



THE UNIVERSITY OF  
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Te Whare Wānanga o Waikato

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The University Calendar is the official document of record for the University of Waikato. It contains information such as regulations, policies and a catalogue of the papers offered in 2006.

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## Important Notice

The information contained in this 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 this Calendar at any time. Any alterations and amendments to this 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 this Calendar are effective from 1 January 2006 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 many Faculty/Schools and Departments change their degree structures and papers 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 may decide in individual cases, under the Personal Programmes of Study Regulations and the Delegation of Powers Statute 2005, 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 Chairperson of Department or Dean.

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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Candidates who resume their studies for a qualification after an extended absence are advised to consult the Dean of the Faculty or School of Studies concerned at the time of re-enrolment regarding the requirements for completion. Candidates will normally be able to complete the degree under either the regulations which applied at the time of first enrolment, or the regulations which apply at the time of re-enrolment. However, where there have been significant changes in the structure of a qualification or content of the major subject or specified programme during the student's absence, the Dean may prescribe a specific programme of study which will be deemed to satisfy the requirements for completion of the degree.

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1. This statute may be cited as the Delegation of Powers Statute 2005.
2. The powers of the Council with regard to the determination of detailed regulatory statements governing the following matters are delegated to the Academic Board, in accordance with its terms of reference, under Section 182(2)(b) of the Education Act 1989:
  - 2.1 Programmes of study and training
  - 2.2 Entrance to the University or to any paper of study for any degree or other academic qualification and managed entry
  - 2.3 Limitations on enrolment and managed entry
  - 2.4 The admission, attendance and discipline of students
  - 2.5 Examinations and other forms of paper assessment
  - 2.6 The appointment of examiners, assessors and moderators
  - 2.7 The granting of fellowships, scholarships, bursaries and prizes
  - 2.8 The award of honorary degrees and other academic distinctions
  - 2.9 The use of key support services including computer and library services
  - 2.10 Any other academic matter.
3. Under Section 222(2) of the Education Act 1989, the Academic Board delegates to the following committees the powers and duties defined in the terms of reference of those committees:
  - 3.1 Academic Programmes Committee
  - 3.2 Admission Appeals Committee
  - 3.3 Boards of Examiners
  - 3.4 Boards of Studies of the Faculty or Schools of Studies
  - 3.5 Animal Ethics Committee
  - 3.6 Human Research Ethics Committee
  - 3.7 Postgraduate Studies Committee
  - 3.8 Research Committee
  - 3.9 Scholarships Committee
  - 3.10 Student Discipline Committee

These committees are required under their formal terms of reference to submit regular reports on their activities and decisions to the Academic Board.
4. Under Section 222(2) of the Education Act 1989, the Academic Board delegates to the Deans authority to approve the personal programmes of study of individual students enrolled in their Faculty/Schools.
  - 4.1 The Academic Board also delegates to the Deans authority to approve variations and waivers of regulations governing qualifications for which individual students are enrolled in their Faculty/Schools. The Deans are required to submit to the Academic Board an annual summary report of decisions taken under this authority.
  - 4.2 Students may appeal to the Admission Appeals Committee against decisions by Deans concerning admission.
  - 4.3 In respect of decisions by Deans under this authority concerning matters other than admission, students may appeal to the Academic Programmes Committee.
5. Under Section 222(2) of the Education Act 1989, the Academic Board

delegates authority to appoint moderators and assessors to the chief examiner of a paper except where a statutory requirement exists in which case this authority is delegated to the Dean of the Faculty or School.

An annual summary report of appointments made under this delegated authority is required to be submitted to the Academic Board.

6. Under Section 222(2) of the Education Act 1989, the Academic Programmes Committee delegates to the Deputy Vice-Chancellor (Academic) authority to decide appeals in assessment matters as provided under the Assessment Regulations 2005.

The Deputy Vice-Chancellor (Academic) is required to submit an annual summary report to the Academic Programmes Committee of decisions taken under this delegated authority.

7. Under Section 222(2) of the Education Act 1989, the Academic Board delegates to the Director of the Student and Academic Services Division the authority to approve eligibility for admission to the University for any person under 16 years of age on the first day of the semester in which he or she wishes to enrol.
8. Under Section 222(1) of the Education Act 1989, the Council delegates to the following committees the powers and duties defined in the terms of reference of those committees:
  - 8.1 Finance Committee
  - 8.2 Honours Committee
  - 8.3 Te Rōpū Manukura

These committees are required under their formal terms of reference to submit regular reports on their activities to the Council.

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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 candidate hardship; or
  - (b) that official advice has been given and acted upon, and it is later found that a candidate's course is not in accordance with the governing regulations and hardship would be caused if the candidate were to be compelled to comply with the full requirements of the regulations.
2. The Vice-Chancellor may, in consultation with the relevant Dean, 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. The Vice-Chancellor will report to the Academic Board any decisions made under the provisions of this clause.
3. The candidate may appeal against the decision of the Vice-Chancellor to the Council, which may make such provision as it thinks fit.

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### Title

1. This is the Admission Statute 2005.

### Date of Effect

2. This statute is effective from 1 January 2006.

### Application

3. This statute applies to those seeking admission to the University of Waikato at undergraduate level and higher (Levels 1 - 9). It does not apply to those seeking admission to Continuing Education programmes or other sub-degree level papers or qualifications.

### General

4. Unless approved otherwise by the Academic Board, a person who will be under 16 years of age on the first day of the semester in which he or she wishes to enrol is not eligible for admission.
5. 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.
6. 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) Provisional Entrance
  - (d) Special Admission
  - (e) Admission at entrance level with credit based on previous tertiary study.
7. 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 Degrees
  - (b) in the case of graduate and postgraduate qualifications, in the regulations for the relevant qualification.

### University Entrance

8. University Entrance means
  - (a) from 2005:
    - (i) A minimum of 42 credits at Level 3 or higher on the National Qualifications Framework,
      - (a) including 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 the Mathematics or Pangarau 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>
  - (b) 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

- (c) A qualification recognised by the New Zealand Qualifications Authority for University Entrance purposes
- (d) From 1986 to 1992: a D grade or higher in each of four NZUEBS subjects
- (e) Before 1986: the University Entrance qualification (by accreditation or examination).

#### **Discretionary Entrance**

9. from 2005: A person who has undertaken the 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 semester of the following year.
10. Otherwise, a person is eligible to be considered for Discretionary Entrance if he or she
  - (a) is a New Zealand citizen or permanent resident; and
  - (b) will be, on the first day of the semester of enrolment, at least 16 years of age and under 20 years of age, and
  - (c) does not meet the University Entrance standard; and
  - (d) 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
  - (e) has met the literacy and numeracy standards required for University Entrance, or their equivalents; and
  - (f)
    - (i) has not completed Year 13 at a New Zealand secondary school; or
    - (ii) has undertaken study in Year 13 at a New Zealand secondary school, but has not attempted to qualify for University Entrance.
11. 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 vocational guidance officer) as to the applicant's preparedness for university study.
12. A person who wishes to apply for Discretionary Entrance must apply in writing as part of the formal enrolment application.
13. Applications for Discretionary Entrance are considered and decided by the Dean of the Faculty/School in which the applicant wishes to enrol, under delegated authority of Academic Board.
14. If Discretionary Entrance is approved, the prescribed fee is payable by the student at enrolment.
15. A person whose application for Discretionary Entrance is declined by the relevant Dean may appeal the decision to the Admission Appeals Committee, which is a committee of Council.
16. A person whose application for Discretionary Entrance is declined by the Admission Appeals Committee may make a further appeal to the New Zealand Qualifications Authority.

#### **Provisional Entrance**

17. from 1993-2004: A person who has sat the NZUEBS examination in three or more subjects (in the same year) and failed to gain University Entrance is not eligible to be considered for Provisional Entrance until the B semester of the following year.
18. Otherwise, a person is eligible to be considered for Provisional Entrance if he or she
  - (a) is a New Zealand citizen or permanent resident
  - (b) will be, on the first day of the semester of enrolment, at least 16 years of age and under 20 years of age, and
  - (c) has gained Sixth Form Certificate in at least one subject, or an equivalent qualification.<sup>2</sup>
19. Approval of an application for Provisional 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 vocational guidance officer) as to the applicant's preparedness for university study.
20. A person who wishes to apply for Provisional Entrance must apply in writing as part of the formal enrolment application.
21. Applications for Provisional Entrance are considered and decided by the Dean of the Faculty/School in which the applicant wishes to enrol, under delegated authority of the Academic Board.
22. If Provisional Entrance is approved, the prescribed fee is payable by the student at enrolment.

23. A person whose application for Provisional Entrance is declined by the relevant Dean may appeal the decision to the Admission Appeals Committee, which is a committee of Council.
24. A person whose application for Provisional Entrance is declined by the Admission Appeals Committee may make a further appeal to the New Zealand Qualifications Authority.

### **Special Admission**

25. 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 semester for which they are applying to enrol.
26. 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 semester 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.
27. 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.
28. A person who wishes to apply for Special Admission must apply in writing as part of the formal enrolment application.
29. Applications for Special Admission are considered and decided by the Dean of the Faculty/School in which the applicant wishes to enrol, under delegated authority of the Academic Board.
30. If Special Admission is approved, the prescribed fee is payable by the student at enrolment.
31. A person whose application for Special Admission is declined by the relevant Dean may appeal the decision to the Admission Appeals Committee, which is a committee of Council.

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

32. A person may qualify for admission at entrance level, or with credit, on the basis of
  - (a) having been awarded an overseas school qualification which is deemed to be equivalent to University Entrance
  - (b) having completed previous tertiary study.
33. A person who wishes to apply for admission under section 31 of this statute must apply in writing as part of the formal enrolment application.
34. If admission at entrance level or with credit from previous tertiary study is approved, the prescribed fee is payable by the student at enrolment.
35. Applications for admission at entrance level or with credit from previous tertiary study are considered and decided by the Dean of the Faculty/School in which the applicant wishes to enrol, under delegated authority of the Academic Board.
36. A person whose application for admission under section 31 of this statute is declined by the relevant Dean may appeal the decision to the Admission Appeals Committee, which is a committee of Council.
37. A person whose application for admission at entrance level is declined by the Admission Appeals Committee may make a further appeal to the New Zealand Qualifications Authority.

### **Delegation of Powers**

38. 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 2005.

#### *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. *NCEA is not considered an equivalent qualification for the purposes of this statute. See Discretionary Entrance.*

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## Criteria for Admission to Particular Degrees

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### Part 1

#### Admission for First Year Students

1. Admission to the

**Bachelor of Arts (BA)** in the Faculty of Arts and Social Sciences and the School of Māori and Pacific Development

**Bachelor of Communication Studies (BCS)**

**Bachelor of Computing and Mathematical Sciences (BCMS)**

**Bachelor of Electronic Commerce (BECOM)**

**Bachelor of Liberal Studies (BLibS)**

**Bachelor of Management Studies (BMS)**

**Bachelor of Māori and Pacific Development (BMPD)**

**Bachelor of Science (BSc)** in the School of Computing and Mathematical Sciences and the School of Science and Engineering

**Bachelor of Science (Technology) (BSc(Tech))**

**Bachelor of Social Sciences (BSocSc)**

**Bachelor of Sport and Leisure Studies (BSpLS)**

**Bachelor of Tourism (BTour)** degrees

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

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

##### 1.1.1 Admission under NCEA

Applicants who have achieved University Entrance through NCEA will be accepted into the degrees listed above.

##### 1.1.2 Admission under NZUEBS

Applicants who have achieved University Entrance in the New Zealand University Entrance, Bursaries and Scholarships qualification will be accepted into the degrees listed above.

#### 1.2 Provisional/Discretionary Entrance<sup>3</sup>

##### 1.2.1 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 of university entrance.

Applications must be supported by the applicant's school principal or the University's Student Recruitment Officers.

##### 1.2.2 Provisional Entrance

Applicants will normally be granted Provisional Entrance if they have gained a total of 12 or less in four subjects in Sixth Form Certificate, and their application is supported by their school principal or the University's Student Recruitment Officers.

#### 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 Centre for Continuing Education bridging courses.

- 1.4 **Admission at entrance level or with credit from previous study for**  
**Bachelor of Arts (BA)** in the Faculty of Arts and Social Sciences and the School of Māori and Pacific Development  
**Bachelor of Liberal Studies (BLibS)**  
**Bachelor of Māori and Pacific Development (BMPD)**  
**Bachelor of Science (BSc)** in the School of Science and Engineering  
**Bachelor of Science (Technology) (BSc(Tech))**  
**Bachelor of Social Sciences (BSocSc)**  
**Bachelor of Sport and Leisure Studies (BSpLS)** 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*  
 Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted<sup>4</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 CAFS001 and CAFS002 to satisfy the minimum English language requirement for undergraduate study.<sup>5,7</sup>
- 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>4</sup> into the qualifications listed above.  
 Applicants not satisfying this requirement will be assessed on a case by case basis.
- 1.4.4 *Admission from the University of Waikato Te Tīmatanga Hou Programme*  
 Applicants who have successfully completed Te Tīmatanga Hou certificate with no less than a C grade in any paper will be accepted<sup>4</sup> into the qualifications listed above.  
 Applicants who have successfully completed one semester of Te Tīmatanga Hou programme will be considered on a case by case basis.
- 1.5 **Admission at entrance level or with credit from previous study for**  
**Bachelor of Communication Studies (BCS)**  
**Bachelor of Computing and Mathematical Sciences (BCMS)**  
**Bachelor of Electronic Commerce (BECom)**  
**Bachelor of Management Studies (BMS)**  
**Bachelor of Science (BSc)** in the School of Computing and Mathematical Sciences  
**Bachelor of Tourism (BTour)** 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*  
 Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted<sup>4</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 CAFS001 and CAFS002 to satisfy the minimum English language requirement for undergraduate study.<sup>5,6</sup>
- 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>4</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 University of Waikato Te Tīmatanga Hou Programme*

Applicants who have successfully completed Te Tīmatanga Hou certificate and achieved:

- (a) an overall B grade average, with no less than a C grade in any paper; and
- (b) a B grade or better in TTTH0021 and CUPR021, will be accepted<sup>4</sup> into the qualifications listed above.

Applicants who have successfully completed one semester of Te Tīmatanga Hou programme will be considered 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 programme in the School of Computing and Mathematical Sciences is available only to applicants who are chosen by the School's selection process. Applicants must have achieved a minimum of 14 credits at Level 2 in NCEA in Mathematics; in addition, applicants must submit a portfolio and attend an interview as part of the 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 20 credits at Level 2 in NCEA in Music, or
- (b) A grade of 3 or better in Sixth Form Certificate Music, or
- (c) At least 14 credits at Level 3 in NCEA in Music, or
- (d) A grade of C or better in NZUEBS Music, or
- (e) A Grade 5 Theory pass or better in the Australian Music Education Board, Trinity College or Royal College of Music examinations, or
- (f) A music qualification assessed as equivalent.

Entry to the Performance stream will, in addition to the above criteria, require successful completion of an audition.

**Admission to Teacher Education Programmes**

In addition to satisfying the requirements for achieving university entrance, entry to School of Education programmes in teacher education is available only to applicants who are chosen by the School's selection panels.

Applicants to the above programmes must satisfy the requirements for admission to university listed below:

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

2.1.1 *Admission under NCEA*

Applicants who have achieved University Entrance through NCEA will be accepted into the degrees listed above.

2.1.2 *Admission under NZUEBS*

Applicants who have achieved University Entrance in the New Zealand University Entrance, Bursaries and Scholarships qualification will be accepted into the degrees listed above.

2.2 **Provisional/Discretionary Entrance**<sup>3</sup>

2.2.1 *Discretionary Entrance*

Applicants will normally be granted Discretionary Entrance if they have gained a total of at least 80 credits in four approved 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 of university entrance. Applications must be supported by the applicant's school principal or the University's Student Recruitment Officers.

2.2.2 *Provisional Entrance*

Applicants will normally be granted Provisional Entrance if they have gained a total of 12 or less in four subjects in Sixth Form Certificate, and their application is supported by their school principal or the University's Student Recruitment Officers.

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 accepted, except those that are clearly insufficiently prepared for academic study. Preference may be given to applicants who have successfully completed appropriate Centre for Continuing Education bridging courses.

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*  
Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted<sup>4</sup> into the qualifications listed above provided that they have achieved:
- no less than a C grade in any paper; and
  - a B grade or better in each of CAFS001 and CAFS002 to satisfy the minimum English language requirement for undergraduate study.<sup>5</sup>
- 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>4</sup> provided that they meet the additional criteria for their intended qualification set out in section 2.  
Applicants not satisfying this requirement will be assessed on a case by case basis.
- 2.4.4 *Admission from the University of Waikato Te Tīmatanga Hou Programme*  
Applicants who have successfully completed Te Tīmatanga Hou certificate with no less than a C grade in any paper will be accepted<sup>4</sup> provided that they meet the additional criteria for their intended qualification set out in section 2.
- 2.5 Applicants who have successfully completed one semester of Te Tīmatanga Hou programme, and who have met the additional criteria for their intended qualification as set out in section 2, will be considered on a case by case basis.
- 2.6 **Admission at entrance level or with credit from previous study for Bachelor of Computer Graphic Design (BCGD) Admission to Teacher Education Programmes**
- 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 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies*  
Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted<sup>4</sup> into the qualification provided that they are chosen through the selection process for their intended qualification as set out in section 2 and have achieved:
- no less than a C grade in any paper; and
  - a B grade or better in each of CAFS001 and CAFS002 to satisfy the minimum English language requirement for undergraduate study.<sup>5,8</sup>
- Applicants not satisfying these requirements will be assessed on a case by case basis.
- 2.6.3 *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>4</sup> provided that they are chosen through the selection process for their intended qualification as set out in section 2.  
Applicants not satisfying this requirement will be assessed on a case by case basis.
- 2.6.4 *Admission from the University of Waikato Te Tīmatanga Hou Programme*  
Applicants who have successfully completed Te Tīmatanga Hou certificate and achieved an overall B grade average, with no less than a C grade in any paper, will be accepted<sup>4</sup> provided that they are chosen through the selection process for their intended qualification as set out in section 2.  
Applicants who have successfully completed one semester of Te Tīmatanga Hou programme, and who have met the additional criteria

for their intended qualification as set out in section 2, will be considered on a case by case basis.

3. Admission to the **Bachelor of Engineering (BE) degree**

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

3.1.1 *Admission under NCEA Level 3*

3.1.1.1 *Admission to the BE in the Specified Programmes of Electronic Engineering and Engineering Science*

Entry into the BE in the above specified programmes will be guaranteed to applicants who gain University Entrance, including 20 credits or more at Level 3 in the NCEA in each of Physics and one of either Mathematics with Calculus or Statistics and Modelling.

3.1.1.2 *Admission to the BE in the Specified Programmes of Biochemical Engineering, Materials and Process Engineering and Mechanical Engineering*

Entry into the BE in the above specified programmes will be guaranteed to applicants who gain University Entrance, including 20 credits or more at Level 3 in the NCEA in each of Physics and one of either Mathematics with Calculus or Statistics and Modelling. Applicants must also gain at least 14 credits in Chemistry at Level 3 in the NCEA.

3.1.1.3 *Admission to the BE in the Specified Programme of Software Engineering*

Entry into the BE in the above specified programme will be guaranteed to applicants who gain University Entrance, including at least 20 credits at Level 3 in the NCEA in either Mathematics with Calculus or Statistics and Modelling, and 16 credits at Level 3 in the NCEA in each of three other approved subjects.

Applicants who gain a total of 120 credits in their best five approved subjects and at least 24 credits, with a grade of Excellent in at least two thirds of the achievement standards in the following approved subjects may be given direct entry to the second year of the BE specified programmes listed:

- Physics and Mathematics with Calculus for admission to Electronic Engineering
- Mathematics with Calculus and Statistics and Modelling for admission to Engineering Science
- Mathematics with Calculus, Chemistry, and Physics for admission to Biochemical Engineering, Materials and Process Engineering, and Mechanical Engineering

3.1.2 *Admission under NZUEBS*

3.1.2.1 *Admission to the BE in the Specified Programmes of Electronic Engineering and Engineering Science*

Entry into the BE in the above specified programmes will be guaranteed to applicants who gain University Entrance, including 60% or more in Physics and either Mathematics with Calculus or Mathematics with Statistics in the NZUEBS qualification.

3.1.2.2 *Admission to the BE in the Specified Programmes of Biochemical Engineering, Materials and Process Engineering and Mechanical Engineering*

Entry into the BE in the above specified programmes will be guaranteed to applicants who gain University Entrance, including 60% or more in Physics and either Mathematics with Calculus or Mathematics with Statistics in the NZUEBS qualification. Applicants must also gain at least a C grade in Chemistry in the NZUEBS qualification.

3.1.2.3 *Admission to the BE in the Specified Programme of Software Engineering*

Entry to the BE in the above specified programme will be guaranteed to applicants who gain University Entrance, with a total of 240 or more in their best four subjects in NZUEBS, including at least 60% in NZUEBS Mathematics with Calculus or Mathematics with Statistics.

Applicants who gain a total of 400 or more, and at least 75% in the following NZUEBS subjects may be given direct entry to the second year of the BE specified programmes listed:

- Physics and Mathematics with Calculus for admission to

- Electronic Engineering
- Mathematics with Calculus and Mathematics with Statistics for admission to Engineering Science
- Mathematics with Calculus, Chemistry, and Physics for admission to Biochemical Engineering
- Mathematics with Calculus, Chemistry, and Physics for admission to Materials and Process Engineering

### 3.2 Special Admission

Applicants with evidence of successfully completed post-secondary study will normally be accepted. This includes applicants who have successfully completed the Te Timatanga Hou programme or appropriate Centre for Continuing Education bridging courses.

### 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*

3.3.2.1 *Admission to the BE in the Specified Programmes of Electronic Engineering and Engineering Science*

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 CAFS011 and
- (c) a B grade in CAFS004 or CAFS005
- (d) at least a C grade in every other paper and
- (e) a B grade in CAFS001 and CAFS002 to satisfy the minimum English language requirement for undergraduate study<sup>7</sup>

will be accepted<sup>4</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 in the Specified Programmes of Biochemical Engineering, Materials and Process Engineering and Mechanical 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 CAFS010 and
- (c) a B grade in CAFS011 and
- (d) at least a C grade in every other paper and
- (e) a B grade in CAFS001 and CAFS002 to satisfy the minimum English language requirement for undergraduate study<sup>7</sup>

will be accepted<sup>4</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 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 CAFS004 or CAFS005 and
- (c) at least a C grade in every other paper; and
- (d) a B grade in CAFS001 and CAFS002 to satisfy the minimum English language requirement for undergraduate study<sup>7</sup>

will be accepted<sup>4</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 in the Specified Programmes of Electronic Engineering and Engineering Science*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B grade average, including a B grade in CUPR007, a B grade in CUPR008, and at least a C grade in every other paper will be accepted.<sup>4</sup> Applicants not satisfying these requirements will

be assessed on a case by case basis.

3.3.3.2 *Admission to the BE in the Specified Programmes of Biochemical Engineering, Materials and Process Engineering and Mechanical Engineering*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B grade average, including a B grade in CUPR006, a B grade in CUPR007, and at least a C grade in every other paper, will be accepted.<sup>4</sup> Applicants not satisfying these requirements will be assessed on a case by case basis.

3.3.3.3 *Admission to the BE 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 CUPR008 and at least a C grade in every other paper, will be accepted.<sup>4</sup> Applicants not satisfying these requirements will be assessed on a case by case basis.

