a 120 point Postgraduate Diploma in Information Technology, or a qualification considered by the Academic Board to be equivalent, with a Grade Point Average of 4.5 or higher in 75 points above 300 level including at least 45 points in Computer Science or a related field at 500 level

or

- (b) (i) a Bachelors degree of the University of Waikato, or a degree qualification considered by the Academic Board to be equivalent, with a Grade Point Average of 4.5 or higher in 75 points at 300 level or above including at least 45 points in Computer Science or a related field

or

- (ii) (a) a Bachelors degree of the University of Waikato, or a degree qualification considered by the Academic Board to be equivalent

and

- (b) the Postgraduate Certificate in Information Technology with a Grade Point Average of 4.5 or higher.

or

- (c) (i) a Bachelors degree of the University of Waikato, or a degree qualification considered by the Academic Board to be equivalent, with a Grade Point Average of 4.5 or higher in 75 points above 200 level

or

- (ii) qualified for the award of the Diploma in Postgraduate Preparation - Pre Masters of the University of Waikato with a Grade Point Average of 4.5 or higher.<sup>1</sup>

- 3. In exceptional circumstances, candidates who do not meet the requirements of section 2 of these regulations, but who have at least three years of extensive relevant, practical, professional or scholarly experience deemed to be equivalent to the requirements of section 2(a), (b) or (c) may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe.

### **Requirements for the Degree**

- 4. Candidates admitted under section 2(a) of these regulations must
  - (a) gain 120 points at 500 level or aboveand
  - (b) complete the requirements of the degree in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an enrolment period not exceeding four calendar years from the date of first enrolment in the Degreeand
  - (c) not exceed 150 points for the total enrolment for this Degree.
- 5. Candidates admitted under section 2(b) of these regulations must
  - (a) gain 180 points at 500 level or aboveand
  - (b) complete the requirements of the degree in not more than 18 consecutive months of full-time study, or, in the case of part-time study, an enrolment period not exceeding six calendar years from the date of first enrolment in the Degreeand
  - (c) not exceed 210 points for the total enrolment for this Degree.
- 6. Candidates admitted under section 2(c) or section 3 of these regulations must

- (a) gain 240 points at 500 level or above
  - and
  - (b) complete the requirements of the degree in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an enrolment period not exceeding six calendar years from the date of first enrolment in the Degree
  - and
  - (c) not exceed 270 points for the total enrolment for this Degree.
7. Candidates must enrol in the Division of Health, Engineering Computing and Science and follow an approved programme of study.
  8. Candidates must complete the papers prescribed for the Degree in the [Computer Science](#) entry in the University of Waikato Catalogue of Papers, including any compulsory papers.
  9. If these requirements include papers the same as, or similar to, those already passed by a candidate, alternative papers must be substituted as approved by the Pro Vice-Chancellor of the Division or delegated authority.
  10. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
  11. A candidate who is required to complete 240 points must have achieved a Grade Point Average of 4.5 or higher in the first 60 points of taught papers taken for this degree. If this Grade Point Average is not achieved, the candidate will not be permitted to proceed with the Degree.
  12. A candidate who is required to complete 240 points must have achieved a Grade Point Average of 4.0 or higher in the first 180 points of taught papers taken for this degree prior to enrolment in CSMAX596. If this Grade Point Average is not achieved, enrolment in the Master of Information Technology cannot continue.
  13. A candidate who is required to complete 180 points must have achieved a Grade Point Average of 4.0 or higher in the first 120 points of taught papers taken for this degree prior to enrolment in CSMAX596. If this Grade Point Average is not achieved, the candidate will not be permitted to proceed with the Degree.
  14. A candidate who is required to complete 120 points must have achieved a Grade Point Average of 4.0 or higher in the first 60 points of taught papers taken for this degree prior to enrolment in CSMAX596. If this Grade Point Average is not achieved, the candidate will not be permitted to proceed with the Degree.
  15. A student admitted to this programme must complete the University of Waikato Academic Integrity Module.

## Reassignment

16. A candidate who does not achieve the required Grade Point Average under sections 11, 12, 13 or 14 may apply to reassign papers passed for the Master of Information Technology to either the Postgraduate Diploma in Information Technology or the Postgraduate Certificate in Information Technology.

### Award of Honours

17. The Degree may be awarded with
- (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or
- or without honours.
18. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of grades for all of the papers completed for the Degree, including any failed paper.

### Variations

19. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### Note:

<sup>1</sup> For the avoidance of doubt this admission criteria applies to admission to the University of Waikato only.

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# Regulations for the Degree of Master of Laws (LLM)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Laws or a combined Law degree of the University of Waikato with at least a B grade average across the 300 and 400 level papers, or a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.

7. Candidates must complete either ALPSS500 or LEGAL507 and a further 90 points from papers prescribed for the Degree in the [Law](#) entry in the University of Waikato Catalogue of Papers.
8. Candidates must include at least 45 points from List A: Advanced Study.
9. Candidates may complete the requirements of an endorsement

#### *Endorsements*

Environmental and Climate Change Law  
Health Law  
International Law  
New Technologies and Cyber Security Law

10. To complete the requirements of an endorsement candidates must pass 60 points from the papers prescribed for that endorsement in the Law entry of the University of Waikato Catalogue of Papers.
11. The degree may be completed without an endorsement.
12. Candidates may take up to 30 points from outside the field of the Degree.
13. The field of the Degree comprises the papers prescribed for the Degree in the [Law](#) entry in the University of Waikato Catalogue of Papers.
14. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

#### **Examination of thesis (90 points and above)**

15. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

#### **Award of Honours**

16. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), oror without honours.
17. Candidates who fail a paper will not be eligible for the award of honours.
18. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree.

19. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

### **Variations**

20. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### **List A: Advanced Study**

#### **LEGAL501**

Advanced Evidence Law

#### **LEGAL502**

Advanced Privacy Law

#### **LEGAL505**

Critical Issues in the Treaty of Waitangi in Contemporary Aotearoa

#### **LEGAL508**

Advanced Family Law

#### **LEGAL512**

Advanced Media Law

#### **LEGAL513**

Critical Issues in Agriculture and Law

#### **LEGAL515**

Advanced Construction Law

#### **LEGAL517**

Advanced Conflict of Laws

#### **LEGAL518**

Advanced Arbitration

#### **LEGAL519**

Advanced Maritime Law

#### **LEGAL520**

Intellectual Property Law and Policy

#### **LEGAL521**

Advanced Employment Law

**LEGAL523**

Advanced Civil Litigation

**LEGAL525**

Critical Issues in Contemporary and International Indigenous Law

**LEGAL526**

Legal Aspects of Cyber Security

**LEGAL527**

Advanced Issues in Charity Law

**LEGAL528**

Advanced Foreign Investment Law

**LEGAL531**

Advanced International Environmental Law

**LEGAL534**

Transnational Criminal Law

**LEGAL535**

Advanced Environmental Law

**LEGAL540**

Critical Issues for Pacific Peoples and the Law

**LEGAL551**

Reconciliation, Justice and Indigeneity

**LEGAL552**

Critical Issues in International Criminal Law

**LEGAL556**

Advanced New Zealand Animal Law

**LEGAL562**

Law of International Trade

**LEGAL568**

Issues in Public Law

**LEGAL569**

International Law – A Place for Indigenous Rights

**LEGAL574**

Law and Information Technology

## **LEGAL576**

The Laws of Armed Conflict & International Humanitarian Law

## **LEGAL577**

National & International Human Rights Law

## **LEGAL580**

Advanced Banking Law

## **LEGAL583**

Advanced Immigration and Refugee Law

## **LEGAL587**

Advanced Health Law

## **LEGAL593**

Thesis

## **LEGAL594**

Thesis

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In this section

# Regulations for the Degree of Master of Laws in Māori/Pacific and Indigenous Peoples' Law (LLM(Māori/Pacific and Indigenous Peoples))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Laws or a combined Law degree of the University of Waikato with at least a B grade average across the 300 and 400 level papers, or for a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.

6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete either ALPSS500 or LEGAL504 and a further 90 points from papers prescribed for the Degree in the [Law](#) entry in the University of Waikato Catalogue of Papers.
8. Candidates must include at least 45 points from List A: Advanced Study
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the [Law](#) entry in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### **Examination of thesis (90 points and above)**

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

### **Award of Honours**

13. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), oror without honours.
14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree.
16. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

### **Variations**

17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### **List A: Advanced Study**



**LEGAL501**

Advanced Evidence Law

**LEGAL502**

Advanced Privacy Law

**LEGAL505**

Critical Issues in the Treaty of Waitangi in Contemporary Aotearoa

**LEGAL508**

Advanced Family Law

**LEGAL512**

Advanced Media Law

**LEGAL513**

Critical Issues in Agriculture and Law

**LEGAL515**

Advanced Construction Law

**LEGAL517**

Advanced Conflict of Laws

**LEGAL518**

Advanced Arbitration

**LEGAL519**

Advanced Maritime Law

**LEGAL520**

Intellectual Property Law and Policy

**LEGAL521**

Advanced Employment Law

**LEGAL523**

Advanced Civil Litigation

**LEGAL525**

Critical Issues in Contemporary and International Indigenous Law

**LEGAL526**

Legal Aspects of Cyber Security

**LEGAL527**

Advanced Issues in Charity Law

**LEGAL528**

Advanced Foreign Investment Law

**LEGAL531**

Advanced International Environmental Law

**LEGAL534**

Transnational Criminal Law

**LEGAL535**

Advanced Environmental Law

**LEGAL540**

Critical Issues for Pacific Peoples and the Law

**LEGAL551**

Reconciliation, Justice and Indigeneity

**LEGAL552**

Critical Issues in International Criminal Law

**LEGAL556**

Advanced New Zealand Animal Law

**LEGAL562**

Law of International Trade

**LEGAL568**

Issues in Public Law

**LEGAL569**

International Law – A Place for Indigenous Rights

**LEGAL574**

Law and Information Technology

**LEGAL576**

The Laws of Armed Conflict & International Humanitarian Law

**LEGAL577**

National & International Human Rights Law

**LEGAL580**

Advanced Banking Law

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## LEGAL587

Advanced Health Law

## LEGAL593

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# Regulations for the Degree of Master of Legal Studies (MLS)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of a 360 point bachelors degree of the University of Waikato with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent; or
  - (b) qualified for the award of a 480 point bachelors degree or a bachelors degree with honours, of the University of Waikato, with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent; or
  - (c) qualified for the award of the Diploma in Postgraduate Preparation – Pre-Masters of the University of Waikato with at least a B grade average.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one and a half academic years. The normal minimum period of enrolment for candidates admitted under section 2(b) of these regulations is one academic year.

5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates admitted under section 2(a) or section 2(c) of these regulations must gain 180 points at 500 level. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level.
7. Candidates must include at least 45 points from List A: Advanced Study.
8. Candidates must complete the papers prescribed for the Degree in the [Legal Studies](#) entry in the University of Waikato Catalogue of Papers. Candidates admitted under section 2(a) or section 2(c) may take up to 60 points from outside the field of the Degree. Candidates admitted under section 2(b) may take up to 30 points from outside the field of the Degree.
9. Candidates must pass either ALPSS500 or LEGAL507, in order to be eligible to continue beyond the first 30 points for the Degree.

### **Award of Honours**

10. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division)
11. Candidates who fail a paper will not be eligible for the award of honours.
12. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first:
  - (a) 180 points completed by candidates admitted under section 2(a) or section 2(c) of these regulations while enrolled for the Degree, and
  - (b) 120 points completed by candidates admitted under section 2(b) of these regulations while enrolled for the Degree.
13. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

### **Variations**

14. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### **List A: Advanced Study**

#### **LEGAL501**

Advanced Evidence Law

**LEGAL502**

Advanced Privacy Law

**LEGAL505**

Critical Issues in the Treaty of Waitangi in Contemporary Aotearoa

**LEGAL508**

Advanced Family Law

**LEGAL512**

Advanced Media Law

**LEGAL513**

Critical Issues in Agriculture and Law

**LEGAL515**

Advanced Construction Law

**LEGAL517**

Advanced Conflict of Laws

**LEGAL518**

Advanced Arbitration

**LEGAL519**

Advanced Maritime Law

**LEGAL520**

Intellectual Property Law and Policy

**LEGAL521**

Advanced Employment Law

**LEGAL523**

Advanced Civil Litigation

**LEGAL525**

Critical Issues in Contemporary and International Indigenous Law

**LEGAL526**

Legal Aspects of Cyber Security

**LEGAL527**

Advanced Issues in Charity Law

**LEGAL528**

Advanced Foreign Investment Law

**LEGAL531**

Advanced International Environmental Law

**LEGAL534**

Transnational Criminal Law

**LEGAL535**

Advanced Environmental Law

**LEGAL540**

Critical Issues for Pacific Peoples and the Law

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Critical Issues in International Criminal Law

**LEGAL556**

Advanced New Zealand Animal Law

**LEGAL562**

Law of International Trade

**LEGAL568**

Issues in Public Law

**LEGAL569**

International Law – A Place for Indigenous Rights

**LEGAL574**

Law and Information Technology

**LEGAL576**

The Laws of Armed Conflict & International Humanitarian Law

**LEGAL577**

National & International Human Rights Law

**LEGAL580**

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# Regulations for the Degree of Master of Management (MMgmt)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of a bachelors degree of the University of Waikato with at least a B-grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
  - (b) qualified for the award of the Diploma in Postgraduate Preparation – Pre-Masters of the University of Waikato.
3. Candidates would not normally be admitted to the Degree where they have completed an undergraduate major, or equivalent, in the subject being presented for the Degree.
4. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

5. The normal minimum period of enrolment for completion of the Degree is one year.
6. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
7. Candidates must gain 180 points at 500 level.

8. The degree will be endorsed in one of the following subjects:

*Subjects*

Marketing<sup>1</sup>

Supply Chain Management

9. Candidates must complete the requirements of a subject by gaining 60 points in that subject, as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.
10. Candidates must also complete 60 points from EXMBM511, EXMBM512, EXMBM513, EXMBM514, EXMBM521, EXMBM522, EXMBM523, EXMBM524 and EXMBM532; as well as MNMGT561, MNMGT562 and MNMGT563.
11. Candidates must pass all of the papers taken in the first 120 points for the Degree in order to be eligible to continue with the Degree.
12. If a candidate fails papers worth not more than 30 points in total, they may repeat the papers or take alternative papers with the same total points value on one occasion only. A candidate who fails papers worth more than 30 points in total will not be permitted to proceed with the Degree.<sup>2</sup>

### **Award of Honours**

13. The Degree may be awarded with Distinction.
14. Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree, including any failed paper.

### **Variations**

15. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### **Notes:**

1. *There will be no new intake into this programme in 2024.*
2. *Candidates who are not permitted to proceed with the Degree may be eligible to graduate with a Postgraduate Diploma.*

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# Regulations for the Degree of Master of Management Studies (MMS)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Business Analysis, Bachelor of Communication Studies, Bachelor of Electronic Commerce, Bachelor of Management Studies or Bachelor of Tourism of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
  - (b) qualified for the award of the degree of Bachelor of Business Analysis with Honours, Bachelor of Communication Studies with Honours, Bachelor of Electronic Commerce with Honours, Bachelor of Management Studies with Honours or Bachelor of Tourism with Honours with at least second class honours (second division), or for the award of a Postgraduate Diploma in a subject relevant for the Master of Management Studies with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent, and
  - (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(b) of the regulations is one year.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6. Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level.
7. Candidates admitted under section 2(a) of these regulations must gain at least 120 points from one of the following subjects or interdisciplinary programmes, including any compulsory papers listed in the relevant subject entry in the [Catalogue of Papers](#). Candidates admitted under section 2(b) of these regulations must gain at least 60 points from one of the following subjects or interdisciplinary programmes, including any compulsory papers listed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).

(a) *Subjects*

Accounting  
Agribusiness  
Economics  
Finance  
Human Resource Management  
International Management  
Leadership Communication  
Management Systems<sup>1</sup>  
Marketing  
Public Relations  
Strategic Management  
Supply Chain Management  
Tourism Management

(b) *Interdisciplinary programmes*

Management and Sustainability<sup>1</sup>

8. Candidates must include
  - (a) a directed study or dissertation equivalent to 30 points, or
  - (b) a dissertation equivalent to 60 points, or
  - (c) a thesis equivalent to 90 points, or
  - (d) a thesis equivalent to 120 points.

in their main academic area and a research methodology paper worth at least 15 points, as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.<sup>2</sup>

9. Candidates admitted under section 2(a) of these regulations may take up to 60 points from outside the field of the Degree. Candidates admitted under section 2(b) of these regulations may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects and interdisciplinary programmes listed in section 7 of these regulations.
11. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
12. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.<sup>3</sup>

### **Examination of thesis (90 points and above)**

13. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

### **Award of Honours**

14. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), oror without honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers presented for the Degree.

### **Variations**

16. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### **Notes:**

1. *This subject/interdisciplinary programme is not offered in 2024.*
2. *Candidates admitted under section 2(b) of these regulations may have fulfilled the requirement to complete a research methodology paper in their qualifying qualification.*
3. *Candidates who are not permitted to proceed with the Degree may be eligible to graduate with a Postgraduate Diploma.*



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# Regulations for the Degree of Master of Media and Creative Technologies (MMCT)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Media and Creative Technologies of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, including through submission of a portfolio of previous work, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one calendar year or one and a half academic years.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 180 points at 500 level or above.

7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#):
  - (a) *Division of Arts, Law, Psychology and Social Sciences subjects*  
Screen and Media Studies
8. Candidates must enrol in 180 points at 500 level or above, including a creative research thesis equivalent to 90 points and a theory paper equivalent to 30 points, as prescribed for the Degree in the [Screen and Media Studies](#) entry in the University of Waikato Catalogue of Papers, including any compulsory papers listed in the relevant subject entry.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

#### **Examination of thesis (90 points and above)**

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

#### **Award of Honours**

13. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), oror without honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 180 points completed by the candidate while enrolled for the Degree.

#### **Variations**

15. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Master of Music (MMus)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Music with Honours of the University of Waikato with at least second class honours (second division), or for a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in Music, at levels considered appropriate by the Academic Board, and
  - (c) been accepted by the Chairperson of Music.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.
4. Acceptance into the Degree is subject to the availability of a suitable supervisor for the programme of study required under section 7 of these regulations.

## Requirements for the Degree

5. The normal minimum period of enrolment for completion of the Degree is one year.
6. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.

7. Candidates must gain 120 points at 500 level or above, comprising either
  - (a) MUSIC514 Composition Portfolio, or
  - (b) MUSIC524 Advanced Performance, or
  - (c) MUSIC525 Advanced Opera Studies
8. A candidate whose work presented for the Degree under section 7 of these regulations is considered by examiners not to be of a pass standard will have his or her work returned for resubmission at a later date.

### **Award of Honours**

9. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division).
10. A candidate who has resubmitted his or her work under the provision of section 8 of these regulations will not be eligible for the award of honours.
11. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

### **Variations**

12. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Master of Nursing Practice (MNursPrac)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of a Bachelors degree of the University of Waikato, with at least a B grade average across the 300 level papers or for a qualification considered by the Academic Board to be equivalent, or
  - (b) qualified for the award of the Diploma in Postgraduate Preparation – Pre-Masters of the University of Waikato with at least a B grade average, and
  - (c) satisfied the prerequisites for postgraduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board, and
  - (d) 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 as nurses as defined by the University and the Nursing Council of New Zealand.
3. In exceptional circumstances, based on academic merit or relevant experience, candidates who do not meet the requirements of Section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is two academic years.

5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates must gain 240 points at 500 level.
7. Candidates must complete the papers prescribed for the Degree in the [Nursing](#) entry of the University of Waikato Catalogue of Papers, including any compulsory papers.
8. If a candidate fails a paper or papers, they may repeat the paper on one occasion only.

### **Award of Honours**

9. The Degree may be awarded with:
  - (a) First Class Honours; or
  - (b) Second Class Honours (first division); or
  - (c) Second Class Honours (second division);or without honours.
10. Candidates who fail a paper will not be eligible for the award of honours.
11. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.
12. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

### **Variations**

13. The Pro-Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Master of Professional Accounting (MPAcct)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of a bachelors degree with at least a B- grade average across the 300 level papers, or for the award of a bachelors degree with honours with at least second class honours (second division), or for a programme of study considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. Candidates may complete the degree either:
  - (a) with an endorsement of Chartered Accountancy, or
  - (b) without endorsement.
5. The normal minimum period of enrolment for completion of the Degree under clause 4(a) is two calendar years. The normal period of enrolment for completion of the Degree under clause 4(b) is

one calendar year.

6. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
7. Candidates completing the degree under clause 4(a) must gain 240 points at 500 level. Candidates completing the degree under clause 4(b) must gain 180 points at 500 level.
8. Candidates must complete: ACCTP569, ACCTP570, ACCTP571, ACCTP572, ACCTP573, ACCTP574, ACCTP575, ACCTP576, ACCTP577, ACCTP578, ECONS506 and ECONS507.
9. Candidates completing the degree under clause 4(a) must also complete: ACCTP512, ACCTP513, ACCTP514, ACCTP515, ACCTP516, ACCTP517, ACCTP518, and ACCTP519.
10. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### **Award of Honours**

12. The Degree may be awarded with Distinction.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree, including any failed paper.

### **Variations**

14. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Master of Professional Practice in Behaviour Analysis (MPPBA)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelors degree in Psychology, Behaviour Analysis, or Education with at least a B grade average across the 300 level papers, or a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is two years.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 240 points at 500 level or above, including any compulsory papers prescribed in the [Psychology](#) entry in the University of Waikato Catalogue of Papers.

7. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
8. Candidates must pass the first 120 points of the qualification prescribed in the first year to be eligible to progress to the second year of the programme.

### Award of Honours

9. The degree will not be awarded with honours.

### Variations

10. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Master of Professional Writing (MPW)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of a bachelors degree of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
  - (b) qualified for the award of a bachelors degree with Honours of the University of Waikato with at least second class honours (second division), or a Postgraduate Diploma with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent, and
  - (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one calendar year or one and a half academic years. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an

approved programme of study.

6. Candidates must gain at least 180 points at 500 level or above.
7. Candidates must complete WRITE546, at least 45 points from List A: Advanced Study, and any compulsory papers prescribed in the [Professional Writing](#) entry in the University of Waikato Catalogue of Papers.
8. Candidates may take up to 60 points from outside the field of the Degree.
9. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### **Examination of thesis (90 points and above)**

10. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

### **Award of Honours**

11. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), oror without honours.
12. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.

### **Variations**

13. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### **Notes:**

1. *Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Certificate or Postgraduate Diploma.*

### **List A: Advanced Study**

#### **LEGAL512**

Advanced Media Law

#### **LEGAL520**

Intellectual Property Law and Policy

## **WRITE593**

Professional Writing Thesis

## **WRITE594**

Professional Writing Thesis

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# Regulations for the Degree of Master of Science (MSc)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Science, or Bachelor of Science (Technology) of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
  - (b) qualified for the award of the degree of Bachelor of Computing and Mathematical Sciences, or Bachelor of Computing and Mathematical Sciences with Honours, or Bachelor of Science with Honours with at least second class honours (second division), or for the award of the Postgraduate Diploma of the University of Waikato in a relevant subject with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent, and
  - (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to admission or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years.

The normal period of enrolment for completion of the Degree for candidates admitted under section 2(b) of these regulations is one academic year.

5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates admitted under section 2(a) of these regulations must gain at least 180 points at 500 level or above. Candidates admitted under section 2(b) of these regulations must gain at least 120 points at 500 level or above.
7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#):

#### *Subjects*

Artificial Intelligence  
Biomedical Sciences  
Chemistry  
Computer Science  
Data Analytics<sup>2</sup>  
Earth Sciences  
Ecology and Biodiversity  
Electronics  
Environmental Sciences  
Materials and Processing  
Mathematics  
Molecular and Cellular Biology  
Physics  
Psychology<sup>1</sup>

8. Candidates must include a dissertation in their subject equivalent to 60 points.
9. Candidates may take up to 60 points from outside their subject. Where necessary, candidates may use these 60 points to satisfy the pre-requisites of their subject papers.
10. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

#### **Award of Honours**

11. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), oror without honours.

12. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the papers presented for the Degree, including any failed paper.

### Variations

13. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### Notes:

1. This subject will not be available to candidates admitted under section 2(a) of these regulations.
2. There will be no intake into this subject in 2024.

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# Regulations for the Degree of Master of Science (Research) (MSc(Research))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Computing and Mathematical Sciences, Bachelor of Science, or Bachelor of Science (Technology) of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
  - (b) qualified for the award of a Postgraduate Diploma of the University of Waikato in a relevant subject with an average grade of at least B, or for a qualification considered by the Academic Board to be equivalent, or
  - (c) qualified for the award of the degree of Bachelor of Computing and Mathematical Sciences with Honours or Bachelor of Science with Honours of the University of Waikato with at least Second Class Honours (second division) or for a qualification considered by the Academic Board to be equivalent, or
  - (d) demonstrated to the Academic Board that they have adequate training, experience and ability to proceed with the degree, and
  - (e) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board, and
  - (f) be subject to the completion of any qualifying papers or additional work as may be required by the Academic Board, either prior to admission or concurrently.

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) or 2(d) of these regulations is one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(b) or 2(c) of these regulations is one academic year.
4. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates admitted under section 2(a) or 2(d) of these regulations must gain at least 180 points at 500 level or above. Candidates admitted under section 2(b) or 2(c) of these regulations must gain at least 120 points at 500 level or above.
6. Candidates must gain at least 60 points of taught papers from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).<sup>1</sup>

### *Subjects*

Artificial Intelligence<sup>2</sup>

Biomedical Sciences

Chemistry

Computer Science

Data Analytics<sup>5</sup>

Earth Sciences

Ecology and Biodiversity

Electronics

Environmental Sciences

Materials and Processing

Mathematics

Molecular and Cellular Biology

Physics

Psychology<sup>3</sup>

7. Candidates must include a thesis equivalent to 120 points.
8. Candidates admitted under sections 2(a) or 2(d) of these regulations must pass all of the papers taken for the first 60 points for the Degree with an average grade of at least B in order to be eligible to continue with the Degree.<sup>4</sup>
9. Candidates admitted under sections 2(b) or 2(c) of these regulations will be granted exemption from up to 60 points of taught papers.
10. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

## Examination of thesis

11. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

### **Award of Honours**

12. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), oror without honours.
13. Candidates who fail a paper will not be eligible for the award of honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree.

### **Variations**

15. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### **Notes:**

1. *Candidates admitted under sections 2(a) or 2(d) of these regulations who intend to complete the Degree in a subject without a substantive relationship to their undergraduate major are required to gain at least 120 points of taught papers in their chosen subject.*
2. *This programme will only be available to candidates who have qualified for an award listed in Section 2 in a relevant subject.*
3. *This programme will not be available to candidates admitted under section 2(a) of these regulations.*
4. *Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Diploma in a relevant subject.*
5. *There will be no intake into this subject in 2024.*

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# Regulations for the Degree of Master of Science (Technology) (MSc(Tech))

The MSc(Tech) is not offered in 2024.

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Science (Technology) of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
  - (b) qualified for the award of the degree of Bachelor of Science of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
  - (c) qualified for the award of a Postgraduate Diploma of the University of Waikato in a relevant subject with an average grade of at least B, or for a qualification considered by the Academic Board to be equivalent,<sup>1</sup> or
  - (d) demonstrated to the Academic Board that they have adequate training, experience and ability to proceed with the degree, and
  - (e) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board, and
  - (f) be subject to the completion of any qualifying papers or additional work as may be required by the Academic Board, either prior to admission or concurrently.

3. In exceptional circumstances, candidates without the normal qualifications for admission may be considered for admission on the basis of relevant training and experience, normally comprising
  - (a) the completion of a relevant bachelors degree or technical qualification at a level considered satisfactory by the Academic Board, and
  - (b) the subsequent successful completion of at least two years of industrial or technical experience, as determined appropriate by the Dean responsible for the relevant subject.

### **Requirements for the Degree**

4. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 180 points at 500 level or above.
6. Candidates must complete the requirements of a subject.

#### *Subjects*

Chemistry  
Earth Sciences  
Ecology and Biodiversity  
Electronics  
Environmental Sciences  
Materials and Processing  
Molecular and Cellular Biology  
Physics

7. To complete the requirements of a subject, candidates must gain at least 60 points in that subject, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
8. Candidates must include
  - (a) a thesis equivalent to 90 points, and
  - (b) 30 points of professional practice papersin the last 120 points taken for the Degree.
9. Candidates admitted under sections 2(a) or 2(c) of these regulations must
  - (a) gain 180 points at 500 level as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers, and
  - (b) pass all of the papers taken for the first 60 points for the Degree with an average grade of at least B in order to be eligible to continue with the Degree.<sup>1</sup>
10. Candidates admitted under section 2(b) of these regulations will be granted exemption from up to 60 points for the Degree and must gain at least 120 points at 500 level as prescribed in the University of Waikato [Catalogue of Papers](#).
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the

paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### Examination of thesis

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

### Award of Honours

13. Candidates admitted under sections 2(a) or 2(c) of these regulations may be eligible for the award of Honours. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), oror without honours.
14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree.

### Variations

16. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### Notes:

1. *Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Diploma in a relevant subject.*

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# Regulations for the Degree of Master of Security and Crime Science (MSCS)

The MSCS is not offered in 2024.

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of a bachelors degree of the University of Waikato with a minimum average grade of B+ in their 300 level or higher majoring papers, or for a qualification considered by the Academic Board to be equivalent, or
  - (b) qualified for the award of a bachelors degree with honours or postgraduate diploma of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, or
  - (c) qualified for the award of the Diploma in Postgraduate Preparation - Pre-Masters of the University of Waikato with a minimum average grade of B+ in their 300 level papers, and
  - (d) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) 2(c) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(b) of these regulations is one academic year.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates admitted under section 2(a) 2(c) of these regulations must gain 180 points at 500 level. Candidates admitted under section 2(b) of these regulations must gain at least 120 points at 500 level.
7. Candidates must complete the compulsory papers prescribed in the [Security and Crime Science](#) entry in the University of Waikato Catalogue of Papers.
8. Candidates must include at least 45 points from List A: Advanced Study (except a 90 point or 120 point thesis), unless section 9 applies).
9. In exceptional circumstances (including appropriate work or academic experience), a candidate may be permitted to complete the degree with a 90 point thesis or a 120 point thesis.
10. Candidates admitted under sections 2(a) of these regulations may take up to 60 points from outside the field of the Degree. Candidates admitted under section 2(b) of these regulations may take up to 30 points from outside the field of the Degree.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree<sup>1</sup>.

### **Award of Honours**

12. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or
  - (d) or without honours.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree, including any failed paper.

### **Variations**

14. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### **Notes:**

1. *Candidates who are ineligible to continue with Degree may be eligible to complete a Postgraduate*

*Diploma.*

List A: Advanced Study

**LEGAL501**

Advanced Evidence Law

**LEGAL526**

Legal Aspects of Cyber Security

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# Regulations for the Degree of Master of Social Sciences (MSocSc)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Social Sciences of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
  - (b) qualified for the award of the degree of Bachelor of Social Sciences with Honours of the University of Waikato with at least second class honours (second division), or a Postgraduate Diploma with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent, and
  - (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for candidates admitted under section 2(b) of these

regulations is one academic year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.

5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
6. Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level or above. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level or above.
7. Candidates admitted under section 2(a) of these regulations must gain at least 60 points from one of the following subjects, including either ALPSS500 or an approved research methods paper and any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#). Candidates admitted under section 2(b) of these regulations must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).

(a) *Division of Arts, Law, Psychology and Social Sciences subjects*

Anthropology  
Economics  
Geography  
Health Development and Policy<sup>1</sup>  
History  
Philosophy  
Political Science  
Population Studies and Demography  
Psychology<sup>1</sup>  
Public Policy  
Social Policy  
Sociology

(b) *Faculty of Māori and Indigenous Studies subjects*

Māori and Indigenous Studies  
Pacific and Indigenous Studies

8. Candidates must include at least 45 points from the relevant subject papers in List A: Advanced Study.
9. Candidates admitted under section 2(a) of these regulations may take up to 60 points from outside the field of the Degree. Candidates admitted under section 2(b) of these regulations may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

## Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

## Award of Honours

13. The Degree may be awarded with
- (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or
- or without honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.

