

3.0 Academic Entry, Admission and Enrolment

3.1 Admission

- a. Admission, entry, selection and enrolment into programmes will be in accordance with the Academic Regulations and/ or, where approved, specific programme regulations.
- b. Students must provide evidence that entry criteria have been met and all documentary evidence required for admission, including academic records, must be either an original, a certified copy or a certified translation.

Note: Original IELTS records are required.

- c. Students may be admitted and enter their programme at an appropriate point through the granting of academic credit, or as a result of the recognition of prior learning (RPL) process, unless expressly prohibited in the programme regulations, and on payment of a fee approved by Council.

3.1.1 General Admission Requirements

Where no separate programme regulations have been approved for a programme, the academic admission requirements will be:

- i. **Admission to Master's Degrees (Level 9)**

All students (domestic and international) must:

- have completed a Bachelor's degree, Bachelor's degree with Honours, or a Postgraduate Diploma in a cognate subject recognised by Toi Ohomai; or
 - be able to demonstrate at least five years' equivalent relevant practical and/or professional experience; and
 - provide evidence of ability to complete academic and other requirements (special admission requirements).
- ii. **Admission to Postgraduate Certificates and Postgraduate Diplomas (Level 8)**

All students (domestic and international) must:

- have completed a Graduate Certificate, Graduate Diploma or a Bachelor's degree in a cognate subject recognised by Toi Ohomai; or
- be able to demonstrate at least five years' equivalent relevant practical and/or professional experience and
- provide evidence of ability to complete academic and other requirements (special admission requirements).

- iii. **Admission to Bachelor's Degrees (Level 7)**

Domestic students under 20 and all international students must:

- meet the University Entrance

criteria as specified by NZQA or have education achievement at least equivalent to NZQA University Entrance. Where an applicant did not attend schooling in New Zealand, the relevant equivalent to University Entrance will be considered on a case-by-case basis; and

- meet all programme entry requirements; or
- provide evidence of ability to complete academic and other requirements (special admission requirements).

Domestic students over 20:

- students who do not hold a University Entrance qualification or equivalent may be eligible for admission to a Bachelor's degree programme subject to any entry and selection requirements specified in the respective programme regulations, and have evidence of ability to complete academic requirements.

iv. Admission to Graduate Certificates and Graduate Diplomas (Level 7)

All students (domestic and international) must:

- have completed an undergraduate degree in any discipline; or
- have completed a minimum of a two-year diploma equivalent

to NZQA Level 7 or higher in a related discipline; or

- be able to demonstrate at least three years' equivalent relevant practical and/or professional experience (a curriculum vitae must be submitted detailing relevant work experience and professional achievements).

v. Admission to Certificate and Diplomas (Levels 5-7)

For certificate and diploma programmes at Levels 5, 6 and 7, domestic students under 20 and all international students must have:

- NCEA Level 2 with passes in English/Te Reo Māori or education achievement at least equivalent to NCEA Level 2, and a minimum of 42 credits at Level 3; or
- evidence of ability to complete academic requirements for the programme.

vi. Admission to Certificates (Levels 4)

For programmes at Level 4, domestic and international students will normally be required to have:

- NCEA Level 2 with passes in English/Te Reo Māori or education achievement at least equivalent to NCEA Level 2; or

- evidence of ability to complete academic and any other programme requirements.

vii. Admission to Certificates (Levels 1-3)

For programmes at Levels 1-3, domestic and international students will be required to:

- provide evidence of ability to complete academic requirements.

3.1.2 Additional requirements for International students

- a. In addition to meeting the programme entry requirements, international students must:
- Have evidence of receipt of an appropriate visa; and

- Be over 18 years of age (applicants between the ages of 14 and 18 years will only be accepted after an assessment of the student's support systems has been made)*
- b. International students must demonstrate ability to meet the English language requirements of the programme in which they enrol including any professional requirements for English capability.
- c. Unless otherwise specified in the Programme Regulations the English language requirements for students who come from non-English speaking backgrounds are those equivalent to:

Qualification Level	L3	L4	L5	L6	L7	L8 and Above
IELTS	General or Academic score of 5 with no band score lower than 5.	General or Academic score of 5.5 with no band score lower than 5.	Academic score of 5.5 with no band score lower than 5.	Academic score of 6 with no band score lower than 5.5.	Academic score of 6 with no band score lower than 5.5.	Academic score of 6.5 with no band score lower than 6.

*Ref. Education (Pastoral Care of International Students) Code of Practice 2016 and amendments 2019

- d. Other approved English language tests may be used to demonstrate that the English standard is met. See the NZQA website – Rule 18 Appendix
 - e. Exemptions from proof of English language proficiency criteria will comply with NZQA Rule 18 – see NZQA website.
 - f. Toi Ohomai reserves the right to test students for English language proficiency at any time during their enrolment. Test results will be used to determine additional support requirements, where it is identified that students need additional support.
- c. No domestic student under the age of 16 years may be admitted for any programme unless permission has been granted by the Principal of the school at which the student is enrolled or the student has been exempted from attending school by a designated officer of the Ministry of Education*. Any such student must also demonstrate ability to be able to achieve at the level of tertiary study they plan to study.