3.3.4 *Admission from the University of Waikato Te Tīmatanga Hou Programme*

3.3.4.1 *Admission to the BE in the Specified Programmes of Electronic Engineering and Engineering Science*

Applicants who have successfully completed Te Tīmatanga Hou certificate and achieved an overall B grade average, including a B grade in TTTH0019, a B grade in each of TTTH0017 and CUPR024, and at least a C grade in every other paper, will be accepted.<sup>4</sup>

Applicants who have successfully completed one semester of Te Tīmatanga Hou programme will be considered on a case by case basis.

3.3.4.2 *Admission to the BE in the Specified Programmes of Biochemical Engineering, Materials and Process Engineering and Mechanical Engineering*

Applicants who have successfully completed Te Tīmatanga Hou certificate and achieved an overall B grade average, including a B grade in each of TTTH0017 and CUPR024, a B grade in each of TTTH0019 and CUPR025, and at least a C grade in every other paper, will be accepted.<sup>4</sup>

Applicants who have successfully completed one semester of Te Tīmatanga Hou programme will be considered on a case by case basis.

3.3.4.3 *Admission to the BE in the Specified Programme of Software Engineering*

Applicants who have successfully completed Te Tīmatanga Hou certificate and achieved an overall B grade average, including a B grade in each of TTTH0017 and CUPR024, and at least a C grade in every other paper, will be accepted.<sup>4</sup>

Applicants who have successfully completed one semester of Te Tīmatanga Hou programme will be considered on a case by case basis.

4. Admission to all **Law** programmes<sup>9</sup>

The School 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 School's programme of study. The School does not set aside places for specific groups of applicants.

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

4.1.1 *Admission under NCEA Level 3*

There is a limited number of places in the Law School and a selection process applies. Each applicant will be considered by the School of Law Admissions Committee on a case by case basis. Factors such as academic results for NCEA 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 the Level 2 literacy and Level 1 numeracy requirements.

4.1.2 *Admission under NZUEBS*



There are a limited number of places in the Law School, but entry will be guaranteed to applicants who gain an A Bursary, including a grade of C or better in English in the New Zealand University Entrance, Bursaries and Scholarships qualification. All other applicants will be considered on a case by case basis. Factors such as academic results, school and community involvement and other achievements will be taken into account. Relevant information, with supporting evidence, should be included with the applicant's written statement. All applicants will be required to have satisfied numeracy and literacy requirements of university entrance.

#### 4.2 **Provisional/Discretionary Entrance**<sup>3</sup>

##### 4.2.1 *Discretionary Entrance*

Applicants will normally be granted Discretionary Entrance if they have gained a total of 96 credits or better in four subjects in NCEA Level 2, with a grade of Merit or Excellence in two thirds of the achievement standards in each subject. Applicants must also have satisfied the numeracy and literacy requirements for university entrance. Applications must be supported by the applicants's school principal or the University's Student Recruitment Officers.

##### 4.2.2 *Provisional Entrance*

Applicants will normally be granted Provisional Entrance if they have gained a total of 8 or less in four subjects in Sixth Form Certificate, provided that there is evidence of literacy and their application is supported by their school principal or the University's Student Recruitment Officers.

#### 4.3 **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 Centre for Continuing Education bridging courses.

The School will afford priority to

- Applicants with law-related experience
- Applicants who have successfully completed a programme of degree level study at a tertiary institution

#### 4.4 **Admission at entrance level or with credit from previous study**

4.4.1 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.

##### 4.4.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies*

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 CAFS003 will have guaranteed entry into the Bachelor of Laws programme.

Other students are encouraged to apply and will be considered by the School of Law Admissions Committee on a case by case basis, taking account of their level of academic achievement.

##### 4.4.3 *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 CUPR001 and CUPR002 or CUPR021 and CUPR022 and subsequently B grades or higher in all their B semester 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 School of Law Admissions Committee, on a case by case basis, taking account of their level of academic achievement.

##### 4.4.4 *Admission from the Te Tīmatanga Hou programme*

Applicants who have successfully completed Te Tīmatanga Hou certificate and achieved at least a B grade average overall, with B grades or higher in TTHO021 and CUPR021, will have guaranteed entry into the Bachelor of Law programme. Other students are encouraged to apply and will be considered by the School of Law Admissions Committee, on a case by case basis, taking account of their level of academic achievement, and the recommendation of the Director of Te Tīmatanga Hou.

## Part 2

### Re-entry for Returning Students

5. The right to automatic re-entry applies to re-enrolment in the qualification in which students were enrolled in their most recent year of enrolment.
6. Students who gain unrestricted passes in papers worth at least half of the total points they are enrolled in for the year will gain automatic re-entry to their programmes, except in the case of re-entry to the qualifications listed below.
7. **Re-entry to Law Programmes**
  - 7.1 Students who gain unrestricted passes in papers worth at least half of the total points they are enrolled in and have not failed more than the equivalent of 20 points in Law papers will gain automatic re-entry to their programme.
  - 7.2 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.
8. **Re-entry to Teacher Education programmes**
  - 8.1 Students who gain unrestricted passes in papers worth at least half of the total points they are enrolled in and who satisfactorily complete the professional practice requirements will gain automatic re-entry to their programme.
  - 8.2 Returning students who wish to transfer between teacher education streams will need permission from the Dean of Education.
9. **Re-entry to the Bachelor of Engineering and Bachelor of Science (Technology)**

Students who gain at least 100 points in unrestricted passes in their papers will gain automatic re-entry to their programme.

## Part 3

### Admission for Transferring Students

10. Students wishing to transfer from one qualification to another need to meet the general requirements for re-entry for returning students listed in section 6.
11. Additional criteria apply in the case of transfer into the following qualifications.
12. **Transfer into the Bachelor of Communication Studies, Bachelor of Electronic Commerce, Bachelor of Management Studies and Bachelor of Tourism degrees**

Students will not normally be considered unless they have successfully completed a full-time year of study and obtained a minimum B average.
13. **Transfer into Law programmes**
  - 13.1 The School 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 School's programme of study. The School does not set aside places for specific groups of applicants.
  - 13.2 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.<sup>7</sup>
  - 13.3 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.
14. **Transfer into the Bachelor of Sport and Leisure Studies**
  - 14.1 There are a limited number of places available for transferring students within the BSpLS degree and this may vary from year to year.
  - 14.2 Students will be considered for transfer into the BSpLS degree by the Director of the BSpLS 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.
15. **Transfer into the Bachelor of Liberal Studies**

The range of papers available to students enrolled in the BLibS may be limited, particularly where the papers are intended for specialist and/or specific qualifications.
16. **Transfer into Teacher Education programmes**
  - 16.1 Entry to the School of Education programmes in teacher education is available only to applicants who are chosen by the School's selection panels and who satisfy the requirements for admission to university.
  - 16.2 Students will be considered for transfer from another qualification or tertiary institution by the relevant Programme Selection Committee on a case by case basis.<sup>5</sup>

## Part 4

### Exclusion for Unsatisfactory Progress from Particular Papers

17. 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.

## Part 5

### Appeals

18. 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 Dean of the Faculty/School in which the person wishes to enrol for a reconsideration of the Dean's decision.
19. A person whose application for reconsideration is declined by the relevant Dean may make a further appeal to the Admission Appeals Committee.
20. 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 Director of the Student and Academic Services Division not more than seven days after the date on which notification of the relevant decision is received.
21. A decision by the Admission Appeals Committee is notified in writing, and is final.

### 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 through their study at Level 2 and Level 3 NCEA 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 Level 3 or NZUEBS will have their admission assessed on a case by case basis.*
3. *Applicants who have achieved an equivalent to Discretionary/Provisional entrance through a qualification other than NCEA Level 2 or Sixth Form Certificate will have their admission assessed on a case by case basis.*
4. *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 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.*
5. *All applicants for the BA, BCGD, BCMS, BLibS, BMPD, BMus, BSc (in the School of Computing and Mathematical Sciences), BSocSc, and BSPLS, whose admission is on the basis of study completed overseas, where the medium of instruction is not English, are required to provide evidence of a satisfactory level of competence in the use of English language. A TOEFL score of 550 (with at least 5 on the Test of Written English) or an IELTS score of 6.0 (with at least 6.0 in the written band) or above is considered to be evidence of such competence. Other evidence is considered on a case by case basis.*
6. *All applicants for the BCS, BCom, BMS, and BTour whose admission is on the basis of study completed overseas, where the medium of instruction is not English, are required to provide evidence of a satisfactory level of competence in the use of English language. A TOEFL score of 550 (with at least 5 on the Test of Written English) or an IELTS score of 6.0 (with no less than 6.0 in any band) or above is considered to be evidence of such competence. Other evidence is considered on a case by case basis.*
7. *All applicants for the BE, BSc (in the School of Science and Engineering), and the BSc(Tech) whose admission is on the basis of study completed overseas, where the medium of instruction is not English, are required to provide evidence of a satisfactory level of competence in the use of English language. A TOEFL score of 550 or an IELTS score of 6.0 (with no less than 6.0 in any band) is considered to be evidence of such competence. Other evidence is considered on a case by case basis.*
8. *All applicants to Teacher Education programmes whose admission is on the basis of study completed overseas, where the medium of instruction is not*

*English, are required to provide evidence of a satisfactory level of competence in the use of English language. A TOEFL score of 600 (with at least 5 on the Written Test of English) or an IELTS score of 6.5 (with at least 6.0 in the written band) or above is considered to be evidence of such competence. Other evidence is considered on a case by case basis.*

9. *All applicants to the School of Law must provide evidence of a satisfactory level of competence in the use of the English language. 14 credits in English at NCEA Level 3, a C grade in NZUEBS English, 18 credits in English at NCEA Level 2, a score of 4 or less in Sixth Form Certificate English, a TOEFL score of 600 (with at least 5 on the Test of Written English) or an IELTS score of 6.5 (with at least 6.0 in the written band) or above is considered to be evidence of such competence. Other evidence is considered on a case by case basis.*

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## Limitations Statute

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Limitations on enrolments are allowed under Section 224(5) of the Education Act 1989 where the Council is satisfied that it is necessary to do so because of insufficiency of staff, accommodation or equipment. The Council may then determine the maximum number of students who may be enrolled in a particular programme or paper in a particular teaching period. The Council has delegated this authority to approve limitations to the Academic Board.

### Schedule of Limitations on Enrolments for 2006

#### Faculty of Arts and Social Sciences

*Applied Linguistics: APPL571-06B (HAM) Academic Writing for ESL Graduate Students*

25 students selected by the Chairperson of General and Applied Linguistics on order of application to enrol.

*Music: MUSI140-06A (HAM) Music and Computers*

49 students selected by the Chairperson of Music on order of application to enrol, with priority given to students enrolled in the BMus, BA (Music), BA (Screen and Media Studies) and BCMS (Multimedia).

*Music: MUSI240-06B (HAM) Screen Music Composition*

49 students selected by the Chairperson of Music on order of application to enrol, with priority given to students enrolled in the BMus, BA (Music), BA (Screen and Media Studies) and BCMS (Multimedia).

*Music: MUSI340-06B (HAM) Digital Composition*

49 students selected by the Chairperson of Music on order of application to enrol, with priority given to students enrolled in the BMus, BA (Music), BA (Screen and Media Studies) and BCMS (Multimedia).

*Music: MUSI522-06Y (HAM) Acoustic and Electroacoustic Composition Studies*

10 students selected by the Chairperson of Music on order of application to enrol and based on academic background.

*Music: MUSI528-06Y (HAM) Performance Studies*

30 students selected by the Chairperson of Music on order of application to enrol and based on academic background.

*Psychology: All Graduate papers*

25 students selected by the Chairperson of Psychology on order of application to enrol.

*Postgraduate Diploma in Psychology (Clinical)*

8 students selected on the basis of academic background and professionally-based criteria by a selection committee appointed by the Chairperson of Psychology.

*Postgraduate Diploma in Psychology (Community)*

6 students selected on the basis of academic background and professionally-based criteria by a selection committee appointed by the Chairperson of Psychology.

*Screen and Media Studies: SMST112-06A (HAM) & 06B (HAM) Video Production 1*

100 students per semester selected by the Chairperson of Screen and Media Studies

on order of application to enrol.

*Screen and Media Studies: SMST210-06C (HAM) Small Studio Production 1*  
40 students selected by the Chairperson of Screen and Media Studies on order of application to enrol.

*Screen and Media Studies: SMST212-06A (HAM) & 06B (HAM) Video Production 2*  
40 students per semester selected by the Chairperson of Screen and Media Studies on order of application to enrol.

*Screen and Media Studies: SMST307-06A (HAM) Writing for Screen Media*  
25 students selected by the Chairperson of Screen and Media Studies on order of application to enrol.

*Screen and Media Studies: SMST310-06C (HAM) Small Studio Production 2*  
15 students selected by the Chairperson of Screen and Media Studies on order of application to enrol.

*Screen and Media Studies: SMST312-06A (HAM) & 06B (HAM) Video Production 3*  
30 students per semester selected by the Chairperson of Screen and Media Studies on order of application to enrol.

*Screen and Media Studies: SMST318-06A (HAM) Animation Studies*  
30 students selected by the Chairperson of Screen and Media Studies on order of application to enrol.

*Screen and Media Studies: SMST517-06B (HAM) Theory and Practice of Editing for the Screen*  
15 students selected by the Chairperson of Screen and Media Studies on order of application to enrol.

### **School of Computing and Mathematical Sciences**

*Computer Science: COMP125-06A (HAM) & 06B (HAM) Visual Computing*  
27 students per semester selected by the Dean of the School of Computing and Mathematical Sciences on the basis of an interview and a portfolio of work.

*Computer Science: COMP126-06A (HAM) Computing Media*  
65 students selected by the Dean of the School of Computing and Mathematical Sciences on the basis of an interview and a portfolio of work.

*Computer Graphic Design: all papers except CGRD151 and CGRD252*  
25 students selected by the Dean of the School of Computing and Mathematical Sciences on the basis of an interview and a portfolio of work.

### **School of Education**

*Arts and Language Education: ALED120-06A (HAM) Music in Action*  
24 students selected by the Chairperson of Arts and Language Education on the basis of experience and competence in music performance.

*Arts and Language Education: ALED200-06B (HAM) Creative Photography*  
20 students selected by the Chairperson of Arts and Language Education on order of application to enrol.

*Arts and Language Education: ALED202-06S (TGA) Contemporary Māori Art*  
30 students selected by the Chairperson of Arts and Language Education on order of application to enrol.

*Arts and Language Education: ALED221-06A (HAM) Music in Action 2*  
24 students selected by the Chairperson of Arts and Language Education on the basis of experience and competence in music performance.

*Arts and Language Education: TEAL225-06C (HAM) Music Education 2*  
28 students with a Professional Education major selected by the Chairperson of Arts and Language Education on order of application to enrol.

*Science and Technology Education: STER513-06C (HAM) Environmental*

### *Education*

20 students selected by the Course Coordinator on order of application to enrol, with priority given to current students of the University of Waikato, followed by students who are planning to enrol in more than one graduate paper at the University.

### *Sport and Leisure Studies: SPLS209-06A (HAM) Adventure Programming*

60 students selected by the Chairperson of Sport and Leisure Studies on order of application to enrol, with priority given to students enrolled for the Bachelor of Sport and Leisure Studies.

### *Sport and Leisure Studies: SPLS213-06A (HAM) Principles and Practices for Outdoor Leaders*

40 students selected by the Chairperson of Sport and Leisure Studies on order of application to enrol, with priority given to students enrolled for the Bachelor of Sport and Leisure Studies or the conjoint Bachelor of Teaching/Bachelor of Sport and Leisure Studies.

### *Sport and Leisure Studies: SPLS309-06B (HAM) Professional Skills in Adventure*

30 students selected by the Chairperson of Sport and Leisure Studies on order of application to enrol, with priority given to students enrolled for the Bachelor of Sport and Leisure Studies or the conjoint Bachelor of Teaching/Bachelor of Sport and Leisure Studies.

## **School of Law**

### *Law: LAWS458-06A (HAM) Advocacy*

20 students selected by the Dean of Law on order of application to enrol, with priority given to students on the basis of previous academic merit and/or involvement in competitions.

## **School of Māori and Pacific Development**

### *Te Tohu Paetahi Programme for the BA or BMPD*

35 students per stream selected on the basis of academic and language background by an interview panel appointed by the Chairperson of Te Aka Reo.

### *Tikanga Māori: TIKA151-06A (HAM) & 06B (HAM) Te Raranga Kete: Flax Weaving*

50 students per semester selected by the Chairperson of Te Aka Tikanga on order of application to enrol, with priority given to students enrolled in the School of Māori and Pacific Development.

### *Tikanga Māori: TIKA241-06B (HAM) Te Ao Oro: The Māori World of Sound*

20 students selected by the Chairperson of Te Aka Tikanga on order of application to enrol, with priority given to students enrolled in the School of Māori and Pacific Development.

### *Tikanga Māori: TIKA251-06B (HAM) Raranga Whakairo: Patterned Flax Weaving*

30 students selected by the Chairperson of Te Aka Tikanga on order of application to enrol, with priority given to students enrolled in the School of Māori and Pacific Development.

## **School of Science and Engineering**

### *Biological Sciences: BIOL226-06C (HAM) Flora of Aotearoa/New Zealand*

30 students selected by the Chairperson of Biological Sciences on order of application to enrol.

### *Biological Sciences: BIOL314-06B (HAM) Marine Biology and Monitoring*

48 students selected by the Chairperson of Biological Sciences on order of application to enrol, with priority given to students enrolled for the Marine Sciences programme in the Bachelor of Science.

## **Waikato Management School**

### *Accounting: All Graduate papers*

25 students selected by the Course Convenor on order of application to enrol.

### *Economics: ECON100-06A (HAM), 06B (HAM) & 06S (HAM) Business Economics*

*and the New Zealand Economy*

400 students per semester selected by the Chairperson of Economics on order of application to enrol.

*Executive Education*

The Centre for Executive Education reserves the right to restrict enrolments in papers to 35, on order of application to enrol, in the interest of protecting the quality of the learning experience for students.

*Finance: FINA415-06B (HAM) Computer Modelling in Finance*

90 students selected by the Chairperson of Finance on order of application to enrol.

*Human Resource Management: HRMG241-06S (HAM) Organisational Behaviour*

100 students selected by the Chairperson of Strategic Management and Leadership on order of application to enrol. Students are expected to have a B grade average.

*Management: MNGT501-06S (HAM) Research Methods in Management Studies*

25 students selected by the Course Convenor on order of application to enrol.

*Management Communication: MCOM103-06B (HAM) Journalism and Professional Practices*

90 students selected by the Chairperson of Management Communication on order of application to enrol.

*Management Communication: MCOM565-06A (HAM) Communication and Organisational Change*

35 students selected by the Course Convenor on order of application to enrol.

*Management of Not-for-Profit Organisations: MNFP501-06A (NET) Management and Society*

20 students selected by the Chairperson of Management of Not-for-Profit Organisations on order of application to enrol.

*Management of Not-for-Profit Organisations: MNFP502-06B (NET) Management of Not-for-Profit Organisations*

20 students selected by the Chairperson of Management of Not-for-Profit Organisations on order of application to enrol.

*Management of Not-for-Profit Organisations: MNFP503-06A (NET) & 06B (NET) Practicum: Management in a Not-for-Profit Organisation*

20 students per semester selected by the Chairperson of Management of Not-for-Profit Organisations on order of application to enrol.

*Management of Not-for-Profit Organisations: MNFP504-06A (NET) Issues in Third Sector Research*

20 students selected by the Chairperson of Management of Not-for-Profit Organisations on order of application to enrol.

*Management Systems: MSYS111-06S (HAM) Information Systems and Supply Chain Management*

100 students selected by the Chairperson of Management Systems on order of application to enrol.

*Strategic Management: STMG191-06S (HAM) Introduction to Management*

100 students selected by the Chairperson of Strategic Management and Leadership on order of application to enrol. Students are expected to have a B grade average.

*Strategic Management: STMG391-06S (HAM) Strategic Management*

70 students selected by the Chairperson of Strategic Management and Leadership on order of application to enrol.

*Strategic Management: STMG588-06A (HAM) International Business Strategy*

25 students selected by the Course Convenor on order of application to enrol.

*Tourism Management: TOMG206-06A (HAM) Food and Beverage Management*

60 students selected by the Course Convenor on order of application to enrol.

*Tourism Management: TOMG207-06B (HAM) Accommodation Management*

60 students selected by the Course Convenor on order of application to enrol.



*Tourism Management: TOMG216-06A (HAM) Food and Beverage Management Placement*

60 students selected by the Course Convenor on order of application to enrol.

*Tourism Management: TOMG217-06B (HAM) Accommodation Management Placement*

60 students selected by the Course Convenor on order of application to enrol.

*Tourism Management: TOMG461-06A (HAM) Adventure Tourism - Product Design, Pricing and Management*

30 students selected by the Course Convenor on order of application to enrol.

*Tourism Management: TOMG506-06A (HAM) Research Methods in Tourism and Hospitality*

15 students selected by the Chairperson of Tourism Management on order of application to enrol.

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## Enrolment

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### Applications to Enrol

Any person who wishes to enrol at the University must submit an application to enrol by the relevant deadline. Applications received after the deadline will still be considered. Students should note that places in some papers will be limited and that preference will be given to applications received by the appropriate deadlines. Application forms are available from the Student Information Centre in the Gateway, or [enrol online](#).

#### *New Students*

Domestic students who have never been enrolled at the University of Waikato should return their applications to the University by 5.00pm on

**Friday 2 December 2005** for Summer School papers and A semester or full-year papers

**Friday 23 June 2006** for students enrolling in B semester papers only.

Domestic applications will still be considered after these dates.

International students who have never been enrolled at the University of Waikato should return their applications to the University by 5.00pm on

**Friday 2 December 2005** for Summer School papers and A semester or full-year papers

**Monday 1 May 2006** for students enrolling in B semester papers only.

Applicants will be advised whether they have gained a place and how to complete their enrolment.

#### *Continuing and Returning Students*

Students who have previously enrolled at the University of Waikato should return their applications to the University by 5.00pm on

**Friday 2 December 2005** for Summer School papers

**Friday 13 January 2006** for A semester or full-year papers

**Friday 23 June 2006** if enrolling for B semester papers only.

Academic advice is available through the individual Schools of Studies/Faculty.

### Enrolment Dates

Enrolment is not complete until all fees and charges are paid. Students must sign and return their enrolment agreement by

**Friday 23 December 2005** for Summer School papers

**Friday 24 February 2006** for A semester and full-year papers

**Friday 7 July 2006** for B semester papers only.

A \$100.00 late enrolment charge may be applied after these dates.