## Variations

15. The Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

## Notes:

1. *These programmes will not be available to candidates admitted under section 2(a) of these regulations.*

## List A: Advanced Study

### Anthropology

#### **ALPSS590**

Directed Study

#### **ALPSS591**

Research Project

#### **ALPSS592**

Dissertation

#### **ANTHY515**

Ethnographic Research Methods

#### **ANTHY522**

Visual Power: Images, Aesthetics & Politics



**ANTHY589**

Directed Study

**ANTHY593**

Anthropology Thesis

**ANTHY594**

Anthropology Thesis

**LEGAL540**

Critical Issues for Pacific Peoples and the Law

**LEGAL551**

Reconciliation, Justice and Indigeneity

**Economics**

**ECONS591**

Economics Dissertation

**ECONS592**

Economics Dissertation

**ECONS593**

Economics Thesis

**ECONS594**

Economics Thesis

**Geography**

**ALPSS590**

Directed Study

**ALPSS591**

Research Project

**ALPSS592**

Dissertation

**GEOGY589**

Directed Study

**GEOGY593**

Geography Thesis

**GEOGY594**

Geography Thesis

**LEGAL531**

Advanced International Environmental Law

**LEGAL535**

Advanced Environmental Law

**Health Development and Policy**

**HDEVP594**

Health Development and Policy Thesis

**LEGAL568**

Issues in Public Law

**LEGAL587**

Advanced Health Law

**History**

**ALPSS590**

Directed Study

**ALPSS591**

Research Project

**ALPSS592**

Dissertation

**HISTY516**

History and Theory

**HISTY593**

History Thesis

**HISTY594**

History Thesis

**LEGAL505**

Critical Issues in the Treaty of Waitangi in Contemporary Aotearoa New Zealand

**LEGAL540**

Critical Issues for Pacific Peoples and the Law

**Philosophy**

**ALPSS590**

Directed Study

**ALPSS591**

Research Project

**ALPSS592**

Dissertation

**PHILO588**

Foundations of Philosophical Research

**PHILO589**

Directed Study

**PHILO593**

Philosophy Thesis

**PHILO594**

Philosophy Thesis

**Political Science**

**ALPSS590**

Directed Study

**ALPSS591**

Research Project

**ALPSS592**

Dissertation

**LEGAL526**

Legal Aspects of Cyber Security

**LEGAL568**

Issues in Public Law

**POLSC501**

Policy Analysis: Theory and Practice

**POLSC593**

Political Science Thesis

**POLSC594**

Political Science Thesis

## Population Studies and Demography

### **ALPSS590**

Directed Study

### **ALPSS591**

Research Project

### **ALPSS592**

Dissertation

### **LEGAL583**

Advanced Immigration and Refugee Law

### **LEGAL587**

Advanced Health Law

### **POPST589**

Directed Study

### **POPST593**

Population Studies and Demography Thesis

### **POPST594**

Population Studies and Demography Thesis

## Psychology

### **PSYCH513**

Evaluation Research Analysis

### **PSYCH526**

Clinical Internship: Assessment-Focused

### **PSYCH527**

Clinical Internship: Treatment-Focused

### **PSYCH541**

Case Study Analysis in Community Psychology

### **PSYCH543**

The Practice of Community Psychology

### **PSYCH545**

Special Topic: The WTF seminar: Facts, Fiction, Fake news

### **PSYCH551**

Case Study Analysis in Applied Psychology ABA

**PSYCH552**

Ethical Issues in Psychology (ABA)

**PSYCH553**

The Practice of Psychology ABA

**PSYCH586**

Behaviour Analysis Practicum

**PSYCH587**

Behaviour Analysis Practicum

**PSYCH589**

Directed Study

**PSYCH590**

Directed Study

**PSYCH592**

Dissertation

**PSYCH593**

Psychology Thesis

**PSYCH594**

Psychology Thesis

**Public Policy**

**ALPSS590**

Directed Study

**ALPSS591**

Research Project

**ALPSS592**

Dissertation

**LEGAL531**

Advanced International Environmental Law

**LEGAL568**

Issues in Public Law

**POLSC593**

Political Science Thesis

## **POLSC594**

Political Science Thesis

### **Social Policy**

## **ALPSS590**

Directed Study

## **ALPSS591**

Research Project

## **ALPSS592**

Dissertation

## **LEGAL508**

Advanced Family Law

## **LEGAL568**

Issues in Public Law

## **SOCPY500**

Techniques for Policy Analysis

## **SOCPY507**

Gender and Development

## **SOCPY508**

Techniques for Policy Analysis

## **SOCPY589**

Directed Study

## **SOCPY593**

Social Policy Thesis

## **SOCPY594**

Social Policy Thesis

### **Sociology**

## **ALPSS590**

Directed Study

## **ALPSS591**

Research Project

## **ALPSS592**

Dissertation

### **LEGAL505**

Critical Issues in the Treaty of Waitangi in Contemporary Aotearoa New Zealand

### **LEGAL525**

Critical Issues in Contemporary and International Indigenous Law

### **SOCIO500**

Comparative Indigenous Criminology

### **SOCIO504**

Marx, Marxism, and Beyond: Contesting Perspectives

### **SOCIO589**

Directed Study

### **SOCIO593**

Sociology Thesis

### **SOCIO594**

Sociology Thesis

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In this section

# Regulations for the Degree of Master of Teaching and Learning (MTchgLn)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) satisfied the requirements of a bachelors degree with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
  - (b) qualified for the award of a bachelors degree with honours with at least second class honours (second division), or for the award of a postgraduate diploma in a subject relevant to the Master of Teaching and Learning, or for a qualification considered by the Academic Board to be equivalent, and
  - (c) satisfied the prerequisites for postgraduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board, and
  - (d) been selected by the Division of Education as meeting the Teaching Council's selection criteria for Initial Teacher Education Programmes.
3. Candidates for the secondary endorsement must have sufficient depth and breadth of relevant subject or curriculum knowledge at Levels 5-7.
4. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

5. The normal minimum period of enrolment for completion of the Degree is one calendar year.
6. Candidates must enrol in the Division of Education and follow an approved programme of study.
7. Candidates must gain at least 180 points at 500 level.
8. Candidates must complete the papers prescribed for the Degree in the [Teaching](#) entry in the University of Waikato Catalogue of Papers, including any compulsory papers.
9. If a candidate fails a paper or papers, they will not be permitted to proceed with the Degree.
10. The programme of study must normally be completed within two years of admission, or three years of part-time study.
11. The programme of study must comply with the requirements of a sector, details of which are prescribed in the Catalogue of Papers. The sectors are:
  - Primary
  - Secondary

### Award of Honours

12. The Degree may be awarded with Distinction.
13. Except with the approval of the Academic Board, the award will be calculated on the basis of the grades for all the papers completed for the Degree.

### Variations

14. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Master of Teaching English to Speakers of Other Languages (MTESOL)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have either:
  - (a) satisfied the requirements the award of a bachelor's degree in a relevant discipline<sup>1</sup> with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent,  
or
  - (b) satisfied the requirements for the award of the Postgraduate Diploma in Teaching English to Speakers of Other Languages of the University of Waikato with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for candidates admitted under section 2(b) of these regulations is one academic year.

5. Candidates must enrol in the Division of Education and follow an approved programme of study.
6. Candidates admitted under sections 2(a) of these regulations must gain 180 points at 500 level or above. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level or above.
  - (a) Candidates admitted under section 2(a) must complete 180 points at 500 level or above including: APPLN501, APPLN562, APPLN564, APPLN566, and either ALPSS592, or APPLN585 and one of APPLN505, APPLN530, APPLN563, or APPLN565.
  - (b) Candidates admitted under section 2(b) must complete 120 points at 500 level or above including: APPLN501, APPLN562, and either ALPSS592, or APPLN585 and one of APPLN505, APPLN530, APPLN563, or APPLN565.
7. Candidates who have demonstrated relevant professional experience which includes two years teaching experience in a relevant context, as determined by the Pro Vice-Chancellor of the Division of Education or delegated authority, may substitute APPLN562 for papers listed for the subject on the [Catalogue of Papers](#).
8. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### **Award of Honours**

9. The Degree may be awarded with
  - (a) Distinction, or
  - (b) Merit.
10. Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers presented for the Degree, including any failed paper.

### **Variations**

11. The Pro Vice-Chancellor of the Division of Education or delegated authority may vary or waive these regulations in individual cases.

### **Notes:**

<sup>1</sup> *Relevant disciplines would include education, language studies, applied linguistics, English, language teaching, and humanities.*

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# Regulations for the Degree of Master of Technology Innovation in Business (MTIB)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of a bachelors degree of the University of Waikato with at least a B-grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
  - (b) qualified for the award of the Diploma in Postgraduate Preparation – Pre-Masters of the University of Waikato with at least a B grade average across the 300 level papers.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates must gain 180 points at 500 level.
7. Candidates must complete the papers prescribed for the Degree in the [Technology Innovation in Business](#) entry in the University of Waikato Catalogue of Papers, including any compulsory

papers.

8. Candidates must complete all of the papers taken for the first 120 points of the Degree with a minimum B grade average in order to be eligible to continue with the Degree.
9. If a candidate fails papers worth not more than 30 points in total, they may repeat the papers or take alternative papers with the same total points value on one occasion only. A candidate who fails papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### Award of Honours

10. The Degree may be awarded with Distinction.
11. Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree, including any failed papers.

### Variations

12. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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## Master of Philosophy (MPhil)

The regulations below set down the requirements for the award of the degree of Master of Philosophy (MPhil).

Formal policies and procedures related to enrolment and examination for the degree, along with information about administrative matters, are available from [Te Mata Kairangi School of Graduate Research](#) and on the University of Waikato website.

These regulations, policies and procedures are administered by the Dean of Te Mata Kairangi School of Graduate Research and the University's Postgraduate Research Committee.

## Regulations for the Degree of Master of Philosophy (MPhil)

### Date of effect

1. These regulations are effective from 28 July 2021


### Requirements for the Degree

2. The degree of Master of Philosophy (MPhil) is awarded to candidates who have successfully completed approved and supervised research, and presented the results lucidly in a thesis which
  - (a) critically investigates an approved topic of substance and significance, and
  - (b) demonstrates expertise in the methods of research and scholarship, and
  - (c) displays intellectual independence, and
  - (d) makes an original contribution to the research area.

### Admission and Enrolments

3. To qualify to enrol for the MPhil, an applicant must
  - (a) have qualified for the award of a New Zealand bachelors degree with honours or masters degree,<sup>1</sup> in a field relevant to the proposed research with at least second class honours (first division) or distinction or for a qualification considered by the Academic Board to be equivalent, or
  - (b) have passed qualifying papers at a satisfactory level in a field relevant to the proposed research,and
  - (c) have demonstrated research ability, normally at least 30 points of research in an honours or master's degree, or significant professional research experience or equivalent, or
  - (d) in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Research Committee that they have adequate skills and knowledge to proceed with the proposed research.
4. Applicants whose first language is not English are required to meet the [English Language Requirements for Admission](#).
5. Applicants must apply through the online [Application to Enrol](#).
6. Applications to enrol and the conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
7. As one of the preconditions for the approval of an application to enrol, the Dean of Te Mata Kairangi School of Graduate Research will establish that the necessary supervision and resources can be provided for the proposed research.
8. The Dean of Te Mata Kairangi School of Graduate Research will appoint a supervisory panel, for each candidate; each candidate must have a minimum of two supervisors, one of whom is normally a continuing staff member of the University and the chief supervisor.
9. Candidates are required to maintain contact with their supervisory panel throughout the entire period of their enrolment in the MPhil.
10. If at any time subsequent to the approval of an application the University encounters changes to its staffing or resources, it will make all reasonable efforts to ensure that these do not disadvantage the candidate. However, changes to staffing and resources can mean that a candidate's conditions of enrolment are subject to change or that their enrolment may be terminated.
11. Pursuant to the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement, a student may not be approved to enrol, or remain enrolled, if:
  - (a) the student has not provided and maintained a valid and current Ministry of Health My Vaccine Pass as evidence of COVID-19 vaccination or exemption, and
  - (b) the student does not have an agreed study plan, approved by the Dean of Te Mata Kairangi

School of Graduate Research, that confirms there are no required activities that would breach the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement.

12. Changes to a candidate's conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
13. The termination of a candidate's enrolment is subject to approval by the Postgraduate Research Committee.
14. Candidates whose applications are approved by the Dean of Te Mata Kairangi School of Graduate Research must enrol in the relevant Division or the Faculty of Māori and Indigenous Studies and, subject to progress which meets expectations, pursue their research for
  - (a) one year if they are enrolled on a full-time (1.0 FTE) basis, or
  - (b) two years if they are enrolled on a part-time (0.5 FTE) basis, or
  - (c) a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
15. In exceptional circumstances a candidate may apply to the Postgraduate Research Committee for an extension of enrolment.
16. Candidates must not be concurrently enrolled in a research qualification at any other university without written permission from both universities.
17. Candidates are required to maintain continuous enrolment throughout the entire period of the MPhil
18. Following enrolment, candidates must submit six-monthly reports on the progress of their research work.
19. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for a suspension from enrolment for a maximum period of twelve months full-time equivalent.
20. A candidate is not entitled to supervision or any University resources during a period of suspension and does not incur tuition fees.
21. The Postgraduate Research Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate progress which meets expectations and/or comply with any regulations or policies which relate to enrolment for the MPhil.
22. Candidates must provide 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 [Code of Ethical Conduct for the Use of Animals for Research Testing and Teaching 2014](#) .
23. The thesis may consist of the candidate's published or unpublished material, or a combination; all such materials must have been produced within the term of enrolment.
24. Where the thesis includes the candidate's published or unpublished research papers, these must

- (a) be the sole work of the candidate or, where a paper has been co-authored with a supervisor, the candidate will be the lead author, and
  - (b) represent original, supervised research undertaken within the term of the candidate's MPhil enrolment.
25. Where the thesis primarily consists of a series of published or unpublished research papers, these must be accompanied by introductory chapter/s providing a contextual framework for the thesis, and a concluding chapter providing a synthesising discussion.
26. Candidates must indicate in the thesis any material that has been used or presented for any other degree.
27. Where the thesis contains co-authored research papers and/or any other co-produced work, published or unpublished, Co-Authorship Forms must be completed by the candidate and all other joint authors or producers. These forms must be included as an appendix to the thesis when it is submitted for examination.
28. Candidates must comply with the [Dissertations and Theses Regulations 2020](#) which set out the University's requirements with respect to the submission and presentation of theses.

## Examination

29. The Dean of Te Mata Kairangi School of Graduate Research will appoint two examiners for the MPhil thesis who are external to the University and not directly connected with the candidate or the candidate's research; at least one of the examiners must be from outside New Zealand.
30. In the case of divergent examination outcomes, the Dean of Te Mata Kairangi School of Graduate Research may appoint a further examiner.
31. On the basis of the reports of the examiners, the Dean of Te Mata Kairangi School of Graduate Research will resolve
- (a) that the thesis be accepted in its present form as fulfilling the requirements of the MPhil, or
  - (b) that the thesis be accepted as fulfilling the requirements of the MPhil subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiners, to the satisfaction of the chief supervisor, or
  - (c) that the thesis be accepted subject to the candidate completing substantial amendments to the satisfaction of the examiners or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks, or
  - (d) that an oral examination of the candidate be conducted, and a further report, based on the oral examination, be provided by the examiners to the Dean of Te Mata Kairangi School of Graduate Research, or
  - (e) that the thesis is not acceptable in its present form and that the candidate, may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or
  - (f) that the candidate has failed to meet the required standard and that no degree be awarded.

32. A candidate will be permitted to revise and re-submit a thesis only once and only one oral examination will be held.
33. A candidate who fails to undertake the oral examination, if required, or who fails to complete amendments to the thesis as required under subclauses 30(b), (c) or (e) will be deemed to have failed to meet the required standard and no degree will be awarded.

### Transfers

34. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research at any time between enrolment and submission of the thesis to transfer to the Doctor of Philosophy (PhD).

### Complaints and Appeals

35. A candidate who wishes to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research or the Postgraduate Research Committee made under these regulations, or who has a concern about supervision or any other aspect of their candidature, may raise the matter under the [Higher Degree Appeals and Complaints Regulations](#).

### Reporting

36. The Dean of Te Mata Kairangi School of Graduate Research and the Postgraduate Research Committee are required to report any decisions they make with respect to MPhil candidates which fall outside of these regulations to the Research Committee.

### Notes:

1. *Some professional master's degrees, such as the Master of Business Administration, are not intended to provide a pathway to doctoral study. Applications from those who have completed a professional master's degree will be considered on a case-by-case basis.*

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## Doctor of Philosophy (PhD)

The regulations below set down the requirements for the award of the degree of Doctor of Philosophy (PhD).

Formal policies and procedures related to enrolment and examination for the degree, along with information about administration matters, are available from [Te Mata Kairangi School of Graduate Research](#) and on the University of Waikato website.

These regulations, policies and procedures are administered by the Dean of Te Mata Kairangi School of Graduate Research and the University's Postgraduate Research Committee.

## Regulations for the Degree of Doctor of Philosophy (PhD)

### Date of effect

1. These regulations are effective from 28 July 2021

### Requirements for the Degree

2. The degree of Doctor of Philosophy (PhD) is awarded to candidates who have successfully completed approved and supervised research, and presented the results lucidly in a thesis which
  - (a) critically investigates an approved topic of substance and significance, and
  - (b) demonstrates expertise in the methods of research and scholarship, and
  - (c) displays intellectual independence, and
  - (d) makes a substantial original contribution to the research area.


### Admission and Enrolment

3. To qualify to enrol for the PhD, an applicant must



- (a) have qualified for the award of a New Zealand bachelors degree with honours or master's degree,<sup>1</sup> in a field relevant to the proposed research with at least second class honours (first division) or distinction, or for a qualification considered by the Academic Board to be equivalent, or
  - (b) have qualified for the degree of Master of Philosophy (MPhil) in a field relevant to the proposed research, or
  - (c) have enrolled for the degree of Master of Philosophy (MPhil) in a field relevant to the proposed research and demonstrated that they are able to transfer to the PhD, or
  - (d) have passed qualifying papers at a satisfactory level in a field relevant to the proposed research,
- and
- (e) have demonstrated research ability, normally at least 30 points of research in an honours or master's degree, or significant professional research experience, or equivalent, or
  - (f) in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Research Committee that they have adequate skills and knowledge to proceed with the proposed research.
4. Applicants whose first language is not English are required to meet the [English Language Requirements for Admission](#).
  5. Applicants must apply through the online [Application to Enrol](#).
  6. Applications to enrol and the conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
  7. As one of the preconditions for the approval of an application to enrol, the Dean of Te Mata Kairangi School of Graduate Research will establish that the necessary supervision and resources can be provided for the proposed research topic.
  8. The Dean of Te Mata Kairangi School of Graduate Research will appoint a supervisory panel for each candidate; each candidate must have a minimum of two supervisors, one of whom is normally a continuing staff member of the University and the chief supervisor.
  9. If at any time subsequent to the approval of an application the University encounters changes to its staffing or resources, it will make all reasonable efforts to ensure that these do not disadvantage the candidate. However, changes to staffing and resources can mean that a candidate's conditions of enrolment are subject to change or that their enrolment may be terminated.
  10. Pursuant to the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement, a student may not be approved to enrol, or remain enrolled, if:
    - (a) the student has not provided and maintained a valid and current Ministry of Health My Vaccine Pass as evidence of COVID-19 vaccination or exemption, and

- (b) the student does not have an agreed study plan, approved by the Dean of Te Mata Kairangi School of Graduate Research, that confirms there are no required activities that would breach the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement.
11. Changes to a candidate's conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
12. The termination of a candidate's enrolment is subject to approval by the Postgraduate Research Committee.
13. Candidates whose applications are approved by the Dean of Te Mata Kairangi School of Graduate Research must enrol in the relevant Division or the Faculty of Māori and Indigenous Studies and, subject to progress which meets expectations, pursue their research for
  - (a) normally a minimum of three years and a maximum of four years if they are enrolled on a full-time (1.0 FTE) basis, or
  - (b) normally a minimum of six years and a maximum of eight years if they are enrolled on a part-time (0.5 FTE) basis, or
  - (c) a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
14. In exceptional circumstances a candidate may apply to the Postgraduate Research Committee for an extension of enrolment.
15. Candidates must not be concurrently enrolled in a research qualification at any other university without written permission from both universities.
16. Candidates are required to maintain continuous enrolment throughout the entire period of the PhD.
17. Enrolment of all new candidates for the PhD approved by the Dean of Te Mata Kairangi School of Graduate Research is conditional for an initial period of six months if they are enrolled on a full-time basis or twelve months if they are enrolled on a part-time basis.
18. Confirmation of enrolment by the Dean of Te Mata Kairangi School of Graduate Research after the initial enrolment period is subject to the submission by the candidate of
  - (a) an acceptable research proposal, and
  - (b) a presentation of the proposed research to a confirmation of enrolment panel, and
  - (c) 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
  - (d) a recommendation from the candidate's supervisors, Head of School or equivalent and Associate Dean Postgraduate Research or equivalent that the candidate proceed into unconditional enrolment.
19. If the candidate's enrolment is not confirmed within nine months of initial enrolment if they are

- enrolled on a full-time basis or eighteen months if they are enrolled on a part-time basis it will be terminated.
20. Candidates are required to maintain contact with their supervisory panel throughout the entire period of the enrolment in the PhD.
  21. Following enrolment, candidates must submit six-monthly reports on the progress of their research work.
  22. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for a suspension from enrolment for a maximum period of twelve months full-time equivalent.
  23. A candidate is not entitled to supervision or any University resources during a period of suspension and does not incur tuition fees.
  24. The Postgraduate Research Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate progress which meets expectations and/or comply with any regulations or policies which relate to enrolment for the PhD.
  25. The thesis may consist of the candidate's published or unpublished material, or a combination of both; all such materials must have been produced within the term of enrolment.
  26. Where the thesis includes the candidate's published or unpublished research papers, these must
    - (a) be the sole work of the candidate or, where a paper has been co-authored with a supervisor, the candidate will be the lead author, and
    - (b) represent original, supervised research undertaken within the term of the candidate's PhD enrolment.
  27. Where a thesis primarily consists of a series of published or unpublished research papers, these must be accompanied by introductory chapter/s providing a contextual framework for the thesis, and a concluding chapter providing a synthesising discussion.
  28. Candidates must indicate in the thesis any material that has been used or presented for any other degree.
  29. Candidates who intend to integrate a creative practice component with their PhD thesis must comply with the [Requirements for PhD with a Creative Practice Component](#). 
  30. Where the thesis contains co-authored research papers and/or any other co-produced work, published or unpublished, Co-Authorship forms must be completed by the candidate and all other joint authors or producers. These forms must be included as an appendix to the thesis when it is submitted for examination.
  31. Candidates must comply with the [Dissertations and Theses Regulations 2020](#) which set out the University's requirements with respect to the submission and presentation of theses.

## Examination

32. The Dean of Te Mata Kairangi School of Graduate Research will appoint at least two examiners for the PhD thesis who are external to the University and not directly connected with the candidate or the candidate's research; at least one of the examiners must be from outside New

Zealand.

33. In the case of divergent examination outcomes, the Dean of Te Mata Kairangi School of Graduate Research may appoint a further examiner.
34. The Dean of Te Mata Kairangi School of Graduate Research will make a decision whether or not to proceed to oral examination based on the recommendations and reports of the examiners following the examination of the thesis and will resolve
  - (a) that the thesis should proceed to oral examination, the work does not require significant revisions, or
  - (b) that the thesis should proceed to oral examination, revisions anticipated, or
  - (c) that the thesis should not proceed to oral examination and the candidate should be asked to re-enrol for a minimum of six months to undertake the major revisions indicated in the examiners reports and in due course to re-submit the thesis for re-examination, or
  - (d) that the thesis should not proceed to oral examination and should not be accepted for the PhD but is acceptable as fulfilling the requirements for the degree of Master of Philosophy (subject to amendments of a minor nature), or
  - (e) that the thesis should not proceed to oral examination and should not be accepted for the award of a doctoral degree.
35. On the basis of the final reports of the examiners following the oral examination, the Dean of Te Mata Kairangi School of Graduate Research will resolve
  - (a) that the thesis be accepted in its present form as fulfilling the requirements of the PhD, or
  - (b) that the thesis be accepted as fulfilling the requirements for the degree of PhD, subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiners, to the satisfaction of the chief supervisor, or
  - (c) that the thesis be accepted subject to the candidate completing amendments to the satisfaction of the examiners or chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks of the oral examination, or
  - (d) that the thesis is not acceptable in its present form and that to the candidate may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or
  - (e) that the thesis not be accepted for the degree of PhD, but be accepted as fulfilling the requirements for the degree of Master of Philosophy (MPhil), or
  - (f) that the candidate has failed to meet the required standard and that no degree be awarded.
36. A candidate will be permitted to revise and re-submit a thesis only once and only one oral examination will be held.
37. A candidate who fails to undertake the oral examination or who fails to complete amendments to the thesis as required under subclauses 34(b), (c) or (d) will be deemed to have failed to meet the required standard and no degree will be awarded.

## Transfers

38. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research at any time between enrolment and submission of the thesis to transfer from a PhD to a Master of Philosophy (MPhil).

## Complaints and Appeals

39. A candidate who wishes to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research or the Postgraduate Research Committee made under these regulations, or who has a concern about supervision or any other aspect of their candidature may raise the matter under the [Higher Degree Appeals and Complaints Regulations](#).

## Reporting

40. The Dean of Te Mata Kairangi School of Graduate Research and the Postgraduate Research Committee are required to report any decisions they make with respect to PhD candidates which fall outside of these regulations to the Research Committee.

### Notes:

1. *Some professional master's degrees, such as the Master of Business Administration, are not intended to provide a pathway to doctoral study. Applications from those who have completed a professional master's degree will be considered on a case-by-case basis.*

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## Doctor of Education (EdD)

The regulations below set down the requirements for the award of the degree of Doctor of Education (EdD).

Formal policies and procedures related to enrolment and examination for the degree, along with information about administration matters, are available from the [Te Mata Kairangi School of Graduate Research](#) and on the University of Waikato website.

These regulations, policies and procedures are administered by the Dean of Te Mata Kairangi School of Graduate Research and the University's Postgraduate Research Committee.

## Regulations for the Degree of Doctor of Education (EdD)

### Date of effect

1. These regulations are effective from 1 January 2023

### Requirements for the Degree

2. The degree of Doctor of Education (EdD) is awarded to candidates who have successfully completed a programme of coursework and research in two parts as follows:
  - (a) *Part 1 - Coursework*

Candidates must gain

    - (i) a minimum average of B+ across three papers listed under the prescriptions for the Doctor of Education in the [Education](#) entry in the Catalogue of Papers, and
    - (ii) a Pass grade in the paper EDUCA990 *Advanced Education Inquiry: Research Design*.
  - (b) *Part 2 - Thesis*

Candidates must undertake approved and supervised research, and present the results

lucidly in a thesis which

- (i) critically investigates an approved topic of substance and significance, and
- (ii) demonstrates expertise in the methods of research and scholarship, and
- (iii) displays intellectual independence, and
- (iv) makes a substantial original contribution to the research area.

3. Candidates may not proceed to Part 2 of the EdD until the Postgraduate Research Committee has confirmed that they have passed, to the standards prescribed in section 2(a), every component of Part 1.

### **Admission and Enrolment**

4. To qualify to enrol for the EdD, an applicant must

- (a) have qualified for the award of a recognised teaching or allied professional qualification and must produce evidence of at least three years of competent service as an education practitioner.

and

- (b) have qualified for the award of a New Zealand bachelors degree with honours or master's degree in a field relevant to the proposed research<sup>1</sup> with at least second class honours (first division) or distinction, or for a qualification considered by the Academic Board to be equivalent, or

- (c) have qualified for the award of the degree of Master of Philosophy (MPhil) in a field relevant to the proposed research, or

- (d) have passed qualifying papers at a satisfactory level in a field relevant to the proposed research,

and

- (e) have demonstrated research experience and ability, normally at least 30 points of research in an honours or master's degree, or significant professional research experience, or equivalent, or

- (f) in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Research Committee that they have adequate skills and knowledge to proceed with the proposed research.

5. Applicants whose first language is not English are required to meet the [English Language Requirements for Admission](#).

6. Applicants must apply through the online [Application to Enrol](#).

7. Applications to enrol and the conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.



Initial enrolment is in Part 1. Enrolment in Part 2 is subject to the requirements detailed in sections 3 and 10.

8. Enrolment in Part 2 is approved by the Dean of Te Mata Kairangi School of Graduate Research subject to the submission by the candidate of
  - (a) an acceptable research proposal, and
  - (b) a presentation of the proposed research to a confirmation of enrolment panel, and
  - (c) 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
  - (d) a recommendation from the candidate's supervisors, Head of School or equivalent and the Division of Education that the candidate proceed into Part 2.
9. The Dean of Te Mata Kairangi School of Graduate Research will appoint a supervisory panel for each candidate. Each candidate must normally have a minimum of two supervisors prior their commencement of EDUCA990, one of whom is a continuing staff member of the University and the chief supervisor. If, due to staff availability, it is not possible to appoint a supervisory panel with suitable expertise in the candidate's preferred research area, the Division of Education will nominate at least one research area and appropriate supervisory panel to the candidate and Dean of Te Mata Kairangi School of Graduate Research. A candidate will not be eligible to enrol in Part 2 until a supervisory panel has been appointed.
10. If at any time subsequent to the approval of an application the University encounters changes to its staffing or resources, it will make all reasonable efforts to ensure that these do not disadvantage the candidate. However, changes to staffing and resources can mean that a candidate's conditions of enrolment are subject to change or that their enrolment may be terminated.
11. Changes to a candidate's conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
12. The termination of a candidate's enrolment is subject to approval by the Postgraduate Research Committee.
13. Candidates whose applications are approved by the Dean of Te Mata Kairangi School of Graduate Research must enrol in the Division of Education and, subject to progress which meets expectations, pursue their coursework and research for
  - (a) normally a minimum of three years and a maximum of four years if they are enrolled on a full-time (1.0 EFT) basis, or
  - (b) normally a minimum of six years and a maximum of eight years if they are enrolled on a part-time (0.5 EFT) basis, or
  - (c) a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.

14. Enrolment is approved, in the first instance for:
  - (a) a maximum of one year in Part 1 and a maximum of four years in Part 1 and Part 2 if the candidate is registered on a full-time basis, or
  - (b) a maximum of two years in Part 1 and a maximum of eight years in Part 1 and Part 2 if the candidate is registered on a part-time basis, or
  - (c) a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
15. In exceptional circumstances a candidate may apply to the Postgraduate Research Committee for an extension of enrolment.
16. Candidates must not be concurrently enrolled in a research qualification at any other university without written permission from both universities.
17. Candidates are required to maintain continuous enrolment throughout the entire period of the EdD.
18. Candidates are required to maintain contact with their supervisory panel throughout the entire period of enrolment in Part 2 of their EdD.
19. Following enrolment in Part 2, candidates must submit six-monthly reports on the progress of their research work.
20. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for a suspension from enrolment for a maximum period of twelve months full-time equivalent.
21. A candidate is not entitled to supervision or any University resources during a period of suspension and does not incur tuition fees.
22. The Postgraduate Research Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate progress which meets expectations and/or comply with any regulations or policies which relate to enrolment for the EdD.
23. A thesis may consist of the candidate's published or unpublished material, or a combination of both; all such materials must have been produced within the term of enrolment.
24. Where the thesis includes the candidate's published or unpublished research papers, these must
  - (a) be the sole work of the candidate or, where a paper has been co-authored with a supervisor, the candidate will be the lead author, and
  - (b) represent original, supervised research undertaken within the term of the candidate's EdD enrolment.
25. Where the thesis primarily consists of a series of published or unpublished research papers, these must be accompanied by introductory chapter/s providing a contextual framework for the thesis, and a concluding chapter providing a synthesising discussion.
26. Candidates must indicate in the thesis any material that has been used or presented for any other degree.

27. Where the thesis contains co-authored research papers and/or any other co-produced work, published or unpublished, Co-Authorship Forms must be completed by the candidate and all other joint authors or producers. These forms must be included as an appendix to the thesis when it is submitted for examination.
28. Candidates must comply with the *Dissertations and Theses Regulations 2020* which set out the University's requirements with respect to the submission and presentation of theses.

## Examination

29. The Dean of Te Mata Kairangi School of Graduate Research will appoint at least two examiners for the thesis who are external to the University and not directly connected with the candidate or the candidate's research; at least one of the examiners must be from outside New Zealand.
30. In the case of divergent examination outcomes, the Dean of Te Mata Kairangi School of Graduate Research may appoint a further examiner.
31. The Dean of Te Mata Kairangi School of Graduate Research will make a decision whether or not to proceed to oral examination based on the recommendations and reports of the examiners following the examination of the thesis and will resolve
  - (a) that the thesis should proceed to oral examination, the work does not require significant revisions, or
  - (b) that the thesis should proceed to oral examination, revisions anticipated, or
  - (c) that the thesis should not proceed to oral examination. The candidate should be asked to re-enrol for a minimum of six months to undertake the major revisions indicated in the examiners reports and in due course to re-submit the thesis for re-examination, or
  - (d) that the thesis should not proceed to oral examination and should not be accepted for the EdD degree but is acceptable as fulfilling the requirements for the degree of Master of Education (MEd) or Master of Philosophy (MPhil) (subject to amendments of a minor nature), or
  - (e) that the thesis should not proceed to oral examination and should not be accepted for the award of a doctoral degree.
32. On the basis of the final reports of the examiners following the oral examination, the Dean of Te Mata Kairangi School of Graduate Research will resolve
  - (a) that the thesis be accepted in its present form as fulfilling the requirements of Part 2 of the EdD, or
  - (b) that the thesis be accepted as fulfilling the requirements of Part 2 of the EdD subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiners, to the satisfaction of the chief supervisor, or
  - (c) that the thesis be accepted as fulfilling the requirements of Part 2 of the EdD subject to the candidate completing substantial amendments to the satisfaction of all the examiners or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks, or

- (d) that the thesis is not acceptable in its present form and the candidate may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or
- (e) that the thesis is not acceptable for the EdD but should be accepted as fulfilling the requirements of the degree of Master of Education (MEd) or Master of Philosophy (MPhil), or
- (f) that the candidate has failed to meet the required standard and that no degree be awarded.