3.2 Enrolment

3.1.3 Special Admission

- a. Where applicants do not meet all entry requirements, they may gain special admission if Toi Ohomai is satisfied the applicant is capable of meeting the academic requirements and where literacy and numeracy skills are sufficient to meet health and safety requirements.
 - b. Any person who has attained the age of 20 years and has not attained the minimum academic entry qualifications required for admission to a particular programme may be eligible to be enrolled as a student under special admission. Relevant prior learning experiences will be taken into account in any application for special admission.
- a. Students meeting entry requirements and admitted into a programme will be enrolled in scheduled courses, on a semester/trimester by semester/trimester basis and may complete up to 1.5 EFTS study load in a 12 month period. Students wishing to study more than 1.5 EFTS study load in a 12 month period will require Academic Board approval. Students enrolling in less than a 0.8 EFTS study load in one or more semesters/trimesters will be classed as part-time.
 - b. All information and documentation required to confirm an enrolment must be provided for an enrolment to be completed.
 - c. Any student who submits an enrolment form or completes enrolment formalities after the stipulated closing date for enrolment may be liable for a late payment penalty fee.

* Ref. Sections 21 and 26 of the Education Act 1989

- d. Students enrolling more than two weeks after the start date of the course/programme will not be accepted other than with the approval of the Academic Leader responsible for the programme.

3.3 Limitations on Student Numbers

- a. Where a limitation is set on student numbers in any course or programme, selection criteria approved in programme regulations will be applied to determine who will be offered a place.
- b. If no selection criteria are approved, then preference will be given to students in the order in which applications were received.
- c. Selection criteria must be notified to students prior to or at the time of application for admission.

3.4 Fees

- a. Fees for domestic and international students will be published on the Institution's website.
- b. Prior to the formal publication of fees, students may be advised of an 'estimated fee' to assist their financial planning. The student is liable to pay the published fee. If an administrative error results in an incorrect fee being published or quoted to a student, the institution reserves the right to

correct the error and the student is liable to pay the corrected fee.

- c. All fees must be paid in full prior to the start of the programme unless alternative arrangements have been agreed in writing. Students who have not paid all fees or have agreed arrangements in place to pay fees by the due date:
 - May be referred to debt collectors;
 - May be denied admission to classes and access to facilities including library and computing; and
 - Will not be able to graduate until all approved fees are paid.

3.5 Cancelling Programmes or Courses

- a. Only the Executive Dean has the authority to cancel a programme prior to its commencement. In such cases, admitted and enrolled students will be notified immediately and all fees will be refunded in full.
- b. Where it appears to the Associate Dean that two weeks prior to the start of a particular course the number of students accepted is insufficient to justify its running they may seek approval to cancel the course offering. If the course is a core compulsory course that is required by students

to enable them to complete their programme in a particular semester/trimester, the course may be offered as an independent study option.

- c. The Institution has the right to cancel, postpone or reschedule classes without notice, or otherwise breach the enrolment contract, if the breach is caused by a reason beyond its control including, but not limited to, prevention from or hindrance in obtaining materials or supplies, labour disputes of whatever nature, act of God, fire, act of Government or state, social or political unrest or war.

3.6 Changes to Enrolment in Programmes

3.6.1 Transfer of Enrolment

- a. A student may make changes to their enrolment contract prior to starting the programme/course or within the first 10% of the delivery period with no academic penalty.
- b. No transfers are available for programmes leading to non-formal awards.

3.6.2 Withdrawal from Course/Programme (Domestic Students)

- a. A student may withdraw from a course (or programme) anytime in the first 10% or one month of the delivery period (whichever is lesser) of the course with no

academic penalty by notifying the institution of the intention to withdraw.

- b. Where a student is enrolled but does not participate in any of the scheduled learning activities of a particular course or courses during the first 10% or first month of the delivery period (whichever is lesser), they may be withdrawn from the course(s) as a 'no show'. In such cases, the student will have no academic record for the course(s).
- c. Where a student is enrolled on a course, has begun to participate in their scheduled learning activities and then stops, but has not initiated a formal withdrawal process, and has not responded to communications, Toi Ohomai may withdraw the student from the course.
- d. Where a student withdraws from a course or programme after 10% or one month of the delivery period (whichever is lesser), their academic record will be amended to reflect this.
- e. Any refunds of fees resulting from withdrawal fees will be in line with refund policy.

3.6.3 Withdrawal from a Course/Programme (International Students)

- a. International students who have accepted a place and have approval in principle for a visa which is subsequently declined

by Immigration New Zealand will be entitled to a full refund of fees paid, less the international administration fee.

- b. International students who have accepted a place; paid fees; been issued with a visa; but then withdraw during the month prior to the course start date may be entitled to a refund of fees as determined by the Toi Ohomai Enrolment/Fee Refund Policy (see website).
- c. International students who withdraw after the course has commenced will not be entitled to a refund of fees paid except in extenuating circumstances. Determination of such refunds will be at Toi Ohomai's discretion.

3.6.4 Changes to an International Student's Residency Status

An international student who gains permanent residency is entitled to be treated as a domestic student. They will not receive a refund of fees for the semester/trimester during which the permanent residency is granted. However, the student will be entitled to pay domestic fees for subsequent semesters/trimesters that start after permanent residency was granted, and will be refunded any difference between domestic and international fees for those semesters/trimesters. For non-semester/trimester courses, international fees are payable for the full year. If permanent residency is granted during the year in this later

instance, no part of the international fee for that year is refundable.

3.7 Credit Recognition and Transfer

- a. Applications for the credit recognition and transfer (including through cross credits or exemptions) and/or RPL will normally consider the credit or experience gained within the five years prior to the application (or for a period as specified in the programme regulations). This ensures currency of knowledge and skills.
- b. The maximum credit that can be granted through recognition of credit, where no articulation agreement or programme regulations are in place, is normally:
 - two-thirds (66%) of the credit value of the qualification being sought (where the credit was gained at another New Zealand tertiary institution, or where RPL or RCC is being used to recognise achievement); or
 - one-half (50%) of the credit value of the qualification being sought (where the credit was gained at an overseas tertiary institution), unless a formal articulation agreement is in place.

Variations to this may be considered on a case by case basis and approved by Academic Board.