Late enrolments will not normally be accepted after

**Friday 13 January 2006** for Summer School papers

**Friday 10 March 2006** for A semester and full-year papers

**Friday 21 July 2006** for B semester papers only.

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## Change of Enrolment Regulations

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1. **Title**  
These are the Change of Enrolment Regulations 2003.
2. **Date of Effect**  
These regulations are effective from 1 January 2004.
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 subject or specified programme.**iWaikato** means the computer system, accessible to enrolled students, which enables them to apply for change of enrolment on the Internet (unless indicated otherwise in these regulations)
4. **Application**  
These regulations apply to papers at Levels 0, 1, 2, 3, 4, 5 and 7.  
*Note: Policies and procedures with respect to change of enrolment for Level 6 (MPhil) and Level 9 (doctoral) programmes are available from the Postgraduate Studies Office.*
5. **Fees**  
The fees referred to in these regulations are prescribed in the Fees and Charges Booklet available online at <http://www.waikato.ac.nz/sasd/enrolment/fees.shtml>
6. **Teaching periods**  
The teaching periods referred to in these regulations are defined on page 10 of the University Calendar.
7. **Programme approval**  
Any change of enrolment constitutes a change to a programme of study and requires the approval of the School of Studies/Faculty.
8. **Procedure for change of enrolment**
  - (1) Applications for change of enrolment must be submitted to the School of Studies/Faculty that the student is enrolled in for consideration. They may be submitted either on an Application to Change Enrolment form, available from The Gateway and the Schools of Study/Faculty or, unless indicated otherwise in specific circumstances in these regulations, through the iWaikato system.
  - (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.
  - (4) A student who wishes to apply to withdraw completely from all papers must do so on a Change of Enrolment form; it is not possible to withdraw completely using iWaikato.
9. **Timeframe for change of qualification, major subject or specified programme**  
Provided that no changes are made to the selection of papers, a student may apply to change a qualification, major subject or specified programme at any time.
10. **Deadlines for adding, and deleting papers**

- (1) An application to add a paper (with payment of the prescribed fees), or to delete a paper (with a refund of the prescribed fees) must be submitted to the School of Studies/Faculty or through iWaikato by the following deadlines:

Type of Paper	Deadline
Summer School papers and C, D, E etc. papers with teaching periods shorter than 17 weeks	5.00pm on the first Friday of the relevant teaching period
A semester and full-year papers	5.00pm on the second Friday of A semester (10 March 2006)
B semester papers	5.00pm on the second Friday of B semester (21 July 2006)
C, D etc. papers with teaching weeks of 17 weeks or longer	5.00pm on the second Friday of the relevant teaching period

- (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 11 of these regulations.

#### 11. **Withdrawal from papers (without a refund of the tuition fee)**

- (1) Unless exceptional circumstances apply (as provided for under section 12 of these regulations), a student who withdraws from a paper after the deadline for deletion (see section 10 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) A student who wishes to withdraw from a paper under this section must do so on an Application to Change Enrolment form; it is not possible to withdraw from papers after the deadline for deletions using iWaikato.
- (3) A student may withdraw from an undergraduate paper (Levels 0, 1, 2, 3 or 4 and School of Education Level 7) after the deadline for deletion (see section 10 of these regulations) up until the following dates:

Type of Paper	Deadline
Summer School papers and C, D, E etc. papers with teaching periods shorter than 17 weeks	5.00pm on the third Friday of the relevant teaching period
A semester and full-year papers	5.00pm on the sixth Friday of A semester (7 April 2006)
B semester papers	5.00pm on the sixth Friday of B semester (18 August 2006)
C, D etc. papers with teaching weeks of 17 weeks or longer	5.00pm on the sixth Friday of the relevant teaching period

- (4) A student may withdraw from a graduate paper (Level 5 or 7, excluding School of Education Level 7) after the deadline for deletion (see section 10 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.

#### 12. **Late deletion or withdrawal under exceptional circumstances**

Note: *Part 4 of the Assessment Regulations 2005 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 School of Studies or Faculty, or from the Assessment Office in The Gateway, about whether they might be entitled to special consideration under the Assessment Regulations 2005.*

- (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 and Academic Services for late deletion or withdrawal.
- (2) The application must be submitted to the Director of Student and Academic Services and must include an account, with appropriate evidence if available, of the circumstances that prompted the application.
- (3) Applications under this section are considered and decided by the Director of Student and Academic Services.
- (4) If the application is approved, the Director of Student and Academic Services may also approve, at his or her discretion, a credit of some or all of the student's fees.

#### 13. **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 and Academic Services not more than seven days after the date on which the student receives notification of the relevant decision.

- (3) Appeals under this section are considered and decided by the Deputy Vice-Chancellor (Academic) 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

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### *Fees and Charges Payable*

1. Every person who wishes to enrol must pay fees and charges (as set out in the Table of Fees and Charges in the Calendar) according to arrangements and terms agreed at enrolment in the Enrolment Agreement.
2. Unless the Director of Student and Academic Services 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.
3. Cancellation of a student's enrolment does not discharge any outstanding debt.
4. Unless special arrangements are agreed by the Chief Operating 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.
5. 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 Student and Academic Services 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.
6. An enrolment that is reinstated under this section is deemed to have been continuous.

### *Appeals*

7. A student may appeal to the Vice-Chancellor against any decision by the Chief Operating Officer or the Director of Student and Academic Services under these regulations.

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## Table of Fees and Charges

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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 Information Centre in The Gateway and are published in the online [Catalogue of Papers](#). Fees for international students are available from the [International Centre](#).

#### Payment by Semester

1. These provisions for payment of tuition and resource fees by semester do not apply to students who pay by Student Loan.
2. Unless the tuition and resource fees are being paid by Student Loan, a student who enrolls for more than one semester may elect to pay tuition and resource fees by semester.
3. Payment dates are prescribed for each of the semesters, namely the S (Summer School) semester, A semester and B semester.
4. The tuition and resource fees for a particular paper fall due on the payment date for the semester in which teaching for that paper starts.
5. Students who have made arrangements to pay by semester 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](#)).
6. All fees and charges other than tuition and resource fees fall due as part of the students' first payment.
7. A surcharge of 10% will be levied on any fees outstanding after a given payment date.

### Charges (GST inclusive)

#### Admission Applications

Provisional/ Discretionary Entrance	\$50.00
Special Admission	\$50.00
Admission (see the <a href="#">Admission Statute 2005</a> )	
– at entrance level	\$50.00
– from an overseas institution into a university programme	\$50.00
DLit and DSc applications	\$1100.00

#### Library Fines and Charges

Administrative charge for non-returned, lost or damaged material, additional to the cost of replacement or repair	\$10.00
Approved Borrower's fee (per annum)	
– life members of the University of Waikato Alumni Association	\$50.00
– others	\$100.00
Replacement charge for lost or damaged Approved Borrower's card	\$10.00
Replacement charge for a barcode removed from a Library book	\$4.50
Fines for late return of books	
– for a Course Reserve issued for use within the Library	\$2.00 per hour or part thereof



- for a book issued on short term loan (three or 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, 25 cents a day

*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 specified in sections 10(1) and 10(2) of the Library Regulations 2004 shall be limited to \$30.00.*
2. *Library fines and invoices may be paid at the Circulation Desk.*
3. *Borrowing facilities will be withheld from students and Approved Borrowers whose fines at any time exceed \$5.00, and from other Library borrowers whose fines exceed \$50.00.*
4. *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.*
5. *These fines and charges shall apply to all Library borrowers.*

**Miscellaneous Services**

Application for credit	\$50.00
Application for credit from overseas study prior to enrolment	\$100.00
Application for cross-credit from a completed degree	\$50.00
Application for approval to take papers elsewhere for a Waikato qualification	
– within New Zealand	\$50.00
– overseas	\$50.00
Reinstatement of enrolment after cancellation	\$50.00
Charge for issuing replacement cheque	\$18.00
RPL (Recognition of Prior Learning)	
– Challenge Examination (per paper)	\$200.00
– Administration fee (per application)	\$50.00

**Examination Charges**

Review of grade under the Assessment Regulations 2005 - per paper	\$50.00
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**Scripts, Transcripts and Certificates**

Replacement identity card	\$10.00
Academic transcripts	
– first copy	\$10.00
– each additional copy or if faxed on behalf, if requested at the same time as the first copy	\$5.00
Replacement degree/diploma or other qualification certificate	\$100.00
All other official letters of certification	\$10.00
Resubmission of thesis (MPhil & PhD)	\$100.00

**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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**Student Discipline Appeal Charges**

Appeal to the Pro Vice-Chancellor against a discipline decision under the Student Discipline Regulations 2004	\$50.00
Appeal to the Council against a discipline decision under the Student Discipline Regulations 2004	\$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)	10%
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**Other Charges**

Building levy	\$24.00
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*Note: A refund of the building levy may be claimed by any student who has previously paid a full levy five times or more within the preceding ten years at this University or any other university in New Zealand. Applications for a refund must be made to the Director, Student and Academic Services Division, on the appropriate form not later than 31 July 2006.*

Campus Services Ltd levy	\$24.00
Waikato Students' Union Fee	TBA

## Health and Counselling levy

*Domestic Students*

– full year	\$63.00
– one semester or Summer School only	\$36.00

*International Students*

– full year	\$81.00
– one semester or Summer School only	\$54.00

Students enrolled in distance education or at the University of Waikato at Tauranga campus will pay the counselling portion of the levy only. International Students enrolled at the Language Institute are exempted from the Health and Counselling Levy. NET students are also exempted from the levy.

**Student Health Service User Charges**

Domestic Students without a Community Services Card (per consultation)	\$15.00
Language Institute International Students where no Health and Counselling Levy has been paid (per consultation)	\$40.00

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## International Students

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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 from the International Centre, first floor, Student Union Building, Hamilton campus.

Telephone: +64 7 838-4439. Fax: +64 7 838-4269. Email: [international@waikato.ac.nz](mailto:international@waikato.ac.nz). Website: <http://www.waikato.ac.nz/international/>.

### Code of Practice

The University of Waikato has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the [New Zealand Ministry of Education website](#). Students should refer to the Code of Practice for their responsibilities specified within the Code and to the International Student Handbook for University procedures and recommendations.

### Admission

All students are required to meet the entry requirements for admission, as set out in the [Admission Statute 2005](#). Admission to qualifications is at the discretion of the Deans of the Faculty or Schools of Studies.

International students must apply for admission on the International Student Application Form.

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. Enquiries should be directed to the Student and Academic Services Division in the The Gateway.

Intending applicants should note the following general points:

1. All international students enrolling in an undergraduate programme must hold as a minimum requirement an equivalent university entrance qualification; for example, three passes at grade C or better in the GCE 'A' level examinations. Students who have achieved an equivalent to New Zealand University Entrance through a qualification other than NCEA Level 3 or NZUEBS will have their admission assessed on a case by case basis.<sup>1</sup> Please contact the International Centre for detailed guidelines on admission to the University of Waikato.
2. Applicants whose first language is not English are required to provide satisfactory evidence of English language proficiency, generally in the form of an IELTS or TOEFL examination score. Scores can vary according to the qualification sought.

*Admission to BA, BCGD, BCMS, BLibS, BMPD, BMus, BSc (in the School of Computing and Mathematical Sciences), BSocSc and BSpLS*

A TOEFL score of 550 (with at least 5 on the Test of Written English) or an IELTS score of 6.0 (with at least 6.0 in the written band) or above is considered to be evidence of such competence. All other evidence is considered on a case by case basis.<sup>2</sup>

*Admission to BCS, BECom, BMS and BTour*

A TOEFL score of 550 (with at least 5 on the Test of Written English) or an IELTS score of 6.0 (with no less than 6.0 in any band) or above is considered to be evidence of such competence. All other evidence is considered on a case by case basis.<sup>2</sup>

*Admission to BE, BSc (in the School of Science and Engineering) and BSc(Tech)*

A TOEFL score of 550 or an IELTS score of 6.0 (in all sections of the test) or above is considered evidence of such competence. All other evidence is

considered on a case by case basis.<sup>2</sup>

#### *Admission to BTchg and LLB*

A TOEFL score of 600 (with at least 5 on the Test of Written English) or an IELTS score of 6.5 (with at least 6.0 in the written band) or above is considered to be evidence of such competence. All other evidence is considered on a case by case basis.<sup>2</sup>

#### *Admission to graduate 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 IELTS score of at least 6.5 overall (including at least 6.0 or better in the writing band) or a TOEFL score of 600 plus a TWE (Test of Written English) of 5 or better. However, some qualifications, such as the LLD, SJD, MBA, PGDipSLT, MA(Applied) in Applied Linguistics and MSc in Biological Sciences, require a higher score. The English language proficiency requirements for admission to particular qualifications are at the discretion of the Dean concerned.

#### *Admission to graduate Law qualifications*

A TOEFL score of 600 (with at least 5.5 on the Test of Written English) or an IELTS score of 6.5 (with at least 6.0 in the written band) or above is considered to be evidence of such competence. All other evidence is considered on a case by case basis.

#### *Admission to GradDipTchg*

A TOEFL score of 600 (with at least 5 on the Test of Written English) or an IELTS score of 7.0 (with no less than 7.0 in any band) or above is considered to be evidence of such competence. All other evidence is considered on a case by case basis.

#### 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 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.*
- 2. Scores from the computer-based TOEFL test will be considered on a case by case basis. Generally, a computer-based TOEFL score of 213 and an essay writing score of 4.5 will be considered acceptable for admission.*

#### **Tuition Fees and Charges**

- International students are required to pay full cost tuition fees as published in the Fees and Charges Book for the relevant year. Students should refer to the [Table of Fees and Charges](#) for other fees and charges that may be applicable.
- Application for credit from overseas study prior to enrolment \$100.00.
- Application for credit from overseas study after enrolment \$50.00.
- The French and New Zealand Governments have a cultural agreement which allows French exchange students to study in New Zealand and pay domestic tuition fees. The German and New Zealand Governments have a similar agreement which allows students from Germany to pay domestic tuition fees for both undergraduate and postgraduate study if they hold a German Academic Exchange Scholarship (DAAD). Under the agreement with the German Government, German students studying privately in New Zealand at postgraduate level are eligible to pay domestic tuition fees. However German students studying privately at an undergraduate level are required to pay international fees.

#### **New Zealand Immigration Requirements**

- All international students must hold a valid student permit (or visitor permit for courses of less than three months) for the duration of their studies. Further information regarding the various requirements of the New Zealand Immigration Service (NZIS) can be obtained from the nearest New Zealand High Commission, Embassy or NZIS Office.
- An offer of a place at the University does not guarantee that the student will be issued with a student visa.
- NZIS require that tuition fees for the first year of study are pre-paid before a student visa will be issued. Students are also required to provide evidence of additional funds available for living costs of approx NZ\$10,000.
- The University is required to report to the NZIS those students who are not fulfilling the requirements of their student permit.

#### **Pre-paid Tuition Fees Policy**

As indicated above, international students are required by the NZIS to pre-pay one

year's tuition fees to the University of Waikato in order to be granted a student visa. 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 semester of study and does not enrol in the second semester of study and they have a student permit valid for one year.

1. All students must apply in writing for a refund of their pre-paid tuition fees to the Director, Student and Academic Services Division.
2. Students are required to supply a verified copy of their passport and student permit, and a copy of their University of Waikato receipt(s) with their application for a refund.
3. The University of Waikato will notify NZIS 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.
5. Where a student will be returning to their home country, the funds will be refunded in one of three ways:
  - (a) an overseas bank draft sent to the overseas address provided by the student
  - (b) an overseas bank draft given to the student which can be banked in the appropriate overseas country, or
  - (c) 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
  - (a) upon evidence of a valid NZIS permit to remain in New Zealand, or
  - (b) confirmation that the NZIS has discharged the University of Waikato's duty under the original student permit.
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**

An administration charge of 10%, including GST, is withheld from the refund of pre-paid tuition fees for students who decide not to enrol at the University of Waikato prior to completing their enrolment or during the withdrawal period.

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## Intermediate Programmes for Other Universities

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Intermediate programmes for entry to the following professional courses at other universities may be taken at the University of Waikato: Engineering (Canterbury), Forestry Science (Canterbury) and Surveying (Otago). Details of requirements are available from the Student and Academic Services Division of this University. Students who wish to take Intermediate programmes (except Engineering) for the purpose of applying for admission to professional courses at other universities should ensure that they obtain up to date information and approval from the appropriate university for their first year papers at the University of Waikato. Engineering Intermediate students do not require such approval unless they wish to take a modified intermediate programme.

In some instances, direct entry to the professional course or exemption from certain papers may be available to candidates with high New Zealand University Entrance, Bursaries and Scholarships examination marks or equivalent NCEA Level 3 results. Enquiries regarding this should be made to the Dean of the School of Science and Engineering prior to enrolment.

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## Student Research Regulations

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### 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.

Further details of the policies, codes and processes referred to in these regulations are published in the [Handbook on Ethical Conduct in Research](#).

## Student Research Regulations 2000

### 1. Title

These are the Student Research Regulations 2000.

### 2. Date of Effect

These regulations are effective from 1 January 2001.

### 3. Definitions

**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 2005) presented through a written, spoken, electronic, broadcasting, visual, performance or other medium

**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

- 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
- must not commit or condone plagiarism
- 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
- must conform with professional standards and codes of ethics relevant to the discipline
- must exercise integrity and good faith in every aspect of research practice.

### 6. Research or teaching involving the development of low risk genetically modified organisms (GMOs)

- A student who intends to use or develop low risk genetically modified organisms (GMOs) must first obtain relevant approvals from the Institutional Biological Safety Committee (IBSC) and, having obtained the relevant approvals, must carry out the activity in an approved designated area and in accordance with any conditions attached to the approvals.
- The IBSC, which is located in the Office of Biological Sciences, is established by the Vice-Chancellor in accordance with the requirements of

the Hazardous Substances and New Organisms Act 1996, to act under delegated authority from the Environmental Risk Management Authority (ERMA).

- (3) The IBSC is responsible for
    - (a) ensuring that all approved activities involving GMOs on university premises have been reported to ERMA
    - (b) ensuring that activities involving GMOs take place in approved designated areas
    - (c) providing information to students and staff about their responsibilities under the Hazardous Substances and New Organisms Act 1996 and the ERMA Regulations.
  - (4) A student engaged in an activity on university premises involving GMOs must comply with any instruction concerning that activity by the IBSC.
- 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 Research
    - (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 2004.

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## Human Research Ethics Regulations

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### Preamble

Any member of the University community who undertakes research is expected to conduct the research in a manner that conforms with ethical standards set down by the University, by relevant professional bodies nationally and internationally, and in many cases by the law of the country in which the research is undertaken.

These regulations apply to all human research undertaken in the name of the University of Waikato. Students are referred also to the University's Student Discipline Regulations 2004. Staff are referred also to the University's Staff Code of Conduct and Code of Ethics for Academic Staff.

## Human Research Ethics Regulations

### 1. Title

These are the Human Research Ethics Regulations 2005.

### 2. Purpose

The purpose of these regulations is to explain the standards of ethical conduct required in University research involving human participants, and the procedures that apply for the maintenance and monitoring of those standards.

### 3. Date of effect

These regulations are effective from 8 March 2005.

### 4. 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 includes any intellectual or creative work published, exhibited, presented or performed in a written, spoken, electronic, broadcasting, visual, performance or other medium

**research** refers specifically to human research, which means an activity in which a live human being or a group of live human beings participates in the research, whether by observation, questioning, participation in an experiment, or by other means; it includes teaching that involves the participation of a human being or group of human beings for the demonstration of procedures or phenomena; (ethical aspects of research using live animals is covered by the University's Code of Ethical Conduct for the Use of Animals for Teaching and Research)

**researcher** means the person conducting the research.

### 5. Application

These regulations apply to

- staff of the University of Waikato,
- students of the University of Waikato, and
- any other person authorised to undertake research in association with the University of Waikato.

### 6. Responsibility for ethics in human research

- (1) A researcher is responsible for identifying a research project as human research and, if it is identified as human research, for ensuring that it complies 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.

### 7. Value of research and public interest

- (1) A researcher must be able to justify to his or her peers the goals and methodology of the research in terms of its reasonably anticipated benefits balanced against any foreseeable risk to the participants.
  - (2) A researcher must not refuse to make available the findings of the research in the public domain unless this has been agreed in writing by the Deputy Vice-Chancellor (Research) or by a person to whom authority is delegated in writing by the Deputy Vice-Chancellor (Research), and notified to the chairperson of the Human Research Ethics Committee.
- 8. Informed consent of participants**
- (1) A researcher must not involve a person in research unless the person has understood the nature of his or her involvement and freely agreed to it in accordance with the principles outlined in this section.
  - (2) A researcher must not use coercion to obtain the agreement, and must not use inducement to obtain the agreement except in accordance with section 16 of these regulations.
  - (3) A researcher must be able to justify the research on the basis of an explicitly formulated principle of trust between the researcher and the participant that is capable of peer review by a relevant professional body.
  - (4) Unless section 9 of these regulations applies, a researcher must adhere to the following principles with respect to informed consent of participants:
    - (a) A researcher must inform participants of their right to complain if they feel that their trust has been abused, and must also inform them of the process for making a complaint.
    - (b) If the research involves manipulation of, or intervention in, the physical or psychological state of a participant, the participant's consent, or, if subsection (d) applies, the consent of the person with legal responsibility for the participant, must be recorded in writing or on tape.
    - (c) Because much social science research involves 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, in spite 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.
    - (d) If a prospective participant is, because of age or infirmity, judged incapable of giving informed consent, the researcher must obtain the consent from the person who has legal 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 him or her and the person whose consent is required.
    - (e) A researcher who seeks the consent of another person on behalf of a prospective participant under subsection (d) must make all reasonable effort to involve the prospective participant him or herself in the process and the decision about consent.
    - (f) A researcher must inform prospective participants of their right to
      - (i) decline to participate in the research
      - (ii) decline to answer particular questions or engage in particular activities
      - (iii) withdraw completely from the research at any time
      - (iv) withdraw any information they have provided at any time before completion of data collection.
    - (g) Where research participants are asked to answer questionnaires that might identify them, answer questions in a formal interview, or 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 on tape.
    - (h) Where the research methods and consent process are to be formal, the researcher must, before inviting prospective participants to participate
      - (i) make them aware of the nature of the research
      - (ii) make them aware of the form in which the findings will be published
      - (iii) provide them with all information relevant to the decision to participate.
    - (i) A researcher must provide the information under subsection (h) plainly and in the language that is appropriate for the prospective participants.
    - (j) Where less formal research methods are involved or where the participation is more collective or anonymous, informed consent may be

- less personalised and less explicit (see section 9 of these regulations).
- (k) A researcher must inform participants of their right of access to any data that may have been collected from or about them.

**9. Large random sample surveys and similar research instruments**

- (1) A researcher who intends to conduct structured interviews involving large numbers of people sampled randomly and anonymously is not required to adhere to all the principles concerning informed consent outlined in section 8(4) of these regulations if the research instrument 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 maximise the response rate in order to generate reliable information.
- (2) However, the researcher must declare and justify an intention not to adhere to the principles in section 8(4) of these regulations in the application for approval submitted under section 21 of these regulations, and must provide the following information, as a minimum, to a participant before the interview:
- (a) the anticipated length of the interview
  - (b) the general purpose of the research
  - (c) an assurance that the participant will not be identified in any publication or dissemination of research findings.

**10. Archiving of data and privacy and storage of personal information**

- (1) All data used for published research must be archived indefinitely and made available for secondary analysis, unless an intention to do otherwise is declared and justified in the application for approval submitted under section 21 of these regulations.
- (2) Where the research 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 section 9 of these regulations applies) 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))
  - (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 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 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 21 of these regulations a statement about the conditions under which, and the period for which, any personal information collected for the research is to be stored.