33. A candidate will be permitted to revise and re-submit a thesis only once and only one oral examination will be held.

### Transfers

34. A candidate who has completed some of, or all of Part 1 of the degree, but who has not qualified to proceed to Part 2 may apply to the Postgraduate Research Committee Representative of the Division of Education to transfer to an applicable Postgraduate Diploma or Certificate, whichever they qualify for.
35. A candidate may apply to the Postgraduate Research Committee Representative of the Division of Education at any time during Part 2 of the degree before submission of the thesis to transfer to the Master of Education (MEd).
36. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research at any time during Part 2 of the degree before submission of the thesis to transfer to the Master of Philosophy (MPhil).

### Complaints and Appeals

37. A candidate who wishes to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research or the Postgraduate Research Committee made under these regulations, or who has a concern about supervision or any other aspect of their candidature, may raise the matter under the [Higher Degree Appeals and Complaints Regulations](#).

### Reporting

38. The Dean of Te Mata Kairangi School of Graduate Research and the Postgraduate Research Committee are required to report any decisions they make with respect to EdD candidates which fall outside of these regulations to the Research Committee.

#### Note:

*Some professional master's degrees, such as the Master of Business Administration, are not intended to provide a pathway to doctoral study. Applications from students who have completed a professional master's degree will be considered on a case-by-case basis.*

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## Doctor of Health Science (DHSc)

The regulations below set down the requirements for award of the Doctor of Health Science (DHSc). Formal policies and procedures related to enrolment and examination for the degree, along with information about administrative matters, are available from the [Te Mata Kairangi School of Graduate Research](#) and on the University of Waikato website.

These regulations, policies and procedures are administered by the Dean of Te Mata Kairangi School of Graduate Research and the University's Postgraduate Research Committee.

## Regulations for the Degree of Doctor of Health Science (DHSc)

### Date of effect

1. These regulations are effective from 28 July 2021

### Requirements for the Degree

2. The degree of Doctor of Health Science (DHSc) is awarded to candidates who have successfully completed a programme of coursework and research in two parts as follows:
  - (a) *Part 1 - Research Portfolio*

Candidates must gain a pass grade in the paper HLTSC980 Professional Doctoral Research Portfolio.
  - (b) *Part 2 - Thesis*

Candidates must undertake approved and supervised research and present the results lucidly in a thesis which

    - (i) critically investigates an approved topic of substance and significance, and
    - (ii) demonstrates expertise in the methods of research and scholarship, and


- (iii) displays intellectual independence, and
- (iv) makes a substantial original contribution to the research area.

## Admission and Enrolment

3. To qualify to enrol for the DHSc, an applicant must have
  - (a) qualified for the award of a recognised health professional qualification and must produce evidence of at least three years of service as a health professional,  
and
  - (b) have qualified for the award of a New Zealand bachelor's degree with honours or a master's degree in a field relevant to the proposed research, with at least second class honours (first division) or distinction, or for a qualification considered by the Academic Board to be equivalent, or
  - (c) have qualified for the award of the degree of Master of Philosophy (MPhil) in a field relevant to the proposed research, or
  - (d) have passed qualifying papers at a satisfactory level in a field relevant to the proposed research,  
and
  - (e) have demonstrated research experience and ability, normally at least 30 points of research in an honours or master's degree, or significant professional research experience, or equivalent, or
  - (f) in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Research Committee that they have adequate skills and knowledge to proceed with the proposed research.
4. Applicants whose first language is not English are required to meet the [English Language Requirements for Admission](#).
5. Applicants must apply through the online [Application to Enrol](#).
6. Applications to enrol and the conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
7. As one of the preconditions for the approval of an application to enrol, the Dean of Te Mata Kairangi School of Graduate Research will establish that the necessary supervision and resources can be provided for the proposed research.
8. If at any time subsequent to the approval of an application the University encounters changes to its staffing or resources, it will make all reasonable efforts to ensure that these do not disadvantage the candidate. However, changes to staffing and resources can mean that a candidate's conditions of enrolment are subject to change or that their enrolment may be terminated.

9. Pursuant to the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement, a student may not be approved to enrol, or remain enrolled, if:
  - (a) the student has not provided and maintained a valid and current Ministry of Health My Vaccine Pass as evidence of COVID-19 vaccination or exemption, and
  - (b) the student does not have an agreed study plan, approved by the Dean of Te Mata Kairangi School of Graduate Research, that confirms there are no required activities that would breach the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement.
10. Changes to a candidate's conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
11. The termination of a candidate's enrolment is subject to approval by the Postgraduate Research Committee.
12. Candidates whose applications are approved by the Dean of Te Mata Kairangi School of Graduate Research must enrol in the Division of Health, Engineering, Computing and Science and, subject to progress which meets expectations, pursue their coursework and research for
  - (a) normally a minimum of three years or a maximum of four years if they are enrolled on a full-time (1.0 EFT) basis, or
  - (b) normally a minimum of six years or a maximum of eight years if they are enrolled on a part-time basis (0.5 EFT), or
  - (c) a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
13. Enrolment is approved, in the first instance for
  - (a) a maximum of one year in Part 1 and a maximum of four years in Part 1 and Part 2 if the candidate is registered on a full-time basis, or
  - (b) a maximum of two years in Part 1 and a maximum of eight years in Part 1 and Part 2 if the candidate is registered on a part-time basis, or
  - (c) a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
14. In exceptional circumstances a candidate may apply to the Postgraduate Research Committee for an extension of enrolment.
15. Candidates for the DHSc must not be concurrently enrolled in a research qualification at any other university without written permission from both universities.
16. Candidates are required to maintain continuous enrolment throughout the entire period of their degree.
17. Initial enrolment is in Part 1. When the Dean of Te Huataki Waiora School of Health has



- confirmed that a candidate has passed Part 1 to the prescribed standards, they may apply for enrolment in Part 2.
18. Enrolment in Part 2 is approved by the Dean of Te Mata Kairangi School of Graduate Research subject to submission by the candidate of
    - (a) an acceptable research proposal, and
    - (b) a presentation of the proposed research to a confirmation of enrolment panel, and
    - (c) 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 [Code of Ethical Conduct for the Use of Animals for Research Testing and Teaching 2014](#),  and
    - (d) a recommendation from the candidate's supervisors, Head of School or equivalent and the Division of Health, Engineering, Computing and Science that the candidate proceed into Part 2.
  19. The Dean of Te Mata Kairangi School of Graduate Research will appoint a supervisory panel for each candidate who proceeds to Part 2; each candidate must have a minimum of two supervisors, one of whom is normally a continuing staff member of the University and the chief supervisor.
  20. Candidates are required to maintain contact with their supervisory panel throughout the entire period of the enrolment in their degree.
  21. Following enrolment, candidates must submit six-monthly reports on the progress of their research work.
  22. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for a suspension from enrolment for a maximum period of twelve months full-time equivalent. A candidate is not entitled to supervision or any University resources during a period of suspension and does not incur tuition fees.
  23. The Postgraduate Research Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate progress which meets expectations and/or comply with any regulations or policies which relate to enrolment for the DHSc.
  24. The thesis may consist of the candidate's published or unpublished material, or a combination of both; all such materials must have been produced within the term of enrolment.
  25. Where the thesis includes the candidate's published or unpublished research papers, these must
    - (a) be the sole work of the candidate or, where a paper has been co-authored with a supervisor, the candidate will be the lead author, and
    - (b) represent original, supervised research undertaken within the term of the candidate's DHSc enrolment.
  26. Where the thesis primarily consists of a series of published or unpublished research papers, these must be accompanied by introductory chapter/s providing a contextual framework for the

thesis, and a concluding chapter providing a synthesising discussion.

27. Candidates must indicate in the thesis any material that has been used or presented for any other degree.
28. Where the thesis contains co-authored research papers and/or any other co-produced work, published or unpublished, Co-Authorship Forms must be completed by the candidate and all other joint authors or producers. These forms must be included as an appendix to the thesis when it is submitted for examination.
29. Candidates must comply with the [Dissertations and Theses Regulations 2020](#) which set out the University's requirements with respect to the submission and presentation of theses.

## Examination

30. The Dean of Te Mata Kairangi School of Graduate Research will appoint at least two examiners for the thesis who are external to the University and not directly connected with the candidate or the candidate's research; at least one of the examiners must be from outside New Zealand.
31. In the case of divergent examination outcomes, the Dean of Mata Kairangi School of Graduate Research may appoint a further examiner.
32. The Dean of Te Mata Kairangi School of Graduate Research will make a decision whether or not to proceed to oral examination based on the recommendations and reports of the examiners following the examination of the thesis and will resolve
  - (a) that the thesis should proceed to oral examination, the work does not require significant revisions, or
  - (b) that the thesis should proceed to oral examination, revisions anticipated, or
  - (c) that the thesis should not proceed to oral examination. The candidate should be asked to re-enrol for a minimum of six months to undertake the major revisions indicated in the examiners reports and in due course to re-submit the thesis for re-examination, or
  - (d) that the thesis should not proceed to oral examination and should not be accepted for the DHSc but is acceptable as fulfilling the requirements for the degree of Master of Health Science (MHSc) or Master of Philosophy (MPhil) (subject to amendments of a minor nature), or
  - (e) that the thesis should not proceed to oral examination and should not be accepted for the award of a doctoral degree.
33. On the basis of the final reports of the examiners following the oral examination, the Dean of Te Mata Kairangi School of Graduate Research will resolve
  - (a) that the thesis be accepted in its present form as fulfilling the requirements of Part 2 of the DHSc, or
  - (b) that the thesis be accepted as fulfilling the requirements of Part 2 of the DHSc subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiners, to the satisfaction of the chief supervisor, or

- (c) that the thesis be accepted as fulfilling the requirements of Part 2 of the DHSc subject to the candidate completing substantial amendments to the satisfaction of all the examiners or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks, or
  - (d) that the thesis is not acceptable in its present form and the candidate should be given the opportunity to revise and re-submit it for examination after a re-enrolment for a minimum period of six months, or
  - (e) that the thesis is not acceptable for the DHSc but should be accepted as fulfilling the requirements of the degree of Master of Health Science (MHSc) or Master of Philosophy (MPhil), or
  - (f) that the candidate has failed to meet the required standard and that no degree be awarded.
34. A candidate will be permitted to revise and re-submit a thesis only once and only one oral examination will be held.

### **Transfers**

35. A candidate may apply to Te Huataki Waiora School of Health at any time during Part 2 of the degree before submission of the thesis to transfer to the Master of Health Science (MHSc).
36. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research at any time during Part 2 of the degree before submission of the thesis to transfer to the Master of Philosophy (MPhil).

### **Complaints and Appeals**

37. A candidate who wishes to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research or the Postgraduate Research Committee made under these regulations, or who has a concern about supervision or any other aspect of their candidature, may raise the matter under the [Higher Degree Appeals and Complaints Regulations](#).

### **Reporting**

38. The Dean of Te Mata Kairangi School of Graduate Research and the Postgraduate Research Committee are required to report any decisions they make with respect to DHSC candidates which fall outside of these regulations to the Research Committee.

### **Note:**

1. *Some professional master's degrees, such as the Master of Business Administration, are not intended to provide a pathway to doctoral study. Applications from those who have completed a professional master's degree will be considered on a case-by-case basis.*

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In this section

## Doctor of Juridical Science (SJD)

The regulations below set down the requirements for award of the degree of Doctor of Juridical Science (SJD).

Formal policies and procedures related to enrolment and examination for the degree, along with information about administration matters, are available from [Te Mata Kairangi School of Graduate Research](#) and on the University of Waikato website.

These regulations, policies and procedures are administered by the Dean of Te Mata Kairangi School of Graduate Research and the University's Postgraduate Research Committee.

## Regulations for the Degree of Doctor of Juridical Science (SJD)

### Date of effect

1. These regulations are effective from 28 July 2021

### Requirements for the Degree

2. The degree of Doctor of Juridical Science (SJD) is awarded to candidates who have successfully completed a programme of coursework and research in two parts as follows:
  - (a) *Part 1 - Research Portfolio*

Candidates must gain a pass grade in the paper LEGAL995 Research Portfolio.
  - (b) *Part 2 - Thesis*

Candidates must undertake approved and supervised research and present the results lucidly in a thesis which

    - (i) critically investigates an approved topic of substance and significance, and
    - (ii) demonstrates expertise in the methods of research and scholarship, and

- (iii) displays intellectual independence, and
- (iv) makes a substantial original contribution to the research area.

## Admission and Enrolment

3. To qualify to enrol for the SJD an applicant must
  - (a) have qualified for the award of a New Zealand bachelors degree with honours or master's degree in a field relevant to the proposed research<sup>1</sup> with at least second class honours (first division) or distinction, or for a qualification considered by the Academic Board to be equivalent, or
  - (b) have qualified for the award of the degree of Master of Philosophy (MPhil) in a field relevant to the proposed research, or
  - (c) have passed qualifying papers at a satisfactory level in a field relevant to the proposed research,and
  - (d) have demonstrated research experience and ability, normally at least 30 points of research in an honours or master's degree, or significant professional research experience (e.g. as a Barrister and Solicitor of the High Court of New Zealand or as a Judge of the District Court or as Judge of the Senior Courts), or equivalent, or
  - (e) in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Research Committee that they have adequate skills and knowledge to proceed with the proposed research.

A Barrister and Solicitor of the High Court of New Zealand admitted under section 3(d) above must have a current practicing certificate issued by the New Zealand Law Society and a minimum of three years post qualification experience. Judges of the District Court or the Senior Courts will automatically satisfy these requirements by virtue of their judicial appointment.

4. Applicants whose first language is not English are required to meet the [English Language Requirements for Admission](#).
5. Applicants must apply through the online [Application to Enrol](#).
6. Applications to enrol and the conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
7. As one of the preconditions for the approval of an application to enrol, the Dean of Te Mata Kairangi School of Graduate Research will establish that the necessary supervision and resources can be provided for the proposed research.
8. If at any time subsequent to the approval of an application the University encounters changes to its staffing or resources, it will make all reasonable efforts to ensure that these do not

disadvantage the candidate. However, changes to staffing and resources can mean that a candidate's conditions of enrolment are subject to change or that their enrolment may be terminated.

9. Pursuant to the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement, a student may not be approved to enrol, or remain enrolled, if:
  - (a) the student has not provided and maintained a valid and current Ministry of Health My Vaccine Pass as evidence of COVID-19 vaccination or exemption, and
  - (b) the student does not have an agreed study plan, approved by the Dean of Te Mata Kairangi School of Graduate Research, that confirms there are no required activities that would breach the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement.
10. Changes to a candidate's conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
11. The termination of a candidate's enrolment is subject to approval by the Postgraduate Research Committee.
12. Candidates whose applications are approved by the Dean of Te Mata Kairangi School of Graduate Research must enrol in the Division of Arts, Law, Psychology and Social Sciences and, subject to progress which meets expectations, pursue their coursework and research for
  - (a) normally a minimum of three years and a maximum of four years, if they are enrolled on a full-time (1.0 FTE) basis, or
  - (b) normally a minimum of six years, if they are enrolled on a part-time (0.5 FTE) basis, or
  - (c) a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
13. Enrolment is approved, in the first instance for
  - (a) a maximum of one year in Part 1 and a maximum of four years in Part 1 and Part 2 if the candidate is registered on a full-time basis, or
  - (b) a maximum of two years in Part 1 and a maximum of eight years in Part 1 and Part 2 if the candidate is registered on a part-time basis, or
  - (c) a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
14. In exceptional circumstances a candidate may apply to the Postgraduate Research Committee for an extension of enrolment.
15. Candidates must not be concurrently enrolled in a research qualification at any other university without written permission from both universities.
16. Candidates are required to maintain continuous enrolment throughout the entire period of the SJD.

17. Initial enrolment is in Part 1. When the Dean of Te Piringa Faculty of Law has confirmed that a candidate has passed Part 1 to the prescribed standards, they may apply for enrolment in Part 2.
18. Enrolment in Part 2 is approved by the Dean of Te Mata Kairangi School of Graduate Research subject to the submission by the candidate of
  - (a) an acceptable research proposal, and
  - (b) a presentation of the proposed research to a confirmation of enrolment panel, and
  - (c) 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
  - (d) a recommendation from the candidate's supervisor, Head of School or equivalent and the Division of Arts, Law, Psychology and Social Sciences Associate Dean Postgraduate that the candidate proceed into Part 2.
19. The Dean of Te Mata Kairangi School of Graduate Research will appoint a supervisory panel for each candidate who proceeds to Part 2; each candidate must have a minimum of two supervisors, one of whom is normally a continuing staff member of the University and the chief supervisor.
20. Candidates are required to maintain contact with their supervisory panel throughout the entire period enrolment in Part 2 of the SJD.
21. Following enrolment, candidates must submit six-monthly reports on the progress of their research work.
22. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for a suspension from enrolment for a maximum period of twelve months full-time equivalent.
23. A candidate is not entitled to supervision or any University resources during a period of suspension and does not incur tuition fees.
24. The Postgraduate Research Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate progress which meets expectations and/or comply with any regulations or policies which relate to enrolment for the SJD.
25. A thesis may consist of the candidate's published or unpublished material, or a combination of both; all such material must have been produced within the term of enrolment.
26. Where an SJD thesis includes the candidate's published or unpublished research papers, these must
  - (a) be the sole work of the candidate or, where a paper has been co-authored with a supervisor, the candidate will be the lead author, and
  - (b) represent original, supervised research undertaken within the term of the candidate's SJD enrolment.
27. Where the thesis primarily consists of a series of published or unpublished research papers, these must be accompanied by introductory chapter/s providing a contextual framework for the



thesis, and a concluding chapter providing a synthesising discussion.

28. Candidates must indicate in the thesis any material that has been used or presented for any other degree.
29. Where the thesis contains co-authored research papers and/or any other co-produced work, published or unpublished, Co-Authorship Forms must be completed by the candidate and all other joint authors or producers. These forms must be included as an appendix to the thesis when it is submitted for examination.
30. Candidates must comply with the [Dissertations and Theses Regulations 2020](#) which set out the University's requirements with respect to the submission and presentation of theses.

## Examination

31. The Dean of Te Mata Kairangi School of Graduate Research will appoint at least two examiners for the thesis who are external to the University and not directly connected with the candidate or the candidate's research; at least one of the external examiners Must be from New Zealand.
32. In the case of divergent examination outcomes, the Dean of Te Mata Kairangi School of Graduate Research may appoint a further examiner.
33. The Dean of Te Mata Kairangi School of Graduate Research will make a decision whether or not to proceed to oral examination based on the recommendations and reports of the examiners following the examination of the thesis and will resolve
  - (a) that the thesis should proceed to oral examination, the work does not require significant revisions, or
  - (b) that the thesis should proceed to oral examination, revisions anticipated, or
  - (c) that the thesis should not proceed to oral examination. The candidate should be asked to re-enrol for a minimum of six months to undertake the major revisions indicated in the examiners reports and in due course to re-submit the thesis for re-examination, or
  - (d) that the thesis should not proceed to oral examination and should not be accepted for the SJD but is acceptable as fulfilling the requirements for the degree of Master of Laws (LLM) or Master of Philosophy (MPhil) (subject to amendments of a minor nature), or
  - (e) that the thesis should not proceed to oral examination and should not be accepted for the award of a doctoral degree.
34. On the basis of the final reports of the examiners following the oral examination, the Dean of Te Mata Kairangi School of Graduate Research will resolve
  - (a) that the thesis be accepted in its present form as fulfilling the requirements of Part 2 of the SJD, or
  - (b) that the thesis be accepted as fulfilling the requirements of Part 2 of the SJD subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiners, to the satisfaction of the chief supervisor, or
  - (c) that the thesis be accepted as fulfilling the requirements of Part 2 of the SJD subject to the

candidate completing substantial amendments to the satisfaction of all the examiners or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks, or

- (d) that the thesis is not acceptable in its present form and the candidate may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or
- (e) that the thesis is not acceptable for the SJD but should be accepted as fulfilling the requirements of the degree of Master of Laws (LLM) or Master of Philosophy (MPhil), or
- (f) that the candidate has failed to meet the required standard and that no degree be awarded.

35. A candidate will be permitted to revise and re-submit a thesis only once and only one oral examination will be held.

### **Transfers**

36. A candidate who has completed Part 1 of the degree, but who has not qualified to proceed to Part 2 may apply to the Dean of Te Piringa Faculty of Law to transfer to the Postgraduate Diploma in Law (PGDip(Law)).

37. A candidate may apply to the Dean of Te Piringa Faculty of Law, to transfer to the Master of Laws (LLM) either

- (a) When they have completed Part 1 and qualified for but not yet enrolled in Part 2 of the degree
- (b) At any time during Part 2 of the degree before the submission of the thesis.

38. A candidate may apply to Dean of Te Mata Kairangi School of Graduate Research, at any time during Part 2 of the degree before submission of the thesis to transfer to the Master of Philosophy (MPhil) or to the Doctor of Philosophy (PhD).

### **Complaints and Appeals**

39. A candidate who wishes to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research or the Postgraduate Research Committee made under these regulations, or who has a concern about supervision or any other aspect of their candidature, may raise the matter under the [Higher Degree Appeals and Complaints Regulations](#).

### **Reporting**

40. The Dean of Te Mata Kairangi School of Graduate Research and the Postgraduate Research Committee are required to report any decisions they make with respect to SJD candidates which fall outside of these regulations to the Research Committee.

### **Note:**

1. *Some professional master's degrees, such as the Master of Business Administration, are not intended to provide a pathway to doctoral study. Applications from those who have completed a professional master's degree will be considered on a case-by-case basis.*

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In this section

## Doctor of Musical Arts (DMA)

The regulations below set down the requirements for award of the degree of Doctor of Musical Arts (DMA).

Formal policies and procedures related to enrolment and examination for the degree, along with information about administration matters, are available from [Te Mata Kairangi School of Graduate Research](#) and on the University of Waikato website.

These regulations, policies and procedures are administered by the Dean of Te Mata Kairangi School of Graduate Research and the University's Postgraduate Research Committee.

## Regulations for the Degree of Doctor of Musical Arts (DMA)

### Date of effect

1. These regulations are effective from 28 July 2021

### Requirements for the Degree

2. The degree of Doctor of Musical Arts (DMA) is awarded to candidates who have successfully completed a coherent programme of performance and research in two parts as follows:
  - (a) *Part 1 - Performance*

Candidates must

    - (i) undertake supervised musical performance, and present one public recital in their first year, and
    - (ii) give two further public recitals during the course of their candidacy. The repertoire must be determined in consultation with the candidate's supervisory panel and may include a concerto, a leading role in an opera, a chamber music recital or Māori musical arts based

performance, and

- (iii) present a seminar on their proposed research during their second year of study, and
- (iv) present a final research-based public recital, which will be of ninety minutes duration and which demonstrates performance skills at the highest professional levels, meeting internationally recognised standards for such work. This final recital must be recorded to professional standards in audio-visual format.

(b) *Part 2 - Thesis*

Candidates must undertake approved and supervised research that makes an original contribution to the field of knowledge relating to music performance and is presented in the form of a written thesis of no more than 35,000 words which,

- (i) critically investigates an approved topic of substance and significance relating to the candidate's examinable programme, and
- (ii) demonstrates expertise in the methods of research and scholarship, and
- (iii) displays intellectual independence, and
- (iv) makes a substantial original contribution to the research area.

## Admission and Enrolment

3. To qualify to enrol for the DMA, an applicant must
  - (a) have qualified for the award of a New Zealand Master of Music (MMus) degree with at least second class honours (first division) or for a qualification considered by the Academic Board to be equivalent, and
  - (b) pass an audition.
4. Applicants whose first language is not English are required to meet the [English Language Requirements for Admission](#).
5. Applicants must apply through the online [Application to Enrol](#). Their application must include an audition recording.
6. Applications to enrol and the conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
7. As one of the preconditions for the approval of an application to enrol, the Dean of Te Mata Kairangi School of Graduate Research will establish that the necessary supervision and resources can be provided for the proposed research.
8. If at any time subsequent to the approval of an application the University encounters changes to its staffing or resources, it will make all reasonable efforts to ensure that these do not disadvantage the candidate. However, changes to staffing and resources can mean that a candidate's conditions of enrolment are subject to change or that their enrolment may be terminated.

9. Pursuant to the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement, a student may not be approved to enrol, or remain enrolled, if:
  - (a) the student has not provided and maintained a valid and current Ministry of Health My Vaccine Pass as evidence of COVID-19 vaccination or exemption, and
  - (b) the student does not have an agreed study plan, approved by the Dean of Te Mata Kairangi School of Graduate Research, that confirms there are no required activities that would breach the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement.
10. Changes to a candidate's conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board
11. The termination of a candidate's enrolment is subject to approval by the Postgraduate Research Committee.
12. Candidates whose applications are approved by the Dean of Te Mata Kairangi School of Graduate Research must enrol in the Division of Arts, Law, Psychology and Social Sciences and, subject to progress which meets expectations, pursue their performance and research for
  - (a) normally a minimum of three years and a maximum of four years, if they are enrolled on a full-time basis (1.0 FTE), or
  - (b) normally a minimum of six years and a maximum of eight years, if they are enrolled on a part-time basis (0.5 FTE), or
  - (c) a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
13. In exceptional circumstances a candidate may apply to the Postgraduate Research Committee for an extension of enrolment.
14. Candidates must not be concurrently enrolled in a research qualification at any other university without written permission from both universities.
15. Candidates are required to maintain continuous enrolment throughout the entire period of the DMA.
16. Enrolment of all new candidates approved by the Dean of Te Mata Kairangi School of Graduate Research is conditional for an initial period of six months. Confirmation of enrolment by the Dean of the School of Graduate Research after the initial period of six months is subject to the submission by the candidate of
  - (a) an acceptable research proposal, and
  - (b) 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 2008](#), and
  - (c) a presentation of the proposed research to a confirmation of enrolment panel, and
  - (d) a recommendation from the supervisors, the Head of the School of Arts and the Associate

Dean Postgraduate that the candidate proceed into unconditional enrolment.

17. If the candidate's enrolment is not confirmed within nine months of initial enrolment if they are enrolled on a full-time basis or eighteen months if they are enrolled on a part-time basis it will be terminated.
18. The Dean of Te Mata Kairangi School of Graduate Research will appoint a supervisory panel for each candidate; each candidate must have a minimum of two supervisors, one of whom is a continuing staff member of the University and the chief supervisor.
19. Candidates are required to maintain contact with their supervisory panel throughout the entire period of the enrolment in the DMA.
20. Following enrolment, candidates must submit six-monthly reports on the progress of their research work.
21. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for a suspension from enrolment for a maximum period of twelve months full-time equivalent.
22. A candidate is not entitled to supervision or any University resources during a period of suspension and does not incur tuition fees.
23. The Postgraduate Research Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate progress which meets expectations and/or comply with any regulations or policies which relate to enrolment for the DMA.
24. A thesis may consist of the candidate's published or unpublished material, or a combination of both; all such materials must have been produced within the term of enrolment.
25. Where the thesis includes the candidate's published or unpublished research papers, these must
  - (a) be the sole work of the candidate or, where a paper has been co-authored with a supervisor, the candidate will be the lead author, and
  - (b) represent original, supervised research undertaken within the term of the candidate's DMA enrolment.
26. Where the thesis primarily consists of a series of published or unpublished research papers, these must be accompanied by introductory chapter/s providing a contextual framework for the thesis, and a concluding chapter providing a synthesising discussion.
27. Candidates must indicate in the thesis any material that has been used or presented for any other degree.
28. Candidates must comply with the [Dissertations and Theses Regulations 2020](#) which set out the University's requirements with respect to the submission and presentation of theses.
29. Where the thesis contains co-authored research papers and/or any other co-produced work, published or unpublished, Co-Authorship Forms must be completed by the candidate and all other joint authors or producers. These forms must be included as an appendix to the thesis when it is submitted for examination.



## Examination

30. The Dean of Te Mata Kairangi School of Graduate Research will appoint at least two examiners for the thesis who are external to the University and not directly connected with the candidate or the candidate's research. At least one of the external examiners must be from outside New Zealand.
31. In the case of divergent examination outcomes, the Dean of Te Mata Kairangi School of Graduate Research may appoint a further examiner.
32. The final public recital will be attended by the New Zealand examiner and the recording of it submitted with the thesis. The thesis must be submitted within three months of the final public recital.
33. The Dean of Te Mata Kairangi School of Graduate Research will make a decision whether or not to proceed to oral examination based on the recommendations and reports of the examiners following the final public recital and the examination of the thesis and will resolve
  - (a) that the candidate should proceed to oral examination, the work does not require significant revisions, or
  - (b) that the candidate should proceed to oral examination, revisions of the work anticipated, or
  - (c) that the candidate should not proceed to oral examination and be asked to re-enrol for a minimum of six months to undertake the major revisions indicated in the examiners reports and in due course to re-submit the work for re-examination, or
  - (d) that the candidate should not proceed to oral examination and their work should not be accepted for the DMA but is acceptable as fulfilling the requirements for the degree of Master of Philosophy (MPhil) (subject to amendments of a minor nature), or
  - (e) that the candidate should not proceed to oral examination and their work should not be accepted for the award of a doctoral degree.
34. On the basis of the final reports of the examiners following the oral examination, the Dean of Te Mata Kairangi School of Graduate Research will resolve
  - (a) that the work be accepted in its present form as fulfilling the requirements for the DMA, or
  - (b) that the work be accepted as fulfilling the requirements for the DMA subject to the candidate undertaking minor amendments and/or correcting typographical errors to the thesis as required by the examiners, to the satisfaction of the chief supervisor, or
  - (c) that the work be accepted as fulfilling the requirements for the DMA subject to the candidate completing substantial amendments to the thesis, to the satisfaction of all the examiners or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks, or
  - (d) that the work is not acceptable in its present form and the candidate may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or
  - (e) that the work is not acceptable for the DMA but should be accepted as fulfilling the

requirements of the degree of Master of Philosophy (MPhil), or

(f) that the candidate has failed to meet the required standard and that no degree be awarded.

35. A candidate will be permitted to revise and re-submit a thesis only once and only one oral examination will be held.

### Transfer

36. A candidates may apply to the Dean of Te Mata Kairangi School of Graduate Research at any time during Part 2 of the degree before submission of the thesis to transfer to the Master of Philosophy (MPhil).

### Complaints and Appeals

37. A candidate who wishes to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research or the Postgraduate Research Committee made under these regulations, or who has a concern about supervision or any other aspect of their candidature, may raise the matter under the [Higher Degree Appeals and Complaints Regulations](#).

### Reporting

38. The Dean of Te Mata Kairangi School of Graduate Research and the Postgraduate Research Committee are required to report any decisions they make with respect to DMA candidates which fall outside of these regulations to the Research Committee.

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# Higher Doctorate Regulations

## Doctor of Laws (LLD), Doctor of Literature (DLit) and Doctor of Science (DSc)

### Date of effect

1. These regulations are effective from 28 July 2021

### Requirements for the Degrees

2. The degree of Doctor of Laws (LLD), Doctor of Literature (DLit) or Doctor of Science (DSc), may be awarded to a candidate who has successfully presented for examination a collection of work, or a specially composed thesis based on such work, which constitutes an original, substantial and distinguished contribution to scholarship and establishes the candidate as an international authority in the particular field of study.

### Application

3. An applicant for a higher doctorate must
  - (a) be a graduate of the University of Waikato,
  - (b) have qualified for the award of a degree from another New Zealand university or for a qualification considered by the Academic Board to be equivalentand
  - (c) have a significant academic association with the University of Waikato, and
  - (d) submit work for examination which is related to the current teaching and research expertise of the University of Waikato.

4. An application must be submitted to the Postgraduate Research Committee (through Te Mata Kairangi School of Graduate Research) and include
  - (a) a copy of the work on which the application is based, and
  - (b) a short discourse on the nature of the work, and
  - (c) a statutory declaration which states
    - (i) in the case of co-authored work, the name(s) of the co-author(s) and the nature and extent of the applicant's particular contribution to the work, and
    - (ii) the details of any other qualification for which the work, in whole or part, has been submitted, and
  - (d) the application fee prescribed in the [Table of Fees and Charges](#) section of the University of Waikato Calendar.
5. The Postgraduate Research Committee has authority to determine whether an application meets the criteria set out in clauses 3 and 4 of these regulations.
6. If the Postgraduate Research Committee determines that an application does not meet the criteria set out in clauses 3 and 4 of these regulations, the applicant will be notified in writing and the Postgraduate Research Committee will take no further action with respect to the application.
7. If the Postgraduate Research Committee determines that an application meets the criteria set out in clauses 3 and 4 of these regulations, the Chairperson of the Postgraduate Research Committee will consult confidentially with staff of the University who have academic expertise in the relevant field about whether, in their opinion, the work is likely to meet the criteria set out in clause 2 of these regulations and will report accordingly to the Postgraduate Research Committee.
8. On the basis of the consultations undertaken and reported under clause 6 of these regulations, the Postgraduate Research Committee will determine whether the application will proceed to examination.
9. If the Postgraduate Research Committee determines that the application will not proceed to examination, the applicant will be notified in writing and the Postgraduate Research Committee will take no further action with respect to the application.
10. If the Postgraduate Research Committee determines that an application will proceed to examination, the candidate will be required to submit three further copies of the work on which the application is based, together with the examination fee prescribed in the [Table of Fees and Charges](#) section of the University of Waikato Calendar.

## Examination

11. Three examiners, at least two of whom are external to the University, will be appointed by the Postgraduate Research Committee on the nomination of the Pro Vice-Chancellor of the Division that it considers to be most closely aligned with the applicant's field of expertise or in the case of alignment with the Faculty of Māori and Indigenous Studies, on the nomination of the Deputy

Vice-Chancellor Māori.

12. Each examiner will submit an examiner's report and recommend either:
  - (a) that the degree be awarded, or
  - (b) that the degree not be awarded.
13. The Postgraduate Research Committee will consider the examiners' reports and recommendations and make a recommendation to the Research Committee as to whether the degree should be awarded.
14. The Research Committee has authority to decide whether the degree will be awarded.
15. If the degree is awarded, one set of the relevant work will be retained by the University and placed in the University Library.

### **Re-Applications**

16. An applicant who is not permitted to proceed to examination or a candidate who is not awarded the degree may not re-apply for a higher doctorate until a period of five years has lapsed since the first application or examination and may re-apply only once.

### **Provisions for Appeals to the Research Committee**

17. A candidate for a higher doctorate who wishes to appeal a decision by the Postgraduate Research Committee in relation to their application or the examination of their work may do so in writing to the Research Committee.
18. An appeal may be made only on one or both of the following grounds
  - (a) that the process used to make the decision in relation to the examination was incorrect or unfair, or
  - (b) that the decision in relation to the examination was manifestly at odds with the information on which it was based.
19. An appeal lodged under clause 16 of these regulations must comprise a written statement of the circumstances of, and grounds for, the appeal, together with supporting evidence, if available, and must be lodged with the Secretary to the Research Committee (through the Academic Office) not more than 21 days from the date of notification of the decision being appealed.
20. The Research Committee will hear and decide on the appeal.
21. The Chairperson of the Research Committee will ensure that no-one considering the appeal was a party to the original decision.
22. A decision by the Research Committee on an appeal lodged under clause 16 of these regulations will be notified to the candidate in writing and is final.

### **Provisions for Appeal to the Academic Board**

23. A candidate who wishes to appeal a decision by the Research Committee in relation to the award of the degree may do so in writing to the Academic Board.

24. An appeal to the Academic Board may be made only on one or both of the following grounds
  - (a) that the process used to make the decision in relation to the award of the degree was incorrect or unfair, or
  - (b) that the decision in relation to the award of the degree was manifestly at odds with the information on which it was based.
25. An appeal lodged under clause 23 of these regulations must comprise a written statement of the circumstances of, and grounds for, the appeal, together with supporting evidence, if available, and must be lodged with the Secretary to the Academic Board (through the Academic Office) not more than 21 days from the date of notification of the decision being appealed.
26. The Academic Board may delegate authority to hear and decide the appeal on its behalf to a sub-committee comprising:
  - (a) the Chairperson of the Academic Board (or nominee), and
  - (b) two members of the Academic Board.
27. The Chairperson of the Academic Board will ensure that no members of a sub-committee appointed under clause 26 of these regulations were party to the original decision.
28. A decision by, or on behalf of, the Academic Board on an appeal lodged under clause 23 of these regulations will be notified to the candidate in writing and is final.

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# Regulations for the Certificate of Attainment in Academic English (CertAttainAcadEng)

## Admission

1. Candidates for the Certificate of Attainment in Academic English must have achieved the equivalent of an academic IELTS overall score of 4.0 or higher.
2. Admission to the Certificate is subject to the approval of the Head of the University of Waikato College.
3. The level at which admission to the Certificate is approved will be determined by the Head of the University of Waikato College and will depend on the student's proficiency in written and spoken English.

## Requirements for the Certificate

4. The Certificate of Attainment in Academic English is taught at five levels. Every candidate must enrol in the University of Waikato College and may complete one or more levels in sequence. The programme of study for each level comprises 43 points. Candidates will receive a Certificate of Attainment for each level passed.
5. Candidates who gain the required 43 points at Levels 4, 5, 6, 7 or 8 will be awarded the Certificate of Attainment in Academic English.
6. The prescription for each level of study for the Certificate is prescribed in the [College Programmes](#) entry in the University of Waikato Catalogue of Papers.
7. The programme of every candidate is subject to the approval of the Head of the University of Waikato College.
8. Every candidate must complete to the satisfaction of the Academic Board such class work,

practical work, assignments, tests, and oral and written examinations as may be required.

### Credit Transfers

9. A candidate may apply for credit of one unspecified 100 level paper towards a bachelors degree in respect of the Certificate of Attainment awarded at Level 8. The application must be accompanied by the prescribed fee.

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# Regulations for the Certificate of Attainment in English Language (CertAttainEngLang)

## Admission

1. There are no formal prerequisites for admission to the Certificate of Attainment in English Language.
2. Admission to the Certificate is subject to the approval of the Head of the University of Waikato College.
3. The level at which admission to the Certificate is approved will be determined by the Head of the University of Waikato College and will depend on the student's proficiency in written and spoken English.

## Requirements for the Certificate

4. The Certificate of Attainment in English Language is taught at three levels. Every candidate must enrol in the University of Waikato College and may complete one or more levels in sequence. The programme of study for each level comprises 43 points. Candidates will receive a Certificate of Attainment for each level passed.
5. Candidates who gain the required 43 points at Levels 1-3 will be awarded the Certificate of Attainment in English Language.
6. The prescription for each level of study for the Certificate is prescribed in the [College Programmes](#) entry in the University of Waikato Catalogue of Papers.
7. The programme of every candidate is subject to the approval of the Head of the University of Waikato College.
8. Every candidate must complete to the satisfaction of the Academic Board such class work,

practical work, assignments, tests, and oral and written examinations as may be required.

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# Regulations for the Certificate of Attainment in Foundation Studies (CertAttainFoundSt)

## Admission

1. Candidates for the Certificate must produce evidence which satisfies the Director of the University of Waikato College that they have achieved:
  - (a) English language proficiency to the equivalent of IELTS 5.5 with no band less than 5.0 and the equivalent of 40 credits at NCEA Level 2 with 12 credits in each of three University Entrance approved subjects at Level 2, or
  - (b) English language proficiency to the equivalent of at least IELTS 5.5 with a minimum of 5.5 in the Writing band and one other band, and no band less than 5.0 and the equivalent of NCEA Level 2 Certificate with 12 credits in each of three University Entrance approved subjects at Level 2.
2. Every candidate for the Certificate must be accepted by the Director of the University of Waikato College.

## Requirements for the Certificate

3. The normal minimum period of enrolment for completion of the Certificate is two trimesters for candidates admitted under section 1(a) and one trimester for candidates admitted under section 1(b).
4. Candidates must enrol in the University of Waikato College and follow an approved programme of study.
5. Candidates admitted under section 1(a) must gain 120 points, including any compulsory papers, as prescribed in the [College Programmes](#) entry in the University of Waikato Catalogue of Papers.

6. Candidates admitted under section 1(b) must gain 60 points, including 30 points from two compulsory papers, as prescribed in the [College Programmes](#) entry in the University of Waikato Catalogue of Papers.
7. Every candidate for the Certificate must complete to the satisfaction of the Academic Board such class work, practical work, assignments, tests, and oral and written examinations as may be required.

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# Regulations for the Certificate of University Preparation (CUP)

## Admission

1. Candidates for the Certificate should normally have completed Year 13 in a New Zealand Secondary School or its equivalent.
2. Every candidate for the Certificate must be accepted by the Head of the University of Waikato College.

## Requirements for the Certificate

3. The normal minimum period of enrolment for completion of the Certificate is one trimester full-time or its equivalent in part-time study. All study should be completed within one academic year.
4. Candidates must enrol in the University of Waikato College and follow an approved programme of study.
5. Candidates must gain 60 points, including any compulsory papers.
6. Candidates must complete the requirements of a stream, as set out in the appendix to these regulations. The programme of study must include 30 points from the compulsory papers listed under Part A and 30 points selected from the papers listed under Part B for the stream the candidate is enrolled in. Candidates may, on the basis of academic advice and approval, be permitted to choose elective papers from the other stream.

## Variations

7. The Head of the University of Waikato College or delegated authority may vary or waive these regulations in individual cases.
-

## Appendix

### General Stream

#### Part A: Compulsory Study Skills Papers

##### **FOUND001**

Academic Essentials

##### **FOUND002**

Foundations of Critical Thought

#### Part B: Elective Papers

Any two other papers prescribed for the Certificate of University Preparation as described in the relevant entry on the Catalogue of Papers.

### Huarahi Māori Stream

#### Part A: Compulsory Study Skills Papers

##### **FOUND001**

Academic Essentials

##### **FOUND002**

Foundations of Critical Thought

#### Part B: Elective Papers

##### **FOUND013**

Te Huarahi Bridging Māori plus one other paper prescribed for the Certificate of University Preparation as described in the relevant entry on the Catalogue of Papers.

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# Regulations for the Certificate (Cert)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Certificate must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Certificate

3. The normal minimum period of enrolment for completion of the Certificate is one year.
4. Candidates for the Certificate must enrol in a Division or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
5. Candidates must gain 120 points at 100 level or above in the Certificate fields listed in section 8 of these regulations.
6. Candidates must gain at least 90 points in one field.
7. Candidates must meet the field requirements, as set out in the appendix to these regulations.
8. *The Certificate fields are*<sup>1</sup>
  - Arts (Cert(Arts))
  - Business (Cert(Bus))
  - Design (Cert(Des))
  - Education (Cert(Ed))
  - Environmental Planning (Cert(EnvPlan))
  - Health, Sport and Human Performance (Cert(HSHP))
  - Law (Cert(Law))
  - Management (Cert(Mgt))

Māori and Indigenous Studies (Cert(M&Ist))

Science (Cert(Sc))

Social Sciences (Cert(SocSc))

9. The Certificate awarded will be endorsed in the field in which at least 90 points are gained.

### Variations

10. The Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

### Notes:

1. *The subjects and/or papers that comprise each Certificate field are set out in the [Undergraduate Diploma and Certificate Fields](#).*

## Appendix

### Field Requirements

#### *Business*

1. Candidates must complete STMGT101 Introduction to Management.

#### *Management*

1. Candidates must complete STMGT101 Introduction to Management.

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# Regulations for the Certificate in Health and Wellbeing (Cert(HealthWellbeing))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Certificate must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Certificate

3. The normal minimum period of enrolment for completion of the Certificate is two trimesters.
4. Candidates for the Certificate must enrol in Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 120 points at 100 level, as prescribed in the relevant entry in the [University of Waikato Catalogue of Papers](#), in one of the subjects for the Certificate.

### Subjects

Biomedical Sciences  
Population Health

## Variations

6. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.



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# Regulations for the Certificate in Professional Engineering Practice (Cert(PEngPrac))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Certificate must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Certificate

3. The normal minimum period of enrolment for completion of the Certificate is three years, normally concurrent with enrolment in the Bachelor of Engineering with Honours.
4. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 90 points at 200 level or above including 45 points above 200 level and 15 points above 300 level.
6. Candidates must complete ENGEN270, ENGEN570, ENGEN272 (30 points), ENGEN372 (30 points).
7. Candidates must complete, or have completed, the requirements for the Bachelor of Engineering with Honours or equivalent in order to be awarded the Certificate.

## Variations

8. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Certificate in STEM (Cert(STEM))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Certificate must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Certificate

3. The normal minimum period of enrolment for completion of the Certificate is one trimester.
4. Candidates for the Certificate must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 60 points at 100 level or above from the papers listed for the field of the Certificate, as set out in the appendix to these regulations. No more than one paper can be chosen from (b) of the appendix.

## Variations

6. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.
- 

## Appendix

The field of the Certificate is defined as

- (a) the papers offered by the School of Engineering, School of Computing and Mathematical

Sciences or the School of Science, and

(b) the following papers offered by the Division of Education:

Any DLRNG coded paper

EDUCA390 Directed Study

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# Regulations for the Graduate Certificate (GradCert)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Graduate Certificate must have
  - (a) qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, or
  - (b) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience, and ability to proceed with the proposed programme.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Graduate Certificate

4. The normal minimum period of enrolment for completion of the Graduate Certificate is one trimester.
5. Candidates must enrol in a Division or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
6. Candidates must gain 60 points at 100 level or above, including at least 45 points at 300 level or above, in the Graduate Certificate subjects.
7. Candidates must gain at least 45 points from one of the subjects listed in Schedule A.



8. The Graduate Certificate subjects are:

*Schedule A*

Accounting (GradCert(Acc))  
Agribusiness (GradCert(AgBus))  
Anthropology (GradCert(Anth))  
Applied Computing (GradCert(AppComp))<sup>1</sup>  
Applied Digital Communication (GradCert(AppDC))  
Aquaculture (GradCert(Aqcul))  
Artificial Intelligence (GradCert(AI))  
Banking, Finance and Technology (GradCert(BFinTech))  
Chemistry (GradCert(Chem))  
Chinese (GradCert(Chin))  
Communication Design (GradCert(ComDes))  
Community Health (GradCert(CommHth))  
Computer Graphic Design (GradCert(CGD))  
Computer Science (GradCert(CompSc))  
Creative Media (GradCert(CM))  
Criminology (GradCert(Crim))  
Data Analytics (GradCert(DataA))  
Digital Business (GradCert(DigiB))  
Digital Learning (GradCert(DigLn))  
Earth Sciences (GradCert(EarthSc))  
Ecology and Biodiversity (GradCert(Eco&Biod))  
Economics (GradCert(Econ))  
Education and Society (GradCert(EdSoc))  
Electronics (GradCert(Elec))  
Engineering (GradCert(Eng))  
English (GradCert(Engl))  
Environmental Planning (GradCert(EnvPlan))  
Environmental Sciences (GradCert(EnvSc))  
Finance (GradCert(Fin))  
French (GradCert(Fren))  
Gender and Sexuality Studies (GradCert(GnSex))  
Geography (GradCert(Geog))  
History (GradCert(Hist))  
Human Development (GradCert(HumDev))  
Human Performance Science (GradCert(HPS))  
Human Resource Management (GradCert(HRM))  
Human Rights (GradCert(HumRts))  
Interface Design (GradCert(InterDes))  
International Languages and Cultures (GradCert(IntLang&Cultures))  
Japanese (GradCert(Jap))  
Law (GradCert(Law))

Leadership (GradCert(Leadership))  
Leadership Communication (GradCert(LComm))  
Linguistics (GradCert(Ling))  
Management (GradCert(Mgt))  
Māori and Indigenous Studies (GradCert(M&ISt))  
Māori Language/Te Reo Māori (GradCert(ReoMāori))  
Marine Science (GradCert(MarinSc))  
Marketing (GradCert(Mrkt))  
Materials Science (GradCert(MatSc))  
Mathematics (GradCert(Math))  
Media Design (GradCert(MedDes))  
Media Production (GradCert(MedProd))  
Molecular and Cellular Biology (GradCert(Molec&CellBio))  
Music (GradCert(Mus))  
Pacific and Indigenous Studies (GradCert(P&ISt))  
Philosophy (GradCert(Phil))  
Political Science (GradCert(PolSc))  
Population Studies (GradCert(PopSt))  
Psychology (GradCert(Psych))  
Public Policy (GradCert(PP))  
Public Relations (GradCert(PR))  
Relational and Inclusive Practices(GradCert(Rel&InclPrac))  
Screen and Media Studies (GradCert(SMSt))  
Social Policy (GradCert(SocPol))  
Sociology (GradCert(Socy))  
Spanish (GradCert(Span))  
Sport Development and Coaching (GradCert(SDC))  
Statistics (GradCert(Stats))  
Strategic Management (GradCert(StratMgt))  
Supply Chain Management (GradCert(SCM))  
Theatre Studies (GradCert(TheatSt))  
Tourism and Hospitality Management (GradCert(THMgt))  
Writing Studies (GradCert(WritSt))

9. The Graduate Certificate awarded will be endorsed in the subject in which at least 45 points are gained.

### **Variations**

10. The Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

### **Notes:**

1. *A Graduate Certificate is not offered in this subject in 2024.*

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In this section

# Regulations for the Graduate Certificate in Business Analytics (GradCertBA)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Graduate Certificate in Business Analytics must have qualified for the award of a bachelors degree of the University of Waikato with at least a B- grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Graduate Certificate

4. The normal minimum period of enrolment for completion of the Graduate Certificate in Business Analytics is one trimester.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6. Candidates must gain 60 points from the papers prescribed for the Graduate Certificate in Business Analytics as described in the relevant entry in the [Catalogue of Papers](#).

## Variations

7. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Graduate Certificate in Project Management (GradCertPM)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Graduate Certificate in Project Management must have qualified for the award of a bachelors degree of the University of Waikato with at least a B- grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Graduate Certificate

4. The normal minimum period of enrolment for completion of the Graduate Certificate in Project Management is one trimester.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6. Candidates must gain 60 points at 300 level from the papers prescribed for the Graduate Certificate in Project Management as described in the relevant entry in the [Catalogue of Papers](#).

## Variations

7. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.



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# Regulations for the Postgraduate Certificate (PGCert)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Postgraduate Certificate

(a) in regards to the subjects listed in section 7(a) must have:

- (i) qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, and have completed study at an advanced level in the subject to be taken for the Postgraduate Certificate, or
- (ii) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience, and ability to proceed with the proposed programme, and
- (iii) satisfied the prerequisites for graduate study in the subject being taken for the Postgraduate Certificate.

(b) in regards to the subjects listed in section 7(b) must have:

- (i) qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, or
- (ii) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience, and ability to proceed with the proposed programme, and
- (iii) satisfied the prerequisites for graduate study in the subject being taken for the Postgraduate Certificate, including having achieved a B grade average either: over the best 120 points of their major; or over the 300 level papers completed that are listed for their major's subject.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### **Requirements for the Postgraduate Certificate**

4. The normal minimum period of enrolment for completion of the Postgraduate Certificate is one trimester.
5. Candidates must enrol in a Division or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
6. Candidates must gain 60 points at 500 level or above in one of the Postgraduate Certificate subjects.
7. The Postgraduate Certificate subjects are
  - (a) requiring admission through clause 2(a) are:
    - Accounting (PGCert(Acc))
    - Agribusiness (PGCert(AgBus))
    - Artificial Intelligence (PGCert(AI))
    - Chemistry (PGCert(Chem))
    - Children's and Young Adult Literature (PGCert(CYAL))
    - Computer Science (PGCert(CompSc))
    - Counselling (PGCert(Couns))<sup>1</sup>
    - Counselling Studies (PGCert(CounsStudies))
    - Data Analytics (PGCert(DataA))<sup>1</sup>
    - Digital Business (PGCert(DigiB))
    - Disability and Inclusion Studies (PGCert(DInS))
    - Earth Sciences (PGCert(EarthSc))
    - Ecology and Biodiversity (PGCert(Eco&Biod))
    - Economics (PGCert(Econ))
    - Education (PGCert(Ed))
    - Educational Leadership (PGCert(EdLeadership))
    - Educational Management (PGCert(EdM))<sup>2</sup>
    - Electronics (PGCert(Elec))
    - Engineering (PGCert(Eng))
    - Environment and Society (PGCert(EnvSoc))
    - Environmental Sciences (PGCert(EnvSci))
    - Finance (PGCert(Fin))
    - Health Development and Policy (PGCert(HealthDevPol))<sup>1</sup>
    - Health, Sport and Human Performance (PGCert(HSHP))
    - Human Resource Management (PGCert(HRM))
    - International Management (PGCert(IntMgt))
    - Law (PGCert(Law))

Leadership Communication (PGCert(LComm))  
Legal Studies (PGCert(LS))  
Management (PGCert(Mgt))  
Management and Sustainability (PGCert(MgtStn))  
Management Studies (PGCert(MgtSt))<sup>2</sup>  
Management Systems (PGCert(MgtSys))<sup>1</sup>  
Māori and Indigenous Studies (PGCert(M&ISt))  
Marketing (PGCert(Mrkt))  
Materials and Processing (PGCert(Mat&Proc))  
Mathematics (PGCert(Math))  
Molecular and Cellular Biology (PGCert(Molec&CellBio))  
Pacific and Indigenous Studies (PGCert(P&ISt))  
Physics (PGCert(Phys))  
Strategic Management (PGCert(StratMgt))  
Tertiary Teaching and Learning (PGCert(TertiaryT&L))  
Tourism and Hospitality Management (PGCert(THMgt))

(b) requiring admission through clause 2(b) are:

Anthropology (PGCert(Anth))  
Applied Linguistics (PGCert(AppLing))  
Chinese (PGCert(Chin))<sup>1</sup>  
Creative Practices (PGCert(CreatePrac))  
Creative Technologies (PGCert(CreateTech))  
English (PGCert(Engl))  
Environmental Planning (PGCert(EnvPlan))  
French (PGCert(Fren))<sup>1</sup>  
Geography (PGCert(Geog))  
History (PGCert(Hist))  
International Relations and Security Studies (PGCert(IRSSt))  
Japanese (PGCert(Jap))<sup>1</sup>  
Music (PGCert(Mus))  
Philosophy (PGCert(Phil))  
Political Science (PGCert(PolSc))  
Population Studies and Demography (PGCert(PopStud&Dem))  
Professional Writing (PGCert(ProfWrit))  
Psychology (PGCert(Psych))  
Public Policy (PGCert(PP))  
Public Relations (PGCert(PR))  
Screen and Media Studies (PGCert(SMSt))  
Security and Crime Science (PGCert(SCS))  
Social Policy (PGCert(SocPol))  
Sociology (PGCert(Socy))  
Teaching English to Speakers of Other Languages (PGCert(TE SOL))  
Theatre Studies (PGCert(TheatSt))

8. The Postgraduate Certificate awarded will be endorsed in the subject in which it is gained.
9. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Certificate.

### Variations

10. The Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

### Notes:

1. A Postgraduate Certificate is not offered in this subject in 2024.
2. This Postgraduate Certificate is available only for completion purposes.

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# Regulations for the Postgraduate Certificate in Counselling in Family Counselling (PGCertCouns(FamCouns)) and Postgraduate Certificate in Counselling in Professional Supervision (PGCertCouns(ProfSup))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Postgraduate Certificate must have
  - (a) qualified for the award of a bachelors degree of the University of Waikato and a related professional qualification of at least one year's duration or a qualification considered equivalent by the Academic Board, and
  - (b) satisfied the prerequisites for graduate study at levels considered appropriate by the Academic Board, including any prerequisite compulsory papers as prescribed in the [Counselling](#) entry in the University of Waikato Catalogue of Papers, and
  - (c) satisfied the requirements for selection to the specific endorsement sought, as stated in the [Counselling](#) entry in the University of Waikato Catalogue of Papers.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Postgraduate Certificate



4. The normal minimum period of enrolment for completion of the Postgraduate Certificate is one trimester.
5. Candidates must enrol in the Division of Education and follow an approved programme of study.
6. Candidates must gain 60 points at 500 level from the papers prescribed for the Postgraduate Certificate, including any compulsory papers as prescribed in the [Counselling](#) entry in the University of Waikato Catalogue of Papers.
7. The Postgraduate Certificate will be awarded with one of the following endorsements:  
Family Counselling (PGCertCouns(FamCouns))<sup>1</sup>  
Professional Supervision (PGCertCouns(ProfSup))
8. Candidates who fail a paper may repeat it once. Candidates who fail more than one paper or who fail the same paper twice may not proceed with the Postgraduate Certificate.

### Credit Transfers

9. Candidates who have been awarded a Postgraduate Certificate may relinquish it for credit of up to 60 points towards an appropriate Division of Education postgraduate qualification, at the discretion of the Pro Vice-Chancellor of the Division.

### Notes:

1. *There will be no new intake into the PGCertCouns(FamCouns) in 2024.*

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# Regulations for the Postgraduate Certificate in Information Technology (PGCertInfoTech)

This qualification is awarded jointly by the University of Auckland and the University of Waikato.

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Postgraduate Certificate must have qualified for the award of a bachelors degree of the University of Waikato, or a degree qualification considered by the Academic Board to be equivalent, with a Grade Point Average of 4.0 or higher in 75 points at 300 level or above.
3. In exceptional circumstances, candidates who do not meet the requirements of section 2 of these regulations, but who have at least three years of extensive relevant, practical, professional or scholarly experience deemed to be equivalent to the requirements of section 2 may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe.

## Requirements for the Postgraduate Certificate

4. Candidates must
  - (a) gain 60 points at 500 level or above

*and*

  - (b) complete the requirements of the postgraduate certificate in not more than one trimester of full-time study, or, in the case of part-time study, an enrolment period not exceeding four trimesters from the trimester of initial enrolment.
5. The total enrolment for this postgraduate certificate must not exceed 90 points.

6. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
7. A candidate enrolled in this postgraduate certificate must pass 60 points from the papers, excluding internship or project papers, as prescribed in the Computer Science entry in the University of Waikato Catalogue of Papers.
8. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more 30 points in total will not be permitted to proceed with the Certificate.
9. A student admitted to this programme must complete the University of Waikato Academic Integrity Module.

### Variations

10. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Postgraduate Certificate in Professional Accounting (PGCertPA)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Postgraduate Certificate would normally have qualified for the award of the degree of a Masters of Professional Accounting of the University of Waikato, or a degree qualification considered by the Academic Board to be equivalent.
3. The Pro Vice-Chancellor of the Division or delegated authority may admit candidates who have substantially completed the requirements of a Master of Professional Accounting of the University of Waikato, or equivalent.
4. In exceptional circumstances, candidates who are able to demonstrate equivalent practical, professional or scholarly experience deemed to be equivalent to the requirements of section 2 may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe.
5. Applicants who have completed a Master of Professional Accounting with an endorsement in Chartered Accountancy will not be admitted to the Postgraduate Certificate in Professional Accounting.

## Requirements for the Postgraduate Certificate

6. The normal minimum period of enrolment for completion of the Postgraduate Certificate is one calendar year.
7. Candidates must enrol in the Division of Management and follow an approved programme of study.

8. Candidates must gain 60 points at 500 level, consisting of ACCTP512, ACCTP513, ACCTP514, ACCTP515, ACCTP516, ACCTP517, ACCTP518 and ACCTP519.
9. If admitted under clause 2 of these regulations, candidates must complete their Master of Professional Accounting, or equivalent, in order to be awarded the Postgraduate Certificate in Professional Accounting.
10. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Certificate.

### Variations

11. The Pro-Vice Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Postgraduate Certificate of Health Science (PGCertHSc)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Postgraduate Certificate must have
  - (a) qualified for the award of the degree of Bachelor of Nursing of the University of Waikato or a qualification considered by the Academic Board to be equivalent;
  - (b) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience, and ability to proceed with the proposed programme, this would normally be demonstrated through being a practising Registered Nurse; and
  - (c) satisfied the prerequisites for graduate study in the subject being taken for the Postgraduate Certificate.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Postgraduate Certificate

4. The normal minimum period of enrolment for completion of the Postgraduate Certificate is one trimester.
5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.

- Candidates must gain 60 points at 500 level or above.
- Candidates must complete the papers prescribed for the Degree in the [Health Science](#) entry in the University of Waikato Catalogue of Papers, including any compulsory papers.
- If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Certificate.

### Variations

- The Pro-Vice Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Diploma (Dip)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Diploma must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Diploma

3. The normal minimum period of enrolment for completion of the Diploma is one year.
4. Candidates must enrol in a Division or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
5. Candidates must gain 120 points at 100 level or above, including 75 points at 200 level or above, in the Diploma fields listed in section 8 of these regulations.
6. Candidates must gain at least 75 points in one field.
7. Candidates must meet the relevant field requirements, as set out in the appendix to these regulations.
8. *The Diploma fields are*<sup>1</sup>
  - Arts (Dip(Arts))
  - Business (Dip(Bus))
  - Design (Dip(Des))
  - Education (Dip(Ed))
  - Environmental Planning (Dip(EnvPlan))
  - Health, Sport and Human Performance (Dip(HSHP))
  - Management (Dip(Mgt))

Māori and Indigenous Studies (Dip(M&ISt))

Science (Dip(Sc))

Social Sciences (Dip(SocSc))

9. The Diploma awarded will be endorsed in the field in which at least 75 points are gained.

### Variations

10. The Pro Vice-Chancellor of the relevant Division or the Dean Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

### Notes:

1. *The subjects and/or papers that comprise each Diploma field are set out in the [Undergraduate Diploma and Certificate Fields](#).*

## Appendix

### Field Requirements

#### Business

1. Candidates must complete STMGT101 Introduction to Management.

#### Management

1. Candidates must complete STMGT101 Introduction to Management.

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# Regulations for the Diploma in Engineering Management (DipEM)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Diploma must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Diploma

3. The normal minimum period of enrolment for completion of the Diploma is three years, concurrent with enrolment in the Bachelor of Engineering with Honours.
4. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 120 points at 200 level or above, including 75 points above 200 level and 45 points above 300 level.
6. Candidates must complete ENGEN270, ENGEN570, ENGEN272 (30 points), ENGEN372 (30 points), and 30 points from the list set out in the appendix to these regulations.

## Variations

7. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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## Appendix

## EXMBM511

Communication and Collaboration in Organisations

## EXMBM512

Leadership and Change Management

## EXMBM521

Strategic Management and Decision Making

## EXMBM532

Managing Innovation and Value Creation

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# Regulations for the Diploma in Law (DipLAW)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Diploma must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Diploma

3. The normal minimum period of enrolment for completion of the Diploma is two years.
4. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
5. Candidates must gain 150 points at 100 level or above, including 90 points at 200 level.
6. Candidates must complete a specified programme as prescribed in the [Law](#) entry in the University of Waikato Catalogue of Papers, and as set out in the appendix to these regulations.

## Variations

7. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

## Appendix

### LEGAL103

Legal Method A (15 points)

### LEGAL104

Legal Method B (15 points)

### **LEGAL106**

Legal Systems and Societies (30 points)

### **LEGAL201**

Public Law (30 points)

### **LEGAL204**

Contracts (30 points)

### **LEGAL207**

Torts (30 points)

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# Regulations for the Diploma in Postgraduate Preparation - Pre-Masters (DipPP)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.
2. Candidates would normally have completed the majority of their tertiary education outside of New Zealand.

## Admission

3. Candidates for the Diploma in Postgraduate Preparation – Pre-Masters must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).
4. Candidates for the International Diploma must have achieved:
  - (a) a qualification considered by the Academic Board to be equivalent of level 6 on the New Zealand Qualifications Framework, and
  - (b) the equivalent of two years full time successful tertiary study, and
  - (c) an IELTS score of 6.0 (with no less than 5.5 in any band) or equivalent.

## Requirements for the Diploma

5. The normal minimum period of enrolment for completion of the Diploma in Postgraduate Preparation - Pre-Masters is two trimesters.
6. Candidates must enrol in the University of Waikato College and follow an approved programme of study.
7. Candidates must gain 120 points at 100 level or above, including 75 points at 300 level or above, as prescribed in the relevant entry in the [University of Waikato Catalogue of Papers](#).

## Variations

8. In exceptional circumstances the Head of the University of Waikato College may vary or waive these regulations in individual cases.
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# Regulations for the Diploma in Te Tohu Paetahi (DipTTP)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Diploma must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Diploma

3. The normal minimum period of enrolment for completion of the Diploma is one year.
4. Candidates must enrol in Te Pua Wānanga ki te Ao – Faculty of Māori and Indigenous Studies and follow an approved programme of study.
5. Candidates must gain 120 points at 100 level or above, including 75 points above 100 level and 30 points above 200 level.
6. Candidates must complete MAORI111, MAORI112, MAORI115, MAORI211, MAORI212, MAORI215, MAORI311 and MAORI312.

## Variations

7. The Dean or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Graduate Diploma (GradDip)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Graduate Diploma must have
  - (a) qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, or
  - (b) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience and ability to proceed with the proposed programme.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Graduate Diploma

4. The normal minimum period of enrolment for completion of the Graduate Diploma is one year.
5. Candidates must enrol in a Division or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
6. Candidates must gain 120 points at 100 level or above, including at least 75 points at 300 level or above, in the Graduate Diploma subjects.
7. Candidates enrolled in the Waikato Management School must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
8. Candidates must gain at least 90 points from one of the subjects listed in Schedule A.