**11. Minimisation of risk**

- (1) A researcher must make particular effort to identify physical, psychological, social or cultural risk to participants before seeking their consent to participation in research.
- (2) A researcher must minimise both the risk to a participant and the potential for negative consequences of the risk.
- (3) 'Risk' in this context includes pain, stress, emotional distress, fatigue, embarrassment, cultural dissonance and exploitation.
- (4) Unless it would be impractical or undesirable to do so in the terms described in section 9 of these regulations, a researcher must consult participants to ascertain any risk that they themselves may identify or concerns that they themselves may have.
- (5) If, during the course of the research, it is apparent to the researcher that the risk to the participant is greater than originally envisaged, the researcher must inform the participant and re-evaluate the research in terms of the principles outlined in this section.

**12. Limitation of deception**

- (1) Deception of participants conflicts with the principle of informed consent,

but in some areas of research it may be necessary to withhold information about the purpose of the research or the procedures involved.

- (2) Research involving deception of participants will be approved only if the researcher demonstrates, through the approval procedures explained in section 21 of these regulations, that the deception is absolutely essential to the goals of the research.
  - (3) A researcher who undertakes research involving deception of a participant must ensure that the participant is provided with an explanation of the true purpose of the research and the reason for the deception as soon as practicable after the participation.
- 13. Social and cultural sensitivity**
- (1) A researcher must respect the cultural, social and language preferences and sensitivities of the participant.
  - (2) Where the research is aimed at individuals or groups who are significantly different in culture from the researcher, the researcher must consult a qualified person before the research begins about appropriate procedures and approaches to the research, and about informing the participant or community concerned of the research findings.
- 14. Exploitation of relationships**
- (1) A researcher must not exploit the relationship between researcher and participant.
  - (2) A researcher must prevent or terminate 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 aims or data gathering.
  - (4) Where a researcher is a staff member and the prospective participant a student, the researcher must ensure that the student is not disadvantaged through his or her participation or refusal to participate, academically, professionally or otherwise.
- 15. Respect for property rights**
- (1) A researcher must ensure that procedures or publications associated with the research do not infringe legally or culturally determined property rights.
  - (2) Property rights in this context may apply to land, goods, works of art and craft, spiritual treasures, information and intellectual property.
  - (3) A researcher must identify and address any issues associated with property rights and ownership of data at the time he or she seeks informed consent.
- 16. 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, either directly or indirectly, unless the payment is approved by the appropriate approving authority under section 21 of these regulations.
- 17. Professional codes of ethics**
- A researcher must ensure that the research complies with any ethical or scientific code or standard established by any professional organisation relevant to the research.
- 18. Observation and research in schools and early childhood centres**
- (1) A researcher involved in observation and research in a school or early childhood centre must comply with the guidelines in Appendix 11.
  - (2) The Human Research Ethics Committee may amend the guidelines in Appendix 1 on the recommendation of the Board of Studies of the School of Education.
- 19. Declaration of conflict of interest**
- (1) A researcher must, in an application submitted under section 21 of these regulations, declare any conflict of interest.
  - (2) 'Conflict of interest' in this context means
    - (a) unfair professional, commercial or personal advantage
    - (b) position in relation to the research or the participants that could appear to affect the researcher's impartiality in the research
    - (c) direct or indirect pecuniary interest.
  - (3) If research 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.
- 20. Authority for approval and monitoring of human research**
- (1) Any human research requires approval.
  - (2) The Human Research Ethics Committee is responsible to the Academic Board for the promotion, review and monitoring of ethical practice in human research, and for monitoring compliance with these regulations.

- (3) Each School of Studies and Faculty has one or more committees with responsibility at the School, Faculty or departmental level, delegated by the Human Research Ethics Committee, for
    - (a) the approval of human research activities in the School, Faculty or department
    - (b) compliance with these regulations in the School, Faculty or department
    - (c) maintaining records of human research activities in the School, Faculty or department in the form required by the Human Research Committee
    - (d) reporting to the Human Research Ethics Committee in the form required by that Committee.
  - (4) The Dean of each School or Faculty recommends to the Human Research Ethics Committee for approval the committee structure for the respective School or Faculty under subsection (3), and the constitution, membership and procedures of any committee involved.
  - (5) Responsibility for the following matters in any organisational unit outside a School or Faculty is delegated by the Human Research Ethics Committee to the Director of that unit:
    - (a) the approval of human research activities in the unit
    - (b) compliance with these regulations in the unit
    - (c) maintaining records of human research activities in the unit in the form required by the Human Research Committee
    - (d) reporting to the Human Research Ethics Committee in the form required by that Committee.
  - (6) A Director who delegates any of the responsibilities listed in subsection (5) may determine the terms of the delegation, but retains overall responsibility and accountability to the Human Research Ethics Committee.
  - (7) A committee at the departmental, School or Faculty level, or a Director of a unit outside a School or Faculty, may consult with the Human Research Ethics Committee at any time and may request that the Human Research Ethics Committee review any relevant matter, or review any decision taken under delegated authority.
- 21. Application procedures for human research**
- (1) A researcher must not commence a human research project until it has been approved by the appropriate authority (section 20 of these regulations) and in accordance with these regulations.
  - (2) If an ethical issue relating to human research that was not envisaged when the research was originally begun arises during the course of a research project, the researcher must stop the research and apply to the appropriate authority for approval; the researcher must not begin the research again until the necessary approval has been obtained.
  - (3) Applications for approval of human research must be submitted in the form prescribed for the relevant School, Faculty, department or unit; a format suggested by the Human Research Ethics Committee for this purpose is attached as Appendix 2.1
- 22. Appeals against decisions concerning applications**
- A researcher may appeal to the Human Research Ethics Committee against any decision concerning an application for human research at the departmental, School, Faculty or unit level.
- 23. Complaints and breaches**
- (1) A dispute or complaint about a human research project that has ethical implications may be referred to the Human Research Ethics Committee.
  - (2) If a complaint or dispute arises, the Human Research Ethics Committee may require that the relevant activity be discontinued until the complaint or dispute is resolved.
  - (3) If, in its judgement, formal disciplinary action is not required, the Human Research Ethics Committee may take informal action, at its discretion, to deal with the complaint or dispute.
  - (4) If the Human Research Ethics Committee considers that the complaint or dispute is sufficiently serious, it may refer the matter to the Vice-Chancellor who may arrange for it to be dealt with
    - (a) if it concerns a student, as misconduct under the Student Discipline Regulations 2004
    - (b) if it concerns a staff member, as a breach of the Staff Code of Conduct
    - (c) if it concerns a person other than a student or staff member, as the Vice-Chancellor thinks fit.
- 24. Appeal provision**
- (1) A person may appeal to the Academic Board against any decision by the Human Research Ethics Committee under these regulations.
  - (2) 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.

- (3) The decision of the Academic Board (or delegated authority) on an appeal is final.

*Note:*

1. *Appendices 1 and 2 of these regulations are printed in the [Handbook on Ethical Conduct in Research](#). Copies of the appendices can also be obtained on request from Deans' offices, the Research Office, and members of the Human Research Ethics Committee.*

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## Dissertations and Theses

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Deadlines for the submission of dissertations and theses for graduate qualifications are prescribed in sections 19-23 of the Personal Programmes of Study Regulations Governing Graduate Degrees.

Deadlines for the submission of theses for the MPhil and doctoral degrees are determined on an individual basis. Details about terms of enrolment for these degrees are available from the Postgraduate Studies Office.

General information about the submission of MPhil and doctoral theses is published in the [Handbook for the Master of Philosophy and Doctorates at the University of Waikato](#) which is available from the Postgraduate Studies Office.

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 publishes a [guide to the presentation and submission of dissertations and theses](#) which is available from the Library's Information Desk, Level 2.

## Dissertations and Theses Regulations 2005

1. **Title**  
These are the Dissertations and Theses Regulations 2005.
2. **Date of effect**  
These regulations are effective from 1 January 2006.
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 the Master of Philosophy  
**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 Level 5, or a piece of written work undertaken in accordance with the regulations for a Master of Philosophy or doctoral degree. 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 Library and University digital repository and is publicly accessible (unless embargoed under section 14 of these regulations).
4. **Word limit for dissertations**  
The maximum word limit for a dissertation is determined by the Faculty/School in which the dissertation is undertaken, and published in the Faculty/School Graduate Handbook.
5. **Word limit for first masters theses**  
Unless the Dean of the Faculty/School 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 Studies 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 Studies 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.
8. **Submission of dissertations**

- (1) When his or her 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/School policy as published in the Faculty/School Graduate Handbook.
  - (3) The relevant Dean may agree to accept part or all of a dissertation solely in digital form, as prescribed in subsections 13(2) and 13(3) of these regulations.
- 9. Print format of theses**
- (1) The thesis must be printed
    - (a) in 12 pt type
    - (b) in 1½ or double spacing
    - (c) on A4 paper of at least 60 gsm.
  - (2) The thesis may be printed on either one or both sides of the page.
  - (3) Margins for all pages (before binding), including those on which photographs or diagrams are mounted, must be as follows:
    - (a) inner 40mm
    - (b) outer 30mm
    - (c) top/bottom 20-25mm.
  - (4) Each bound copy of the thesis must include an abstract of no more than 500 words, immediately following the title page and written in a form suitable for publication.
- 10. Submission of first masters theses**
- (1) When it is ready for examination, three bound copies of the thesis must be submitted by the student to the Assessment Office.
  - (2) The three copies must be fully bound as prescribed in section 12 of these regulations.
  - (3) 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.
  - (4) At the time of submission of the thesis in fully-bound form, the student must also submit a digital copy of the thesis, as prescribed in subsection 13(1) of these regulations.<sup>1</sup>
  - (5) The fully-bound copies and digital copy must be accompanied by a declaration signed by the student and the student's chief supervisor, stating that the fully-bound copies and the digital copy are the same (subject to the provisions of subsections 13(2) and 13(3) of these regulations).
  - (6) As prescribed in subsections 13(2) and 13(3) of these regulations, the relevant Dean may agree to accept part or all of a thesis solely in digital form.
  - (7) After a thesis has been examined and passed
    - (a) one of the fully-bound copies will be lodged permanently in the University Library,
    - (b) 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 14 of these regulations, the printed and digital copies will be publicly accessible.
  - (8) A fully-bound copy of the thesis is retained by the relevant department.
  - (9) First masters students are reimbursed by the relevant department for the reasonable cost of the printing and binding of the copy retained by the department.
  - (10) The third fully-bound copy is returned to the student once the examination process is complete.
- 11. Submission of MPhil and doctoral theses**
- (1) When it is ready for examination, three soft-bound copies of the thesis must be submitted by the student to the Postgraduate Studies Office.
  - (2) A soft-bound thesis comprises soft covers with either a plastic spiral or staple and tape binding, but in all other respects must be as prescribed in section 12 of these regulations.
  - (3) 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.



- (4) A student must substitute two fully-bound copies before he or she is entitled to have the relevant degree formally conferred.
  - (5) When the thesis is submitted in fully-bound form the student must also submit a digital copy of the thesis, as prescribed in subsection 13(1) of these regulations.<sup>1</sup>
  - (6) The fully-bound copies and digital copy must be accompanied by a declaration signed by the student and the student's chief supervisor, stating that the fully-bound copies and the digital copy are the same (subject to the provisions of subsections 13(2) and 13(3) of these regulations).
  - (7) The Postgraduate Studies Committee may agree to accept part or all of a thesis solely in digital form, as prescribed in subsections 13(2) and 13(3) of these regulations.
  - (8) After a thesis has been examined and passed
    - (a) one of the fully-bound copies will be lodged permanently in the University Library,
    - (b) 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 14 of these regulations, the printed and digital copies will be publicly accessible.
  - (9) A fully-bound copy of the thesis is retained by the relevant department.
- 12. Full binding of theses**
- (1) The cover of a fully-bound thesis must be black buckram.
  - (2) The binding must be either sewn or glued.
  - (3) The spine and cover of the binding must be lettered in gold with the initials and name of the author and the title or short title of the thesis.
  - (4) The final dimensions of the bound thesis must be
    - (a) width 210-215mm
    - (b) length 290-300mm.
- 13. Digital format**
- (1) The format for submission of
    - (a) the digital copy of a thesis required under subsection 10(6) of these regulations or
    - (b) the digital form of all, or part, of a dissertation or thesis provided for in subsections 13(2) and 13(3) of these regulations
 is set out in the University publication [Writing and Submitting a Dissertation or Thesis at the University of Waikato](#) which is available from the Library's Information Desk.
  - (2) The relevant Dean (in the case of a dissertation or first masters thesis) or the Postgraduate Studies Committee (in the case of an MPhil or doctoral degree) may agree to accept a dissertation or thesis solely in digital form, where the nature of the research is such that it is not appropriate for the dissertation or thesis to be submitted in a printed form. Approval of the use of digital format in this way should be sought by the candidate at an early stage of enrolment in the dissertation or thesis.
  - (3) The relevant Dean (in the case of a dissertation or first masters thesis) or the Postgraduate Studies Committee (in the case of an MPhil or doctoral degree) may agree to accept part of a dissertation or thesis solely in digital form, where there are tables of data or other information that are effectively appendices to the dissertation or thesis.
  - (4) Once examined and passed, a thesis, or part of a thesis, which is submitted solely in digital form will be publicly accessible through the University's digital repository, unless embargoed under section 14 of these regulations.
- 14. 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 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 for a sponsor to comment
    - (d) to protect pre-existing commercial secrets of a sponsor
    - (e) if there is a pre-existing contractual obligation
    - (f) 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 will be publicly accessible through the University's digital repository.

*Note:*

1. *The requirement to submit a digital copy will apply to students who enrol or re-enrol in a thesis on or after 1 January 2006.*

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## Assessment Regulations

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### Part 1

#### General

##### 1. Title

These are the Assessment Regulations 2005.

##### 2. Date of effect

These regulations are effective from 1 January 2006.

##### 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 Dean as the chief examiner for the paper concerned; (the names of chief examiners are available from the Director of Student and Academic 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 Director of Student and Academic Services

**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 Sub-Committee

##### 4. Application

These regulations apply to papers at Levels 0, 1, 2, 3, 4, 5 and 7.

##### 5. Fees

The fees referred to in these regulations are prescribed in the Table of Fees and

- Charges section of the University Calendar.
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 Faculty/Schools 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 he or she 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 examiners of the papers concerned, a student must not submit as assessment material that is substantially the same as material submitted as assessment for a different paper.

## 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) A cell phone, pager or any other communications or electronic device that
    - (a) makes use of an audible alarm, or
    - (b) has facilities for transmission or reception of information
 is prohibited in the examination room, unless it is a computer 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 dictionaries
    - (e) computers.
  - (4) If calculators, electronic dictionaries or computers 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.
  - (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 Director of Student and Academic Services.

### **Part 3**

#### **Special Arrangements for Examinations**

##### **13. Applications and procedures**

- (1) Applications under this Part are considered and decided by the Special Consideration Sub-Committee, which is a committee of the Academic Programmes Committee.
- (2) The times and places of examinations are notified by the Director of Student and Academic Services.
- (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 Director of Student and Academic Services, 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 Sub-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 Sub-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 Sub-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 he or she undertakes it and the time it is undertaken by the other candidates.
- (3) The Special Consideration Sub-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 his or her 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 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, he or she 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 2003 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 he or she has 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 and Academic 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 Sub-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 Director of Student and Academic Services 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 Sub-Committee. (Details of the names of counsellors recognised for this purpose are available from the Director of Student and Academic Services.)
  - (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 and Academic Services may, at his or her 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 Sub-Committee, the chief examiner will be requested by the Director of Student and Academic Services to consider the assessment of the student in the relevant paper.
  - (9) The chief examiner may at his or her 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 2003 to withdraw from the paper on

- medical or compassionate grounds.
- (11) Where a student demonstrates to the Director of Student and Academic Services that, because of circumstances beyond his or her control, he or she is not able to accept the offer of a special examination, the student may apply under the Change of Enrolment Regulations 2003 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 Director of Student and Academic Services 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.
- (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 a copy of his or her marked examination script.
- (2) An application for a copy of an examination script must be submitted to the Director of Student and Academic Services on the prescribed form, together with proof of identity, not later than three months after the date of the examination concerned.
- (3) 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+	85-100
A	80-84
A-	75-79
B+	70-74
B	65-69
B-	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) 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.
- (4) 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 Dean of the Faculty/School in which the other paper is offered approves otherwise.*

- (5) 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.
  - (6) An IC annotation is treated as a fail grade.
  - (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 subject, or 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) Confirmed grades are notified in writing by mail to the address indicated by the student as his or her examination address.
  - (2) Confirmed grades may also be published confidentially, using individual student identity numbers, by noticeboard and/or iWaikato (Internet).

## **Part 7**

### **Breaches and Appeals**

#### **23. Breaches**

A breach of these Assessment Regulations is misconduct under the Student Discipline Regulations 2004.

#### **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 and Academic Services 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 Academic Programmes Committee.
- (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

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### *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 Schools 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 Calendar 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 notice of their intention of doing so in writing to the Director of Student and Academic Services. 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, he or she 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 Professor of Māori or his or her 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 Professor of Māori or 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 University 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 receive also 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 appropriate Pro 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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## Graduation

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The University will hold a number of graduation ceremonies in 2006. Graduation will take place in Hamilton during 20-28 April and 18-19 October. There will be a graduation ceremony in Tauranga on 21 April.

All students who have completed the requirements for any of the University's qualifications can attend a ceremony. Graduation application forms are forwarded to completing students and these must be completed and returned by the due dates stated on the forms.

Further information regarding the 2006 graduation ceremonies can be obtained from the Student and Academic Services Division in the Gateway.

## 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:* 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:* Crimson gown; gold hood with gold lining; black Tudor bonnet with gold cord and tassel.

*Chancellor and Vice-Chancellor:* Black gown with lining of gold satin; gold button and cord just above the sleeves which are also lined with gold satin; a replica of the University's Coat of Arms just above the gold button on the shoulder; black Tudor bonnet with gold cord and tassel.

*Pro-Chancellor:* Black gown with lining of gold satin; gold button and cord just above the sleeves which are lined with black satin; 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 Director, Student and Academic Services Division, 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 University of Waikato Council is constituted under Part XV of the Education Act 1989.

Members are elected under the relevant provisions of the Council constitution in accordance with the Election of Members of the Council Statute, which is printed in the current *Directory of Committees and Rules of Procedure*.

## Constitution and Membership

### Four members appointed by the Minister of Education

Mr John Jackman (to 31.12.08)

Dr Brian Linehan (to 31.10.06)

Dr Rob Pringle (to 31.7.07)

Mr Graeme Weld (to 31.1.09)

### Vice-Chancellor

Professor Roy Crawford

### One permanent member of the academic staff of the University of Waikato elected by the permanent members of that staff

Professor Alexandra Barratt (to 31.12.06)

### One permanent member of the general staff of the University of Waikato elected by the permanent members of that staff

Ms Sally Sleigh (to 31.12.06)

### One member appointed by the Council after consultation with Business New Zealand

Mr John Gallagher (to 31.12.08)

### One member appointed by the Council after consultation with the New Zealand Council of Trade Unions

Mr Robb Parton (to 31.12.06)

### One student member appointed

(a) if membership of the Waikato Students' Union is compulsory, in the capacity as President of the Waikato Students' Union

(b) in any other case, following an election conducted in accordance with the University of Waikato Election of Members of the Council Statute

Ms Sehai Orgad (2006)

### One academic staff member elected by and from the members of the Academic Board of the University of Waikato

Professor Terry Healy (to 31.12.06)

### One member appointed by the Council in the capacity as Mayor of Hamilton

Mr Michael Redman

**One person appointed by the Council after consultation with the chief executives of the member institutions of The Tertiary Alliance**

Dr Alan Hampton (to 31.12.06)

**One member appointed by the Council after consultation with Te Rōpū Manukura**

Ms Materoa Dodd (to 31.12.06)

**One member appointed by the Council on the nomination of Te Arikinui**

Ms Eleanor Barton (to 31.12.06)

**Up to three members who may be co-opted by Council**

Mr Shane Solomon (to 31.12.06)

Mr Tony Whittaker (to 31.12.08)

Dr Apirana Mahuika (to 31.12.06)

**Secretary to Council**

Dr Gerald Bailey

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### Ex Officio Members

1. The Vice-Chancellor
2. The Deputy Vice-Chancellor
3. The Deans of the Faculty/Schools of Studies
4. The President of the Waikato Students' Union, or nominee
5. The University Librarian

### Elected Members

6. Four professors, elected by and from the academic staff of the University, for terms of three years from 1 January.
7. Two academic staff members, elected by and from each of the Boards of Studies, for terms of three years from 1 January.
8. One student, elected by and from the student members of each of the Boards of Studies, for a term of one year from 1 January. The student may not be a member of the academic staff.

### Appointed Members

9. One staff member appointed by the Dean of each Faculty/School for a term of three years from 1 January. Unless otherwise a member of the Academic Board through one of the other provisions of the constitution, the appointee is normally the Faculty's/School's representative on the Academic Programmes Committee.
10. One student appointed by and from Māori student members of the Boards of Studies for a term of one year from 1 January.