9. The Graduate Diploma subjects are:

*Schedule A*

Accounting (GradDip(Acc))  
Adult Learning (GradDip(AdLg))  
Agribusiness (GradDipAgBus)  
Anthropology (GradDip(Anth))  
Applied Computing (GradDip(AppComp))<sup>1</sup>  
Applied Digital Communication (GradDip(AppDC))  
Aquaculture (GradDip(Aqcul))  
Artificial Intelligence (GradDip(AI))  
Banking, Finance and Technology (GradDip(BFinTech))  
Chemistry (GradDip(Chem))  
Chinese (GradDip(Chin))  
Communication Design (GradDip(ComDes))  
Community Health (GradDip(CommHth))  
Computer Graphic Design (GradDip(CGD))  
Computer Science (GradDip(CompSc))  
Creative Media (GradDip(CM))  
Criminology (GradDip(Crim))  
Data Analytics (GradDip(DataA))  
Digital Business (GradDip(DigiB))  
Digital Learning (GradDip(DigLn))  
Dispute Resolution (GradDip(DR))  
Earth Sciences (GradDip(EarthSc))  
Ecology and Biodiversity (GradDip(Eco&Biod))  
Economics (GradDip(Econ))  
Education (GradDip(Ed))  
Education and Society (GradDip(EdSoc))  
Electronics (GradDip(Elec))  
Engineering (GradDip(Eng))  
English (GradDip(Engl))  
Environmental Planning (GradDip(EnvPlan))  
Environmental Sciences (GradDip(EnvSc))  
Finance (GradDip(Fin))  
French (GradDip(Fren))  
Geography (GradDip(Geog))  
History (GradDip(Hist))  
Human Development (GradDip(HumDev))  
Human Performance Science (GradDip(HPS))  
Human Resource Management (GradDip(HRM))  
Human Rights (GradDip(HumRts))  
Interface Design (GradDip(InterDes))  
International Languages and Cultures (GradDip(IntLang&Cultures))

International Management (GradDip(IntMgt))  
Japanese (GradDip(Jap))  
Law (GradDip(Law))  
Leadership (GradDip(Leadership))  
Linguistics (GradDip(Ling))  
Management (GradDip(Mgt))  
Māori and Indigenous Studies (GradDip(M&ISt))  
Māori Language/Te Reo Māori (GradDip(ReoMāori))  
Marine Science (GradDip(MarinSc))  
Marketing (GradDip(Mrkt))  
Materials Science (GradDip(MatSc))  
Mathematics (GradDip(Math))  
Media Design (GradDip(MedDes))  
Media Production (GradDip(MedProd))  
Molecular and Cellular Biology (GradDip(Molec&CellBio))  
Music (GradDip(Mus))  
Pacific and Indigenous Studies (GradDip(P&ISt))  
Philosophy (GradDip(Phil))  
Political Science (GradDip(PolSc))  
Population Studies (GradDip(PopSt))  
Psychology (GradDip(Psych))  
Public Policy (GradDip(PP))  
Public Relations (GradDip(PR))  
Screen and Media Studies (GradDip(SMSt))  
Social Policy (GradDip(SocPol))  
Sociology (GradDip(Socy))  
Spanish (GradDip(Spanish))  
Sport Development and Coaching (GradDip(SDC))  
Statistics (GradDip(Stats))  
Strategic Management (GradDip(StratMgt))  
Supply Chain Management (GradDip(SCM))  
Theatre Studies (GradDip(TheatSt))  
Tourism and Hospitality Management (GradDip(THMgt))  
Writing Studies (GradDip(WritSt))

10. The Graduate Diploma awarded will be endorsed in the subject in which at least 90 points are gained.

### **Variations**

11. The Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

### **Notes:**

1. *A Graduate Diploma is not offered in this subject in 2024.*

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In this section

# Regulations for the Graduate Diploma in Teaching (GradDipTchg)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Graduate Diploma in Teaching must have
  - (a) satisfied the requirements of a university degree or another qualification recognised by the Teaching Council of Aotearoa New Zealand as acceptable for provisional registration as a teacher in an ECE setting, or primary, or secondary school, and
  - (b) been selected by the Division of Education as meeting the Teaching Council's selection criteria for Initial Teacher Education programmes.

## Requirements for the Diploma

3. The normal minimum period of enrolment for completion of the Graduate Diploma is one year and the requirements for the Graduate Diploma must be completed within two years of first enrolling in the Graduate Diploma for full-time enrolments and three years for part-time enrolments.
4. Candidates must enrol in the Division of Education and follow an approved programme of study.
5. Candidates must gain at least 150 points at 400 level, as prescribed in the relevant entry in the Waikato Catalogue of Papers.
6. The programme of study of each candidate must comply with the requirements of a sector.

*The sectors are:*

Early Childhood  
Primary  
Secondary

7. The Graduate Diploma will be awarded without classification as to honours or distinction.
8. The Graduate Diploma shall be endorsed to indicate the particular sector completed by the candidate from those defined in section 7 of these regulations.

### Variations

9. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Te Ara Hou Te Ahikāroa (TA)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Te Ara Hou Te Ahikāroa must have:

either

- (a) satisfied the requirements of:

- (i) a university degree or another qualification recognised by the Teaching Council of Aotearoa New Zealand as acceptable for provisional registration as a kaiako in Kōhungahunga, or Kura Tuatahi or Wharekura,

and

- (ii) Whakamātauria Tō Reo Māori Level 3 (National Māori Language Proficiency Examinations), or demonstrated te reo Māori competency to an equivalent standard, which will be considered on a case-by-case basis,

or

- (b) provided evidence of:

- (i) high levels of te reo Māori language use,
- (ii) relevant work qualifications and professional development, and
- (iii) experience relating to leadership or management skills in a coaching, mentoring, or teaching role, which will be considered on a case-by-case basis,

and

- (c) been selected by the Division of Education as a suitable person to be a kaiako, in line with entry requirements outlined in Te Whare o Rongotauira: Māori medium Initial Teachers Education Programme Approval, Monitoring and Review Requirements (Teaching Council of Aotearoa NZ).

### Requirements for the Postgraduate Diploma

3. The normal minimum period of enrolment for completion of Te Ara Hou is one year.
4. Candidates must enrol in the Division of Education and follow an approved programme of study.
5. Candidates must gain at least 150 points at 400 level, as prescribed in the entry in the Waikato Catalogue of Papers.
6. Candidates must complete any Assurance of Te Reo Māori Competency requirements prescribed by the Division of Education.
7. Te Ara Hou will be awarded in the subject of Wharekura.

### Variations

8. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the International Diploma (IntDip)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.
2. Candidates would normally have completed the majority of their high school education outside of New Zealand.

## Admission

3. Candidates for the International Diploma must have achieved:
  - (a) the equivalent of New Zealand Year 13 High School,
  - (b) the equivalent of at least 32 NCEA level 3 credits across three University Entrance approved subjects and the numeracy component of the University Entrance, and
  - (c) an IELTS score of 5.5 (with no less than 5.0 in any band) or equivalent.

## Requirements for the International Diploma

4. The normal minimum period of enrolment for completion of the International Diploma is three trimesters.
5. Candidates must enrol in the University of Waikato College and follow an approved programme of study.
6. Candidates must gain 120 points at 100 level or above.
7. Candidates must meet the relevant field requirements from one of the fields listed below, as set out in the appendix to these regulations.
  - Business
  - Computer Science
8. The Diploma will be endorsed in the field that the candidate has met the requirements of.

## Variations

9. The Head of the University of Waikato College may vary or waive these regulations in individual cases.
- 

## Appendix

### Business

Candidates must complete 105 points from:

#### **ACCTN101**

Accounting for Management

#### **ECONS101**

Economics for Business and Management

#### **ENSLA100**

English for Professions

#### **FINAN101**

Introduction to Finance

#### **MGSYS101**

Digital Business and Supply Chain Management

#### **MNGMT101**

Character and Intercultural Capabilities in Organisations

#### **MRKTG101**

Fundamentals of Successful Marketing

#### **STMGT101**

Introduction to Management

### Computer Science

Candidates must complete:

#### **COMPX101**

Introduction to Programming

#### **COMPX102**

Object-Oriented Programming

#### **DATA111**

Statistics for Science

## **ENSLA100**

English for Professions

## **MATHS135**

Discrete Structures

## **MATHS165**

General Mathematics

Students must also complete two of COMPX161, CSMAX175, MATHS168 and MGSYS101.

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# Regulations for the Postgraduate Diploma (PGDip)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Postgraduate Diploma

(a) in regards to the subjects listed in section 8(a) must have:

- (i) qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, and have completed study at an advanced level in the subject to be taken for the Postgraduate Diploma, or
- (ii) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience and ability to proceed with the proposed programme, and
- (iii) satisfied the prerequisites for graduate study in the subject(s) being taken for the Postgraduate Diploma.

(b) in regards to the subjects listed in section 8(b) must have:

- (i) qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, or
- (ii) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience, and ability to proceed with the proposed programme, and
- (iii) satisfied the prerequisites for graduate study in the subject being taken for the Postgraduate Diploma, including having achieved a B grade average either: over the best 120 points of their major; or over the 300 level papers completed that are listed for their major's subject.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### **Requirements for the Postgraduate Diploma**

4. The normal minimum period of enrolment for completion of the Postgraduate Diploma is one year.
5. Candidates must enrol in a Division or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above in the Postgraduate Diploma subjects.
7. Candidates must gain at least 90 points in one subject.
8. The Postgraduate Diploma subjects are
  - (a) requiring admission through clause 2(a) are:
    - Accounting (PGDip(Acc))
    - Agribusiness (PGDip(AgBus))
    - Artificial Intelligence (PGDip(AI))
    - Biomedical Sciences (PGDip(Biomed))
    - Chemistry (PGDip(Chem))
    - Computer Science (PGDip(CompSc))
    - Counselling (PGDip(Couns))<sup>1</sup>
    - Counselling Studies (PGDip(CounsStudies))
    - Cyber Security (PGDip(CyberSec))
    - Data Analytics (PGDip(DataA))<sup>1</sup>
    - Digital Business (PGDip(DigiB))
    - Disability and Inclusion Studies (PGDip(DInS))
    - Earth Sciences (PGDip(EarthSc))
    - Ecology and Biodiversity (PGDip(Eco&Biod))
    - Economics (PGDip(Econ))
    - Education (PGDip(Ed))
    - Educational Leadership (PGDip(EdLeadership))
    - Educational Management (PGDip(EdM))<sup>2</sup>
    - Electronics (PGDip(Elec))
    - Engineering (PGDip(Eng))
    - Entrepreneurship and Innovation (PGDip(Ent&Inn))<sup>1</sup>
    - Environment and Society (PGDip(EnvSoc))
    - Environmental Sciences (PGDip(EnvSci))
    - Finance (PGDip(Fin))
    - Health Development and Policy (PGDip(HealthDevPol))<sup>1</sup>
    - Health, Sport and Human Performance (PGDip(HSHP))
    - Human Resource Management (PGDip(HRM))

International Management (PGDip(IntMgt))  
Interpreting and Translating Māori (PGDip(Int&Trans))<sup>3</sup>  
Law (PGDip(Law))  
Leadership Communication (PGDip(LComm))  
Legal Studies (PGDip(LS))  
Management (PGDip(Mgt))  
Management and Sustainability (PGDip(MgtStn))<sup>1</sup>  
Management Studies (PGDip(MgtSt))<sup>2</sup>  
Management Systems (PGDip(MgtSys))<sup>1</sup>  
Māori and Indigenous Studies (PGDip(M&ISt))  
Marketing (PGDip(Mrkt))  
Materials and Processing (PGDip(Mat&Proc))  
Mathematics (PGDip(Math))  
Molecular and Cellular Biology (PGDip(Molec&CellBio))  
Pacific and Indigenous Studies (PGDip(P&ISt))  
Physics (PGDip(Phys))  
Security and Crime Science (PGDip(SCS))  
Strategic Management (PGDip(StratMgt))  
Tourism and Hospitality Management (PGDip(THMgt))

(b) requiring admission through clause 2(b) are:

Anthropology (PGDip(Anth))  
Applied Linguistics (PGDip(AppLing))  
Chinese (PGDip(Chin))<sup>1</sup>  
Creative Practices (PGDip(CreatePrac))  
Creative Technologies (PGDip(CreateTech))  
English (PGDip(Engl))  
Environmental Planning (PGDip(EnvPlan))  
French (PGDip(Fren))<sup>1</sup>  
Geography (PGDip(Geog))  
History (PGDip(Hist))  
International Relations and Security Studies (PGDip(IRSSt))  
Japanese (PGDip(Jap))<sup>1</sup>  
Music (PGDip(Mus))  
Philosophy (PGDip(Phil))  
Political Science (PGDip(PolSc))  
Population Studies and Demography (PGDip(PopStud&Dem))  
Professional Writing (PGDip(ProfWrit))  
Psychology (PGDip(Psych))  
Public Policy (PGDip(PP))  
Public Relations (PGDip(PR))  
Screen and Media Studies (PGDip(SMSt))  
Social Policy (PGDip(SocPol))  
Sociology (PGDip(Socy))

Teaching English to Speakers of Other Languages (PGDip(TESOL))  
Theatre Studies (PGDip(TheatSt))

- Candidates enrolled in the Waikato Management School must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
- The Postgraduate Diploma awarded will be endorsed in the subject in which at least 90 points are gained.
- If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Diploma.

### Award of Honours

- The Postgraduate Diploma may be awarded with Distinction.

### Variations

- The Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

### Notes:

- A Postgraduate Diploma is not offered in this subject in 2024.*
- This Postgraduate Diploma is available only for completion purposes.*
- In addition to the admission requirements prescribed in section 2 of these regulations, candidates in this subject must meet additional criteria set out in [Part 2 of the Criteria for Admission to Particular Qualifications](#).*

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# Regulations for the Postgraduate Diploma in Design (PGDipDes)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Postgraduate Diploma must have
  - (a) qualified for the award of the degree of Bachelor of Design, awarded by the University of Waikato, or for a qualification considered by the Academic Board to be equivalent, or
  - (b) in exceptional circumstances, have produced evidence which satisfies the Academic Board that they have adequate training and ability to proceed to the Postgraduate Diploma programme.
3. Selection into the Postgraduate Diploma is on the basis of criteria approved for this purpose by the Academic Board.
4. The Academic Board may prescribe qualifying papers or additional work which must be completed either prior to completion or concurrently if it considers any candidate to be insufficiently prepared for the Postgraduate Diploma programme.

## Requirements for the Postgraduate Diploma

5. The normal minimum period of enrolment for completion of the Postgraduate Diploma is one year.
6. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
7. Candidates must complete a specified programme as prescribed in the Design entry in the University of Waikato Catalogue of Papers and must pass all papers on the first attempt.

## Award of Honours

8. In accordance with criteria approved for this purpose by the Academic Board, the Postgraduate Diploma may be awarded with Distinction.

## Variations

9. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Postgraduate Diploma in Information Technology (PGDipInfoTech)

This qualification is awarded jointly by the University of Auckland and the University of Waikato.

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Postgraduate Diploma must have
  - (a) been enrolled in the Master of Information Technology, and
  - (b)
    - (i) passed papers with a total value of at least 60 points for that degree  
and
    - (ii) been recommended for admission by the Pro Vice-Chancellor of the Division or delegated authority.
3. No candidate on whom the Degree of Master of Information Technology has been conferred may be permitted to apply for admission to the Postgraduate Diploma.

## Requirements for the Postgraduate Diploma

4. Candidates must gain 120 points at 500 level or above.
5. The total enrolment for the Postgraduate Diploma must not exceed 150 points.
6. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
7. A candidate enrolled for the Postgraduate Diploma must pass 120 points from the papers,

excluding internship or project papers, as prescribed in the Computer Science entry in the University of Waikato Catalogue of Papers.

8. A candidate admitted to this programme must complete the University of Waikato Academic Integrity Module.

### Award of Honours

9. The Postgraduate Diploma may be awarded with Distinction.

### Variations

10. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Postgraduate Diploma in Psychology (Clinical) (PGDipPsych(Clin))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Postgraduate Diploma must have
  - (a) either:
    - (i) completed, with a minimum of a B+ average, the degree of Bachelor of Arts with Honours, Bachelor of Science with Honours, or Bachelor of Social Sciences with Honours of the University of Waikato, or a Postgraduate Diploma in Psychology or a qualification considered by the Academic Board to be equivalent, or
    - (ii) demonstrated to the satisfaction of the Clinical Psychology Selection Committee that they have adequate academic skills, experience, and are aligned with the New Zealand Psychologist Board's practicing requirements under the Scope of Practice for trainee psychologists and
  - (b) demonstrated, to the satisfaction of the Clinical Psychology Selection Committee and the Head of School of Psychology that:
    - (i) they could meet the criteria for admission to register as clinical psychologists as defined by the New Zealand Psychologists Board, and their New Core Competencies for Practice of Psychology in New Zealand, The Code of Ethics and Best Practice Guidelines. or
    - (ii) they are suitable candidates with respect to:
      1. a Police vetting check,
      2. the Vulnerable Children's Act 2014, and
      3. the Vaccinations for Health Care Workers Policy.

Details of the selection and police vetting processes are available in the programme handbook and Clinical Psychology supplementary application forms.

3. Candidates for the Postgraduate Diploma must
  - (a) be concurrently enrolled in one of the degrees of Master of Arts, Master of Science, Master of Social Sciences, Master of Philosophy, or Doctor of Philosophy of the University of Waikato, in Psychology, or a qualification considered by the Academic Board to be equivalent, with a research topic approved by the Head of School of Psychology or delegated authority, and shall complete the requirements of the concurrent degree before being eligible for the award of the Postgraduate Diploma, or
  - (b) have completed one of the degrees of Master of Arts, Master of Science, Master of Social Sciences, Master of Philosophy or Doctor of Philosophy of the University of Waikato, in Psychology, or a qualification considered by the Academic Board to be equivalent, with a research topic approved by the Head of School of Psychology or delegated authority.
4. The admission of every candidate for the Postgraduate Diploma shall require the approval of the Head of School of Psychology.

### **Requirements for the Postgraduate Diploma**

5. The normal minimum period of enrolment for completion of the Postgraduate Diploma is three years.
6. The requirements of the Postgraduate Diploma must be completed within eight full time consecutive years of first enrolling in the Postgraduate Diploma.
7. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study, including where appropriate, the concurrent programme of study for the Masters degree in clause 3(a).
8. Every candidate for the Postgraduate Diploma shall
  - (a) complete 140 points as prescribed in the [Psychology](#) entry in the University of Waikato Catalogue of Papers, including
  - (b) completing placement(s) and internship(s) in a setting approved by the Director of the Clinical Programme or delegated authority.
9. The University will endeavour to arrange placements which will allow a candidate to undertake the practical and placement work referred to in sections 8(b) of these regulations but cannot guarantee to make such arrangements in a given year. If an approved internship position cannot be arranged, placement of a student may be deferred, normally for a maximum of 12 months. As placements become available priority will be given to students for whom they have been deferred.
10. Every candidate must, before presenting themselves for the final examination for the Postgraduate Diploma, have satisfactorily completed the requirements of sections 8(b). The procedures and criteria for assessing the personal and professional competencies central to the satisfactory completion of the requirements referred to in sections 8(b) of these regulations shall

be as prescribed in the appropriate paper outlines.

11. A student may be withdrawn from the programme if:

- (a) they fail more than two of the clinical papers (PSYC521, PSYC522, PSYC523, PSYC524, PSYCH526, PSYCH527)
- (b) it is determined, by the Clinical Psychology Selection Committee, that they cease to meet the standards set out in the criteria for admission to register as a clinical psychologist as defined by the New Zealand Psychologist Board's Core Competencies for Practice of Psychology in New Zealand, The Code of Ethics and Best Practice Guidelines.

## Variations

12. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Postgraduate Diploma in Teaching (PGDipTchg)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Postgraduate Diploma must have
  - (a) qualified for the award of a bachelors degree with at least a B grade average across the 300 level papers or for a qualification considered by the Academic Board to be equivalent, or
  - (b) qualified for the award of a bachelors degree with honours with at least second class honours (second division) or for a qualification considered by the Academic Board to be equivalent, or
  - (c) qualified for the award of a postgraduate diploma in a subject relevant to the Postgraduate Diploma in Teaching, or for a qualification considered by the Academic Board to be equivalent, and
  - (d) satisfied the prerequisites for graduate study in the subject(s) being presented, at levels considered appropriate by the Academic Board.
3. Candidates must be selected by the Division of Education as meeting the Teaching Council's selection criteria for Initial Teacher Education programmes.
4. Candidates for the secondary endorsement must have a body of knowledge, from levels 5-7 or higher on the New Zealand Qualifications Framework, in their entry qualification, that is relevant for teaching a particular secondary school subject.
5. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of the above section may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be



completed either prior to or concurrent with the PGDipTchg.

### Requirements for the Postgraduate Diploma

6. The normal minimum period of enrolment for completion of the Postgraduate Diploma is one year and the requirements for the Postgraduate Diploma must be completed within two years of first enrolling in the Postgraduate Diploma for full-time enrolments and three years for part-time enrolments.
7. Candidates must enrol in the Division of Education and follow an approved programme of study.
8. In order to complete the requirements of the Postgraduate Diploma in Teaching, candidates must gain 150 points in papers at 500 level, as prescribed in the relevant entry in the University of Waikato Catalogue of Papers.
9. The Postgraduate Diploma will be awarded with one of the following endorsements:
  - Primary (PGDipTchg(Primary))
  - Secondary (PGDipTchg(Secondary))

### Award of Honours

10. The Postgraduate Diploma in Teaching is not awarded with Honours.

### Variations

11. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Postgraduate Diploma in Technology Innovation in Business (PGDipTIB)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Postgraduate Diploma must have
  - (a) been enrolled in the Master of Technology Innovation in Business, and
  - (b)
    - (i) passed papers with a total value of at least 60 points for that degree, and
    - (ii) been recommended for admission by the Pro Vice-Chancellor of the Division or delegated authority.
3. No candidate on whom the Degree of Master of Technology Innovation in Business has been conferred may be permitted to apply for admission to the Postgraduate Diploma.

## Requirements for the Postgraduate Diploma

4. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 120 points at 500 level or above.
6. Candidates must complete the papers prescribed for the Postgraduate Diploma in the [Technology Innovation in Business](#) entry in the University of Waikato Catalogue of Papers.

## Award of Honours

7. The Postgraduate Diploma may be awarded with Distinction.

8. Except with the approval of the Academic Board, the award will be calculated on the basis of grades for all of the papers presented for the Postgraduate Diploma including any failed papers.

### Variations

9. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Postgraduate Diploma in the Practice of Psychology (PGDipPracPsych)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Postgraduate Diploma must have
  - (a) qualified for the award of the degree of Master of Applied Psychology from the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and either
    - (i) specialised in the master's degree in the area of study of the proposed endorsement for the Postgraduate Diploma, or
    - (ii) satisfied the Head of the School of Psychology that they have undertaken sufficient graduate taught and research papers to undertake the proposed endorsement.
  - and
  - (b) demonstrated, to the satisfaction of the Programme Selection Committee that:
    - (i) they could meet the admission of the New Zealand Psychologists Board
    - (ii) they are suitable candidates with respect to:
      1. a Police vetting check,
      2. the Vulnerable Children's Act 2014, and
      3. the Vaccinations for Health Care Workers Policy.

Details of the selection and police vetting processes are available in the programme handbook and Clinical Psychology supplementary application forms.

3. Candidates must be in ongoing employment (paid or unpaid) in an organisation which provides

them with the opportunity to practice significantly in the area of study of the proposed endorsement for the Postgraduate Diploma.

4. Candidates must be accepted by the Head of the School of Psychology. Admission to the programme will depend in each individual case on
  - (a) the papers passed by the candidate for the master's degree and their relevance as qualifying papers, and
  - (b) evidence of the suitability of the candidate's current and ongoing employment, and
  - (c) the availability of suitable supervision.

### Requirements for the Postgraduate Diploma

5. The normal minimum period of enrolment for completion of the Postgraduate Diploma is one year.
6. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
7. In order to complete the requirements of the Postgraduate Diploma, candidates must
  - (a) gain 120 points in papers at 500 level, including any compulsory papers, as prescribed in the [Psychology](#) entry in the University of Waikato Calendar, and
  - (b) prior to completion of the qualification, produce evidence to the Chairperson of Psychology of having undertaken appropriate full-time practical work for a period equivalent to one year.
8. The Postgraduate Diploma will be awarded with one of the following endorsements:
  - Applied Behaviour Analysis (PGDipPracPsych(ABA))
  - Community Psychology (PGDipPracPsych(Comm))
  - Organisational Psychology (PGDipPracPsych(OrgPsych))<sup>1</sup>

### Variations

9. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

### Notes:

1. *There will be no new enrolments into this Postgraduate Diploma subject in 2024.*

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# Regulations for the Postgraduate Diploma of Health Science (PGDipHSc)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Postgraduate Diploma must have
  - (a) qualified for the award of the degree of Bachelor of Nursing of the University of Waikato or a qualification considered by the Academic Board to be equivalent;
  - (b) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience, and ability to proceed with the proposed programme, this would normally be demonstrated through being a practising health professional; and
  - (c) satisfied the prerequisites for graduate study in the subject(s) being taken for the Postgraduate Diploma.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Postgraduate Diploma

4. The normal minimum period of enrolment for completion of the Postgraduate Diploma is one year.
5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.

- Candidates must gain at least 90 points from the subject of Health Science, including any compulsory papers, as prescribed in the [Health Science](#) entry of the University of Waikato Catalogue of Papers.
- If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Diploma.

### Award of Honours

- The Postgraduate Diploma may be awarded with Distinction.

### Variations

- The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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# Student Complaints Procedures

## Preamble

Consistent with its commitment to excellence, the University has adopted these procedures to assist both students and staff in the resolution of student concerns and complaints constructively, quickly and fairly.

Where minor concerns arise, students are encouraged to take a common-sense approach and raise them directly with the relevant staff, paper convenor or Dean or Head of School or equivalent with the aim of resolving them at the lowest possible level and without undue formality. However, where informal discussions have not yielded a satisfactory resolution, or where the matter is more serious, the following procedures provide for a more formal process to be pursued.

Complaints considered through these procedures will be monitored and reviewed to enable the University to continually improve processes and services in support of student learning.

Student and staff rights and responsibilities in relation to these procedures are set out in the appendix.

---

## Procedures

### 1. Definitions


In these procedures

**complaint** means a written statement submitted by a student about a matter that requires formal consideration by the University under the terms set out in these procedures

**natural justice** means the right to have a decision made by an unbiased decision-maker who observes fair and impartial procedures.

**student** means a person enrolled at the University of Waikato.

## 2. Application and scope

- (1) Subject to subsection (2), these procedures apply to complaints about any aspect of the teaching and learning process and the broad provision made by the University to support that process.
- (2) These procedures may not be used
  - (a) where the complaint can be dealt with under the [Higher Degree Appeals and Complaints Regulations](#), [Student Discipline Regulations](#) or the [Assessment Regulations](#) , or
  - (b) to challenge the academic judgement of examiners.
- (3) Depending on the nature of the complaint, these procedures should be read in conjunction with the [Staff Code of Conduct](#), the [Code of Student Conduct](#), and the [Education \(Pastoral Care of Tertiary and International Learners\) Code of Practice 2021](#) .
- (4) No action will be taken on complaints that are anonymous, frivolous, vexatious or not made in good faith.
- (5) A complainant must be able to demonstrate that the complaint is brought without malice and is based on evidence that the complainant honestly and reasonably believes to be substantially true. Those responsible for resolving complaints under these procedures must take all reasonable steps to ensure that the complainant is protected against any subsequent recrimination or victimisation.
- (6) Students and staff involved in the consideration of complaints have various rights and responsibilities, which are outlined in the appendix to these procedures.

## 3. Informal resolution of concerns

- (1) Before making formal written complaints, students are encouraged to seek a resolution to any concerns by raising and discussing them informally with the relevant staff member who is most directly associated with the matter.
- (2) A staff member with whom a concern is raised by a student is expected to deal with the matter in an open and professional manner and to take reasonable and prompt action to try to resolve it informally.
- (3) A student who is uncertain about how to seek informal resolution of a concern is encouraged to seek advice from the [Waikato Students' Union Student Support and Advocacy Service](#).

## 4. Formal complaints procedures

- (1) Where it has not been possible to resolve a concern informally, a student may make a formal complaint.
- (2) A student who wishes to make a formal complaint must submit it in writing, accompanied by evidence, through [My Waikato](#) addressed to the Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent responsible for the area in which the action or matter that has given rise to the complaint occurred or, if requested to be considered under the Tikanga Māori procedure set out under section 5 of these procedures, to the Deputy Vice-Chancellor

Māori; if the complaint is about a Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent, it must be submitted to the Senior Deputy Vice-Chancellor.

- (3) The written complaint must be submitted within three months of the occurrence of the action or matter that has given rise to the complaint unless the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent agrees to receive it beyond this timeframe.
- (4) The Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent who receives a student complaint must acknowledge it in writing as soon as practicable (normally within three working days). They must create and maintain a file of all documentation in relation to the consideration of the complaint.
- (5) The Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent must consider the complaint in accordance with the principles of natural justice and must ensure that all parties to the complaint are accorded the full benefit of those principles.
- (6) The process of consideration may include meetings with relevant staff, students and the complainant. Where meetings are held, the parties may, if they wish, be accompanied by a support person.
- (7) The Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent may refer a matter to the Police if they believe that a crime has been committed and may suspend consideration of a complaint until such time as any associated Police matter has been concluded.

## 5. **Tikanga Māori**

- (1) The spirit of tikanga is to seek resolutions to complaints in a Māori way that encourages a facilitated open exchange of views in order to achieve a resolution that is agreed by all the parties involved.
- (2) A complaint may only be addressed through the Tikanga Māori process if
  - (a) the complainant, and
  - (b) the person answering the complaint, and
  - (c) the Deputy Vice-Chancellor Māoriagree to the arrangements determined under subsection (3).
- (3) The Deputy Vice-Chancellor Māori is responsible for determining the arrangements for the Tikanga Māori process after discussion with the parties and for informing the parties of the nature and implications of the process.
- (4) If, at any time after having agreed to the arrangements determined under subsection (3) the complainant or the person answering the complaint wish to withdraw from the Tikanga Māori process, they may do so only with the agreement of all other parties listed under subsection (2); in such cases, the complaint will be referred to the Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent responsible for the area in which the action or matter that

has given rise to the complaint occurred; if the complaint is about a Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent it will be referred to the Senior Deputy Vice-Chancellor.


- (5) Under the Tikanga Māori process a resolution is negotiated by the complainant and the person answering the complaint.
- (6) The process is facilitated by the Deputy Vice-Chancellor Māori, assisted by a tikanga panel appointed by the Deputy Vice-Chancellor Māori.
- (7) A resolution negotiated by the complainant and the person answering the complaint is final; there is no right of appeal.
- (8) Section 6, subsections (1) and (2) and section 7 of these procedures do not apply to complaints addressed under the Tikanga Māori process.

## 6. Resolution of complaints

- (1) The Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent must make a decision in relation to the complaint and notify their decision to the parties, in writing, as soon as practicable (normally within 28 days of receiving the complaint).
- (2) When the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent notifies the parties of their decision they must include information on the relevant provision for appeal.
- (3) If the complaint involves a University process or service and if, in the opinion of the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent the complaint has substance, the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent may arrange for the relevant process or service to be reviewed with a view to preventing a recurrence and ensuring continued improvement.
- (4) If the complaint involves a breach of the [Staff Code of Conduct](#) and if, in the opinion of the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent the complaint has substance, the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent may refer the matter to the Director of People and Capability for consideration of formal disciplinary action.

## 7. Appeals

- (1) A complainant or a person who was the subject of a complaint may appeal to the Senior Deputy Vice-Chancellor against any decision taken by a Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent under section 6 of these procedures.
- (2) If the original complaint was addressed to the Senior Deputy Vice-Chancellor under section 4(2) of these procedures, any appeal of that decision must be made to the Vice-Chancellor. That appeal will be considered and decided by the Vice-Chancellor or their nominee in accordance with appeal processes consistent with these procedures.
- (3) An appeal may only be made on one or more of the following grounds:

- (a) that the process used for addressing the complaint was unfair
  - (b) that the decision reached was manifestly at odds with the evidence
  - (c) that the remedy imposed was manifestly at odds with the misconduct
  - (d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process that could have had a material effect on the outcome.
- (4) The appeal must be submitted in writing within 28 days of the date of the letter notifying the decision.
  - (5) The Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee will consider the relevant documentation and evidence and may, at their discretion, consult the Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent who made the decision. The Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee may also interview any parties to the complaint.
  - (6) If they determine that the complaint process has been conducted in accordance with these procedures and the outcome is appropriate, the Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee may dismiss the appeal. Subject to subsections (8) and (9), the decision of the Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee under this section is final.
  - (7) The Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee will notify their appeal decision in writing to the parties as soon as practicable.
  - (8) When they notify the parties of the appeal decision, the Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee will inform the parties of the [Ombudsman's](#) role in relation to complaints about government organisations (including universities) that affect people in their personal capacities, the [New Zealand Qualifications Authority's](#) grievance procedures available to students under the [Education \(Pastoral Care of Tertiary and International Learners\) Code of Practice 2021](#) , and the [iStudent Complaints](#) financial or contractual dispute resolution service available to international students as relevant.
  - (9) The Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee will inform any staff member who is dissatisfied with a student complaint process of the steps available to them under the University's [Procedure for Resolving Employment Relationship Problems and Personal Grievances](#).
8. **Confidentiality**
- All processes and decisions under these procedures are confidential to the parties and staff directly involved.

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## Appendix

### Rights and Responsibilities of Parties to a Student Complaint



Parties to a student complaint have the **right** to

- be treated with courtesy at all times
- a fair and timely investigation process in accordance with the principles of natural justice
- express their points of view without fear of recrimination
- be advised in writing of all decisions made in relation to the complaint
- appeal the outcome
- in the case of staff members, avail themselves of the [Procedure for Resolving Employment Relationship Problems and Personal Grievances](#).

Parties to a student complaint have a **responsibility** to

- treat all parties with courtesy at all times
- respect the points of view of others
- respect the rights of all parties to the complaint with respect to confidentiality
- in the case of the complainant, ensure that the complaint is made in good faith and complies with the requirements of the Student Complaints Procedures
- provide full and accurate information to the person investigating the complaint
- not take any action that may prejudice the situation or be regarded as an act of recrimination against any other party.

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# Student Discipline Regulations

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## Preamble

At the time they enrol, students are required to agree to abide by the regulations of the University of Waikato as published in the University of Waikato Calendar. The Student Discipline Regulations provide the framework for addressing alleged breaches of University regulations by students and for applying penalties where breaches are substantiated.

Members of the University community are entitled to operate and interact in an environment of safety and respect. It is expected that students will act with integrity and demonstrate respect for others.

If differences and disputes arise between members of the University community, it is expected that they will attempt to resolve such conflicts reasonably and co-operatively. Discipline procedures should be used only where other methods of resolving conflicts have been ineffective or would be inappropriate.

It is the policy of the University that all discipline procedures conform to the principles of natural justice. The procedures in these regulations have been adopted to safeguard the rights of individuals in this respect.

# Student Discipline Regulations 2020

## Part 1

### General

#### 1. Title

These are the Student Discipline Regulations 2020.

#### 2. Date of effect

These regulations are effective from 2 December 2020.

#### 3. Purpose

The purpose of these regulations is to:

- (a) define student misconduct
- (b) explain procedures for making, investigating and resolving complaints of student misconduct, and
- (c) set out the penalties that may be applied where misconduct by a student is substantiated.

#### 4. Application

- (1) These regulations apply to the conduct of students while they are enrolled as students of the University of Waikato.
- (2) For the purpose of these regulations, the period during which a student is deemed to be enrolled as a student is defined as:
  - (a) the period in a given year from (inclusively) the Monday of the start week of the paper in the student's programme of study that starts earliest in that year, to the Sunday of the end week of the paper that ends last
  - (b) any orientation period immediately prior to the start week of the student's programme of study in a given year, and
  - (c) any period in which the student is a resident of University of Waikato student accommodation.
- (3) The processes for dealing with complaints of misconduct may extend beyond the period defined in subsection (2).
- (4) These regulations apply to the conduct of students:
  - (a) on any property or in any facility owned or managed by the University (including the halls of residence)
  - (b) in the context of a University activity regardless of geographic location
  - (c) where the conduct is related directly to the student's status as a student
  - (d) where the conduct has harmed or has the potential to harm unfairly another member of

the University community, or

(e) where the conduct has harmed or has the potential to harm unfairly the reputation of the University.

(5) A student against whom a complaint of misconduct is made, either by a member of the University community or another person, is subject to the discipline procedures set down in these regulations.

(6) All authority under these regulations must be exercised in accordance with the principles of natural justice.

## 5. Misconduct

(1) A student commits misconduct if they:

- (a) commit a serious breach of the obligation, shared by staff and other members of the University community, to act towards others reasonably, courteously, considerately and with good faith
- (b) behave in a manner that significantly impedes or subverts the efficient functioning of the University in accordance with its statutory role
- (c) behave in a manner that discredits, or has the potential to discredit, the University
- (d) behave in a manner that constitutes physical, psychological, sexual or racial assault, harassment, discrimination or bullying of any person
- (e) breach any regulation published in the University of Waikato Calendar
- (f) fail to comply with any reasonable and lawful policy or instruction approved and notified by the Vice-Chancellor, Council, Academic Board, or delegated authority of the Vice-Chancellor, Council or Academic Board
- (g) use University property, resources or funds for other than authorised purposes
- (h) incur liability on the part of the University without authorisation
- (i) behave in a manner that is likely to harm unfairly the reputation or professional prospects of another student or a member of staff
- (j) behave in a manner that jeopardises the health or safety of another person
- (k) knowingly mislead the University in any significant matter
- (l) encourage, assist, or procure a person to commit misconduct, or
- (m) otherwise breach the [Code of Student Conduct](#).

## 6. Definitions

In these regulations:

**bullying** means unreasonable behaviour, repeated over time, which is deliberate and intended to humiliate, undermine or otherwise have a detrimental effect on the recipient(s) and/or pose a

risk to their health and safety even though it may not be unlawful

**class** means a lecture, tutorial, laboratory, workshop, practical session, practicum session, placement session, field trip or any other type of learning activity delivered or supervised by a staff member, including those conducted online

**discrimination** means conduct that results, or is likely to result, in less favourable treatment, or creates, or is likely to create, a less favourable environment, for a person or group of people on any of the prohibited grounds set out in [section 21](#) of the [Human Rights Act 1993](#) or on any other grounds

**harassment** means any unwelcome comment, conduct or gesture that is insulting, intimidating, humiliating, malicious, degrading or offensive. It might be repeated or an isolated incident that adversely affects someone's performance, contribution or work environment. It can include physical, degrading or threatening behaviour, abuse of power, isolation, discrimination, sexual harassment and racial harassment. It is behaviour that is unwanted by the recipient even if the recipient does not tell the perpetrator that the behaviour is unwanted. It may be unintentional

**internal assessment** means the portion of the assessment for a paper that is assigned, supervised and marked internally within the relevant Division or the Faculty of Māori and Indigenous Studies; it may include assignments, practical work, work in tutorials, seminars, written or oral tests, recitals, performances or attendance requirements

**natural justice** means the right to have a decision made by an unbiased decision-maker who observes fair and impartial procedures

**programme of study** means the selection of papers applied for or taken by a student in any one academic year for a particular qualification

**student** means a person enrolled at the University of Waikato

**summary jurisdiction** means a process for dealing with a complaint of misconduct, where a designated person has authority, individually, to obtain and hear evidence, arrive at a judgement and, within the terms of that authority as defined in these regulations, impose a penalty

**University** means the University of Waikato

**University of Waikato student accommodation** means a hall of residence (Bryant Hall, College Hall, Orchard Park and Student Village), apartment or other student accommodation operated by the University, and homestay accommodation facilitated by the University.

## 7. Annotation of grades

Where a student is refused credit for a paper as a whole as a penalty for misconduct, an NC (No Credit)

grade will be awarded for that paper.

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## Part 2 Authorities

### 8. General

(1) Unless otherwise specified under Part 3 of these regulations, authorities may determine their

own procedures for hearing and deciding complaints of misconduct, provided that they conform to the principles of natural justice, and may issue procedural directions.

- (2) Authorities may suspend consideration of a complaint of misconduct until such time as any associated Police matter has been concluded.

**9. Authority of staff for discipline in classes**

A staff member delivering or supervising a class may dismiss from it, for its duration, any student who, in their judgement, has committed misconduct in that class.

**10. Authority of the Pro Vice-Chancellor of the Division of Health, Engineering, Computing and Science for discipline in laboratories**

The Pro Vice-Chancellor of the Division of the Health, Engineering, Computing and Science may exclude from any laboratory in the Division of Health, Engineering, Computing and Science, for up to five working days, any student who, in the Pro Vice-Chancellor's judgement, has committed misconduct in the laboratory.

**11. Authority of the University Librarian for discipline in the Library**

The University Librarian may exclude from the Library, for up to seven days, any student who, in the Librarian's judgement, has committed misconduct in the Library.

**12. Authority of the Director of Student Systems and Administration for discipline in examinations**

- (1) The Director of Student Systems and Administration may impose a formal warning and/or a fine of up to \$100 on any student found to have brought into an examination room an electronic device where that device has, in an examination supervisor's judgement, made an audible noise during an examination.
- (2) All other complaints of misconduct in examinations must be directed to the Chairperson of the Student Discipline Committee in accordance with section 14 of these regulations.

**13. Authority of the Director of Student Services and Pastoral Care, Associate Director Student Accommodation and delegated authorities for discipline in University of Waikato student accommodation**

- (1) The Director of Student Services and Pastoral Care has general authority for order and discipline in University of Waikato student accommodation; the Director of Student Services and Pastoral Care has delegated this authority to the Associate Director Student Accommodation.
- (2) The Associate Director Student Accommodation has delegated authority for day-to-day order and discipline in University of Waikato student accommodation to the relevant Residential Life Manager or equivalent.
- (3) Where the Director of Student Services and Pastoral Care receives a complaint of

misconduct in University of Waikato student accommodation they may

- (a) offer summary jurisdiction to the student, or
- (b) refer the matter to the Student Discipline Committee.

(4) Where the Associate Director Student Accommodation receives a complaint of misconduct in University of Waikato student accommodation they may

- (a) offer summary jurisdiction to the student, or
- (b) refer the matter to the Director of Student Services and Pastoral Care, or
- (c) refer the matter to the Student Discipline Committee.

(5) Where a Residential Life Manager or equivalent receives a complaint of misconduct in University of Waikato student accommodation they may

- (a) offer summary jurisdiction to the student, or
- (b) refer the matter to the Associate Director Student Accommodation
- (c) refer the matter to the Director of Student Services and Pastoral Care, or
- (d) refer the matter to the Student Discipline Committee.

(6) If the Director of Student Services and Pastoral Care, Associate Director Student Accommodation or Residential Life Manager or equivalent offers summary jurisdiction, the student may choose to

- (a) accept the offer of summary jurisdiction, or
- (b) have the matter referred to the Student Discipline Committee.

(7) Where the offer to exercise summary jurisdiction is accepted under this section, the Director of Student Services and Pastoral Care, Associate Director Student Accommodation or Residential Life Manager or equivalent must follow the summary jurisdiction procedures set out under section 22 of these regulations.

(8) Where the complaint of misconduct is referred to the Student Discipline Committee under this section, the Student Discipline Committee must follow the procedures set out under section 24 of these regulations.

#### **14. Authority of the Chairperson of the Student Discipline Committee**

(1) Where the Chairperson of the Student Discipline Committee receives a complaint of misconduct against a student, the Chairperson of the Student Discipline Committee may

- (a) offer summary jurisdiction to the student
- (b) offer a Tikanga Māori process to the student, or
- (c) refer the matter to the Student Discipline Committee.

(2) If the Chairperson of the Student Discipline Committee offers summary jurisdiction or a Tikanga Māori process, the student may choose either



- (a) to accept the offer of summary jurisdiction or a Tikanga Māori process, or
  - (b) to have the matter referred to the Student Discipline Committee.
- (3) Subject to section 15 of these regulations, where the offer to exercise summary jurisdiction is accepted under this section, the Chair of the Student Discipline Committee must follow the summary jurisdiction procedures set out under section 22 of these regulations.
- (4) Where the offer to exercise a Tikanga Māori process is accepted under this section, the Deputy Vice-Chancellor Māori must follow the procedures set out under section 23 of these regulations.
- (5) Where the complaint of misconduct is referred to the Student Discipline Committee under this section, the Student Discipline Committee must follow the procedures set out under section 24 of these regulations.
- (6) Subject to the agreement of the Vice-Chancellor, the Chairperson of the Student Discipline Committee may delegate their authority under these regulations.

#### **15. Authority of Academic Delegates**

- (1) The authority of the Chairperson of the Student Discipline Committee to exercise summary jurisdiction under section 14 of these regulations may be delegated to an Academic Delegate, provided that
- (a) the complaint involves alleged plagiarism or cheating in a pre-degree, 100 or 200 level item of internal assessment which is worth less than 33% of the total assessment for the paper concerned
  - (b) the student who is the subject of the complaint has not previously had a finding of misconduct against them under these regulations, and
  - (c) the student against whom the complaint is made accepts the delegated authority of the Academic Delegate.
- (2) Where authority to exercise summary jurisdiction is delegated by the Chairperson of the Student Discipline Committee to an Academic Delegate under this section, the Academic Delegate must follow the summary jurisdiction procedures set out under section 22 of these regulations.
- (3) The Chairperson of the Student Discipline Committee is responsible for maintaining a list of Academic Delegates appropriately trained in the summary jurisdiction procedures set out under section 22 of these regulations.

#### **16. Authority of the Student Discipline Committee**

- (1) The Student Discipline Committee is a committee of the Academic Board with delegated authority to exercise the powers and responsibilities set out in these regulations in accordance with the procedures set out under section 24 of these regulations.
- (2) The Student Discipline Committee comprises

- (a) a staff member with appropriate expertise appointed as Chairperson for a designated term by the Vice-Chancellor
  - (b) two people appointed by the Chairperson of the Student Discipline Committee from a pool of twelve staff including four based in Tauranga, nominated by the Academic Board for terms of up to three years such that the terms of the members provide for continuity
  - (c) two students, one of whom is enrolled at the undergraduate level and one of whom is enrolled at the postgraduate level, appointed by the Chairperson of the Student Discipline Committee from a pool of eight students; the pool of students, five of whom are enrolled at the undergraduate level including two based in Tauranga, and three of who are enrolled at the postgraduate level including one based in Tauranga, is appointed by the Chairperson of the Student Discipline Committee after consultation with the student members of the Academic Board.
- (3) The Chairperson of the Student Discipline Committee may appoint an adviser or advisers to assist at a hearing in relation to particular aspects of a case; the Chairperson may also co-opt the adviser or advisers as a member of the Student Discipline Committee for that hearing.
  - (4) One member of the pool of staff nominated by the Academic Board may be appointed by the Chairperson of the Student Discipline Committee as Deputy Chairperson; the Chairperson of the Student Discipline Committee may from time to time delegate their powers and responsibilities, as set out in these regulations, to the Deputy Chairperson.
  - (5) No meeting of the Student Discipline Committee may be held unless the Chairperson or Deputy Chairperson, at least one staff member and at least one student are present.

#### **17. Authority of the Student Discipline Appeals Committee**

- (1) The Student Discipline Appeals Committee is a committee of Council with delegated authority to exercise the powers and responsibilities set out in these regulations in accordance with the procedures set out under section 27 of these regulations.
- (2) The Student Discipline Appeals Committee comprises
  - (a) two members appointed by and from Council, and
  - (b) one other member, who is either a member of Council, or a staff member, Emeritus Professor or Honorary Fellow of the University, appointed by Council on the basis of their knowledge of legal processes, who is Chairperson.
- (3) The Chairperson of the Student Discipline Appeals Committee may appoint an adviser to assist at a hearing in relation to particular aspects of a case; the Chairperson may also co-opt that adviser as a member of the Student Discipline Appeals Committee for that hearing.
- (4) Subject to the agreement of the Chancellor, the Chairperson of the Student Discipline Appeals Committee may delegate their authority under these regulations.

#### **18. Authority of the Deputy Vice-Chancellor Māori**

- (1) The Deputy Vice-Chancellor Māori has authority to determine the arrangements for the

Tikanga Māori process set out under section 23 of these regulations.

- (2) Subject to the agreement of the Vice-Chancellor, the Deputy Vice-Chancellor Māori may delegate their authority under these regulations.

#### 19. **Authority of the Vice-Chancellor**

- (1) The Vice-Chancellor may exclude a student from the University, or limit access to any designated part, system or facility of the University, if the student has been convicted of a criminal offence and if, in the Vice-Chancellor's judgement, the nature of the offence impinges detrimentally, or has the potential to impinge detrimentally, on the University or its staff or students.
- (2) The Vice-Chancellor may, on suspicion of possible misconduct, initiate an investigation of the conduct of a student, whether or not there has been a complaint of misconduct. Any investigation under this section and any procedure related to that investigation must be consistent with these regulations.
- (3) The Vice-Chancellor may, on suspicion of possible misconduct or pending the resolution of a complaint of misconduct, suspend a student when and to whatever extent they consider it necessary from
  - (a) any University building, premises, grounds or University of Waikato student accommodation
  - (b) any class
  - (c) any event organised by the University
  - (d) use of any resource of the University.
- (4) When considering whether to suspend a student under subsection (3) the Vice-Chancellor shall take into account the following:
  - (a) the best interest of the students, staff and other members of the University community
  - (b) the physical safety of the students, staff and other members of the University community
  - (c) the orderly conduct of teaching, research and administration of the University
  - (d) the protection of the property or resources of the University
  - (e) the potential effects of suspension on the student's programme of study, and any other matters raised by the student
  - (f) any other matters the Vice-Chancellor considers appropriate in the circumstances.
- (5) The Vice-Chancellor may delegate their authority under these regulations.

#### 20. **Authority of Council**

- (1) Council may withdraw or refuse to grant an academic award if it is satisfied that the candidate has committed misconduct in relation to the award while enrolled, or been otherwise dishonest in relation to the award.

- (2) Council must consult with the Academic Board before taking a decision under this section; the advice of the Academic Board must be based on a recommendation by the Student Discipline Committee.
  - (3) The principles and processes followed by the Student Discipline Committee in formulating its recommendation to the Academic Board must be consistent with the principles and procedures outlined in these regulations for the investigation and hearing of allegations of misconduct.
  - (4) The Academic Board must make all reasonable effort to ensure that the candidate concerned receives prior notification of the advice that it intends to give to Council and is given an opportunity to make a written submission directly to Council.
  - (5) A decision by Council under this section is final.
- 

## Part 3

# Procedures for Making, Investigating and Resolving Complaints of Student Misconduct

### 21. Procedures for making a complaint

- (1) Any person may lodge a complaint of misconduct against a student.
- (2) A complaint of student misconduct must be made in writing
  - (a) if it relates to student conduct in University of Waikato student accommodation, to the [Director of Student Services and Pastoral Care, Associate Director Student Accommodation](#) or relevant [Residential Life Manager](#) or equivalent
  - (b) if it is of the nature set out under section 15(1)(a) of these regulations and the authority of the Chairperson of the Student Discipline Committee has been delegated to an Academic Delegate under section 15(1), to the relevant Academic Delegate
  - (c) in cases other than (a) or (b), to the [Chairperson of the Student Discipline Committee](#).
- (3) If a person who is a party to a complaint of misconduct fails to respond to a communication by a relevant authority, provided the authority has made all reasonable effort to locate and contact that person and to provide adequate opportunity for a response, the authority may proceed to deal with the complaint at their discretion.

### 22. Summary jurisdiction

- (1) Summary jurisdiction may be exercised by the following authorities:
  - (a) the Director of Student Services and Pastoral Care, Associate Director Student Accommodation or Residential Life Manager or equivalent under section 13 of these regulations
  - (b) the Chairperson of the Student Discipline Committee under section 14 of these regulations

- (c) an Academic Delegate under section 15 of these regulations.
- (2) A student who accepts summary jurisdiction may write an answer to the complaint.
- (3) The complainant and the student
  - (a) must be given the opportunity to appear and give evidence at a summary jurisdiction meeting with the relevant authority
  - (b) may be required to attend, at the authority's discretion
  - (c) may be accompanied at the meeting by any other person to act as an adviser or support person, subject to any conditions that the authority may impose.
- (4) Where an authority exercises summary jurisdiction, it determines whether the student has committed misconduct on
  - (a) the evidence provided by the complainant and the student, and
  - (b) any other evidence, written or oral, that they may seek or accept at their discretion, provided that this evidence is disclosed to the student and they are given the opportunity to comment on it.
- (5) The authority may decide at any time to take no further action on a complaint of misconduct if, in their judgement
  - (a) the evidence provided by the complainant is insufficient
  - (b) the subject matter of the complaint is trivial
  - (c) the complaint is frivolous, vexatious, or not made in good faith, or
  - (d) the complaint falls outside the scope of these regulations.
- (6) If, having investigated a complaint, an authority determines that a student has committed misconduct, they may take one or more of the following actions:
  - (a) issue to the student a warning containing a statement of the possible consequences if the act or behaviour that provoked the complaint is repeated
  - (b) require an undertaking from the student as to future behaviour while enrolled at the University and set in place provisions for monitoring the student's behaviour in keeping with the undertaking
  - (c) require the student to provide any appropriate and available remedy to relieve distress, or repair damage, or correct a mistake
  - (d) require the student to make a public or private apology, either written or spoken

in the case of summary jurisdiction exercised by the Director of Student Services and Pastoral Care, Associate Director Student Accommodation, Residential Life Manager or equivalent under section 13 of these regulations

  - (e) require the student to pay, by a given date, a sum of up to the equivalent of one week's

board or rent at the relevant University of Waikato student accommodation

- (f) require the student to undertake community service work in the relevant University of Waikato student accommodation of whatever nature the authority thinks fit
- (g) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Director of Student Services and Pastoral Care, Associate Director Student Accommodation, Residential Life Manager or equivalent and within a prescribed period
- (h) impose an alcohol ban
- (i) impose a visitor ban
- (j) require the student to transfer to other University of Waikato student accommodation
- (k) exclude the student from the relevant University of Waikato student accommodation for up to one year
- (l) exclude the student from, or limit access to, a designated part or facility of the relevant University of Waikato student accommodation for up to one year.

in the case of summary jurisdiction exercised by the Chairperson of the Student Discipline Committee under section 14 of these regulations

- (m) require the student to pay, by a given date, compensation or a fine of up to \$500
- (n) arrange for the student to be formally reprimanded by the relevant Pro Vice-Chancellor, a Deputy Vice-Chancellor or the Senior Deputy Vice-Chancellor, either in person or in writing
- (o) suspend the student from attendance at any class or programme for up to one year
- (p) exclude the student from, or limit access to, any designated part or facility of the University for up to one year
- (q) if the misconduct is related to a particular paper or programme of the University,
  - (i) require the student to repeat or complete additional assessment
  - (ii) refuse or reduce credit for part or all of an individual item of assessment, or refuse credit for a paper as a whole
- (r) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Chairperson of the Student Discipline Committee and within a prescribed period
- (s) annotate the student's academic record accordingly, either permanently or for a period of time designated by the Chairperson of the Student Discipline Committee.

in the case of summary jurisdiction exercised by an Academic Delegate under section 15 of these regulations

- (t) require the student to repeat or complete additional assessment

- (u) refuse or reduce credit for part or all of an individual item of assessment
  - (v) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the authority and within a prescribed period.
- (7) The authority must exercise their discretion in the matter as expeditiously as possible.
- (8) The authority is responsible for communicating the outcome of the complaint, in writing, to the complainant, the student answering the complaint, and the Chairperson of the Student Discipline Committee as expeditiously as possible.

### 23. **Tikanga Māori**

- (1) The spirit of tikanga is to seek resolutions to complaints in a Māori way that encourages a facilitated open exchange of views, in order to achieve a resolution that is agreed by all the parties involved.
- (2) A complaint may only be addressed through the Tikanga Māori process if
- (a) the complainant
  - (b) the student answering the complaint
  - (c) the Chairperson of the Student Discipline Committee, and
  - (d) the Deputy Vice-Chancellor Māori
- agree to the arrangements determined under subsection (3).
- (3) The Deputy Vice-Chancellor Māori is responsible for determining the arrangements for the Tikanga Māori process after discussion with the parties and for informing the parties of the nature and implications of the process.
- (4) If, at any time after having agreed to the agreements determined under subsection (3), the complainant or the student answering the complaint wishes to withdraw from the Tikanga Māori process, they may do so only with the agreement of all other parties listed under subsection (2); in such cases, the complaint will be referred back to the Chairperson of the Student Discipline Committee for reconsideration under section 14 of these regulations.
- (5) Under the Tikanga Māori process a resolution is negotiated by the complainant and the student answering the complaint.
- (6) The process is facilitated by the Deputy Vice-Chancellor Māori, assisted by a tikanga panel appointed by the Deputy Vice-Chancellor Māori
- (7) In negotiating a resolution under subsection (5), the complainant and the student answering the complaint are authorised to take any of the actions that are available under summary jurisdiction procedures, as provided under section 22 of these regulations.
- (8) A resolution negotiated by the complainant and the student answering the complaint is final; there is no right of appeal.

- (9) The Deputy Vice-Chancellor Māori is responsible for reporting the resolution negotiated under subsection (5), in writing, to the complainant, the student answering the complaint, and the Chairperson of the Student Discipline Committee as expeditiously as possible.
- (10) The Chairperson of the Student Discipline Committee is responsible for ensuring that all appropriate records relating to the outcome are maintained.
- (11) Failure to comply with a resolution negotiated under this section is misconduct.

#### 24. **Procedures of the Student Discipline Committee**

- (1) The Student Discipline Committee must convene as soon as is practicable to hear
  - (a) the evidence provided by the complainant and the student, and
  - (b) any other evidence, written or oral, that the Committee may seek or accept at its discretion, provided that this evidence is disclosed to the student and they are given the opportunity to comment on it.
- (2) Written notice of the time, date and place of the hearing of the Student Discipline Committee, together with full details of the substance of the complaint, must be sent to the student against whom the complaint has been made, at least 14 days before the date of the hearing.
- (3) The student who is the subject of the complaint may write an answer to the complaint.
- (4) Both the complainant and the student answering the complaint
  - (a) must be given the opportunity to appear and give evidence at the Student Discipline Committee hearing
  - (b) may be required to attend, at the Committee's discretion
  - (c) may be accompanied at the hearing by another person to act as an adviser or support person, subject to any conditions that the Student Discipline Committee may impose.
- (5) The Student Discipline Committee may decide at any time to take no further action on a complaint of misconduct if, in its judgement,
  - (a) the evidence provided by the complainant is insufficient
  - (b) the subject matter of the complaint is trivial
  - (c) the complaint is frivolous, vexatious, or not made in good faith, or
  - (d) the complaint falls outside the scope of these regulations.
- (6) If misconduct is substantiated, the Student Discipline Committee may take one or more of the following actions:
  - (a) issue to the student a warning containing a statement of the possible consequences if the act or behaviour that provoked the complaint is repeated
  - (b) require an undertaking from the student as to future behaviour while they remain enrolled at the University and set in place provisions for monitoring the student's behaviour in keeping with the undertaking



- (c) require the student to provide any appropriate and available remedy to relieve distress, or repair damage, or correct a mistake
  - (d) require the student to make a public or private apology, either written or spoken
  - (e) require the student to pay, by a given date, compensation or a fine of up to \$1000
  - (f) arrange for the student to be formally reprimanded by the relevant Pro Vice-Chancellor, a Deputy Vice-Chancellor or the Senior Deputy Vice-Chancellor, either in person or in writing
  - (g) suspend the student from attendance at any class or programme for up to one year
  - (h) exclude the student from, or limit access to, any designated part or facility of the University for a specified period of time or permanently
  - (i) cancel a student's enrolment at the University, as a whole or in respect of any paper or programme, for a specified period of time or permanently
  - (j) if the misconduct is related to a particular paper or programme of the University,
    - (i) require the student to repeat or complete additional assessment
    - (ii) refuse or reduce credit for part or all of an individual item of assessment, or refuse credit for a paper as a whole
  - (k) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Student Discipline Committee and within a prescribed period
  - (l) annotate the student's academic record accordingly, either permanently or for a period of time designated by the Chairperson of the Student Discipline Committee.
- (7) The Student Discipline Committee must exercise its jurisdiction in the matter as expeditiously as possible.
- (8) The outcome must be communicated to the complainant and the student as expeditiously as possible.
- (9) Failure to comply with a resolution negotiated or determined under this section is misconduct.

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## Part 4

### Provisions for Appeal

#### 25. Provision for appeal to the Director of Student Services and Pastoral Care

- (1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Director of Student Services and Pastoral Care against any decision taken by the Associate Director Student Accommodation or Residential Life Manager or equivalent with authority for discipline in University of Waikato student accommodation under section 13 of these regulations.

- (2) An appeal must be addressed and submitted in writing to the Director of Student Services and Pastoral Care.
- (3) An appeal must be received by the Director of Student Services and Pastoral Care not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.
- (4) An appeal may be made only on one or more of the following grounds:
  - (a) that the process used for addressing the alleged misconduct was unfair
  - (b) that the decision reached was manifestly at odds with the evidence
  - (c) that the remedy imposed was manifestly at odds with the misconduct
  - (d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.
- (5) The Director of Student Services and Pastoral Care must hear the appeal as expeditiously as possible.
- (6) The appellant and the authority that made the original discipline decision
  - (a) must be given the opportunity to appear and give evidence at the appeal hearing
  - (b) may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Director of Student Services and Pastoral Care may impose.
- (7) Having heard an appeal, the Director of Student Services and Pastoral Care may
  - (a) dismiss the appeal and uphold the original decision
  - (b) vary the decision with respect to the original complaint
  - (c) require any appropriate and available remedy to settle the appeal.
- (8) The Director of Student Services and Pastoral Care may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.
- (9) The outcome must be communicated to the appellant, the authority that made the original discipline decision and the Chairperson of the Student Discipline Committee as expeditiously as possible.
- (10) Failure to comply with a resolution negotiated or determined under this section is misconduct.
- (11) The decision of the Director of Student Services and Pastoral Care on an appeal is final.

## 26. **Provision for appeal to the Chairperson of the Student Discipline Committee**

- (1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Chairperson of the Student Discipline Committee against any decision taken by

- (a) the Pro Vice-Chancellor of Health, Engineering, Computing and Science under section 10 of these regulations
  - (b) the University Librarian under section 11 of these regulations
  - (c) the Director of Student Services and Pastoral Care under section 12 or section 13 of these regulations, unless it is an appeal decision under section 27 of these regulations, or
  - (d) an Academic Delegate under section 15 of these regulations.
- (2) An appeal must be addressed and submitted in writing to the Chairperson of the Student Discipline Committee, together with the prescribed fee; it must include a postal address and must be signed.
- (3) An appeal must be received by the Chairperson of the Student Discipline Committee not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.
- (4) An appeal may be made only on one or more of the following grounds:
  - (a) that the process used for addressing the alleged misconduct was unfair
  - (b) that the decision reached was manifestly at odds with the evidence
  - (c) that the remedy imposed was manifestly at odds with the misconduct
  - (d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.
- (5) The Chairperson of the Student Discipline Committee must hear the appeal as expeditiously as possible.
- (6) The appellant and the authority that made the original discipline decision
  - (a) must be given the opportunity to appear and give evidence at the appeal hearing
  - (b) may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Chairperson of the Student Discipline Committee may impose.
- (7) Having heard an appeal, the Chairperson of the Student Discipline Committee may
  - (a) dismiss the appeal and uphold the original decision
  - (b) vary the decision with respect to the original complaint
  - (c) require any appropriate and available remedy to settle the appeal.
- (8) The Chairperson of the Student Discipline Committee may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.
- (9) The outcome must be communicated to the appellant and the authority that made the original

discipline decision as expeditiously as possible.

(10) Failure to comply with a resolution negotiated or determined under this section is misconduct.

(11) The decision of the Chairperson of the Student Discipline Committee on an appeal is final.

## 27. **Provision for appeal to the Student Discipline Appeals Committee**

(1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Student Discipline Appeals Committee, a committee of Council, against any decision made under these regulations

(a) by the Vice-Chancellor under section 19 of these regulations

(b) by the Chairperson of the Student Discipline Committee under section 22 of these regulations

(c) by the Student Discipline Committee under section 24 of these regulations.

(2) An appeal must be addressed and submitted in writing to the Secretary to the Student Discipline Appeals Committee, together with the prescribed fee; it must include an email address and must be signed.

(3) An appeal must be received by the Secretary to the Student Discipline Appeals Committee not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.

(4) An appeal may be made only on one or more of the following grounds:

(a) that the process used for addressing the alleged misconduct was unfair

(b) that the decision reached was manifestly at odds with the evidence

(c) that the remedy imposed was manifestly at odds with the misconduct

(d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.

(5) The Student Discipline Appeals Committee must hear appeals as expeditiously as possible.

(6) The appellant must be given the opportunity to appear and give evidence at the appeal hearing and may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Student Discipline Appeals Committee may impose.

(7) The other parties to the complaint, including the authority that made the original discipline decision, must also be given the opportunity to appear and give evidence.

(8) Having heard an appeal, the Student Discipline Appeals Committee may

(a) dismiss the appeal and uphold the original decision

(b) vary the decision with respect to the original complaint

(c) refer the complaint back to the authority that made the decision appealed against, for

rehearing.

- (9) The Student Discipline Appeals Committee may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.
- (10) The outcome must be communicated to the student and the other parties to the complaint, including the authority that made the original discipline decision, as expeditiously as possible.
- (11) Failure to comply with a resolution negotiated or determined under this section is misconduct.
- (12) The decision of the Student Discipline Appeals Committee on an appeal is final.
- (13) At the discretion of the Chairperson of the Student Discipline Appeals Committee, the fee for an appeal may be refunded, either in full or in part, if the appeal is decided in the appellant's favour.

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## Part 5 Reporting

### 28. Reports to the Academic Board

The Chairperson of the Student Discipline Committee must submit an annual report through the Education Committee to the Academic Board, including

- (a) an overview of summary jurisdiction decisions taken during the relevant year by the Chairperson of the Student Discipline Committee, Academic Delegates and any others who have exercised authority delegated by the Chairperson of the Student Discipline Committee
- (b) an overview of decisions through the Tikanga Māori process
- (c) an overview of decisions by the Student Discipline Committee
- (d) an overview of appeals heard by the Chairperson of the Student Discipline Committee or their delegate
- (e) an overview of student discipline matters, including any patterns or trends
- (f) a statement about the appropriateness and effectiveness of current regulations, policies and processes concerning student discipline, and
- (g) any recommendations with respect to current regulations, policies and processes concerning student discipline.

### 29. Reports to Council

The outcome of any appeal heard by the Student Discipline Appeals Committee must be reported to the next meeting of the Council.

### 30. Confidentiality

- (1) All processes and decisions under these regulations are confidential to the parties involved and to staff responsible for administering student discipline processes and maintaining students' academic records.
- (2) Relevant information may be made available to relevant Pro Vice-Chancellors, Heads of Schools, Deans and other staff responsible for student progress and for maintaining the University's academic standards and the integrity of its assessment processes.
- (3) Relevant information may be made available to relevant staff responsible for the placement of students in work placements and practicums as part of a safety check (vetting) process.

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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. 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 Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies concerned.

#### 9. **Admission to MNursPrac**

The following minimum score is considered to be evidence of such competence:

- an Academic IELTS overall score of 7.0 (with no less than 7.0 in any band); and

All other evidence is considered on a case by case basis.