### Co-opted Members

11. Up to four members may be co-opted by the Academic Board on the advice of the Vice-Chancellor.

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1964-1969	D. Rogers OBE ED JP MBChB NZ
1970-1972	J. B. McKenzie ED FCANZ
1973-1978	H. R. Bennett CBE QSO MBChB NZ DPM Melb FANZCP MCCM (NZ) FFPHM (RACP) HonD Waikato
1979-1980	C. D. Arcus LLB Auck
1981-1985	D. L. Tompkins KNZM LLB NZ HonD Waikato QC
1986-1987	H. R. Bennett CBE QSO MBChB NZ DPM Melb FANZCP MCCM (NZ) FFPHM (RACP) HonD Waikato
1988-1991	Mary J. Drayton MBE MA DipEd NZ HonD Waikato
1992-1997	G. D. G. Bailey QSO LLB Cant HonD Waikato
1998-2002	Caroline Bennett BSc Otago BEd DipEd MEdAdmin Massey HonD Waikato

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1964-1984	D. R. Llewellyn KNZM CBE JP DPhil Oxf DSc Birm HonD Waikato (Foundation Vice-Chancellor)
1985-1994	W. G. Malcolm CBE MA NZ BA Camb PhD Well HonD Waikato
1994-2004	Bryan C. Gould BA LL.M Auck BCL MA Oxf

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1967	Lord Ballantrae
1968	Pei te Hurinui Jones
1969	Sir Arthur de Terrotte Nevill
1971	Donald Wilfred Arcus
1971	Denis Rogers
1971	Richard Bristowe Waddington
1979	Dame Te Atairangikaahu
1979	Frank Maine Bateson
1980	Jack Stanford Allan
1982	Henry Rongomau Bennett
1983	Henare Tuwhangai
1984	Sir Ross Malcolm Jansen
1985	Sir Donald Rees Llewellyn
1986	Phyllis Myra Guthardt
1986	Dorothy Jessie Stafford
1986	Rangimarie Hetet
1987	Sir David Lance Tompkins
1990	Norman William Kingsbury
1992	Janet Frame
1992	Edwin George Morgan
1993	Mary Josephine Drayton
1993	Donald Murray Stafford
1994	The Honourable Justice Dame Silvia Rose Cartwright
1994	Chief Justice Edward Taihakurei Junior Durie
1994	Dame Malvina Lorraine Major
1994	Waea Mauriohooho
1994	Charlotte Wallace
1995	Elizabeth Ursula Alley
1995	Wilfred Gordon Malcolm
1995	Jeanette King
1995	Huirangi Eruera Waikerepuru
1996	Dame Kiri Te Kanawa
1996	Katerina Te Heikoko Mataira
1997	Sir Peter Tapsell
1997	Hiko Hohepa
1997	Manuhuia Augustus Bennett
1998	Kevin Roberts
1998	Paul Woodford Day
1999	Sir Douglas Arthur Montrose Graham
1999	Koro Tainui Wetere
1999	Gerald David Gibb Bailey

2001	Neil Finn
2001	Tim Finn
2002	Ida Gaskin
2002	Michael King
2002	Michael MacRae Hanna
2002	Hirini Melbourne
2003	Tui Adams
2004	Margaret Anne Wilson
2004	David Gordon Edgar
2004	Caroline Bennett
2004	Apirana Tūāhae Mahuika
2004	Hare Wakakaraka Puke
2005	James Te Wharehuia Milroy
2005	Margaret Mahy

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1980	P. W. Day MNZM MA NZ and Oxf HonD Waikato
1981	G. J. Schmitt CMG MA BCom NZ DPA Well FCA CMA
1985	J. G. Pendergrast MSc NZ PhD DIC Lond
1986	A. Zulauf DrRerNat Mainz PhD Lond
1988	J. D. McCraw MBE MSc NZ DSc Well FNZSSS CRSNZ
1988	W. T. Roy MA L'now FRAS FRSA
1990	J. T. Ward BSc(Econ) Lond MLitt Oxf PhD Lond
1990	R. Ziedins MA PhD Melb
1991	D. G. Bettison MA PhD Rhodes
1993	B. S. Liley MSc NZ PhD R'dg FInstP CPhys FNZIP
1993	I. A. McLaren MA NZ AM Chic PhD Well
1993	J. E. Ritchie MA DipEd PhD NZ FBPsS FNZPsS FAAA
1999	K. M. Mackay BSc Aberd PhD Camb CChem FRSC FNZIC
1999	B.V. Smith BCA Well ACA CMA
1999	F.W. Marshall MA NZ DU DipdeCultFrCont Paris OPA
2002	M.J. Selby BA(Hons) MA DipEd DSc Oxf DPhil Waikato

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1992	Anthony T.Rogers QSO
1994	Cecil Douglas Arcus
1994	Kenneth Eric Jury
1994	John Thomas Kneebone CMG
1994	Brian Richard Perry OBE
1994	Hare Puke
1994	Eric Ashley Taylor
1994	Sister Heeni Wharemaru
1995	Sir Robert Arthur Owens KNZM CBE
1995	Mary Gordon
1995	Val Going
1997	John Denny
1999	Jenny Alford
1999	Pam Banks
1999	Ann MacKay
2000	Stafford Smith
2002	Yolande Neilson
2002	Jeremy Callaghan
2003	Marie Fenwick
2003	Robert Barrington Grant
2004	Jack Charles (Dufty) Wilson

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1994	Margaret Avery
1994	John Turner
1994	Guyon Wells OBE
1994	Graham Lamont
1994	Robert Katters
1997	Malcolm Carr
1999	Barry Parsonson
1999	Rachel Irwin
2000	Margaret McLaren
2000	Peter Ramsay
2000	Laurie Barber
2000	Hugh Barr
2002	Samuel Edwards
2002	David Mitchell
2002	Jill Mitchell

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The University of Waikato/Te Whare Wānanga o Waikato had its genesis in 1956, when a small group of visionary individuals determinedly began working towards the founding of a university for the people of the South Auckland region. A college, a sub-branch of Auckland University, was established in 1959 and in 1965 the University of Waikato, having opened its doors in 1964, was officially opened by the then Governor-General, Sir Bernard Fergusson (later Lord Ballantrae).

From these modest beginnings, on what was largely farmland and with only a handful of temporary buildings and staff, the University of Waikato now provides around 205 qualifications to a student population of approximately 13,000, of whom more than 4,800 complete a qualification annually. Today, the University employs approximately 1,560 full-time equivalent staff and makes a significant contribution to the local economy.

The University celebrated its 40th anniversary in 2004. This important milestone was accompanied by significant change—we mourned the death of our Foundation Vice-Chancellor, Professor Don Llewellyn, and farewelled our third Vice-Chancellor, Professor Bryan Gould, who retired after ten years in the post. With great optimism and a focus on the future, we commenced the next chapter of our history by welcoming our fourth Vice-Chancellor, Professor Roy Crawford at the beginning of 2005.

Our focus on the future was quickly cemented, as we embarked on the development and delivery of an ambitious Vision for the period 2005-2015. The key themes of our new Vision are Excellence, Distinctiveness and International Connectedness. We are committed to delivering a world-class education and research portfolio, providing a full and dynamic university experience which is distinctive in character, and pursuing strong international linkages to advance knowledge. The Vision articulates a strong framework which will define our fifth decade, presenting us with many exciting challenges and opportunities.

We play an essential leadership role in the prosperity of our region, which we define in terms of the tribal boundaries of the 16 iwi affiliated to Te Rōpū Manukura. It extends from Manukau down to Wanganui, across to Kahungunu, along the East Coast up to Hikurangi, continuing up the Bay of Plenty, to the Coromandel and back to Manukau. We sit at the heart of a community of strong regional partnerships and take pride in the extent to which we reflect and serve the strengths and interests of our region.

Our quality Hamilton campus environment, with grounds covering an area of 65 hectares, continues to be a source of community pride. The grounds include sports fields, walkways, three lakes and extensive gardens. Great care is taken to maintain the beautiful grounds, while also developing the built environment to accommodate the University's growing needs. During 2003 and 2004, an extensive urban design consultation process was undertaken, which culminated in the development of a 10 year capital development plan. A cohesive framework of design principles underpins this plan, ensuring that the environmental, social and structural elements of the campus will continue to relate to each other effectively and contribute to a developing model of sustainability. In keeping with the agreed urban design concepts, the University will strengthen its emphasis on bicultural developments through initiatives such as a physical Rūnanga and a new marae.

As part of its new Vision, the University will promote the concept of a full



university experience, which is much more than just the accumulation of knowledge. Through a range of campus development and related strategies, it will enhance the entire intellectual, cultural, political, social and recreational life that students enjoy while they are enrolled.

The Hamilton campus is home to the WEL Energy Trust Academy of Performing Arts, a high-technology facility for the performance of drama, music, dance, and Māori and other cultural performing arts. It is, at the same time, a vital teaching facility for the University, and a world-class performance venue, which has been welcomed by the Hamilton and wider Waikato communities who share it. Such is its great success that additions and extensions are being planned.

We are committed to increasing both the tertiary participation rate of our regional population overall, as well as the proportions of new school-leavers and postgraduate students. We are also committed to ensuring the ongoing relevance of the programmes we offer, and the effectiveness of our delivery of them. The University continues to deliver programmes in various locations throughout our region and more than 20 of our qualifications are available entirely or mostly through online study.

The University of Waikato has a campus at Tauranga and a strong relationship with the Bay of Plenty Polytechnic. The collaborative arrangements enjoyed by both institutions include the sharing of resources and services and joint provision of professional development and training opportunities for staff. Credit transfer arrangements between the two institutions are well-established.

The University has recently affirmed its commitment to the community in the Bay of Plenty and to sustaining that commitment in a manner that is focused and directly aligned with its new Vision and its role as one of the key drivers of economic growth in the region. With this in mind, the University will align itself with the region's economic and growth strategies as a means of ensuring that its own strategies are coordinated and integrated with those of the Bay of Plenty community.

Cooperation and collaboration are fundamental principles to the way the University of Waikato operates. We are a member of the Tertiary Education Alliance, alongside the Bay of Plenty Polytechnic, Tairāwhiti Polytechnic, Waiariki Institute of Technology, Western Institute of Technology and Wintec. This Alliance is a highly successful example of a cooperative approach to education planning and provision. It provides clear academic pathways through agreed articulation, credit and contractual teaching arrangements, and as a result, students in the region can take advantage of tertiary opportunities that would not otherwise have been so accessible.

We adhere to the concept of a university education that is, by definition, research-led. Through sustained research intensity and the attraction of high levels of external funding from public sector and industry sources, we aim to maintain a highly competitive research profile. Our staff participate in a wide range of research consortia, clusters and multi-institutional research teams locally, regionally, nationally and internationally. Located close to a recently established Innovation Park, we are exceptionally well-placed to contribute to the local and national economies by enhancing business capability in the region and increasing opportunities for the commercialisation of intellectual property.

We continue to foster a culture of internationalisation, measured through the diversity of our student and staff profiles, the support and celebration of that diversity, a long-standing pride in our reputation for the pastoral care of our international students, and the measures we take through curriculum, programme design and our global networks and connections to international influences.

From its inception the University has always been at the forefront of initiatives in support of Māori aspirations. Sir Bernard Fergusson made a deep and lasting impression with his message at the official opening of the University, saying that Waikato was "the first of the New Zealand universities to be planted right in the heart of traditionally Māori country." Since our foundation, we have worked closely with local iwi, particularly Tainui, to make the University accessible to Māori students and to foster an environment of success. Today, we are proud to have the highest proportion of Māori students of any New Zealand university.

As part of our role in relation to life-long learning, the University's Centre for Continuing Education delivers each year, both in Hamilton and in Tauranga, an

adult and community education programme that draws heavily on university scholarship and expertise. We have always regarded our community education programmes as a very important and valuable dimension of our academic provision and a significant dimension of our Charter commitments to our region, to equity of access and to kaupapa and tikanga Māori.

We are proud of our evolution into a truly New Zealand institution which, as our motto reflects, supports our country's nation-building policies and reflects our nation's identity. Ko Te Tangata ('For the People').

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Since 1999 the University has had a campus in Durham Street, Tauranga, and also used library, teaching and computing facilities in the Bay of Plenty Polytechnic's Bongard Centre.

At this campus, students are able to complete Bachelor of Arts, Bachelor of Liberal Studies, Bachelor of Management Studies, Bachelor of Social Sciences and Bachelor of Teaching (Primary) degrees. Students can also complete the Postgraduate Diploma in Management Studies, the Graduate Diploma of Teaching (Secondary) and the Te Tohu Paetahi programme in Tauranga. In addition, students can take papers towards other University of Waikato undergraduate degrees, and pathway programmes are also available for students who require them.

The range of papers available is not as comprehensive as on the Hamilton campus but is being increased each year.

Papers are taught in a variety of ways, including by Tauranga based University of Waikato and Bay of Plenty Polytechnic academic staff, by Hamilton based academic staff commuting to Tauranga, and by video conference link from Hamilton. Students are also able to enrol in web-based papers offered from the Hamilton campus of the University.

Some students complete their degrees entirely in Tauranga, while others commute to Hamilton for some of their papers or transfer to Hamilton to study papers not taught in Tauranga.

A wide variety of Continuing Education courses are also taught in Tauranga.

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The University comprises the Faculty of Arts and Social Sciences, and the Schools of Computing and Mathematical Sciences, Education, Law, Management, Māori and Pacific Development, and Science and Engineering.

The **Faculty of Arts and Social Sciences** offers a wide range of qualifications from the pathway Certificate of Attainment in Foundation Studies through to postgraduate research. Foundation Studies prepares students from non-English speaking backgrounds for study at a New Zealand university. Subjects taught within the Faculty include the Social Sciences, the Humanities, the performing arts and a number of languages. The six undergraduate degrees offered are the Bachelor of Arts, Bachelor of Social Sciences, Bachelor of Communication Studies, Bachelor of Music, Bachelor of Tourism and Bachelor of Liberal Studies. The Faculty's graduate programmes include Bachelor of Arts with Honours, Bachelor of Social Sciences with Honours, Bachelor of Communication Studies with Honours, Bachelor of Music with Honours, Master of Arts, Master of Arts (Applied), Master of Applied Psychology, Master of Environmental Planning, Master of Music, Master of Social Sciences and a number of specialist graduate and postgraduate diplomas. MPhil and PhD research degrees are offered across a range of Arts and Social Sciences subjects. As well as the expertise gained in their specialist areas, graduates of the Faculty are equipped with essential skills including literacy, communication, reasoning, research, a theoretical and practical understanding of people and society, and a broad knowledge of culture, society and history. Further information is available on the Faculty website: <http://www.waikato.ac.nz/wfass/>

The **School of Computing and Mathematical Sciences** provides a stimulating and leading-edge environment of quality relevant teaching programmes and world-class research, producing graduates well-fitted for the challenges of the contemporary and future workplace. In the 2004 Performance-Based Research Funding (PBRF) assessment the School was ranked the top Computing and Mathematics School in New Zealand on the basis of its research performance, and the Computer Science and Mathematics departments were each ranked top in their respective groups.

The School of Computing and Mathematical Sciences offers the four-year Bachelor of Computing and Mathematical Sciences, the three-year Bachelor of Science and the three-year Bachelor of Computer Graphic Design (in conjunction with the Wanganui UCOL School of Design). There are several specified programmes offered for the BCMS and BSc which provide a strong basic education in Computer Sciences, Mathematics and Statistics, and which prepare students for a range of the many professions that depend on these three disciplines. The BCMS may be awarded with Honours. Students can also study towards a four-year Bachelor of Engineering in Engineering Science or Software Engineering within the School of Computing and Mathematical Sciences in conjunction with the School of Science and Engineering. Advanced degrees offered within the School include the Bachelor of Science (Honours), the two-year Master of Science, and the Doctor of Philosophy. One-year graduate and post-graduate diploma programmes are also available. Further information is available on the website: <http://www.scms.waikato.ac.nz/>

The **School of Education** provides degree programmes in Education and Sport and Leisure Studies. Undergraduate programmes in teacher education lead to the award of the Bachelor of Teaching and Bachelor of Teaching with Honours degrees, while students already holding a degree may apply for a one year Graduate Diploma of Teaching programme. Education Studies and Human Development papers also

provide opportunities for critical study of learning and the processes of education and schooling to students outside the School of Education. Graduate and postgraduate qualifications are offered both for qualified and experienced teachers and for students training for related professions in the broader education sector. In addition to a range of postgraduate diplomas the School offers masters degrees in Education, Special Education, Educational Leadership and Counselling, as well as the degrees of Doctor of Education and Doctor of Philosophy. Undergraduate, graduate and postgraduate qualifications in Sport and Leisure Studies are also offered. Further information is available on the website: <http://www.waikato.ac.nz/education>

The **School of Law** provides an innovative, student-focused Bachelor of Laws degree in a stimulating academic environment. The School's founding goals of professionalism, biculturalism, and the study of law in context attract an exciting and diverse group of staff and students. The Law School 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 School 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. Law can also be combined with a Bachelor of Arts, Bachelor of Social Sciences, Bachelor of Science or Bachelor of Management Studies degree in a conjoint programme. The School offers two LLM programmes, MPhil and PhD degrees, and, in conjunction with the Waikato Management School, the Graduate Diploma in Dispute Resolution. Further information is available on the website: <http://www.waikato.ac.nz/law/>

The **Waikato Management School** is distinctive in its commitment to inspiring the world with fresh understandings of sustainable success. These fresh understandings are achieved through high quality research; excellent teaching; consulting with business; extensive international connections; the knowledge and values that graduates take into the workforce; and the outstanding experiences offered to everyone who connects with the School. The Tertiary Education Commission's 2004 Performance Based Research Funding (PBRF) report ranked the School first in both the Management, and Accounting and Finance categories. The School has received Association of MBAs (AMBA) and European Quality Improvement System (EQUIS) accreditation. It is New Zealand's number one research-led business school, with the highest proportion of PhD qualified staff of any New Zealand business school.

The Waikato Management School offers a portfolio of qualifications ranging from undergraduate to postgraduate certificates, degrees and diplomas. The Bachelor of Management Studies is a comprehensive four-year degree that is highly ranked by employers. The Bachelor of Electronic Commerce degree offers students a sound mix of management and technical skills while the Bachelor of Communication Studies teaches students strategic and creative communication solutions. The Bachelor of Tourism focuses students on developing a responsive approach to the needs of the tourism industry. The Waikato Management School offers Honours degrees to top students, graduate and postgraduate diplomas in 18 management subject areas and Masters degrees in Management Studies, Electronic Commerce, Innovation and Technology and Business Administration. Further information is available on the website: <http://www.management.ac.nz/>

The **School of Māori and Pacific Development** offers programmes in Māori language and linguistics, culture, customs, arts and performing arts, Treaty of Waitangi and Development Studies. Papers offered in the School lead to the award of Bachelor of Arts with a major in Māori, and Te Tohu Paetahi, (the BA taught through the medium of Māori with the first year devoted largely to the learning of te reo Māori). The School also offers the Bachelor of Māori and Pacific Development, the Master of Arts, Master of Māori and Pacific Development, the Postgraduate Diploma in Māori and Pacific Development, the Postgraduate Diploma in Interpreting and Translating Māori and the Certificate in Māori Studies. In addition, students can prepare for university study in Te Tīmatanga Hou and in the Huarahi Māori stream of the Certificate of University Preparation. These bridging programmes are designed specially for Māori to provide the academic foundation needed for success in degree level study. There is a strong, and growing, research culture and students may pursue research at masters and doctoral levels (for which a number of scholarships are available) as well as benefiting from opportunities to contribute to the School's externally funded research and development contracts. Further information is available on the website: <http://www.waikato.ac.nz/smpd/>

The **School of Science and Engineering** offers a range of innovative programmes for the undergraduate degrees of Bachelor of Engineering, Bachelor of Science, and the Bachelor of Science (Technology). The Bachelor of Engineering may be awarded with Honours. Graduate degrees offered include the Master of Engineering, Master of Science and Master of Science (Technology), as well as a range of diplomas. Over 140 students are enrolled in Master of Philosophy and Doctor of Philosophy degrees. The School also operates 12 academic centres and units including the Honey Research Unit, the Centre for Science and Technology Education Research, and the Carbon Dating Unit. Further information is available on the website: <http://sci.waikato.ac.nz/>

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## The University's Commitment to the Treaty of Waitangi

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Tihe mauriora ki te wheiao ki te Ao Mārama.

The University of Waikato is committed to meaningful partnerships under the Treaty of Waitangi, and to providing leadership in research, scholarship, and education that is relevant to the needs and aspirations of iwi and Māori communities.

The University values its relationship with Tainui as mana whenua, and is committed to working closely with local iwi to ensure responsiveness to Māori. As a partner to the University, the iwi forum of Te Rōpū Manukura continues to work with the University Council, and to support the development of research and tertiary education opportunities for Māori.

A variety of educational offerings are available to Māori, ranging from bridging programmes such as Te Tīmatanga Hou and the Huarahi Māori stream within the Certificate of University Preparation, through to specialist postgraduate courses and qualifications.

Many Schools of Study provide forums specifically for Māori students and, at a University level, Kōmiti Āwhina and the Māori Students' Officer of the Waikato Students' Union represent and advocate for the academic, social, political and cultural interests of Māori students.

Māori specialists are available throughout our range of student services, including health and counselling, learning development, information literacy, library, and community liaison. Each School or Faculty also has a Māori mentoring system, with a particular emphasis on supporting students new to the University.

The University is also committed to kaupapa and tikanga Māori within the campus environment and community. Te Kohinga Mārama, the University marae, is a lively focal point for cultural events. So too, is Te Āhurutanga, supported by the surrounding community of Te Pua Wānanga ki te Ao. Kaupapa Māori units within the Halls of Residence also provide a space for those students who wish to live in an environment that fosters manaakitanga, whānaungatanga, te reo, kaupapa, and tikanga Māori.

In 2001, the Pro Vice-Chancellor (Māori) position was established to provide executive-level leadership for the University, and to complement the many organisations and networks on campus that foster kaupapa Māori.

While we are proud of our achievements as leaders in Māori tertiary education, we remain dedicated to building on our achievements and successes under the mantle of the Treaty of Waitangi, and to providing leadership for the growth and development of our nation.

Kia ora tātou katoa.

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**Note:** Equivalent and Restriction associations to numeric coded papers (pre-2003) are no longer listed in the Calendar. However, these relationships will continue to be applied. For more information contact the Student and Academic Services Division.

## Key to Paper Codes

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

ANTH	Anthropology
APPL	Applied Linguistics
ARTH	Art History
ASIA	Asian Studies
CAEL	Certificate of Attainment in English Language
CAFS	Certificate of Attainment in Foundation Studies
CHIN	Chinese
ENGL	English
ESLA	English as a Second Language
ENVP	Environmental Planning
FREN	French
GEOG	Geography
GERM	German
HDVP	Health Development and Policy
HIST	History
JAPA	Japanese
LBST	Labour Studies
LING	Linguistics
MUSI	Music
NZST	New Zealand Studies / Akoranga Aotearoa
PHIL	Philosophy
POLS	Political Science/Public Policy
POPS	Demography and Population Studies
PSYC	Psychology
RELS	Religious Studies
ROML	Romance Languages
SMST	Screen and Media Studies
SOCF	Social Policy
SOCY	Sociology
SPAN	Spanish
SSRP	Social Science Research

THST Theatre Studies  
 TOST Tourism Studies  
 WGST Women's and Gender Studies

### **Codes within the School of Computing and Mathematical Sciences**

CGRD Computer Graphic Design  
 COMP Computer Science  
 MATH Mathematics  
 STAT Statistics

### **Codes within the School of Education**

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

ALED Arts and Language Education  
 CUPR Certificate of University Preparation  
 DSOE Professional Education (Research)  
 HDCO Human Development and Counselling  
 MBED Māori and Bilingual Education  
 MSTE Mathematics, Science and Technology Education  
 PCSS Policy, Cultural and Social Studies Education  
 PROF Professional Studies in Education  
 SPLS Sport and Leisure Studies  
 STER Science and Technology Education  
 TEAL Arts and Language Education  
 TEDE Professional Education (Practice)  
 TEHD Human Development and Counselling  
 TEMB Māori and Bilingual Education  
 TEMS Mathematics, Science and Technology Education  
 TEPC Policy, Cultural and Social Studies Education  
 TEPS Professional Studies in Education  
 TESP Sport and Leisure Studies

### **Codes within the School of Law**

LAWS Law  
 LEXS Legal Executive Studies

### **Codes within the Waikato Management School**

ACCT Accounting  
 ECON Economics  
 ENVR Environment and Management  
 EXEC Executive Education  
 FINA Finance  
 HRMG Human Resource Management  
 INMG International Management  
 MCOM Management Communication  
 MKTG Marketing  
 MNFP Management of Not-for-Profit Organisations  
 MNGT Management  
 MSYS Management Systems/Information Systems Management/Supply Chain Management  
 STMG Strategic Management  
 TOMG Tourism Management

### **Codes within the School of Māori and Pacific Development**

DEVS Development Studies  
 MAOR Te Reo Māori / Māori Language  
 MPDV Māori and Pacific Development  
 TIKA Tikanga Māori / Māori Cultural Studies  
 TTHO Te Tīmatanga Hou  
 TTWA Te Tiriti o Waitangi Akoranga / Treaty of Waitangi Studies

### **Codes within the School of Science and Engineering**

BIOL Biological Sciences  
 CHEM Chemistry  
 ENEL Physics (Electronic Engineering)  
 ENGG Engineering  
 ENIN Materials and Process Engineering (Technology)  
 ENMP Materials and Process Engineering  
 ENSC Physics (Engineering Science)  
 ENVS Environmental Science  
 EARTH Earth Sciences  
 PHYS Physics  
 STER Science and Technology Education

### **Key to Semester Codes**

A Papers taught over weeks 19-25  
 B Papers taught over weeks 28-45  
 C, D, E etc. Papers taught in periods which do not correspond with normal semester periods  
 S Papers taught over weeks 2-8  
 Y Papers taught over weeks 9-45

### **Key to Location Codes**

AKT Ako Tauhokai  
 BLK Block  
 HAM Hamilton (Hillcrest campus)  
 LIA Language Institute (Auckland)  
 LIH Language Institute (Hamilton)  
 NET Internet  
 NLD Northland Polytechnic  
 SEC Secondary School (STAR)  
 TAI Tairāwhiti Polytechnic  
 TGA The University of Waikato at Tauranga  
 WIT Waiariki Institute of Technology

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The following pages contain 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 600 and 900 level papers for MPhil and PhD students. Prospective students are advised to consult the Postgraduate Studies Office 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.