#### 10. **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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In this section

# 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 Divisional or Faculty of Māori and Indigenous Studies 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 relevant Divisional or Faculty of Māori and Indigenous Studies 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 Division or the Faculty of Māori and Indigenous Studies (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 Division and the Faculty of Māori and Indigenous Studies has one or more committees with responsibility at the Divisional or Faculty of Māori and Indigenous 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 relevant Division or the Faculty of Māori and Indigenous Studies (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 relevant Division or the Faculty of Māori and Indigenous Studies
  - (c) maintaining records of University research and/or related activity with human participants in the relevant Division or the Faculty of Māori and Indigenous Studies 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 Pro Vice-Chancellor of the relevant Division or the Dean of Faculty of Māori and Indigenous Studies recommends to the University of Waikato Human Research Ethics Committee for approval the committee structure for the respective area, 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 Division or the Faculty of Māori and Indigenous Studies 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 relevant Division or the Faculty of Māori and Indigenous Studies level, or a Director of a unit outside a Division or the Faculty of Māori and Indigenous Studies, 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 relevant Divisional or the Faculty of Māori and Indigenous Studies 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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# School of Arts

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## **Deputy Head of School**

Dr William Jennings BSc BA MA PhD *Auck*

## **Directors of Performance**

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Karen Coelho

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## **Research Associates**

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Natalie Parkes BSocSc(Hons) MSocSc PGDip(ClinPsych)

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Sonja Ellis BSocSc MSocSc *Waik* MPH *CDU* PhD *Lough*

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Melissa Derby MA *AUT* PhD *Cant*

Katarina Edmonds BEd MA *Waik* PhD *UHH*

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## ***Deputy Dean Research and Graduate Studies***

Professor Rich Masters DPhil *York*

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Clive Pope DipPhEd *Otago* MEd *Waik* PhD *OhioState* DipT

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FRCGP FRNZCGP(Hon)

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Ngaire Signal CertLMgt *AUT* PGCertNsg PGDipHSocPrac *Wintec*

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Kat Vakavoski BNsg *Wintec* BNsg (Hons) *Auck*  
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Melanie Ooi BEng(Hons) MEngSc PhD *Monash* CEng FIET SMIEEE

## **Assistant Dean Postgraduate Research**

To be appointed

## **Assistant Dean Teaching and Learning**

Dr Rob Torrens BSc(Tech) MSc PhD *Waik*

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Mike Duke BEng *SBankPoly* PhD *SBank* MISES MANZSES

Sinniah Ilanko BSc MSc *Manc* PhD *W.Ont* MEngNZ

James Lim BEng *Sheff* PhD *Nott*

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Nihal Kularatna BScEng *Ceyl* DSc *Waik* FIET FIE SMIEEE FEngNZ

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Megan Boston BSc MSc *BYU* MSE PhD *JHU*

Kim de Graaf PhD *Cant* CPEng

Graeme Glasgow BEng MSc *Strath* PhD *Lough* MCIWEM CEnv CEng

Ray Hudd BSc PhD *Lough*

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Harish Devaraj BEng *Anna* MEng PhDAuck

Arthur Fang ME *Hohai*

Chanelle Gavin BE(Hons) PhD *Waik*

Muhammad Hayat PhD *Auck*

Parviz Kahhal PhD *Birjand*

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Rahul Jangali BE(Hons) ME *Waik*

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Florian Graichen DipChem PhD *URegensburg*

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Asid Madni PhD *CCU*

William Redman-White BSc Exe MSc PhD *S'ton* FIEEE

Moira Steyn-Ross BSc MSc PhD *Waik* MNZIP

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Amir Hossein Tarighaleslami BE ME *IAU* PhD *Waik*

Tony Johnson BSc *Otago* DipBusAdmin *Massey* DipMgt *Knoxville*

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Henry Williams BE PhD *Waik*

Michael Williams DipID

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Mike Fry BEng PhD *UCL(Lond)*

Richard Gleeson FRIAI

Amir Irani

Bram Smith BE PhD *Can*

Alistair Scarfe PhD *Massey*

Alistair Steyn-Ross BSc MSc PhD *Waik* MRSNZ MNZIP

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## **Assistant Dean - Labs and Spaces**

Dr Cameron Grout BSM(Hons) PhD *Waik*

## **Assistant Dean - Research**

Bernhard Pfahringer PhD *Vienna Tech*

## **Assistant Dean - Scholarships and Awards**

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## **Assistant Dean - Timetabling**

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## **Head of Design**

Claire Timpany BCGD(Hons) MCGD *UCOL/Waik* PhD *Waik*

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Eibe Frank Dipl Inform *Karlsruhe PhD Waik*  
Sean Oughton BSc(Hons) *Well PhD Del*  
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Steve Reeves BSc(Hons) PhD *Birm FBCS CITPNZ FIITP*

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Sally Jo Cunningham BA BSc *Tennessee PhD Louisiana FIITP*  
Te Taka Keegan DipCompEng *CIT BA MA PhD Waik*  
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Jacob Heerikhuisen BCMS MCMS PhD *Waik*  
Vimal Kumar BTech *GGs Indra PhD Missouri*  
Marinho Barcellos BCompSc MCompSc UFRGS PhD *Newcastle(UK)*  
Tony C. Smith MSc *Calg PhD Waik*  
Keith Soo DipMM *NAFA BCGD(Hons) MCGD UCOL/Waik*  
Tim Stokes BSc(Hons) PhD *Tas*  
Claire Timpany BCGD(Hons) MCGD *UCOL/Waik PhD Waik*  
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Shaoqun Wu BSc MSc PhD *Waik*

### **Lecturers**

Han Gan PhD *Melb*  
Junaid Haseeb BSc(Hons) *Gujrat MSc CII PhD Well*  
Jason Kurz PhD *Clemson*  
Pierre Lubis BA *ITB Bandung MA HS Anhalt PhD Cant*  
Aaron Matenga BE(Hons) *Waik*  
Carolina Short BCGD *UBA*  
Jessica Turner BCMS(Hons) PhD *Waik*  
Farzana Zahid

### **Head Tutor**

Tim Elphick BSc BMCT DipCompSc MCMS *Waik*

### **Research Fellow**

Paul Brown BSc(Hons) PhD *Waik*

### **Senior Tutors**



Tim Elphick BSc BMCT DipCompSc MCMS *Waik*

Nilesh Kanji BSc DipCompSc *Waik*

Phillip Treweek BSc BA DipRelSt MCMS *Waik*

### ***Tutors***

Rowan Simmons BCGD MCGD *Waik*

### ***Professional Teaching Fellows (NZUWI)***

Guido Alvarez

Sam Luk BA *UCLan*

George Stankevich

Alex Williams BA MA *Essex* MSc *Sheff*

David Zhang MSc *Manc*

### ***Teaching Fellows***

Cameron Grout BCMS(Hons) *Waik*

Woei Chet Lim BMath MMath PhD *Waterloo*

Colin Pilbrow BCMS(Hons) PhD *Waik*

Raziveh Zarre BMath MMath *FUM* PhD *Massey*

### ***Postdoctoral Fellow***

Jemma König BCMS(Hons) PhD *Waik*

### ***Honorary Professors***

J. Stephen Downie BA MLIS PhD *W.Ont*

Stefan Kramer PhD *TU Wien*

Stefan Rüger Diplom-Physiker *Freie Berlin* Dr rer nat *TU Berlin*

Robert Spence BSc PhD DIC DSc *Lond* DrRCA FIEEE FREng

### ***Research Associates***

Felipe Bravo Márquez BEng MSc *Chile* PhD *Waik*

John Brine

Mark Hall BCMS(Hons) PhD *Waik*

Lyn Hunt BSc MSc DPhil *Waik*

Robi Malik MSc PhD Kaiserslautern

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Professor Margaret Barbour GradCertEdSt Syd BSc MSc *Waik* PhD ANU

## **Deputy Dean**

Professor Ian R. McDonald BSc(Hons) *Ulster* PhD *Liv*

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Brendan J. Hicks BSc MSc *Auck* PhD *Oregon State*

Ian Hogg MAppSc *Canberra* BSc PhD *Tor*

Bjorn J. Oback BSc MSc *Giessen* PhD *Heidelberg*

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Beth Fox BSc(Hons) *Open(UK)* MA *Camb* PhD *Otago*

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Vic Arcus BSc MSc *Waik* PhD *Camb*

Margaret Barbour GradCertEdSt Syd BSc MSc *Waik* PhD ANU

Chris Battershill BSc MSc(Hons) PhD *Auck*

Craig Cary BSc *FloridaTech* MSc *SanDiegoSU* PhD *Calif*

Bruce Clarkson BSc MSc DPhil *Waik* TTC

Alan Hogg MSc PhD *Waik*

Ian R. McDonald BSc(Hons) *Ulster* PhD *Liv*

Kura Paul-Burke BAppS *AuckUT* BEd *Waik* MIndigSt PhD *Awanuiarangi* DipT

Conrad Pilditch BSc MSc *Otago* PhD *Dal*

Louis Schipper BSc MSc DPhil *Waik* FNZSSS FSSSA

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David Campbell BSc(Hons) PhD *Otago*  
Michael Clearwater BSc MSc *Auck* PhD *Edin* DipT  
Ian Duggan BSc MSc PhD *Waik*  
Joanne Ellis PhD *Nfld*  
Adam Hartland BSc(Hons) PhD *Birm*  
Charles Lee BSc *NTHU* PhD *Waik*  
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Christopher Lusk PhD *Auck*  
Marie Magnusson PhD *James Cook*  
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Pawel K. Olszewski PhD *IPPAS/Minnesota*  
Deniz Ozkundakci PhD *Waik*  
Fiona Petchey MA *Auck* DPhil *Waik*  
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Graham C. Saunders MA PhD *Oxf* MNZIC  
Karsten E. Zegwaard BSc MSc(Tech) PhD *Waik*

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Andrew Barnes BSc MSc *Cant* PhD *Göttingen*  
Steve Bird BSc(Hons) PhD *Aberd*  
Frank Burdon BSc MSc PhD *Cant*  
Willem de Lange BSc MSc DPhil *Waik*  
Ben Dickson  
Megan Grainger BSc MSc PhD *Waik*  
Luke Harrington BSc BSc(Hons) PhD *Well*  
Andrew La Croix BSc *SFU* MSc *Alta* PhD *SFU*  
Rebecca Lawton BSc(Hons) *Otago* PhD *James Cook*  
Ang McGaughran BSc MSc *Waik*  
Simon Muncaster BSc *Cant* MSc *Otago* PhD *Bergen*  
Hazel Needham PdD *Waik*  
Chrissie Painting BSc(Hons) *Lincoln (NZ)* PhD *Auck*  
Linda Peters BSc BSc(Hons) *Well* PhD *Waik*  
Adrian Pittari BSc(Hons) *Melb* PhD *Monash*  
Jenni Stanley BSc PGDipSc PhD *Auck*  
Terry Isson Tang MPhil PhD *Yale*  
Adele Williamson BSc(Hons) *Cant*  
Marcus Wilson BA(Hons) *Camb* PhD *Brist* PGCertTT *Waik* MInstP CPhys MNZIP

### **Senior Research Fellows**

Mat Allan BSc MSc PhD *Waik*

Christopher Glasson GradDipEd PhD *James Cook*

Greg Jacobson BSc MSc PhD *Waik*

Tanya O'Neill BSc MSc *Massey* PhD *Waik*

### **Adjunct Senior Fellow**

Anica Klockars PhD *Uppsala*

### **Adjunct Research Fellow**

Christina Praeger PhD *JamesCook*

### **Lecturer**

Dori Torres-Rojas ABgriScTech BSc *UPR* MSc PhD *Cornell*

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Tehnuka Ilanko PhD *Camb*

Huw Richards BSc *Edin* MSc *Exe*

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Kimberley Maxwell BSc *Otago* MSc *Well*

Stephen Noell PhD *OSU*

Max Kluger MSc DSc *Bremen*

Elaheh Parvizi PhD *Otago*

Marijke Struijk PhD *Reading*

Erana Walker BSc MMPD PGDipDevS *Waik*

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Martina Pietsch Brown Dipl-Chem *WWU-Münster* PhD *TUBraunschweig*

Brydget Tulloch BSc MSc PGCertTT *Waik*

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Natalie Prinz BSc *WAust* MSc *Bremen*

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Sue Clearwater PhD *Nfld*

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Christine Couldrey PhD

Stephen R. Davis MSc PhD *Nott*

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Jonathan Puddick BSc MSc PhD *Waik*  
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Scott Stephens PhD *Waik*  
Michael Townsend PhD *York*  
Logan Voss BSc(Hons) *Well* PhD *Otago*

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Earl Bardsley BSc(Hons) MSc PhD *Otago*  
Greg Barkle BEng *Cant/Lincoln Coll* MSc *Ohio* PhD *Lincoln(NZ)*  
James Beattie BA(Hons) PhD *Otago*  
Clare Browne BSc MSc Massey PdD *Waik*  
Anthony Cecire  
Josie Crawshaw BSc PGDip(MarinSci) PhD *Otago*  
Stephen Evans BPharm *Bath* MSc *Birm* PhD *Waik*  
Sara Farahani PhD *Waik*  
Gregory Jacobson BSc MSc PhD *Waik*  
Kim King BSc(Hons) Liv DPhil *Oxf* PhD *Waik*  
Jonni Koia PhD *Qld*  
Janine Krippner BSc MSc *Waik* PhD *Pittsburgh*  
John R. Leathwick BForSc DSc *Cant*  
Catarina Magalhaes PhD *Porto*  
Mark McCormick  
Oliver McLeod BAppSci(Hons) *Otago* PhD *Waik*  
Mike Packer MSc PhD *Otago*  
Dean Sandwell MSc *Waik*  
David Schiel PhD *Auck*  
John Southon PhD *Auck*

Bryan Stevenson PhD *Colorado*

Alastair Suren BSc(Hons) *Monash* PhD *Cant*

Caine Taiapa BScApp PGDipAppSc *AUT*

Haiming Tang BSc *NanjingUT* MSc *HefeiUT* PhD *Waik*

Michael R. van den Heuvel BSc(Hons) PhD *Wat*

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Professor Frank Scrimgeour

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Shaen Corbet BComm MEcon PhD *NUI*

Howard B. Davey BA BBS MBA *Massey* PhD *Waik* CA ACIS FCA

John Gibson BAgSc *Cant* MAgSc *Lincoln* PhD *Stan*

Mark Holmes BA *Essex* MSc *Lond* PhD *Dund*

Les Oxley BA(Hons) *Wales* MA *Sheff* PhD *Tilburg*

Riccardo Scarpa MSc *Wales* MA PhD *UW-Madison*

Frank Scrimgeour BAgSc(Hons) *Cant* BDiv *Melb* PhD *Hawaii*

Anna Strutt BSocSc(Hons) *Waik* PhD *Adel*

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Leon Li PhD *NCCU*

Mary C.H. Low BA DipEd *USPMMS* DipAcc&Fin PhD *Waik* CA FCP

Umesh Sharma BA BEd MA DipEd DipAcc&Fin DipEdAd *S'Pac* PhD *Waik*

Steven Tucker BA *Colorado* MSc PhD *Purdue*

## **Senior Lecturers**

Christo Ackermann PhD *UJ*

Murugesh Arunachalam BAcct *Malaya* MSc *Stir* PhD *Waik*

Martin Bai PhD *Massey*

Samuel Benjamin BSc *Oxf.Brookes* MBA *E.Lond* PhD *Multimedia(M'sia)*

Vida Botes BCom(Acctg) *Pret* MCom(Acctg) *N-W (S.Af.)* Bcom(Hons) DTE DCom *UNISA* CA

Terrence Feng BCom MRes *Macq* PhD *Technol Syd*

Muhammad Awais Gulzar BBA MBA *Bahawalpur* PhD *Hangzhou*

Gazi Hassan BBus(Admin) *North South* MA(Econ) *Kent* MA *York(UK)* PhD *UWS*

Yang (Greg) Hou BBus *NAU* MACF *Adel* PhD *S.Aust*

Yang Hu PGDipSci BSc MSc *Cant* PhD *Waik*

Peter Huang PhD *UNSW*

Pei-Chi Kelly Hsiao BMS MMS PhD *Auck*

Sultan Mirza MBA *Wuhan* BSc(Hons) *Punjab* PhD *DUFE*

Pedram Nourani BIM *Hormozgan* MBA *Multimedia(M'sia)* PhD *Malaya*

Susan Olivia BMS(Hons) MMS *Waik* MSc PhD *UCDavis*

David Okorie DEc *Xiamen*

Asif Saeed PhD *Paris EST*

Ou Wang PhD *Ghent*

Vijay Kumar PhD *Waik*

### **Lecturer**

Abhishek Mukherjee BCom *Calc* MBA *Kiit* PhD *Waik* PGDipFin *Waik*

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Michael Ryan PhD *Waik*

Iris Li MBus *Otago*

Hannah Li BMgt *CUMT* PhD *Well*

### **Research Officer**

Geua Boe-Gibson DipEcon MMS *Waik*

### **Honorary Professors**

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Ian Bateman BSocSc *Birm* MA *Manc* PhD *Nott*

David Bloom BSc *Cornell* MA PhD *Prin*

Iris Claus BA MA *WU Canada* PhD *Well*

Arthur Grimes BSocSc(Hons) *Waik* MSc PhD *LSE*

Leo Krippner BSc MSc PhD *Waik*

Charles Noussair BA *Penn* MS PhD *Cal Tech*

Jacques Poot BSc MSc *VU Amsterdam* PhD *Well*

Scott Rozelle BSc *UC Berkeley* MSc PhD *Cornell*

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Hengyun Ma PhD *Cant*

Mia Mikic BS PhD *Zagreb* MS *St Mary's USA*

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# School of Management and Marketing

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Associate Professor Stuart Dillon

## **Director of Engagement and Executive Education**

Heather Connolly BMS(Hons) PGCertTT PGDipStratMgmt PhD *Waik*

## **Director MBA**

Nadia Trent MSc(IndEng) *Georgia Tech* PGCert(HighEd) BEng Beng(Hons) PhD *UP*

## **Professors**

Mark Harcourt BCom(Hons) *QueensUniKingston* BEd *Toronto* PhD *Alberta*

Brad Jackson BSc *Brist* MA *Br.Col* PhD *Lanc*

Celine Louche MEM PhD *EUR*

Debashish Munshi BA(Hons) *Calc* PhD *Waik*

John Oetzel BA MPH *New Mexico* MA PhD *Iowa*

Kathryn Pavlovich BA *Auck* DipMgt MMS PhD *Waik*

Christopher Ryan BSc(Econ)(Hons) *Lond* MEd *Nott* MPhil *CNA* PhD *Aston* PhD *Kensington*  
CertEd *Leic*

Chellie Spiller MIR *Well* PhD *Auck*

## **Adjunct Professor**

George Cheney PhD *Purdue*

## **Associate Professors**

Cheryl Cockburn-Wootten BA(Hons) *Glam* PGCE PhD *Wales*

Eric Deakins BSc(Hons) MBA PhD *Plymouth* PGCert TT *Waik*

Stuart Dillon BSc PGDipMgtSys MMS PhD *Waik*  
Gohar Khan MCompSc *Cecos* PhD *KAIST*  
Jason Mika BMS(Hons) *Waik* MPP *Massey*  
Joanna Scott-Kennel BMS MMS PhD *Waik*  
Mary Simpson BSW *Massey* PGDipComm PhD *Waik*  
Paresha Sinha BSc *Gujar* MBusSt *Massey* PhD *Well*  
Peter Y.T. Sun BSc MPhil *Moratuwa* PhD *Waik*  
Margalit Toledano BA MA *Hebrew* PhD *Paris* APR  
William (Yu Chung) Wang MBA PhD *UNiSA*

### **Senior Lecturers**

Stephen Bowden BCom MCom *Cant* PhD *Ill*  
Fabrice Desmarais BA(Hons) PhD *Waik*  
Suzette Dyer BMS MMS PhD *Wai*  
Derek Friday BCom MSc *Mak* PhD *Newcastle(NSW)*  
Jennifer Gibb BSocSc MSocSc PhD *Waik*  
Adnan Khan BBA(Hons) *HU* MBA *WALES* PhD *DUFE*  
Mark Kilgour BMS MMS PhD *Waik*  
Cecile L'Hermitte BAppLF MAppFL *UPJV* *Amiens* MBA PhD *Tas*  
Roy Larke PhD *Stir*  
Huw O'Connor BMSt PGDipMrktg PhD *Waik*  
Jonathan M. Scott BSc BEng ME PhD *Syd* PGCertMgt *Waik*  
Hataya Sibunruang PhD *ANU*  
Nadia Trent MSc(IndEng) *Georgia Tech* PGCert(HighEd) BEng Beng(Hons) PhD *UP*  
Amanda Williamson BBS MBS BL&MS *Massey* PhD *Sheff*

### **Lecturers**

Mina Cu BA *Hanoi* MFin PhD *Laws RUC*  
Antoine Gilbert-Saad MBA *ICN Business School* PhD *Auck*  
Amob Zahid BSc *Lanc* MSc *Beds* PhD *Cant*

### **Teaching Fellows**

Lee Harrison  
Dannie Jefferies BBus MDigiBus *Waik*  
Jessica Kuo BMS(Hons) MMS *Waik*

### **Honorary Professors**

Jay B. Barney BS *Brigham Young* MA PhD *Yale*  
Tim Coltman BIngComTech(Hons) *W'gong* PhD *AGSM*  
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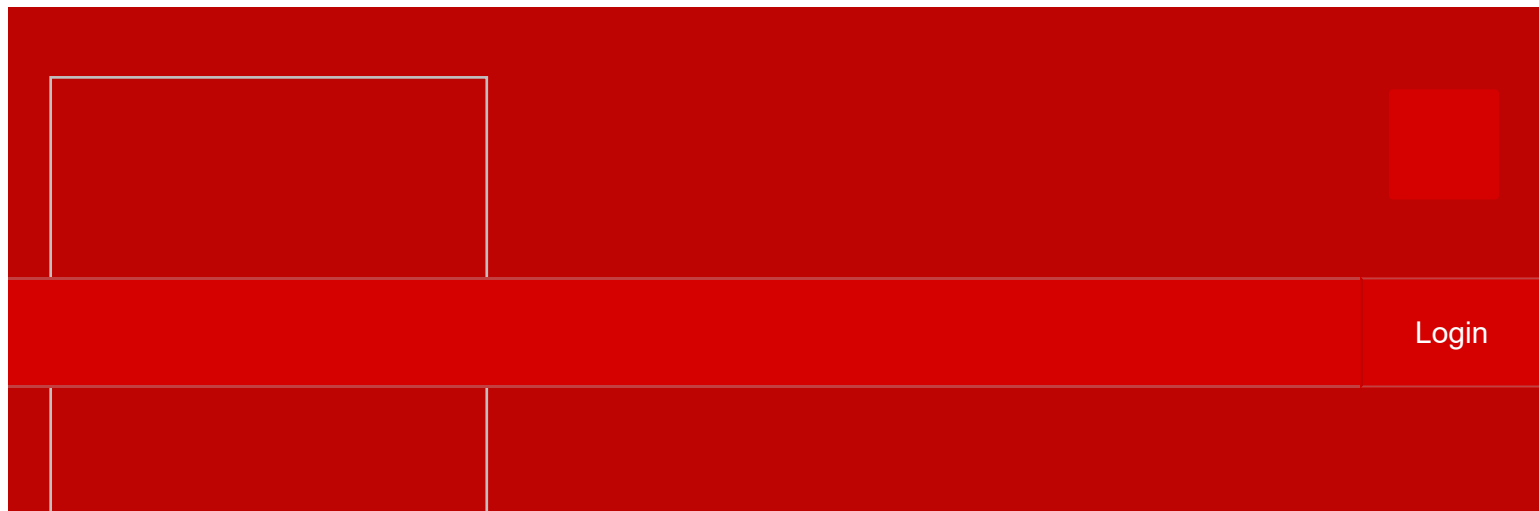
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# Table of Fees and Charges

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
---	---------

- faxing/scanning letters and transcripts	\$10.00
---	---------

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	\$7.04 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
---	---------

Without a Community Services Card (per consultation)	\$45.00
--	---------

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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# Student Discipline Regulations

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## Preamble

At the time they enrol, students are required to agree to abide by the regulations of the University of Waikato as published in the University of Waikato Calendar. The Student Discipline Regulations provide the framework for addressing alleged breaches of University regulations by students and for applying penalties where breaches are substantiated.

Members of the University community are entitled to operate and interact in an environment of safety and respect. It is expected that students will act with integrity and demonstrate respect for others.

If differences and disputes arise between members of the University community, it is expected that they will attempt to resolve such conflicts reasonably and co-operatively. Discipline procedures should be used only where other methods of resolving conflicts have been ineffective or would be inappropriate.

It is the policy of the University that all discipline procedures conform to the principles of natural justice. The procedures in these regulations have been adopted to safeguard the rights of individuals in this respect.

# Student Discipline Regulations 2020

## Part 1

### General

#### 1. Title

These are the Student Discipline Regulations 2020.

#### 2. Date of effect

These regulations are effective from 2 December 2020.

#### 3. Purpose

The purpose of these regulations is to:

- (a) define student misconduct
- (b) explain procedures for making, investigating and resolving complaints of student misconduct, and
- (c) set out the penalties that may be applied where misconduct by a student is substantiated.

#### 4. Application

- (1) These regulations apply to the conduct of students while they are enrolled as students of the University of Waikato.
- (2) For the purpose of these regulations, the period during which a student is deemed to be enrolled as a student is defined as:
  - (a) the period in a given year from (inclusively) the Monday of the start week of the paper in the student's programme of study that starts earliest in that year, to the Sunday of the end week of the paper that ends last
  - (b) any orientation period immediately prior to the start week of the student's programme of study in a given year, and
  - (c) any period in which the student is a resident of University of Waikato student accommodation.
- (3) The processes for dealing with complaints of misconduct may extend beyond the period defined in subsection (2).
- (4) These regulations apply to the conduct of students:
  - (a) on any property or in any facility owned or managed by the University (including the halls of residence)
  - (b) in the context of a University activity regardless of geographic location
  - (c) where the conduct is related directly to the student's status as a student
  - (d) where the conduct has harmed or has the potential to harm unfairly another member of

the University community, or

(e) where the conduct has harmed or has the potential to harm unfairly the reputation of the University.

(5) A student against whom a complaint of misconduct is made, either by a member of the University community or another person, is subject to the discipline procedures set down in these regulations.

(6) All authority under these regulations must be exercised in accordance with the principles of natural justice.

## 5. Misconduct

(1) A student commits misconduct if they:

- (a) commit a serious breach of the obligation, shared by staff and other members of the University community, to act towards others reasonably, courteously, considerately and with good faith
- (b) behave in a manner that significantly impedes or subverts the efficient functioning of the University in accordance with its statutory role
- (c) behave in a manner that discredits, or has the potential to discredit, the University
- (d) behave in a manner that constitutes physical, psychological, sexual or racial assault, harassment, discrimination or bullying of any person
- (e) breach any regulation published in the University of Waikato Calendar
- (f) fail to comply with any reasonable and lawful policy or instruction approved and notified by the Vice-Chancellor, Council, Academic Board, or delegated authority of the Vice-Chancellor, Council or Academic Board
- (g) use University property, resources or funds for other than authorised purposes
- (h) incur liability on the part of the University without authorisation
- (i) behave in a manner that is likely to harm unfairly the reputation or professional prospects of another student or a member of staff
- (j) behave in a manner that jeopardises the health or safety of another person
- (k) knowingly mislead the University in any significant matter
- (l) encourage, assist, or procure a person to commit misconduct, or
- (m) otherwise breach the [Code of Student Conduct](#).

## 6. Definitions

In these regulations:

**bullying** means unreasonable behaviour, repeated over time, which is deliberate and intended to humiliate, undermine or otherwise have a detrimental effect on the recipient(s) and/or pose a

risk to their health and safety even though it may not be unlawful

**class** means a lecture, tutorial, laboratory, workshop, practical session, practicum session, placement session, field trip or any other type of learning activity delivered or supervised by a staff member, including those conducted online

**discrimination** means conduct that results, or is likely to result, in less favourable treatment, or creates, or is likely to create, a less favourable environment, for a person or group of people on any of the prohibited grounds set out in [section 21](#) of the [Human Rights Act 1993](#) or on any other grounds

**harassment** means any unwelcome comment, conduct or gesture that is insulting, intimidating, humiliating, malicious, degrading or offensive. It might be repeated or an isolated incident that adversely affects someone's performance, contribution or work environment. It can include physical, degrading or threatening behaviour, abuse of power, isolation, discrimination, sexual harassment and racial harassment. It is behaviour that is unwanted by the recipient even if the recipient does not tell the perpetrator that the behaviour is unwanted. It may be unintentional

**internal assessment** means the portion of the assessment for a paper that is assigned, supervised and marked internally within the relevant Division or the Faculty of Māori and Indigenous Studies; it may include assignments, practical work, work in tutorials, seminars, written or oral tests, recitals, performances or attendance requirements

**natural justice** means the right to have a decision made by an unbiased decision-maker who observes fair and impartial procedures

**programme of study** means the selection of papers applied for or taken by a student in any one academic year for a particular qualification

**student** means a person enrolled at the University of Waikato

**summary jurisdiction** means a process for dealing with a complaint of misconduct, where a designated person has authority, individually, to obtain and hear evidence, arrive at a judgement and, within the terms of that authority as defined in these regulations, impose a penalty

**University** means the University of Waikato

**University of Waikato student accommodation** means a hall of residence (Bryant Hall, College Hall, Orchard Park and Student Village), apartment or other student accommodation operated by the University, and homestay accommodation facilitated by the University.

## 7. Annotation of grades

Where a student is refused credit for a paper as a whole as a penalty for misconduct, an NC (No Credit)

grade will be awarded for that paper.

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## Part 2 Authorities

### 8. General

(1) Unless otherwise specified under Part 3 of these regulations, authorities may determine their

own procedures for hearing and deciding complaints of misconduct, provided that they conform to the principles of natural justice, and may issue procedural directions.

- (2) Authorities may suspend consideration of a complaint of misconduct until such time as any associated Police matter has been concluded.

**9. Authority of staff for discipline in classes**

A staff member delivering or supervising a class may dismiss from it, for its duration, any student who, in their judgement, has committed misconduct in that class.

**10. Authority of the Pro Vice-Chancellor of the Division of Health, Engineering, Computing and Science for discipline in laboratories**

The Pro Vice-Chancellor of the Division of the Health, Engineering, Computing and Science may exclude from any laboratory in the Division of Health, Engineering, Computing and Science, for up to five working days, any student who, in the Pro Vice-Chancellor's judgement, has committed misconduct in the laboratory.

**11. Authority of the University Librarian for discipline in the Library**

The University Librarian may exclude from the Library, for up to seven days, any student who, in the Librarian's judgement, has committed misconduct in the Library.

**12. Authority of the Director of Student Services for discipline in examinations**

- (1) The Director of Student Services may impose a formal warning and/or a fine of up to \$100 on any student found to have brought into an examination room an electronic device where that device has, in an examination supervisor's judgement, made an audible noise during an examination.
- (2) All other complaints of misconduct in examinations must be directed to the Chairperson of the Student Discipline Committee in accordance with section 14 of these regulations.

**13. Authority of the Director of Student Services, Associate Director Student Accommodation and delegated authorities for discipline in University of Waikato student accommodation**

- (1) The Director of Student Services has general authority for order and discipline in University of Waikato student accommodation; the Director of Student Services has delegated this authority to the Associate Director Student Accommodation.
- (2) The Associate Director Student Accommodation has delegated authority for day-to-day order and discipline in University of Waikato student accommodation to the relevant Residential Life Manager or equivalent.
- (3) Where the Director of Student Services receives a complaint of misconduct in University of Waikato student accommodation they may
  - (a) offer summary jurisdiction to the student, or

- (b) refer the matter to the Student Discipline Committee.
- (4) Where the Associate Director Student Accommodation receives a complaint of misconduct in University of Waikato student accommodation they may
  - (a) offer summary jurisdiction to the student, or
  - (b) refer the matter to the Director of Student Services, or
  - (c) refer the matter to the Student Discipline Committee.
- (5) Where a Residential Life Manager or equivalent receives a complaint of misconduct in University of Waikato student accommodation they may
  - (a) offer summary jurisdiction to the student, or
  - (b) refer the matter to the Associate Director Student Accommodation
  - (c) refer the matter to the Director of Student Services, or
  - (d) refer the matter to the Student Discipline Committee.
- (6) If the Director of Student Services, Associate Director Student Accommodation or Residential Life Manager or equivalent offers summary jurisdiction, the student may choose to
  - (a) accept the offer of summary jurisdiction, or
  - (b) have the matter referred to the Student Discipline Committee.
- (7) Where the offer to exercise summary jurisdiction is accepted under this section, the Director of Student Services, Associate Director Student Accommodation or Residential Life Manager or equivalent must follow the summary jurisdiction procedures set out under section 22 of these regulations.
- (8) Where the complaint of misconduct is referred to the Student Discipline Committee under this section, the Student Discipline Committee must follow the procedures set out under section 24 of these regulations.

#### **14. Authority of the Chairperson of the Student Discipline Committee**

- (1) Where the Chairperson of the Student Discipline Committee receives a complaint of misconduct against a student, the Chairperson of the Student Discipline Committee may
  - (a) offer summary jurisdiction to the student
  - (b) offer a Tikanga Māori process to the student, or
  - (c) refer the matter to the Student Discipline Committee.
- (2) If the Chairperson of the Student Discipline Committee offers summary jurisdiction or a Tikanga Māori process, the student may choose either
  - (a) to accept the offer of summary jurisdiction or a Tikanga Māori process, or
  - (b) to have the matter referred to the Student Discipline Committee.



- (3) Subject to section 15 of these regulations, where the offer to exercise summary jurisdiction is accepted under this section, the Chair of the Student Discipline Committee must follow the summary jurisdiction procedures set out under section 22 of these regulations.
- (4) Where the offer to exercise a Tikanga Māori process is accepted under this section, the Deputy Vice-Chancellor Māori must follow the procedures set out under section 23 of these regulations.
- (5) Where the complaint of misconduct is referred to the Student Discipline Committee under this section, the Student Discipline Committee must follow the procedures set out under section 24 of these regulations.
- (6) Subject to the agreement of the Vice-Chancellor, the Chairperson of the Student Discipline Committee may delegate their authority under these regulations.

#### 15. **Authority of Academic Delegates**

- (1) The authority of the Chairperson of the Student Discipline Committee to exercise summary jurisdiction under section 14 of these regulations may be delegated to an Academic Delegate, provided that
  - (a) the complaint involves alleged plagiarism or cheating in a pre-degree, 100 or 200 level item of internal assessment which is worth less than 33% of the total assessment for the paper concerned
  - (b) the student who is the subject of the complaint has not previously had a finding of misconduct against them under these regulations, and
  - (c) the student against whom the complaint is made accepts the delegated authority of the Academic Delegate.
- (2) Where authority to exercise summary jurisdiction is delegated by the Chairperson of the Student Discipline Committee to an Academic Delegate under this section, the Academic Delegate must follow the summary jurisdiction procedures set out under section 22 of these regulations.
- (3) The Chairperson of the Student Discipline Committee is responsible for maintaining a list of Academic Delegates appropriately trained in the summary jurisdiction procedures set out under section 22 of these regulations.

#### 16. **Authority of the Student Discipline Committee**

- (1) The Student Discipline Committee is a committee of the Academic Board with delegated authority to exercise the powers and responsibilities set out in these regulations in accordance with the procedures set out under section 24 of these regulations.
- (2) The Student Discipline Committee comprises
  - (a) a staff member with appropriate expertise appointed as Chairperson for a designated term by the Vice-Chancellor
  - (b) two people appointed by the Chairperson of the Student Discipline Committee from a

pool of twelve staff including four based in Tauranga, nominated by the Academic Board for terms of up to three years such that the terms of the members provide for continuity

(c) two students, one of whom is enrolled at the undergraduate level and one of whom is enrolled at the postgraduate level, appointed by the Chairperson of the Student Discipline Committee from a pool of eight students; the pool of students, five of whom are enrolled at the undergraduate level including two based in Tauranga, and three of who are enrolled at the postgraduate level including one based in Tauranga, is appointed by the Chairperson of the Student Discipline Committee after consultation with the student members of the Academic Board.

- (3) The Chairperson of the Student Discipline Committee may appoint an adviser or advisers to assist at a hearing in relation to particular aspects of a case; the Chairperson may also co-opt the adviser or advisers as a member of the Student Discipline Committee for that hearing.
- (4) One member of the pool of staff nominated by the Academic Board may be appointed by the Chairperson of the Student Discipline Committee as Deputy Chairperson; the Chairperson of the Student Discipline Committee may from time to time delegate their powers and responsibilities, as set out in these regulations, to the Deputy Chairperson.
- (5) No meeting of the Student Discipline Committee may be held unless the Chairperson or Deputy Chairperson, at least one staff member and at least one student are present.

#### **17. Authority of the Student Discipline Appeals Committee**

- (1) The Student Discipline Appeals Committee is a committee of Council with delegated authority to exercise the powers and responsibilities set out in these regulations in accordance with the procedures set out under section 27 of these regulations.
- (2) The Student Discipline Appeals Committee comprises
  - (a) two members appointed by and from Council, and
  - (b) one other member, who is either a member of Council, or a staff member, Emeritus Professor or Honorary Fellow of the University, appointed by Council on the basis of their knowledge of legal processes, who is Chairperson.
- (3) The Chairperson of the Student Discipline Appeals Committee may appoint an adviser to assist at a hearing in relation to particular aspects of a case; the Chairperson may also co-opt that adviser as a member of the Student Discipline Appeals Committee for that hearing.
- (4) Subject to the agreement of the Chancellor, the Chairperson of the Student Discipline Appeals Committee may delegate their authority under these regulations.

#### **18. Authority of the Deputy Vice-Chancellor Māori**

- (1) The Deputy Vice-Chancellor Māori has authority to determine the arrangements for the Tikanga Māori process set out under section 23 of these regulations.
- (2) Subject to the agreement of the Vice-Chancellor, the Deputy Vice-Chancellor Māori may delegate their authority under these regulations.

## 19. Authority of the Vice-Chancellor

- (1) The Vice-Chancellor may exclude a student from the University, or limit access to any designated part, system or facility of the University, if the student has been convicted of a criminal offence and if, in the Vice-Chancellor's judgement, the nature of the offence impinges detrimentally, or has the potential to impinge detrimentally, on the University or its staff or students.
- (2) The Vice-Chancellor may, on suspicion of possible misconduct, initiate an investigation of the conduct of a student, whether or not there has been a complaint of misconduct. Any investigation under this section and any procedure related to that investigation must be consistent with these regulations.
- (3) The Vice-Chancellor may, on suspicion of possible misconduct or pending the resolution of a complaint of misconduct, suspend a student when and to whatever extent they consider it necessary from
  - (a) any University building, premises, grounds or University of Waikato student accommodation
  - (b) any class
  - (c) any event organised by the University
  - (d) use of any resource of the University.
- (4) When considering whether to suspend a student under subsection (3) the Vice-Chancellor shall take into account the following:
  - (a) the best interest of the students, staff and other members of the University community
  - (b) the physical safety of the students, staff and other members of the University community
  - (c) the orderly conduct of teaching, research and administration of the University
  - (d) the protection of the property or resources of the University
  - (e) the potential effects of suspension on the student's programme of study, and any other matters raised by the student
  - (f) any other matters the Vice-Chancellor considers appropriate in the circumstances.
- (5) The Vice-Chancellor may delegate their authority under these regulations.

## 20. Authority of Council

- (1) Council may withdraw or refuse to grant an academic award if it is satisfied that the candidate has committed misconduct in relation to the award while enrolled, or been otherwise dishonest in relation to the award.
- (2) Council must consult with the Academic Board before taking a decision under this section; the advice of the Academic Board must be based on a recommendation by the Student Discipline Committee.

- (3) The principles and processes followed by the Student Discipline Committee in formulating its recommendation to the Academic Board must be consistent with the principles and procedures outlined in these regulations for the investigation and hearing of allegations of misconduct.
- (4) The Academic Board must make all reasonable effort to ensure that the candidate concerned receives prior notification of the advice that it intends to give to Council and is given an opportunity to make a written submission directly to Council.
- (5) A decision by Council under this section is final.

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## Part 3

### Procedures for Making, Investigating and Resolving Complaints of Student Misconduct

#### 21. Procedures for making a complaint

- (1) Any person may lodge a complaint of misconduct against a student.
- (2) A complaint of student misconduct must be made in writing
  - (a) if it relates to student conduct in University of Waikato student accommodation, to the [Director of Student Services, Associate Director Student Accommodation](#) or relevant [Residential Life Manager](#) or equivalent
  - (b) if it is of the nature set out under section 15(1)(a) of these regulations and the authority of the Chairperson of the Student Discipline Committee has been delegated to an Academic Delegate under section 15(1), to the relevant Academic Delegate
  - (c) in cases other than (a) or (b), to the [Chairperson of the Student Discipline Committee](#).
- (3) If a person who is a party to a complaint of misconduct fails to respond to a communication by a relevant authority, provided the authority has made all reasonable effort to locate and contact that person and to provide adequate opportunity for a response, the authority may proceed to deal with the complaint at their discretion.

#### 22. Summary jurisdiction

- (1) Summary jurisdiction may be exercised by the following authorities:
  - (a) the Director of Student Services, Associate Director Student Accommodation or Residential Life Manager or equivalent under section 13 of these regulations
  - (b) the Chairperson of the Student Discipline Committee under section 14 of these regulations
  - (c) an Academic Delegate under section 15 of these regulations.
- (2) A student who accepts summary jurisdiction may write an answer to the complaint.
- (3) The complainant and the student

- (a) must be given the opportunity to appear and give evidence at a summary jurisdiction meeting with the relevant authority
  - (b) may be required to attend, at the authority's discretion
  - (c) may be accompanied at the meeting by any other person to act as an adviser or support person, subject to any conditions that the authority may impose.
- (4) Where an authority exercises summary jurisdiction, it determines whether the student has committed misconduct on
  - (a) the evidence provided by the complainant and the student, and
  - (b) any other evidence, written or oral, that they may seek or accept at their discretion, provided that this evidence is disclosed to the student and they are given the opportunity to comment on it.
- (5) The authority may decide at any time to take no further action on a complaint of misconduct if, in their judgement
  - (a) the evidence provided by the complainant is insufficient
  - (b) the subject matter of the complaint is trivial
  - (c) the complaint is frivolous, vexatious, or not made in good faith, or
  - (d) the complaint falls outside the scope of these regulations.
- (6) If, having investigated a complaint, an authority determines that a student has committed misconduct, they may take one or more of the following actions:
  - (a) issue to the student a warning containing a statement of the possible consequences if the act or behaviour that provoked the complaint is repeated
  - (b) require an undertaking from the student as to future behaviour while enrolled at the University and set in place provisions for monitoring the student's behaviour in keeping with the undertaking
  - (c) require the student to provide any appropriate and available remedy to relieve distress, or repair damage, or correct a mistake
  - (d) require the student to make a public or private apology, either written or spoken

in the case of summary jurisdiction exercised by the Director of Student Services, Associate Director Student Accommodation, Residential Life Manager or equivalent under section 13 of these regulations

  - (e) require the student to pay, by a given date, a sum of up to the equivalent of one week's board or rent at the relevant University of Waikato student accommodation
  - (f) require the student to undertake community service work in the relevant University of Waikato student accommodation of whatever nature the authority thinks fit
  - (g) require the student to participate in a specified educational and/or training programme

related to the misconduct, in terms prescribed by the Director of Student Services, Associate Director Student Accommodation, Residential Life Manager or equivalent and within a prescribed period

- (h) impose an alcohol ban
- (i) impose a visitor ban
- (j) require the student to transfer to other University of Waikato student accommodation
- (k) exclude the student from the relevant University of Waikato student accommodation for up to one year
- (l) exclude the student from, or limit access to, a designated part or facility of the relevant University of Waikato student accommodation for up to one year.

in the case of summary jurisdiction exercised by the Chairperson of the Student Discipline Committee under section 14 of these regulations

- (m) require the student to pay, by a given date, compensation or a fine of up to \$500
- (n) arrange for the student to be formally reprimanded by the relevant Pro Vice-Chancellor, a Deputy Vice-Chancellor or the Senior Deputy Vice-Chancellor, either in person or in writing
- (o) suspend the student from attendance at any class or programme for up to one year
- (p) exclude the student from, or limit access to, any designated part or facility of the University for up to one year
- (q) if the misconduct is related to a particular paper or programme of the University,
  - (i) require the student to repeat or complete additional assessment
  - (ii) refuse or reduce credit for part or all of an individual item of assessment, or refuse credit for a paper as a whole
- (r) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Chairperson of the Student Discipline Committee and within a prescribed period
- (s) annotate the student's academic record accordingly, either permanently or for a period of time designated by the Chairperson of the Student Discipline Committee.

in the case of summary jurisdiction exercised by an Academic Delegate under section 15 of these regulations

- (t) require the student to repeat or complete additional assessment
- (u) refuse or reduce credit for part or all of an individual item of assessment
- (v) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the authority and within a prescribed period.

- (7) The authority must exercise their discretion in the matter as expeditiously as possible.
- (8) The authority is responsible for communicating the outcome of the complaint, in writing, to the complainant, the student answering the complaint, and the Chairperson of the Student Discipline Committee as expeditiously as possible.

### 23. **Tikanga Māori**

- (1) The spirit of tikanga is to seek resolutions to complaints in a Māori way that encourages a facilitated open exchange of views, in order to achieve a resolution that is agreed by all the parties involved.
- (2) A complaint may only be addressed through the Tikanga Māori process if
  - (a) the complainant
  - (b) the student answering the complaint
  - (c) the Chairperson of the Student Discipline Committee, and
  - (d) the Deputy Vice-Chancellor Māoriagree to the arrangements determined under subsection (3).
- (3) The Deputy Vice-Chancellor Māori is responsible for determining the arrangements for the Tikanga Māori process after discussion with the parties and for informing the parties of the nature and implications of the process.
- (4) If, at any time after having agreed to the agreements determined under subsection (3), the complainant or the student answering the complaint wishes to withdraw from the Tikanga Māori process, they may do so only with the agreement of all other parties listed under subsection (2); in such cases, the complaint will be referred back to the Chairperson of the Student Discipline Committee for reconsideration under section 14 of these regulations.
- (5) Under the Tikanga Māori process a resolution is negotiated by the complainant and the student answering the complaint.
- (6) The process is facilitated by the Deputy Vice-Chancellor Māori, assisted by a tikanga panel appointed by the Deputy Vice-Chancellor Māori
- (7) In negotiating a resolution under subsection (5), the complainant and the student answering the complaint are authorised to take any of the actions that are available under summary jurisdiction procedures, as provided under section 22 of these regulations.
- (8) A resolution negotiated by the complainant and the student answering the complaint is final; there is no right of appeal.
- (9) The Deputy Vice-Chancellor Māori is responsible for reporting the resolution negotiated under subsection (5), in writing, to the complainant, the student answering the complaint, and the Chairperson of the Student Discipline Committee as expeditiously as possible.
- (10) The Chairperson of the Student Discipline Committee is responsible for ensuring that all appropriate records relating to the outcome are maintained.

(11) Failure to comply with a resolution negotiated under this section is misconduct.

## 24. Procedures of the Student Discipline Committee

- (1) The Student Discipline Committee must convene as soon as is practicable to hear
  - (a) the evidence provided by the complainant and the student, and
  - (b) any other evidence, written or oral, that the Committee may seek or accept at its discretion, provided that this evidence is disclosed to the student and they are given the opportunity to comment on it.
- (2) Written notice of the time, date and place of the hearing of the Student Discipline Committee, together with full details of the substance of the complaint, must be sent to the student against whom the complaint has been made, at least 14 days before the date of the hearing.
- (3) The student who is the subject of the complaint may write an answer to the complaint.
- (4) Both the complainant and the student answering the complaint
  - (a) must be given the opportunity to appear and give evidence at the Student Discipline Committee hearing
  - (b) may be required to attend, at the Committee's discretion
  - (c) may be accompanied at the hearing by another person to act as an adviser or support person, subject to any conditions that the Student Discipline Committee may impose.
- (5) The Student Discipline Committee may decide at any time to take no further action on a complaint of misconduct if, in its judgement,
  - (a) the evidence provided by the complainant is insufficient
  - (b) the subject matter of the complaint is trivial
  - (c) the complaint is frivolous, vexatious, or not made in good faith, or
  - (d) the complaint falls outside the scope of these regulations.
- (6) If misconduct is substantiated, the Student Discipline Committee may take one or more of the following actions:
  - (a) issue to the student a warning containing a statement of the possible consequences if the act or behaviour that provoked the complaint is repeated
  - (b) require an undertaking from the student as to future behaviour while they remain enrolled at the University and set in place provisions for monitoring the student's behaviour in keeping with the undertaking
  - (c) require the student to provide any appropriate and available remedy to relieve distress, or repair damage, or correct a mistake
  - (d) require the student to make a public or private apology, either written or spoken
  - (e) require the student to pay, by a given date, compensation or a fine of up to \$1000



- (f) arrange for the student to be formally reprimanded by the relevant Pro Vice-Chancellor, a Deputy Vice-Chancellor or the Senior Deputy Vice-Chancellor, either in person or in writing
  - (g) suspend the student from attendance at any class or programme for up to one year
  - (h) exclude the student from, or limit access to, any designated part or facility of the University for a specified period of time or permanently
  - (i) cancel a student's enrolment at the University, as a whole or in respect of any paper or programme, for a specified period of time or permanently
  - (j) if the misconduct is related to a particular paper or programme of the University,
    - (i) require the student to repeat or complete additional assessment
    - (ii) refuse or reduce credit for part or all of an individual item of assessment, or refuse credit for a paper as a whole
  - (k) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Student Discipline Committee and within a prescribed period
  - (l) annotate the student's academic record accordingly, either permanently or for a period of time designated by the Chairperson of the Student Discipline Committee.
- (7) The Student Discipline Committee must exercise its jurisdiction in the matter as expeditiously as possible.
- (8) The outcome must be communicated to the complainant and the student as expeditiously as possible.
- (9) Failure to comply with a resolution negotiated or determined under this section is misconduct.

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## Part 4

### Provisions for Appeal

#### 25. Provision for appeal to the Director of Student Services

- (1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Director of Student Services against any decision taken by the Associate Director Student Accommodation or Residential Life Manager or equivalent with authority for discipline in University of Waikato student accommodation under section 13 of these regulations.
- (2) An appeal must be addressed and submitted in writing to the Director of Student Services.
- (3) An appeal must be received by the Director of Student Services not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.

- (4) An appeal may be made only on one or more of the following grounds:
  - (a) that the process used for addressing the alleged misconduct was unfair
  - (b) that the decision reached was manifestly at odds with the evidence
  - (c) that the remedy imposed was manifestly at odds with the misconduct
  - (d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.
- (5) The Director of Student Services must hear the appeal as expeditiously as possible.
- (6) The appellant and the authority that made the original discipline decision
  - (a) must be given the opportunity to appear and give evidence at the appeal hearing
  - (b) may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Director of Student Services may impose.
- (7) Having heard an appeal, the Director of Student Services may
  - (a) dismiss the appeal and uphold the original decision
  - (b) vary the decision with respect to the original complaint
  - (c) require any appropriate and available remedy to settle the appeal.
- (8) The Director of Student Services may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.
- (9) The outcome must be communicated to the appellant, the authority that made the original discipline decision and the Chairperson of the Student Discipline Committee as expeditiously as possible.
- (10) Failure to comply with a resolution negotiated or determined under this section is misconduct.
- (11) The decision of the Director of Student Services on an appeal is final.

## 26. **Provision for appeal to the Chairperson of the Student Discipline Committee**

- (1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Chairperson of the Student Discipline Committee against any decision taken by
  - (a) the Pro Vice-Chancellor of Health, Engineering, Computing and Science under section 10 of these regulations
  - (b) the University Librarian under section 11 of these regulations
  - (c) the Director of Student Services under section 12 or section 13 of these regulations, unless it is an appeal decision under section 27 of these regulations, or
  - (d) an Academic Delegate under section 15 of these regulations.

- (2) An appeal must be addressed and submitted in writing to the Chairperson of the Student Discipline Committee, together with the prescribed fee; it must include a postal address and must be signed.
- (3) An appeal must be received by the Chairperson of the Student Discipline Committee not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.
- (4) An appeal may be made only on one or more of the following grounds:
  - (a) that the process used for addressing the alleged misconduct was unfair
  - (b) that the decision reached was manifestly at odds with the evidence
  - (c) that the remedy imposed was manifestly at odds with the misconduct
  - (d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.
- (5) The Chairperson of the Student Discipline Committee must hear the appeal as expeditiously as possible.
- (6) The appellant and the authority that made the original discipline decision
  - (a) must be given the opportunity to appear and give evidence at the appeal hearing
  - (b) may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Chairperson of the Student Discipline Committee may impose.
- (7) Having heard an appeal, the Chairperson of the Student Discipline Committee may
  - (a) dismiss the appeal and uphold the original decision
  - (b) vary the decision with respect to the original complaint
  - (c) require any appropriate and available remedy to settle the appeal.
- (8) The Chairperson of the Student Discipline Committee may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.
- (9) The outcome must be communicated to the appellant and the authority that made the original discipline decision as expeditiously as possible.
- (10) Failure to comply with a resolution negotiated or determined under this section is misconduct.
- (11) The decision of the Chairperson of the Student Discipline Committee on an appeal is final.

## **27. Provision for appeal to the Student Discipline Appeals Committee**

- (1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Student Discipline Appeals Committee, a

committee of Council, against any decision made under these regulations

- (a) by the Vice-Chancellor under section 19 of these regulations
  - (b) by the Chairperson of the Student Discipline Committee under section 22 of these regulations
  - (c) by the Student Discipline Committee under section 24 of these regulations.
- (2) An appeal must be addressed and submitted in writing to the Secretary to the Student Discipline Appeals Committee, together with the prescribed fee; it must include an email address and must be signed.
  - (3) An appeal must be received by the Secretary to the Student Discipline Appeals Committee not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.
  - (4) An appeal may be made only on one or more of the following grounds:
    - (a) that the process used for addressing the alleged misconduct was unfair
    - (b) that the decision reached was manifestly at odds with the evidence
    - (c) that the remedy imposed was manifestly at odds with the misconduct
    - (d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.
  - (5) The Student Discipline Appeals Committee must hear appeals as expeditiously as possible.
  - (6) The appellant must be given the opportunity to appear and give evidence at the appeal hearing and may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Student Discipline Appeals Committee may impose.
  - (7) The other parties to the complaint, including the authority that made the original discipline decision, must also be given the opportunity to appear and give evidence.
  - (8) Having heard an appeal, the Student Discipline Appeals Committee may
    - (a) dismiss the appeal and uphold the original decision
    - (b) vary the decision with respect to the original complaint
    - (c) refer the complaint back to the authority that made the decision appealed against, for rehearing.
  - (9) The Student Discipline Appeals Committee may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.
  - (10) The outcome must be communicated to the student and the other parties to the complaint, including the authority that made the original discipline decision, as expeditiously as possible.

- (11) Failure to comply with a resolution negotiated or determined under this section is misconduct.
  - (12) The decision of the Student Discipline Appeals Committee on an appeal is final.
  - (13) At the discretion of the Chairperson of the Student Discipline Appeals Committee, the fee for an appeal may be refunded, either in full or in part, if the appeal is decided in the appellant's favour.
- 

## Part 5

### Reporting

#### 28. Reports to the Academic Board

The Chairperson of the Student Discipline Committee must submit an annual report through the Education Committee to the Academic Board, including

- (a) an overview of summary jurisdiction decisions taken during the relevant year by the Chairperson of the Student Discipline Committee, Academic Delegates and any others who have exercised authority delegated by the Chairperson of the Student Discipline Committee
- (b) an overview of decisions through the Tikanga Māori process
- (c) an overview of decisions by the Student Discipline Committee
- (d) an overview of appeals heard by the Chairperson of the Student Discipline Committee or their delegate
- (e) an overview of student discipline matters, including any patterns or trends
- (f) a statement about the appropriateness and effectiveness of current regulations, policies and processes concerning student discipline, and
- (g) any recommendations with respect to current regulations, policies and processes concerning student discipline.

#### 29. Reports to Council

The outcome of any appeal heard by the Student Discipline Appeals Committee must be reported to the next meeting of the Council.

#### 30. Confidentiality

- (1) All processes and decisions under these regulations are confidential to the parties involved and to staff responsible for administering student discipline processes and maintaining students' academic records.
- (2) Relevant information may be made available to relevant Pro Vice-Chancellors, Heads of Schools, Deans and other staff responsible for student progress and for maintaining the University's academic standards and the integrity of its assessment processes.
- (3) Relevant information may be made available to relevant staff responsible for the placement of

students in work placements and practicums as part of a safety check (vetting) process.

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# Audience Research Unit

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Ann Hardy MA DipJourn *Cant* DipFilm&TVProd *Middx* PhD *Waik*

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# Centre for Environmental, Resources and Energy Law (CEREL)

## Te Putahi o te Ture Taiao

### **Director**

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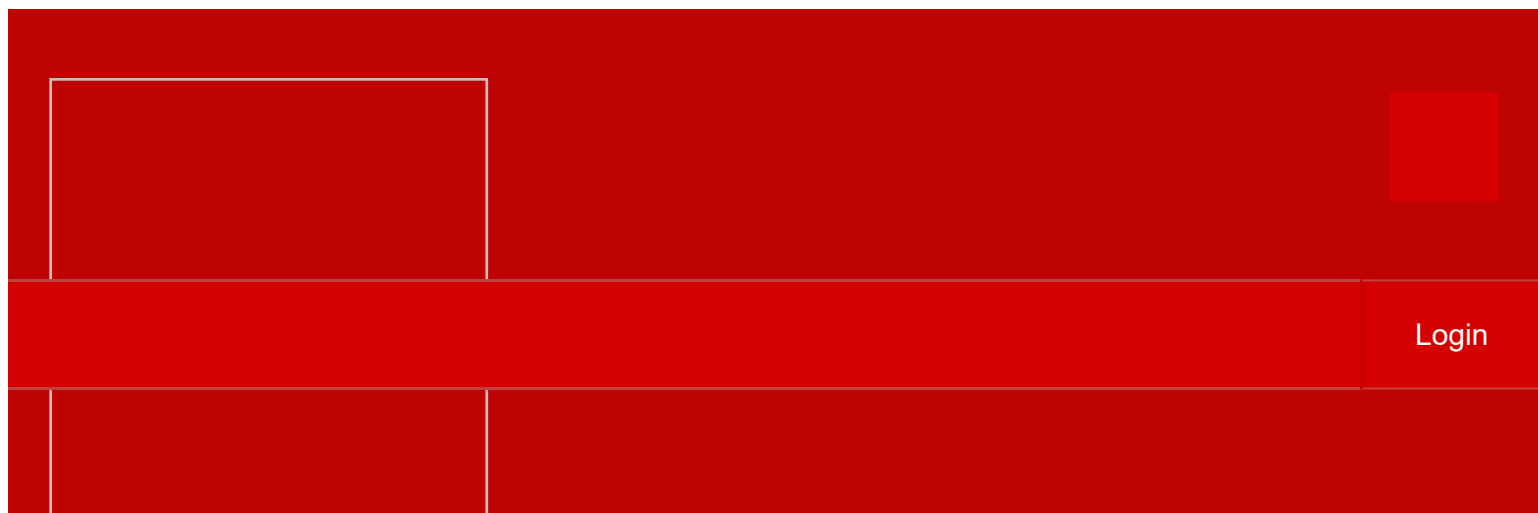
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# Māori and Indigenous Governance Centre (MIGC) Te Mata Hautu Taketake

## *Director*

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# Waikato Public Law and Policy Research Unit

## **Directors**

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## **Deputy Director**

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## **Director**

Michael R.W. Walmsley BE PhD *Auck* MAICHE AMIChemE

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# Waikato Centre for Advanced Materials and Manufacture

## **Director**

Kim L. Pickering BScEng *LondImp* PhD *Surrey* FEngNZ MIMMM

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# International Centre for Terrestrial Antarctic Research (ICTAR)

## **Director**

Craig Cary BSc *Florida Tech* MSc *SanDiegoSU* PhD *Calif*

## **Associate Director**

Charles Lee BSc *NTHU* PhD *Waik*

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# The Environmental Research Institute

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## **Adjunct Senior Fellow**

Moritz Lehmann PhD *Dal*

## **Research Officers**

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# Thermophile and Microbial Biochemistry and Biotechnology Unit (TMBBU)

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Ian R. McDonald BSc(Hons) *Ulster* PhD *Liv*

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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 Director of Finance 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 Director of Finance, 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 Director of Finance 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 Director of Finance under these regulations.

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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 Head of School or Dean as the chief examiner for the paper concerned; (the names of chief examiners are available from the Director of Student Services)

**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 Part 3 are considered and decided upon 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 Part 3 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 an 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 15 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 Head of School or the Dean of the Faculty or School 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) Part 8 does not apply to dissertation or thesis papers.
- (4) An application under Part 8 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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# 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 Division, Faculty or School of Study for returning students and from the Admissions Office for students enrolling in 100 level papers.

### *Standard Application Deadlines*

**Wednesday 1 December 2021** for papers that commence during Summer School 1 (H Teaching period) (5 January 2022 to 18 February 2022)

**Monday 21 February 2022** for papers that commence during Trimester A (7 March 2022 to 3 July 2022)

**Monday 4 July 2022** for papers that commence during Trimester B (18 July 2022 to 13 November 2022)

**Monday 7 November 2022** for papers that commence during Summer School 2 (G Teaching period) (16 November 2022 to 20 December 2022)

**Monday 7 November 2022** for papers that commence during Trimester C (16 November 2022 to 10 February 2023)

### *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.

**1 October of the year prior** for the Postgraduate Diploma in Psychology (Clinical) and the Postgraduate Diploma in the Practice of Psychology.

**1 November of the year prior** for the Master of Applied Psychology.

**Thursday 1 December 2022** 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 intended start date of the thesis** for thesis enrolments.

## COVID-19

Pursuant to the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University [COVID-19 vaccination requirement](#), a student may not be permitted to enrol in a paper if:

1. the student has not provided a valid and current Ministry of Health *My Vaccine Pass* as evidence of COVID-19 vaccination or exemption, and
2. the paper requires the student to undertake an activity that would breach the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University [COVID-19 vaccination requirements](#).

## 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 6 December 2021** for papers commencing 5 January 2022 to 20 February 2022


**Friday 4 March 2022** for papers commencing 7 March 2022 to 3 July 2022 and papers commencing 7 March 2022 to 11 November 2022

**Friday 15 July 2022** for papers commencing 18 July 2022 to 13 November 2022

**Friday 11 November 2022** for papers commencing 16 November 2022 to 20 December 2022 and papers commencing 14 November 2022 to 19 February 2023

the **Friday prior to the start date** of a thesis enrolment

## 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 [info@waikato.ac.nz](mailto:info@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.

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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# International Students

The following information is a general guide for international students wishing to enrol at the University of Waikato. Further information is 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, as set out in the [English Language Requirements for Admission](#). Scores can vary according to the qualification sought.

International students apply for admission online at [www.waikato.ac.nz/study/apply](http://www.waikato.ac.nz/study/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).

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 Tertiary and International Learners) Code of Practice 2021*. Copies of the Code are available from the New Zealand Qualifications Authority website <https://www.nzqa.govt.nz/providers-partners/tertiary-and-international-learners-code/>.

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 Immigration New Zealand website, or the nearest New Zealand High Commission or Embassy.
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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# 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 2022](#) section of the University of Waikato Calendar.

## 7. **COVID-19**

Pursuant to the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University [COVID-19 vaccination requirement](#), the University may delete a paper from a student's enrolments at any time if:

- (1) the student has not provided and maintained a valid Ministry of Health My Vaccine Pass as evidence of COVID-19 vaccination or exemption, and
- (2) the paper requires the student to undertake a future activity that would breach the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University [COVID-19 vaccination requirements](#).

## 8. **Programme approval**

Any change of enrolment constitutes a change to a programme of study and requires the approval of the relevant Division or the Faculty of Māori and Indigenous Studies.

## 9. **Procedure for change of enrolment**

- (1) Applications for change of enrolment must be submitted to the relevant Division or the Faculty of Māori and Indigenous Studies that the student is enrolled in for consideration. They need to be submitted through MyWaikato.
- (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.

## 10. **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.

## 11. **Deadlines for adding papers (with payment of the prescribed fees)**

- (1) An application to add a (500 level) thesis must be submitted to the relevant Division or the Faculty of Māori and Indigenous 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.

**12. 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 13 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

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

(1) An application to delete a paper must be submitted to the relevant Division or the Faculty of Māori and Indigenous 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
		Within 35 days of, and

More than 40 weeks	5 weeks	including, the first day of the relevant teaching period
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- (2) Where subjects provide for different levels of proficiency on first enrolment (e.g. 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 14 of these regulations.

#### 1. **Withdrawal from papers (without a refund of the tuition fee)**

- (1) Unless exceptional circumstances apply (as provided for under section 15 of these regulations), a student who withdraws from a paper after the deadline for deletion (see section 13 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, 400 levels or 700 level) after the deadline for deletion (see section 13 of these regulations) must be submitted to the relevant Division or the Faculty of Māori and Indigenous 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 Te Kura Toi Tangata School of Education 700 level) after the deadline for deletion (see section 13 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 relevant Division or the Faculty Māori and Indigenous Studies, 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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# 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 Divisions or the Faculty of Māori and Indigenous Studies 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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## Teaching and Assessment Periods 2022

Important Dates	Week	Month	Mon	Tue	Wed	Thu	Fri	Holidays & Events
5 Jan University Opens Trimester C resumes and H Teaching Period Starts	1	Jan	3	4	5	6	7	3-4 Jan New Years Holiday
	2	Jan	10	11	12	13	14	
	3	Jan	17	18	19	20	21	
	4	Jan	24	25	26	27	28	
	5	Jan/Feb	31	1	2	3	4	31 Jan Auckland Anniversary
11 Feb Trimester C and H Teaching Period Ends	6	Feb	7	8	9	10	11	7 Feb Waitangi Day observed
16-18 Feb Trimester C & H Teaching Period Exams	7	Feb	14	15	16	17	18	

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

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

Examinations Start								
11 Nov Examinations End	45	Nov	7	8	9	10	11	
14-15 Nov Teaching Recess 16 Nov Trimester C and G Teaching Period Starts	46	Nov	14	15	16	17	18	
	47	Nov	21	22	23	24	25	
	48	Nov/Dec	28	29	30	1	2	
	49	Dec	5	6	7	8	9	
	50	Dec	12	13	14	15	16	
20 Dec G Teaching Period Ends 21 Dec Trimester C Recess Starts	51	Dec	19	20	21	22	23	21-23 Dec University Holidays
	52	Dec	26	27	28	29	30	26-27 Dec Christmas Day and Boxing Day observed

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