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 Student and Academic Services Division.

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

For example:

ALED 100 06A (HAM)	<i>Writing for University Purposes</i>
ALED	This is the subject code. In this case, Arts and Language Education
100	This is the level of the paper; 100 = Part 1 200 = Part 2 300 = Part 3 etc.
06A	This is the year and semester 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, FREN231 *French Language Intermediate 1* is a prerequisite for FREN232 *French Language Intermediate 2*. Students may not enrol in FREN232 until they have passed FREN231. (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/School 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 PHYS312 *Electromagnetic Waves* is a corequisite for ENEL324 *Optoelectronics*. You may enrol in ENEL324 only if either you have already passed PHYS312 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 ACCT311 *Management Accounting*. Students who have completed ACCT311 may not receive credit for ACCT331.

**Restricted** papers share a significant amount of common content. Students may therefore receive credit for only one of the papers listed. For example JAPA101 *Basic Japanese : Part A* is a restriction for JAPA231 *Japanese for Beginners 2: Part A*. 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 ratio** is provided for all papers. The ratio indicates how much of the paper is internally assessed and how much is formally examined. The ratio 1:0 means a paper is fully internally assessed, while the ratio 1:1 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 semester 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 lecture commitments. Normal lecture hours are between 8.00 a.m. and 6.00 p.m.

A **semester** is a period for which students enrol in papers, attend classes and submit assessment items. The University of Waikato has two standard semesters (A and B), which each comprise normally 17 or 18 weeks, and a Summer School (S), which is an intensive semester, comprising 7 weeks. The semester period includes teaching as well as any study weeks, and an examination period. The exact duration of semesters in a particular year is defined by week numbers in the [Teaching and Assessment Periods](#).

2006: A semester, weeks 9-25  
 B semester, weeks 28-45  
 Summer School, weeks 2-8

Some papers have start and end dates which differ from the standard semesters set out above. Papers which extend across both the A and B semesters are annotated as Y papers. Papers which are taught in non-standard periods have a C, D, or E 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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The papers set out below will be offered in 2006 under articulation agreements at the institutions listed, subject to the confirmation of contractual arrangements. Full details of these papers are set out under the relevant subject entries of this Calendar.

### School of Computing and Mathematical Sciences

#### Northland Polytechnic

##### *Statistics*

STAT121-06B (NLD) Introduction to Statistical Methods

#### Tairāwhiti Polytechnic

##### *Computer Science*

COMP123-06A (TAI) & 06B (TAI) The Computing Experience

COMP124-06A (TAI) He Tomokanga ki te Ao Rorohiko

##### *Mathematics*

MATH165-06Y (TAI) General Mathematics

##### *Statistics*

STAT121-06Y (TAI) Introduction to Statistical Methods

### School of Education

#### Tairāwhiti Polytechnic

##### *Sport and Leisure Studies*

SPLS101-06B (TAI) Sport and Leisure Industry in Aotearoa/New Zealand

SPLS102-06B (TAI) Concepts of Leisure

SPLS103-06B (TAI) Physical Activity, Fitness and Lifestyle

### School of Māori and Pacific Development

#### Tairāwhiti Polytechnic

##### *Te Reo Māori/Māori Language*

MAOR111-06C (TAI) Te Reo Māori: Introductory 1

MAOR112-06C (TAI) Te Reo Māori: Introductory 2

MAOR211-06C (TAI) Te Reo Māori: Post-Introductory 1

MAOR212-06C (TAI) Te Reo Māori: Post-Introductory 2

MAOR213-06C (TAI) Te Reo Māori: Post-Intermediate 1

MAOR214-06C (TAI) Te Reo Māori: Post-Intermediate 2

MAOR290-06A (TAI) & 06B (TAI) Kaupapa Korero Motuhake: Directed Study  
MAOR390-06A (TAI) & 06B (TAI) Nga Ahuatanga o te Rangahau Korero Nehe:  
Directed Study

## **School of Science and Engineering**

### **Tairawhiti Polytechnic**

#### ***Biological Sciences***

BIOL101-06B (TAI) Cellular and Molecular Biology  
BIOL102-06A (TAI) The Biology of Organisms

#### ***Chemistry***

CHEM101-06A (TAI) Chemical Concepts  
CHEM102-06B (TAI) Chemical Change and Organic Compounds

#### ***Earth Sciences***

ENVS101-06B (TAI) Environmental Science  
ERTH103-06A (TAI) Discovering Planet Earth  
ERTH104-06B (TAI) Dynamic Earth Environments

#### ***Physics***

PHYS100-06A (TAI) Exploring Physics

## **Waikato Management School**

### **Tairawhiti Polytechnic**

#### ***Economics***

ECON200-06B (TAI) Macroeconomics and the Global Economy

#### ***Management Systems***

MSYS111-06B (TAI) Information Systems and Supply Chain Management

### **Bay of Plenty Polytechnic**

#### ***Economics***

ECON200-06A (TGA) & 06B (TGA) Macroeconomics and the Global Economy

#### ***Management Systems***

MSYS111-06A (TGA) & 06B (TGA) Information Systems and Supply Chain  
Management

### **Wairiki Institute of Technology**

#### ***Economics***

ECON200-06B (WIT) Macroeconomics and the Global Economy

#### ***Management Systems***

MSYS111-06A (WIT) Information Systems and Supply Chain Management

## **STAR Papers**

The papers listed below will be offered under STAR funded agreements with secondary schools in 2006, subject to the confirmation of contractual arrangements. Full details of these papers are set out under the relevant subject entries of this Calendar.

#### ***Chemistry***

CHEM101-06A (SEC) Chemical Concepts  
CHEM102-06B (SEC) Chemical Change and Organic Compounds

#### ***Economics***

ECON110-06B (SEC) Economics, Media and Society

#### ***Philosophy***

PHIL106-06C (SEC) Social and Moral Philosophy

#### ***Physics***

PHYS103-06B (SEC) Physics for Scientists and Engineers 1

#### ***Te Reo Maori/Maori Language***

MAOR101-06A (SEC) Te Reo Maori: Intermediate 1  
MAOR110-06B (SEC) Te Reo Māori: Intermediate 2  
**Tourism Management**  
TOMG101-06A (SEC) Introduction to Tourism and Hospitality

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## Student Discipline Regulations

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### Preamble

At the time they enrol, students are required to sign a Student Declaration agreeing 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. Formal 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 2004

### Part 1

#### General

##### 1. Title

These are the Student Discipline Regulations 2004.

##### 2. 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.

##### 3. Date of effect

These regulations are effective from 1 January 2005.

##### 4. Definitions

In these regulations

**chief examiner** means the person appointed by the relevant Dean as the chief examiner for the paper concerned (the names of the chief examiners are available from the Director of Student and Academic Services) and includes any other person appointed by the Dean as an alternate chief examiner for the sole purpose of exercising summary jurisdiction under these regulations

**class** means a lecture, tutorial, laboratory, workshop, practical session, practicum, placement, field trip or any other type of learning activity delivered

or supervised by a staff member

**hall of residence** means Bryant Hall, College Hall, Orchard Park or Student Village

**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

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

**Pro Vice-Chancellor** means Pro Vice-Chancellor (Staff and Students)<sup>1</sup>

**student** means a student 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.

## 5. Application

- (1) These regulations apply to the conduct of students while they are enrolled as students.
- (2) 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, or
  - (d) where the conduct has the potential to harm unfairly the reputation of the University.
- (3) For the purpose of these regulations, the period during which a student is deemed to be enrolled as a student is defined as 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.
- (4) 'Start week' and 'end week' in subsection 3 are defined for Student Loans and Allowances purposes.
- (5) The processes for dealing with complaints of misconduct may extend beyond the period defined in subsection 3.

## Part 2

### Misconduct

#### 6. Definition of misconduct

A student commits misconduct if he or she

- (a) commits 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) behaves in a manner that significantly impedes or subverts the efficient functioning of the University in accordance with its statutory role
- (c) behaves in a manner that discredits the University
- (d) breaches any regulation published in the University Calendar
- (e) fails 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
- (f) uses University property, resources or funds for other than authorised purposes
- (g) incurs liability on the part of the University without authorisation
- (h) behaves in a manner that is likely to harm unfairly the reputation or professional prospects of another student or a member of staff
- (i) behaves in a manner that jeopardises the health or safety of another person
- (j) knowingly misleads the University in any significant matter
- (k) encourages, assists, or procures a person to commit misconduct.

#### 7. Discrimination and harassment

- (1) The University of Waikato is committed to providing a work and study environment that is free from discrimination and harassment.
- (2) A complainant may choose to have discrimination or harassment treated as a formal complaint of misconduct under these regulations.
- (3) 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. The grounds on which discrimination is prohibited under section 21 of the Human Rights Act 1993 (unless any of the exceptions in Part II of the Act apply) are

- (a) sex, which includes pregnancy and childbirth
  - (b) marital status
  - (c) religious belief
  - (d) ethical belief
  - (e) colour
  - (f) race
  - (g) ethnic or national origins, which includes nationality and citizenship
  - (h) disability
  - (i) age
  - (j) political opinion
  - (k) employment status
  - (l) family status
  - (m) sexual orientation.
- (4) Harassment means serious or persistent interference in the pursuit of work or study of another person, by behaviour that is unwelcome, uninvited and unwarranted. Harassment includes
- (a) sexual harassment: verbal or physical behaviour of a sexual nature that is unwelcome, uninvited and unwarranted
  - (b) racial harassment: the use of language (whether written or spoken), or visual materials, or physical behaviour that
    - (i) expresses hostility against, or brings into contempt or ridicule, any other person on the ground of the colour, race, or ethnic origins of that person
    - (ii) is hurtful or offensive to that other person (whether or not that is conveyed to the person complained about), and
    - (iii) is either repeated, or of such a significant nature, that it has a detrimental effect on that other person.
- (5) General information, including examples of the types of behaviour that constitute discrimination and harassment and sources of advice and support on campus, is available from the Director of Student and Academic Services.
- 8. Informal methods of dispute resolution**
- (1) As a matter of principle, the University encourages the use of informal methods for resolving disputes, although it is recognised that there are instances in which informal methods are not appropriate or will not be effective.
  - (2) Methods of seeking an informal resolution to a complaint include the following:
    - (a) the complainant discussing the issue with a third party but not proceeding further
    - (b) direct discussions between the parties
    - (c) the complainant writing a letter to the other party
    - (d) a third party representing the complainant's concerns on his or her behalf
    - (e) discussions between the parties, mediated by a third party
    - (f) the complainant changing his or her own position to avoid or accommodate the conflict.
  - (3) Within the University there is a network of trained staff and students to assist complainants with informal methods of dispute resolution; further information, including details of contact persons can be obtained from the Director of Student and Academic Services.
- 9. Students accused of misconduct subject to discipline procedures**
- (1) A student against whom a complaint of misconduct is made, either by a member of the University or another person, is subject to the discipline procedures set down in Part 3 of these regulations.
  - (2) All authority under these regulations must be exercised in accordance with the principles of natural justice.
  - (3) Any person who is a party to a complaint of misconduct, or who provides information pertaining to a complaint of misconduct, may be required by the relevant authority to sign a statutory declaration in relation to any aspect of his or her testimony.
  - (4) 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 his or her discretion.

**Part 3  
Procedures for Making, Investigating and Resolving Complaints of Student  
Misconduct, and Penalties where Misconduct is Substantiated**

**10. Opportunity for preliminary advice**

- (1) A person who considers that a student has committed misconduct may, if that person wishes, first seek preliminary advice from one of the following staff members:
  - (a) the Director of Student and Academic Services or another relevant divisional director
  - (b) the Pro Vice-Chancellor
  - (c) a relevant Chairperson of Department
  - (d) a relevant Dean.
- (2) A staff member from whom preliminary advice has been sought under subsection (1) must
  - (a) provide all reasonable assistance and support to the complainant
  - (b) advise the complainant, on the evidence provided by him or her, whether a formal complaint of misconduct might appropriately be lodged, and
  - (c) advise the complainant about the appropriate procedures for lodging a formal complaint should the complainant choose to lodge one.

**11. Procedures for making a formal complaint**

- (1) Any person may lodge a formal complaint of misconduct against a student
  - (a) even if that person has not sought or achieved an informal resolution under section 8, and
  - (b) even if that person has not sought preliminary advice from a staff member under section 10, and
  - (c) regardless of any advice given by a staff member under section 10.
- (2) A formal complaint of student misconduct must be made in writing
  - (a) if it relates to student conduct in a Hall of Residence or the Uni Rec Centre, to the Director of Student and Academic Services
  - (b) if it relates to student conduct in the Library, to the University Librarian
  - (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) (b) or (c), to the Pro Vice-Chancellor.

**12. Preliminary procedure in discipline complaints**

- (1) Where the Pro Vice-Chancellor receives a complaint of misconduct against a student, the complaint may be addressed through a tikanga process under section 13.
- (2) Unless it is agreed to follow a tikanga process under section 13, the Pro Vice-Chancellor may
  - (a) offer summary jurisdiction to the student, or
  - (b) refer the matter to the Student Discipline Committee.
- (3) If the Pro Vice-Chancellor offers summary jurisdiction, the student may choose either
  - (a) to accept the offer of summary jurisdiction, or
  - (b) to have the matter referred to the Student Discipline Committee.

**13. 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 a tikanga process if
  - (a) the complainant
  - (b) the student answering the complaint
  - (c) the Pro Vice-Chancellor, and
  - (d) the Pro Vice-Chancellor (Māori)agree to the arrangements determined under subsection (3).
- (3) The Pro Vice-Chancellor (Māori) is responsible for determining the arrangements for the tikanga process after discussion with the parties, and is also responsible for informing the parties of the nature and implications of the process.
- (4) The process is facilitated by the Pro Vice-Chancellor (Māori), assisted by a tikanga panel appointed by the Pro Vice-Chancellor (Māori).
- (5) Where possible, a resolution is negotiated by the complainant and the student answering the complaint; where they are unable to negotiate a resolution between themselves, a resolution is determined by the Pro Vice-Chancellor (Māori) in consultation with the Pro-Vice Chancellor.
- (6) In determining a resolution under subsection (5), the Pro Vice-Chancellor (Māori) is authorised to take any of the actions that are available under summary jurisdiction procedures, as provided in section 14(6).
- (7) The Pro Vice-Chancellor (Māori) is responsible for reporting the resolution

- negotiated or determined under subsection (5), in writing, to the complainant and the student answering the complaint.
- (8) The Pro Vice-Chancellor is responsible for ensuring that all appropriate records relating to the outcome are maintained.
  - (9) Failure to comply with a resolution negotiated or determined under this section is misconduct.
  - (10) A resolution negotiated or determined under this section is final; there is no right of appeal.
  - (11) Subject to the agreement of the Vice-Chancellor, the Pro Vice-Chancellor (Māori) may delegate his or her authority under this section.
- 14. Summary jurisdiction procedures**
- (1) Summary jurisdiction is exercised by the Pro Vice-Chancellor, or, if section 15 applies, a chief examiner.
  - (2) A student who accepts summary jurisdiction by the Pro-Vice-Chancellor 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 Pro-Vice-Chancellor
    - (b) may be accompanied at the meeting by any other person to act as an adviser or support person, subject to any conditions that the Pro Vice-Chancellor may impose.
  - (4) Where the Pro Vice-Chancellor exercises summary jurisdiction, he or she 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 he or she may seek or accept at his or her discretion, provided that this evidence is disclosed to the student and he or she is given the opportunity to comment on it.
  - (5) The Pro Vice-Chancellor may decide at any time to take no further action on a complaint of misconduct if, in his or her 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, the Pro Vice-Chancellor determines that a student has committed misconduct, he or she 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
    - (e) require the student to pay, by a given date, compensation or a fine of up to \$500
    - (f) suspend the student from attendance at any class or programme for up to one year
    - (g) exclude the student from, or limit access to, any designated part or facility of the University for up to one year
    - (h) 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
    - (i) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Pro Vice-Chancellor and within a prescribed period.
  - (7) The Pro Vice-Chancellor must exercise his or her discretion in the matter as expeditiously as possible.
  - (8) The outcome must be communicated to the complainant and the student as expeditiously as possible.
- 15. Delegation of summary jurisdiction to chief examiners**
- (1) The authority of the Pro Vice-Chancellor to exercise summary jurisdiction under section 14 may be delegated to a chief examiner, provided that
    - (a) the chief examiner has followed the process prescribed by the Pro Vice-Chancellor for requesting and exercising that delegated authority
    - (b) the complaint involves alleged plagiarism or cheating in a Level 1 or

- Level 2 item of internal assessment which is worth less than 33% of the total assessment for the paper concerned
  - (c) the student who is the subject of the complaint has not previously been found guilty of misconduct under these regulations, and
  - (d) the student against whom the complaint is made accepts the delegated authority of the chief examiner.
- (2) Where authority to exercise summary jurisdiction is delegated under this section, the chief examiner must follow the summary jurisdiction procedures prescribed by the Pro Vice-Chancellor.
  - (3) If, having investigated a complaint under this section, a chief examiner determines that the student has committed misconduct, the chief examiner 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 the student to repeat or complete additional assessment
    - (c) refuse or reduce credit for part or all of an individual item of assessment, or refuse credit for a paper as a whole.
  - (4) If, at any time during a summary jurisdiction process, a chief examiner considers that the penalties available to the Pro Vice-Chancellor may be more appropriate, or for any other reason, the chief examiner may refer the matter back to the Pro Vice-Chancellor, who will exercise his or her own summary jurisdiction as provided under these regulations.

#### 16. Constitution and jurisdiction of the Student Discipline Committee

- (1) The Student Discipline Committee comprises
  - (a) the Pro Vice-Chancellor, who acts as chairperson
  - (b) two academic staff members, appointed by the Pro Vice-Chancellor from a pool of six nominated by the Academic Board, and
  - (c) two students, one of whom is enrolled at the graduate or postgraduate level, appointed by the Pro Vice-Chancellor from a pool of four students, two of whom are enrolled at the graduate or postgraduate level; the pool of four students is appointed by the Pro Vice-Chancellor in consultation with the President of the Waikato Students' Union if membership of the Waikato Students' Union is compulsory, or the student members of the Academic Board and Council in any other case.
- (2) A quorum is the chairperson, one academic staff member and one student member.
- (3) 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.
- (4) The student answering the complaint may write an answer to the complaint.
- (5) 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 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.
- (6) 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 he or she is given the opportunity to comment on it.
- (7) 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.
- (8) 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 he or she remains 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) suspend the student from attendance at any class or programme for up to one year
  - (g) exclude the student from, or limit access to, any designated part or facility of the University for a specified period of time or permanently
  - (h) 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
  - (i) 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
  - (j) 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.
  - (9) The Student Discipline Committee must exercise its jurisdiction in the matter as expeditiously as possible.
  - (10) The outcome must be communicated to the complainant and the student as expeditiously as possible.
17. **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 his or her judgement, has committed misconduct in that class.
18. **Authority of the Dean of Science and Engineering for discipline in laboratories**  
The Dean of Science and Engineering may exclude from any laboratory in the School of Science and Engineering, for up to seven days, any student who, in his or her judgement, has committed misconduct in a laboratory in the School.
19. **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 his or her judgement, has committed misconduct in the Library.
20. **Authority of the Director of Student and Academic Services for discipline in the halls of residence**
- (1) The Director of Student and Academic Services has authority for order and discipline in the halls of residence and may give instructions as he or she thinks fit in accordance with that authority.
  - (2) Any instructions by the Director of Student and Academic Services under subsection (1) must
    - (a) be notified individually to each resident to whom they apply, and
    - (b) be displayed permanently and conspicuously in an appropriate place in the relevant hall.
  - (3) Where the Director of Student and Academic Services receives a complaint of misconduct in a hall of residence, he or she may
    - (a) refer the matter to the Residents' Discipline Committee of the hall in which the student resides, or
    - (b) offer summary jurisdiction to the student.
  - (4) If the Director of Student and Academic Services offers summary jurisdiction, the student may choose either
    - (a) to accept the offer of summary jurisdiction, or
    - (b) to have the matter referred to the relevant Residents' Discipline Committee.
  - (5) A student who accepts summary jurisdiction by the Director of Student and Academic Services may write an answer to the complaint.
  - (6) The complainant and the student
    - (a) must be given the opportunity to appear and give evidence at a summary jurisdiction meeting with the Director of Student and Academic Services
    - (b) may be accompanied at the meeting by any other person to act as an adviser or support person, subject to any conditions that the Director of Student and Academic Services may impose.
  - (7) Where the student accepts the offer of summary jurisdiction by the Director of Student and Academic Services, the Director 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 the Director may seek or accept at his or her discretion, provided that this evidence is disclosed to the student and he or she is given the opportunity to comment on it.
- (8) The Director of Student and Academic Services may decide at any time to take no further action on a complaint of misconduct if, in his or her 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.
- (9) If misconduct is substantiated, the Director of Student and Academic Services 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 as to future behaviour
  - (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, a sum of up to the equivalent of one week's board at the relevant hall
  - (f) require the student to undertake community service work in the relevant hall, of whatever nature the Director thinks fit
  - (g) exclude the student from the relevant hall for up to one year
  - (h) exclude the student from, or limit access to, a designated part or facility of the relevant hall for up to one year.
- (10) Where a student accused of misconduct in a hall chooses to have the matter referred to the Residents' Discipline Committee, the committee must convene as soon as practicable to hear
- (a) the evidence provided by the complainant and the student, and
  - (b) any other evidence, written or oral, that the Residents' Discipline Committee may seek or accept at its discretion, provided that this evidence is disclosed to the student and he or she is given the opportunity to comment on it.
- (11) Written notice of the time, date and place of the hearing of the Residents' 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 seven days before the date of the hearing.
- (12) The student answering the complaint may write an answer to the complaint.
- (13) The complainant and the student
- (a) must be given the opportunity to appear and give evidence at the Residents' Discipline Committee hearing
  - (b) may be accompanied at the hearing by another person to act as an adviser or support person, subject to any conditions that the Residents' Discipline Committee may impose.
- (14) The Residents' Discipline Committee may recommend to the Director of Student and Academic Services at any time that no further action be taken 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, or
  - (c) the complaint is frivolous, vexatious, or not made in good faith.
- (15) If misconduct is substantiated, the Residents' Discipline Committee makes a recommendation to the Director of Student and Academic Services, who, having taken account of the advice of the Committee, may take one or more of the actions listed in subsection (9).
- (16) The Director of Student and Academic Services must exercise his or her jurisdiction in the matter as expeditiously as possible.
- (17) The outcome must be communicated to the complainant and the student as expeditiously as possible.
- 21. Authority of the Director of Student and Academic Services for discipline in the Uni Rec Centre**
- The Director of Student and Academic Services may, having taken account of the advice of the Manager of the Uni Rec Centre, suspend from membership or use of the Uni Rec Centre for up to one year, any student whom the Manager considers has committed misconduct in the Centre.
- 22. 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 on the University or its staff or students.
  - (2) Whether or not there has been a formal complaint of misconduct, the Vice-Chancellor may, on suspicion of possible misconduct, initiate an investigation of the conduct of a student. Any investigation under this section and any procedure related to that investigation must be consistent with these regulations.
  - (3) If, having regard to the security of University property or the best interests of students and staff, the Vice-Chancellor is satisfied that the nature of a complaint is sufficiently serious, the Vice-Chancellor may suspend the student to whom the complaint relates from attendance at any class or programme, or from the campus, until the complaint has been investigated and settled.
- 23. Authority of Council to withdraw or refuse to grant an academic award**
- (1) Council may withdraw or refuse to grant an academic award if it is satisfied that the candidate was guilty of misconduct in relation to the award while enrolled, or 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 from 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) Council may determine its own procedures for considering a matter under this section provided they conform with the principles of natural justice.
  - (6) A decision by Council under this section is final.
- 24. Annotation of academic records and grades**
- (1) Where the assessment of a paper has been affected as a consequence of a finding of misconduct, the student's academic record will be annotated accordingly, either permanently or for a designated period of time, unless the relevant deciding authority decides that the seriousness of the misconduct does not warrant this.
  - (2) Where a student fails a paper as a direct consequence of a finding of misconduct, an NC (No Credit) grade will be awarded for that paper.

## **Part 4**

### **Provisions for Appeal**

#### **25. Provision for appeal to the Pro Vice-Chancellor**

- (1) A student may appeal to the Pro Vice-Chancellor against any decision taken by
  - (a) a chief examiner under section 15
  - (b) a staff member under section 17
  - (c) the Dean of Science and Engineering under section 18
  - (d) the University Librarian under section 19.
- (2) An appeal must be addressed and submitted in writing to the Pro Vice-Chancellor (Vice-Chancellor's Office), together with the prescribed fee; it must include a postal address and must be signed.
- (3) An appeal must be received by the Pro Vice-Chancellor 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 and the authority who 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 Pro Vice-Chancellor may

- impose.
- (6) The Pro Vice-Chancellor may
    - (a) dismiss the appeal and uphold the original decision
    - (b) vary the decision
    - (c) require any appropriate and available remedy to settle the appeal.
  - (7) The Pro Vice-Chancellor must hear the appeal as expeditiously as possible.
  - (8) The outcome must be communicated to the student and the authority who made the original discipline decision as expeditiously as possible.
  - (9) The decision of the Pro Vice-Chancellor on an appeal is final.
  - (10) At the discretion of the Pro Vice-Chancellor, the fee for an appeal is refunded in full if the appeal is upheld, or in part if the decision is varied in the student's favour.
- 26. Provision for appeal to Council**
- (1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to Council against any decision under these regulations
    - (a) by the Director of Student and Academic Services
    - (b) unless it is an appeal decision under section 25, by the Pro Vice-Chancellor
    - (c) by the Student Discipline Committee
    - (d) by the Vice-Chancellor.
  - (2) An appeal must be addressed and submitted in writing to the Secretary to Council (Vice-Chancellor's Office), together with the prescribed fee; it must include a postal address and must be signed.
  - (3) An appeal must be received by the Secretary to Council 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 have been reasonably obtained and presented during the initial process and that could have a material effect on the decision made.
  - (5) The Council may delegate authority to hear and decide appeals on its behalf to a sub-committee comprising two or more members appointed by and from Council.
  - (6) The student, the complainant and the authority who made the original discipline decision
    - (a) must be given the opportunity to appear and give evidence at the appeal hearing
    - (b) may be accompanied at the meeting by any other person to act as an adviser or support person, subject to any conditions that the Council may impose.
  - (7) The Council may
    - (a) dismiss the appeal and uphold the original decision
    - (b) vary a decision taken under these regulations
    - (c) vary a penalty imposed under these regulations
    - (d) require any appropriate and available remedy to settle the appeal.
  - (8) The Council may not impose a penalty that could not otherwise be imposed under these regulations.
  - (9) The Council must hear appeals as expeditiously as possible.
  - (10) The outcome of the appeal must be communicated to the student, the complainant and the authority who made the original discipline decision as expeditiously as possible.
  - (11) The decision of the Council on an appeal is final.
  - (12) At the discretion of the Chancellor, the fee for an appeal is refunded in full if the appeal is upheld, or in part if the decision is varied in the student's favour.

## **Part 5**

### **Provisions to Delegate Authority**

#### **27. Delegation of authority by the Pro Vice-Chancellor**

Subject to the agreement of the Vice-Chancellor, the Pro Vice-Chancellor may delegate his or her authority under these regulations.

#### **28. Delegation of authority by the Vice-Chancellor**

The Vice-Chancellor may delegate his or her authority under these regulations.

## **Part 6**

### **Monitoring and Reporting**

**29. Reports to the Academic Board**

The Pro Vice-Chancellor must submit an annual report to the Academic Board, including

- (a) an overview of summary jurisdiction decisions taken during the relevant year by the Pro Vice-Chancellor, chief examiners and any others who have exercised authority delegated by the Pro Vice-Chancellor
- (b) an outline of decisions by the Student Discipline Committee
- (c) an overview of decisions through tikanga processes
- (d) an outline of appeals heard by the Pro Vice-Chancellor or his or her 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.

**30. Reports to Council**

The outcome of any appeal heard by a sub-committee of Council must be reported to Council.

**31. Confidentiality**

Subject to section 24, all processes and decisions under these regulations are confidential to the parties and staff directly involved.

*Note:*

1. *In accordance with a decision reported to the Academic Board on 16 November 2004, the authorities and responsibilities of "Pro Vice-Chancellor" under these regulations will be held by the Chair of the Student Discipline Committee from 1 February 2005.*

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## Student Complaints Policy

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### Preamble

Consistent with its commitment to excellence, the University has adopted this policy 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 policy provides for a more formal process to be pursued.

Complaints made under this policy 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 this policy are set out in the appendix to this policy.

### Policy

#### 1. Definitions

In this policy

**complaint** 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 this policy.

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

#### 2. Application and scope

(1) Subject to subsection (2), this policy applies to complaints about any aspect of the teaching and learning process and the broad provision made by the University to support that process.

(2) This policy may not be used

(a) where the complaint can be dealt with under the Student Discipline Regulations 2004, the Assessment Regulations 2005, or the Harassment and Sexual Harassment Policy, or

(b) to challenge the academic judgement of examiners.

(3) Depending on the nature of the complaint, this policy should be read in conjunction with the Staff Code of Conduct, the Code of Ethics for Academic Staff, and/or the Code of Practice for the Pastoral Care of International Students.

(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 this policy 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 the policy.

#### 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 Student Support Coordinator (Office of Student Life) or the Student Advocate (Waikato Students' Union).

#### 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, on the [prescribed form](#) to the Dean or Director 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 Director 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 Deputy Vice-Chancellor (Academic), who will address the complaint and make a decision in accordance with these procedures.
- (5) A Dean or Director who receives a student complaint must acknowledge it in writing within three working days. He or she must also lodge the complaint in the relevant School, Faculty or Division 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 Director must ensure that any staff member named in the complaint receives a copy as soon as practicable.
- (7) The Dean or Director 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. Resolution of complaints

- (1) The Dean or Director must make a decision in relation to the complaint and must notify his or her 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 Director, the complaint has substance, the Dean or Director must arrange for the relevant process or service to be reviewed, with a view to preventing a recurrence and ensuring continued improvement.

#### 6. Appeals

- (1) Any party to a student complaint who is dissatisfied with a decision by a Dean or Director under this policy may appeal to the Deputy Vice-Chancellor (Academic).
- (2) The appeal must be submitted in writing within 28 days of the letter notifying the decision.
- (3) The Deputy Vice-Chancellor (Academic) will consider the relevant documentation and may, at his or her discretion, consult the Dean or Director who made the decision. The Deputy Vice-Chancellor (Academic) may also interview any parties to the complaint.
- (4) If he or she determines that the complaint process has been conducted in accordance with this policy and the outcome is appropriate, the Deputy Vice-Chancellor (Academic) may dismiss the appeal. Otherwise, he or she will decide the appeal in consultation with the relevant Dean or Director and any other parties. Subject to subsections (6) and (7), the decision of the Deputy Vice-Chancellor (Academic) under this section is final.
- (5) The Deputy Vice-Chancellor (Academic) will notify his or her appeal decision in writing to the parties.
- (6) When he or she notifies the parties of the appeal decision, the Deputy Vice-Chancellor (Academic) 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.
- (7) The Deputy Vice-Chancellor (Academic) will also inform any staff members who are 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) If the original complaint was addressed to the Deputy Vice-Chancellor (Academic) 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 this policy, by a nominee of

the Vice-Chancellor.

#### 7. Confidentiality

All processes and decisions under this policy are confidential to the parties and staff directly involved.

#### 8. Annual report to Academic Board

The Deputy Vice-Chancellor (Academic) 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 himself or herself 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 Policy.
- 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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## Computer Systems Regulations

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1. **Title**  
These are the Computer Systems Regulations 2005.
2. **Purpose**  
These regulations provide a framework for the use of the University's computer systems and network, which are provided for use by the University community for teaching, learning and research, and to assist with the administration of the University.
3. **Date of effect**  
These regulations are effective from 1 January 2006.
4. **Definitions**  
In these regulations  
**computer system** means
  - (i) any computer system and its peripherals owned or administered by the University, together with any associated electronic or optical data storage systems, and
  - (ii) any network, including the Internet, intended for the transfer of information in digital form, accessed on University property or through University facilities, and
  - (iii) any machine connected by physical or wireless connection to a network administered by the University.**system manager** in relation to a computer system means
  - (i) a Dean
  - (ii) a Divisional Director
  - (iii) the Director of Information and Technology Services**University** means University of Waikato  
**user** means person using a computer system who is
  - (i) a staff member of the University, whether employed on a fixed-term, continuing, full-time, part-time or casual basis
  - (ii) a student enrolled at the University
  - (iii) a person authorised by a system manager to use the system.
5. **Requirements of users**
  - (1) Users must not use or attempt to use a computer system without the authorisation of a system manager.
  - (2) Users must take all reasonable precautions to maintain the integrity of passwords and any other security mechanisms.
  - (3) If a password becomes insecure or potentially insecure, a user must, as soon as is practicable, implement a new secure password.
  - (4) Users must not cause costs to be incurred
    - (i) by the University without the authority of a system manager, or
    - (ii) by any person or organisation without the consent of that person or organisation.
  - (5) Unless they have the authorisation of a system manager, users must not
    - (i) do anything that damages, restricts, jeopardises, impairs or undermines the performance, usability, reliability, confidentiality or accessibility of any digital information system, program, or other stored information or data
    - (ii) access, read, alter, delete or in any other way interfere with, any information, data or files (including electronic mail) held by another person, or attempt to do any of these things, regardless of whether the operating system of the computer permits these acts.
  - (6) Users must
    - (i) comply with any instruction by a system manager about the use of the University's computer system

- (ii) respect the rights of other users with respect to access to computer systems and enjoyment of use
  - (iii) comply with all applicable New Zealand law, including law on copyright, privacy, defamation, objectionable material, and human rights.
- (7) Users must not
- (i) ignore or breach any lawful and reasonable instruction by a system manager
  - (ii) use a computer system in any way that constitutes discrimination, harassment, or sexual harassment as defined in the University's Sexual Harassment and Harassment Policy
  - (iii) use a computer system in a manner, or for a purpose, which would bring the University into disrepute, or, if they are staff, which would otherwise breach the University's Staff Code of Conduct or Code of Ethics for Academic Staff
  - (iv) assist, encourage or conceal any unauthorised use, or attempt at unauthorised use, of any computer system.
6. **Use of licensed software**
- (1) Users must comply with the terms of any licence agreement between the University and any third party that governs the use of software.
  - (2) Users must not make copies of proprietary software unless explicit authority is granted by either the software provider (for example, where the University administers a site licensing agreement) or, where applicable, by a system manager.
  - (3) Users must not make proprietary software available for use by any other organisation or individual without the authority of the software provider or a system manager.
  - (4) A user who intends to distribute outside the University, in whole or in part, an application program containing embedded proprietary software, must first obtain the written permission of the software provider for each instance of distribution.
  - (5) A user who publishes material identifying proprietary software must include in the publication explicit and accurate identification of the software provider.
7. **Use of Internet or other online information repository**
- (1) Users of the Internet facility must conform to any requirements established and notified by the University for the use of a system or network accessed over the Internet.
  - (2) Any publication on the Internet or other online information repository using University facilities must
    - (i) not be designed to mislead or deceive
    - (ii) not breach the Copyright Act 1994
    - (iii) not promote the personal commercial interests, or political, religious or other personal views of a user or a user's acquaintances, friends or family in such a manner that it appears to have the endorsement of the University
    - (iv) conform to lawful and reasonable employer instructions and policies on online publication.
  - (3) Unless authorised by a system manager, a user must not request or accept payment, in money, goods, services, favours or any other form of remuneration, either directly or indirectly, for any activity using a computer system.
  - (4) The University is not responsible for the content of, or events arising from, communications or interactions between users and others on Internet sites where access is not controlled by the University.
8. **Personal use**
- Users must not publish online information that is of a personal nature and unrelated to research or career as if it were part of any officially published information; personal information must include a disclaimer that makes clear its unofficial status.
9. **Requirements and authority of system managers**
- (1) System managers are responsible for maintaining security of the systems for which they are responsible, sufficient for authorised users to make effective use of the facilities on those systems and to maintain the integrity of their passwords and any other security mechanisms.
  - (2) System managers are authorised to monitor the activities of users and to inspect files and other information for the specific and sole purpose of ensuring that the provisions of these regulations are being met.
  - (3) System managers must respect the rights of users to privacy and avoid any unnecessary disruption to the legitimate activities of users.



#### 10. Authority to issue standards

- (1) The Director of Information and Technology Services has authority to determine and issue standards to ensure appropriate levels of performance, security, compatibility and legal compliance of computer systems.
- (2) Unless he or she judges it necessary to issue a particular standard urgently because of a serious and imminent threat to the operation or security of a computer system, the determination of a standard by the Director of Information and Technology Services is subject to consultation with the University's ICT Consultative Committee.
- (3) Where the Director of Information and Technology Services believes on reasonable grounds that a standard issued under this section has been breached, he or she may take any immediate action that he or she thinks appropriate to ensure that system performance, security, compatibility and legal compliance are protected; if he or she considers that the breach is sufficiently serious, the Director of Information and Technology Services may refer the matter to the Vice-Chancellor who may arrange for the matter to be dealt with in the terms provided under section 13(3) of these regulations.

#### 11. Disclosure of Information

- (1) In order to exercise the authority provided under section 9 of these regulations, a system manager is entitled to access personal information about a user and the user's activities on the computer system if there are reasonable grounds for suspecting that the user may have breached these regulations.
- (2) A system manager who accesses personal information about a user under these circumstances may provide the information to relevant authorities, including the Police and staff of the University responsible for cost centre management, student discipline and staff discipline.

#### 12. Complaints

A dispute or complaint concerning any matter under these regulations may be referred to a system manager who will determine, on the evidence provided by the complainant and any other evidence that the system manager may obtain at his or her discretion, whether there has been a breach of these regulations.

#### 13. Breaches

- (1) Where a system manager believes on reasonable grounds that a user has breached these regulations, such that the activities or rights of other users of a computer system or of the University are impeded or prejudiced, the system manager may
  - (i) exclude the user from the system for a period not exceeding two weeks
  - (ii) remove any relevant material
  - (iii) take any other immediate action that he or she thinks appropriate to protect the integrity of the computer system or the rights of other users.
- (2) If a standard issued under section 10 of these regulations has been breached, the matter must be handled by, or in consultation with, the Director of Information and Technology Services.
- (3) A system manager who has made a decision under this section may, if he or she considers that the breach is sufficiently serious, refer the matter to the Vice-Chancellor who may arrange for the matter to be dealt with,
  - (i) if the user is a student, under the provisions of the Student Discipline Regulations 2004
  - (ii) if the user is a staff member, under the provisions of the Staff Code of Conduct
  - (iii) in cases other than (i) or (ii), as the Vice-Chancellor thinks fit.

#### 14. Appeals against decisions by system managers

A user may appeal to the Vice-Chancellor against any action or decision under these regulations by a system manager .

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1. **Title**  
These are the Library Regulations 2004.
2. **Purpose**  
These regulations provide a framework for use of the University Library and its resources.
3. **Date of effect**  
These regulations are effective from 1 January 2004.
4. **Definitions**  
In these regulations  
**library** means the Central Library, the Education Library and the Law Library, which together comprise the University Library  
**reader** means all persons admitted to the Library under sections 7(1) and (2) of these regulations  
**book** means all types of Library material  
**circulation desk** means the issue desks situated in the Central, Education and Law 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/his use of the Library at the discretion of the University Librarian, or, where appropriate, to disciplinary action under the Student Discipline Regulations 2004.
6. **Hours of opening**  
The Central Library, the Education Library and the Law Library are open at the times shown in the latest edition of the respective Library Guides, and on the Library's website at <http://www.waikato.ac.nz/library/business/hours.shtml>. Any variation from these times will be displayed on the notice boards at the entrances to the Central Library and the Education Library, and on the Library's website.
7. **Admission and borrowing**
  - (1) Borrowing facilities are available to members of the University Council; Honorary Doctors, staff, retired staff and enrolled students of the University; staff and students of the Tertiary Education Alliance; 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 register as borrowers for the current year at enrolment by obtaining a student identity card.
  - (4) Library notices are sent to staff and students by email. Changes of email and postal addresses must be notified immediately either via iWaikato or at the Circulation Desk. Students who leave their academic year address during study breaks or vacations must notify the Library of their temporary address during these periods. 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.
- (6) No book may be borrowed from the Library without first having the loan properly recorded. A book to be borrowed must be presented, together with the borrower's University of Waikato identity card, at the Circulation Desk or self-issue unit. The due date of return for each book borrowed will be indicated.
  - (7) No book will be issued within 15 minutes of closing time.
  - (8) A book 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, a book while borrowed in her/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 not the book is subsequently found or returned. Loss or damage should be reported immediately to the Circulation Desk. The University Librarian shall determine the amount to be paid.
  - (10) At the discretion of the University Librarian a payment made for a lost book may be refunded if the book is subsequently found and returned to the Library.
  - (11) Under no circumstances may a book 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 book is issued.
  - (12) Most books on the open shelves may be borrowed for a limited period.
  - (13) Books marked 'Not to be Borrowed' are for reference use only and may not be taken from the Library.
  - (14) New Zealand Official Papers may not in any circumstances be removed from the Library.
  - (15) Print journals (except those subscribed to by the Waikato Management School or its departments) may be borrowed by staff and students enrolled for graduate courses only.
  - (16) Maps may be borrowed by staff, graduate students, financial members of the New Zealand Geographical Society, and other approved borrowers of the Map Library. No item may be borrowed from the Map Library without the loan first being properly recorded.
  - (17) Library books may be taken out of New Zealand only with the prior written permission of the University Librarian. There are special procedures for university students living overseas.
8. **Course reserves**  
Some books because of heavy demand are available for use in the Library only and are referred to as Course Reserves. A borrower is required to present her/his University of Waikato identity card when using a Course Reserve. The period for which a Course Reserve is available to any one borrower may be limited according to the demand for the book, and only one Course Reserve may be borrowed at a time. A charge per hour or part thereof may be made for the late return of a Course Reserve. These books may not be removed from the Library.
9. **Recalls and reserves**
- (1) Borrowers may recall or reserve books which are on loan.
  - (2) The number of recalls or reserves that may be submitted each day by any one borrower will be at the discretion of the University Librarian.
10. **Recall notices and fines**
- (1) All books 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 or by post. Failure to respond to a recall notice by the due date shown incurs a fine for each book returned after this date, and an additional fine for each subsequent day. Other disciplinary action may also be taken against a borrower who fails to return a book ten days after the recall notice was first sent.
  - (2) A book required simultaneously by a number of borrowers is issued for three days or seven days only, depending on the number of borrowers requiring the book. If this book is kept beyond the due date of return, fines will be incurred.
  - (3) A daily fine will be charged for any book, other than those referred to in sections 10(1) and (2) of these regulations, which is retained beyond the due date of return. A book 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 book, 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 a book is overdue, and a fine will automatically be charged for each book which is retained

- beyond the due date of return, whether or not a notice has been sent.
- (5) Where fines or invoices remain unpaid, the penalties for non-payment, as set out in the Regulations Governing Payment of Fees and Charges in this Calendar, will be applied. In addition, Library services may be withheld.

#### 11. **Inter-library loan**

A book obtained on Interloan 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.

#### 12. **Conduct of readers**

- (1) Smoking is not permitted in the Library.
- (2) Eating and drinking are not permitted in the Library, other than in areas specifically designated.
- (3) Undue conversation or disturbance (including use of cell phones) in the formal reading 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.
- (5) Places in the Library may not be reserved by leaving books or other articles on seats or reading desks. Such material may be removed by Library staff to the nearest Circulation Desk.
- (6) 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.
- (7) Readers may be required to satisfy the Library staff that any book taken out of the Library has been properly issued, or is personal property.
- (8) 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 Student Discipline Regulations 2004.
- (9) Readers must not mark or in any way damage books belonging to the Library. Such conduct is regarded as a serious offence, and action may be taken under the Student Discipline Regulations 2004.
- (10) The unauthorised borrowing or removal of a book is regarded as a serious offence, and action may be taken under the Student Discipline Regulations 2004.

#### 13. **Fees, fines and administration costs**

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 Table of Fees and Charges section of the University Calendar.

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## Parking and Traffic Regulations

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1. **Title**  
These are the Parking and Traffic Regulations 2005.
2. **Date of effect**  
These regulations are effective from 1 January 2006.
3. **Definitions**  
In these regulations **campus** means the physical grounds occupied by the University of Waikato **parking attendant** means any staff member authorised by the Director of Facilities Management to enforce these regulations.
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.
5. **Access**
  - (1) Prime access to buildings and other facilities is reserved for pedestrians and disabled persons in wheelchairs. Cyclists are therefore not permitted to ride on access-ways that are signposted, or recognised, as access-ways for pedestrian and wheelchair traffic.
  - (2) On pedestrian/cyclist dual use access-ways, cyclists must give priority and right of way to pedestrian and wheelchair traffic.
6. **Safety and parking**
  - (1) Drivers and cyclists 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.
  - (2) Except with the approval of a parking attendant, no person other than an authorised driver of a University service vehicle may drive, park or ride over a grassed area or footpath.
  - (3) 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 the campus.
  - (4) The University reserves the right to make a charge for parking facilities.
  - (5) Motorcycles and motor scooters may be parked only in the areas signposted for motorcycles and motor scooters.
  - (6) Bicycles may be parked only in cycle-racks or purpose-built cycle sheds, and must not be taken into any University building.
  - (7) Vehicles owned by current University of Waikato employees 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.
  - (8) All vehicles parked on the campus must be parked in marked bays.
  - (9) No person may park a vehicle in the same parking bay for longer than 48 hours without prior permission from a parking attendant.
  - (10) A named car park may be used only by the person with the corresponding name or designation.
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 or Temporary Mobility Parking Permits issued by the University's Disability Support Service (located at the Medical Centre).
8. **Authority of parking attendants and Security Manager**
  - (1) A person who, in relation to a parking or traffic matter, is requested by a parking attendant to provide his or her 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, or on completion of an “Acknowledgement of Unpaid Fines” form.
  - (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 Security 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.
9. **Breaches**
- (1) At the discretion of the Security Manager, an alleged breach of these regulations by a student may be referred to the Vice-Chancellor for investigation under the University’s Student Discipline Regulations 2004.
  - (2) At the discretion of the Security Manager, an alleged breach of these regulations by a staff member may be referred to the Vice-Chancellor for investigation under the University’s Staff Code of Conduct.
  - (3) At the discretion of the Security Manager, an alleged breach of these regulations may be referred for investigation to the NZ Police.
10. **Appeals**
- (1) A person may appeal against any decision under these regulations
    - (a) if the decision was made by a parking attendant, to the Security Manager
    - (b) if the decision was made by the Security Manager, to the Director of Facilities Management.
  - (2) An appeal under these regulations must be submitted in writing within 14 days of the date of the decision.
  - (3) The decision of the Security Manager or the Director of Facilities Management under subsection (1) is final.

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## Environmental Policy

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The University of Waikato is committed to environmental responsibility through the sustainable use, protection and restoration of the various physical environments for which it is responsible. The University's Environmental Policy is currently under review. Copies of the current policy are available from the Vice-Chancellor's Office.

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### *Smoke-free Environment*

1. Smoking on University premises is governed by the University's [Smoke-free Policy](#), copies of which are available on request from the office of the Vice-Chancellor and on the web.

### *Use of Alcohol*

2. The use of alcohol on campus is governed by the University's [Policy on the Use of Alcohol on University Premises](#), copies of which are available on request from the office of the Vice-Chancellor and on the web.

### *Noise*

3. Under delegation of the Vice-Chancellor, the Director of Facilities Management may give directions from time to time, at his or her discretion, to control excessive noise on University premises and to give effect to any requirements relating to noise in the University's [Environmental Policy](#), copies of which are available on the web.

### *Children on Campus*

4. The safety and supervision of children on University premises are governed by the University's [Children on Campus Policy](#), copies of which are available on request from the office of the Vice-Chancellor and on the web.

### *Freedom from Harassment and Sexual Harassment*

5. The University of Waikato is committed to providing a work and study environment that is free from any form of harassment, including sexual harassment. Copies of the University's [Sexual Harassment and Harassment Policy](#), which assists in the resolution of any harassment complaint made by any member of the University community against any other member, are available on request from the office of the Vice-Chancellor, Harassment Contact People, Student and Academic Services Division, Human Resource Management Division and on the web. The University has a contact network of trained staff and students whose role is to explore options and offer support.

### *Advertising and Commercial Activities*

6. Advertising and commercial activities generally, including hawking and canvassing, are permitted on University premises only with the specific permission of the Director of Facilities Management.
7. Any advertising which is by way of posters or notices is subject to the requirements of regulation 8.

### *Student Notices*

8. 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.
9. Notices posted on specially labelled noticeboards or other places (such as walls, doors or ceilings), without the permission of the Director of Facilities Management, will be removed.

### *Animals*

10. No animal may be taken into University buildings without the permission of the Director of Facilities Management.
11. 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*

12. Golf is not permitted on University grounds, except under regulation 13.
13. An exception to regulation 12 is made in the case of groups organised through the School of Education, which will make safety arrangements to the satisfaction of the Grounds Manager and the Health and Safety Co-ordinator.

#### *Skateboarding and Roller Skating*

14. Skateboarding and the use of inline roller skates on University grounds is not permitted in officially designated and sign-posted areas of the campus where they are considered to be hazardous either to the users or to other people or property in the vicinity.
15. Any University staff member or contracted employee is entitled to require skateboarders or inline roller skaters to move away from these sign-posted areas.
16. Any University staff member or contracted employee is entitled to require skateboarders or inline roller skaters to move away from any areas of the University grounds if the activity, while not necessarily hazardous, is annoying or disruptive.

#### *Trespass*

17. The authority to issue trespass notices is delegated by the Vice-Chancellor to the Director of Facilities Management, the Group Manager Facilities, and the Security 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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## The Degrees, Diplomas and Certificates Statute 2005

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Under the provisions of clause 194(f) of the Education Act 1989, the Council of the University of Waikato makes the following statute:

1. This statute may be cited as the Degrees, Diplomas and Certificates Statute 2005.
2. The Council has power to confer the following degrees:

Bachelor of Arts (BA)  
 Bachelor of Arts with Honours (BA(Hons))  
 Bachelor of Communication Studies (BCS)  
 Bachelor of Communication Studies with Honours (BCS(Hons))  
 Bachelor of Computer Graphic Design (BCGD)<sup>1</sup>  
 Bachelor of Computer Graphic Design with Honours (BCGD(Hons))<sup>1</sup>  
 Bachelor of Computing and Mathematical Sciences (BCMS)  
 Bachelor of Education (BEd)<sup>2</sup>  
 Bachelor of Education with Honours (BEd(Hons))<sup>2</sup>  
 Bachelor of Electronic Commerce (BCom)  
 Bachelor of Electronic Commerce with Honours (BCom(Hons))  
 Bachelor of Engineering (BE)  
 Bachelor of Engineering with Honours (BE(Hons))  
 Bachelor of Laws (LLB)  
 Bachelor of Laws with Honours (LLB(Hons))  
 Bachelor of Liberal Studies (BLibS)  
 Bachelor of Management Studies (BMS)  
 Bachelor of Management Studies with Honours (BMS(Hons))  
 Bachelor of Māori and Pacific Development (BMPD)  
 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 Sport and Leisure Studies (BSpLS)  
 Bachelor of Sport and Leisure Studies with Honours (BSpLS(Hons))  
 Bachelor of Teaching (BTchg)  
 Bachelor of Teaching with Honours (BTchg(Hons))  
 Bachelor of Tourism (BTour)  
 Bachelor of Tourism with Honours (BTour(Hons))  
 Master of Applied Psychology (MAppPsy)  
 Master of Arts (MA)  
 Master of Arts (Applied) (MA(Applied))  
 Master of Business Administration (MBA)  
 Master of Computer Graphic Design (MCGD)<sup>1</sup>  
 Master of Computing and Mathematical Sciences (MCMS)<sup>2</sup>  
 Master of Counselling (MCouns)  
 Master of Education (MEd)  
 Master of Educational Leadership (MEdLeadership)  
 Master of Electronic Commerce (MECom)  
 Master of Engineering (ME)  
 Master of Environmental Planning (MEP)  
 Master of Innovation and Technology (MInnovT)  
 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)  
Master of Music (MMus)  
Master of Philosophy (MPhil)  
Master of Science (MSc)  
Master of Science (Technology) (MSc(Tech))  
Master of Social Sciences (MSocSc)  
Master of Special Education (MSPed)  
Master of Sport and Leisure Studies (MSpLS)  
Doctor of Education (EdD)  
Doctor of Juridical Science (SJD)<sup>3</sup>  
Doctor of Laws (LLD)<sup>3</sup>  
Doctor of Literature (DLit)  
Doctor of Philosophy (PhD)  
Doctor of Science (DSc)

3. The Council has power to award the following diplomas:

Diploma in Legal Executive Studies (DipLExSt)  
Diploma in Teaching Studies (DipTchgSt)  
Graduate Diploma in Accounting (GradDipAcc)  
Graduate Diploma in Adult, Community and Tertiary Education  
(GradDipACTEd)<sup>2</sup>  
Graduate Diploma in Applied Ethics (GradDipAppEth)<sup>2</sup>  
Graduate Diploma in Applied Science (GradDipAppSc)  
Graduate Diploma in Arts (GradDipArts)  
Graduate Diploma in Dispute Resolution (GradDipDR)  
Graduate Diploma in Economics (GradDipEcon)  
Graduate Diploma in Education (GradDipEd)<sup>3</sup>  
Graduate Diploma in Education (Adult Education and Training)  
(GradDipEd(AdEdT))<sup>3</sup>  
Graduate Diploma in Education (Pōkairua Kaupae-rua Whakaako mo te  
Māori/Māori Medium Teaching) (GradDipEd(MāoriMedTchg))<sup>3</sup>  
Graduate Diploma in Educational Studies (GradDipEdSt)<sup>2</sup>  
Graduate Diploma in Electronic Commerce (GradDipECom)  
Graduate Diploma in Entrepreneurship and Innovation (GradDipEntre&Inn)  
Graduate Diploma in Finance (GradDipFin)  
Graduate Diploma in Human Resource Management (GradDipHRM)  
Graduate Diploma in Information Systems Management (GradDipISM)  
Graduate Diploma in Information Technology (GradDipInfoTech)  
Graduate Diploma in International Management (GradDipIntMgt)  
Graduate Diploma in Management (GradDipMgt)  
Graduate Diploma in Management Communication (GradDipMgtComm)  
Graduate Diploma in Management and Sustainability (GradDipMgtStn)  
Graduate Diploma in Marketing (GradDipMrkt)  
Graduate Diploma in Mathematics (GradDipMath)  
Graduate Diploma in New Zealand Legal Studies (GradDipNZLegSt)  
Graduate Diploma in Public Relations (GradDipPR)  
Graduate Diploma in Religious Studies (GradDipRelSt)<sup>2</sup>  
Graduate Diploma in Screen and Media Studies (GradDipSMSt)  
Graduate Diploma in Social Sciences (GradDipSocSc)  
Graduate Diploma in Special Needs Resource Teaching (GradDipSNRT)  
Graduate Diploma in Sport and Leisure Studies (GradDipSpLS)  
Graduate Diploma in Statistics (GradDipStats)  
Graduate Diploma in Strategic Management (GradDipStratMgt)  
Graduate Diploma in Supply Chain Management (GradDipSCM)  
Graduate Diploma of Teaching (GradDipT)  
Graduate Diploma in Tourism and Hospitality Management (GradDipTHMgt)<sup>4</sup>  
Pōkairua Kaupae-rua Whakaako mo te Reo Māori/Graduate Diploma in Māori  
Medium Teaching (GradDipMMT)<sup>2</sup>  
Postgraduate Diploma in Accounting (PGDipAcc)  
Postgraduate Diploma of Computer Graphic Design (PGDipCGD)<sup>1</sup>  
Postgraduate Diploma in Computer Science (PGDipCompSc)  
Postgraduate Diploma in Counselling (PGDipCouns)  
Postgraduate Diploma in Economics (PGDipEcon)  
Postgraduate Diploma in Education (PGDipEd)  
Postgraduate Diploma in Education (Educational Leadership)

- (PGDipEd(EdLeadership))
  - Postgraduate Diploma in Education (Language and Literacy Education) (PGDipEd(LangLitEd))<sup>3</sup>
  - Postgraduate Diploma in Education (Managing Behaviour in Schools) (PGDipEd(MBS))<sup>3</sup>
  - Postgraduate Diploma in Education (Mathematics Education) (PGDipEd(MathsEd))<sup>3</sup>
  - Postgraduate Diploma in Education (Science Education) (PGDipEd(ScEd))<sup>3</sup>
  - Postgraduate Diploma in Education (Special Education) (PGDipEd(SpEd))<sup>3</sup>
  - Postgraduate Diploma in Education (Technology Education) (PGDipEd(TechEd))<sup>3</sup>
  - Postgraduate Diploma in Educational Leadership (PGDipEdLeadership)<sup>2</sup>
  - Postgraduate Diploma in Electronic Commerce (PGDipECom)
  - Postgraduate Diploma in Entrepreneurship and Innovation (PGDipEntre&Inn)
  - Postgraduate Diploma in Finance (PGDipFin)
  - Postgraduate Diploma in Human Resource Management (PGDipHRM)
  - Postgraduate Diploma of Innovation and Technology (PGDipInnovT)
  - Postgraduate Diploma in International Management (PGDipIntMgt)
  - Postgraduate Diploma in International Relations and Security Studies (PGDipIRSSt)
  - Postgraduate Diploma in Interpreting and Translating Māori (PGDipInt&Trans)
  - Postgraduate Diploma in Language and Literacy Education (PGDipLangLitEd)<sup>2</sup>
  - Postgraduate Diploma in Management Communication (PGDipMgtComm)
  - Postgraduate Diploma in the Management of Not-for-Profit Organisations (PGDipMNO)
  - Postgraduate Diploma in Management Studies (PGDipMgtSt)
  - Postgraduate Diploma in Management and Sustainability (PGDipMgtStn)
  - Postgraduate Diploma in Management Systems (PGDipMgtSys)
  - Postgraduate Diploma in Managing Behaviour in Schools (PGDipMBS)<sup>2</sup>
  - Postgraduate Diploma in Māori and Pacific Development (PGDipMPD)
  - Postgraduate Diploma in Marketing (PGDipMrkt)
  - Postgraduate Diploma in Mathematics (PGDipMath)
  - Postgraduate Diploma in Mathematics Education (PGDipMathsEd)<sup>2</sup>
  - Postgraduate Diploma in Organisational Leadership (PGDipOrgLdr)
  - Postgraduate Diploma in Personal Financial Planning (PGDipPFinPlan)
  - Postgraduate Diploma in the Practice of Psychology (Applied Behaviour Analysis) (PGDipPracPsych(ABA))
  - Postgraduate Diploma in the Practice of Psychology (Organisational Psychology) (PGDipPracPsych(OrgPsych))
  - Postgraduate Diploma in Psychology (Clinical) (PGDipPsych(Clin))
  - Postgraduate Diploma in Psychology (Community) (PGDipPsych(Com))
  - Postgraduate Diploma in Public Policy (PGDipPP)
  - Postgraduate Diploma in Public Relations (PGDipPR)
  - Postgraduate Diploma in Resources and Environmental Planning (PGDipREP)<sup>2</sup>
  - Postgraduate Diploma in Science (PGDipSc)
  - Postgraduate Diploma in Science Education (PGDipScEd)<sup>2</sup>
  - Postgraduate Diploma in Screen and Media Studies (PGDipSMS)
  - Postgraduate Diploma in Second Language Teaching (PGDipSLT)
  - Postgraduate Diploma in Social Science Research (PGDipSocScRes)
  - Postgraduate Diploma in Special Education (PGDipSpEd)<sup>2</sup>
  - Postgraduate Diploma in Special Needs Resource Teaching (PGDipSNRT)
  - Postgraduate Diploma in Sport and Leisure Studies (PGDipSpLS)
  - Postgraduate Diploma in Statistics (PGDipStats)
  - Postgraduate Diploma in Strategic Management (PGDipStratMgt)
  - Postgraduate Diploma in Technology Education (PGDipTechEd)<sup>2</sup>
  - Postgraduate Diploma in Tourism and Hospitality Management (PGDipTHMgt)
  - Postgraduate Diploma in Treasury and Financial Management (PGDipTreasFinMgt)
4. The Council has power to award the following certificates:
- Certificate of Attainment in English Language (CertAttainEngLang)
  - Certificate of Attainment in Foundation Studies (CertAttainFoundSt)
  - Certificate in General Studies (CertGenSt)
  - Certificate in Leisure and Sport (CertLSp)<sup>5</sup>
  - Certificate of University Preparation (CUP)
  - Te Hiranga Māori (Certificate in Māori Studies) (TeH)
  - Te Tīmatanga Hou (TTH)
  - Graduate Certificate in Management (GradCertMgt)

- Graduate Certificate in Tourism and Hospitality Management (GradCertTHMgt)<sup>4</sup>
- Postgraduate Certificate in Arts (PGCertArts)
- Postgraduate Certificate in Business Research (PGCertBusRes)
- Postgraduate Certificate in Counselling (Counselling Supervision (PGCertCouns(CounsSup))<sup>3</sup>
- Postgraduate Certificate in Counselling (Family Counselling (PGCertCouns(FamCouns))<sup>3</sup>
- Postgraduate Certificate in Counselling Supervision (PGCertCS)<sup>2</sup>
- Postgraduate Certificate in Education (eEducation) (PGCertEd(eEd))<sup>3</sup>
- Postgraduate Certificate in Education (School Principalship) (PGCertEd(SchPrinc))<sup>3</sup>
- Postgraduate Certificate in Education (Tertiary Teaching) (PGCertEd(TertTchg))<sup>3</sup>
- Postgraduate Certificate in eEducation (PGCerteEd)<sup>2</sup>
- Postgraduate Certificate in Family Counselling (PGCertFamCouns)<sup>2</sup>
- Postgraduate Certificate in Management Studies (PGCertMgtSt)
- Postgraduate Certificate in Management Studies (Business Finance) (PGCertMgtSt(BusFin))
- Postgraduate Certificate in Management Studies (Health Management) (PGCertMgtSt(HealthMgt))
- Postgraduate Certificate in Management Studies (Personal Risk Management) (PGCertMgtSt(PRiskMgt))
- Postgraduate Certificate in Management Studies (Practice Management) (PGCertMgtSt(PracMgt))
- Postgraduate Certificate in Management Studies (Property Finance) (PGCertMgtSt(PropFin))
- Postgraduate Certificate in Management Studies (Sport Management) (PGCertMgtSt(SportMgt))
- Postgraduate Certificate in School Principalship (PGCertSchPrinc)<sup>2</sup>
- Postgraduate Certificate in Science and Technology (PGCertSc&Tech)
- Postgraduate Certificate in Social Sciences (PGCertSocSc)
- Postgraduate Certificate in Tertiary Teaching (PGCertTT)<sup>2</sup>
- 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 Communication Studies with Honours (BCS(Hons))
  - Bachelor of Computer Graphic Design with Honours (BCGD(Hons))<sup>1</sup>
  - Bachelor of Computer Graphic Design with Honours (BCGD(Hons))<sup>1</sup>
  - Bachelor of Education with Honours (BEd(Hons))<sup>2</sup>
  - Bachelor of Electronic Commerce with Honours (BECOM(Hons))
  - Bachelor of Engineering with Honours (BE(Hons))
  - Bachelor of Laws with Honours (LLB(Hons))
  - Bachelor of Management Studies with Honours (BMS(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 Sport and Leisure Studies with Honours (BSpLS(Hons))
  - Bachelor of Teaching with Honours (BTchg(Hons))
  - Bachelor of Tourism with Honours (BTour(Hons))
  - Master of Applied Psychology (MAppPsy)
  - Master of Arts (MA)
  - Master of Arts (Applied) (MA(Applied))
  - Master of Computer Graphic Design (MCGD)<sup>1</sup>
  - Master of Computing and Mathematical Sciences (MCMS)<sup>2</sup>
  - Master of Counselling (MCouns)
  - Master of Education (MEd)
  - Master of Educational Leadership (MEdLeadership)
  - Master of Electronic Commerce (MECom)
  - Master of Engineering (ME)
  - 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)
- Master of Music (MMus)
- Master of Science (MSc)
- Master of Science (Technology) (MSc(Tech))
- Master of Social Sciences (MSocSc)
- Master of Special Education (MSPed)
- Master of Sport and Leisure Studies (MSpLS)
- 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 Communication Studies with Honours (BCS(Hons))
  - Bachelor of Computer Graphic Design with Honours (BCGD(Hons))<sup>1</sup>
  - Bachelor of Electronic Commerce with Honours (BECOM(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 Sport and Leisure Studies with Honours (BSpLS(Hons))
  - Bachelor of Teaching with Honours (BTchg(Hons))
  - Bachelor of Tourism with Honours (BTour(Hons))
- 8. Of the degrees and diplomas listed in clauses 2 and 3, the following may be awarded with Distinction.
  - Master of Business Administration (MBA)
  - Master of Environmental Planning (MEP)
  - Master of Innovation and Technology (MInnovT)
  - Postgraduate Diploma in Accounting (PGDipAcc)
  - Postgraduate Diploma of Computer Graphic Design (PGDipCGD)<sup>1</sup>
  - Postgraduate Diploma in Computer Science (PGDipCompSc)
  - Postgraduate Diploma in Counselling (PGDipCouns)
  - Postgraduate Diploma in Economics (PGDipEcon)
  - Postgraduate Diploma in Education (PGDipEd)
  - Postgraduate Diploma in Education (Educational Leadership) (PGDipEd(EdLeadership))<sup>3</sup>
  - Postgraduate Diploma in Education (Language and Literacy Education) (PGDipEd(LangLitEd))<sup>3</sup>
  - Postgraduate Diploma in Education (Managing Behaviour in Schools) (PGDipEd(MBS))<sup>3</sup>
  - Postgraduate Diploma in Education (Mathematics Education) (PGDipEd(MathsEd))<sup>3</sup>
  - Postgraduate Diploma in Education (Science Education) (PGDipEd(ScEd))<sup>3</sup>
  - Postgraduate Diploma in Education (Special Education) (PGDipEd(SpEd))<sup>3</sup>
  - Postgraduate Diploma in Education (Technology Education) (PGDipEd(TechEd))<sup>3</sup>
  - Postgraduate Diploma in Educational Leadership (PGDipEdLeadership)<sup>2</sup>
  - Postgraduate Diploma in Electronic Commerce (PGDipECom)
  - Postgraduate Diploma in Entrepreneurship and Innovation (PGDipEntre&Inn)
  - Postgraduate Diploma in Environment and Management (PGDipEnvMgt)
  - Postgraduate Diploma in Finance (PGDipFin)
  - Postgraduate Diploma in Human Resource Management (PGDipHRM)
  - Postgraduate Diploma of Innovation and Technology (PGDipInnovT)
  - Postgraduate Diploma in International Management (PGDipIntMgt)
  - Postgraduate Diploma in International Relations and Security Studies (PGDipIRSSSt)
  - Postgraduate Diploma in Interpreting and Translating Māori (PGDipInt&Trans)
  - Postgraduate Diploma in Language and Literacy Education (PGDipLangLitEd)<sup>2</sup>
  - Postgraduate Diploma in Management Communication (PGDipMgtComm)
  - Postgraduate Diploma in the Management of Not-for-Profit Organisations (PGDipMNO)
  - Postgraduate Diploma in Management Studies (PGDipMgtSt)
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  - Postgraduate Diploma in Management Systems (PGDipMgtSys)
  - Postgraduate Diploma in Managing Behaviour in Schools (PGDipMBS)<sup>2</sup>
  - Postgraduate Diploma in Māori and Pacific Development (PGDipMPD)
  - Postgraduate Diploma in Marketing (PGDipMrkt)
  - Postgraduate Diploma in Mathematics (PGDipMath)
  - Postgraduate Diploma in Mathematics Education (PGDipMathsEd)<sup>2</sup>
  - Postgraduate Diploma in Organisational Leadership (PGDipOrgLdr)
  - Postgraduate Diploma in Personal Financial Planning (PGDipPFInPlan)

Postgraduate Diploma in Public Policy (PGDipPP)  
Postgraduate Diploma in Public Relations (PGDipPR)  
Postgraduate Diploma in Resources and Environmental Planning (PGDipREP)<sup>2</sup>  
Postgraduate Diploma in Science (PGDipSc)  
Postgraduate Diploma in Science Education (PGDipScEd)<sup>2</sup>  
Postgraduate Diploma in Screen and Media Studies (PGDipSMS)  
Postgraduate Diploma in Second Language Teaching (PGDipSLT)  
Postgraduate Diploma in Social Science Research (PGDipSocScRes)  
Postgraduate Diploma in Special Education (PGDipSpEd)<sup>2</sup>  
Postgraduate Diploma in Special Needs Resource Teaching (PGDipSNRT)  
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Postgraduate Diploma in Statistics (PGDipStats)  
Postgraduate Diploma in Strategic Management (PGDipStratMgt)  
Postgraduate Diploma in Technology Education (PGDipTechEd)<sup>2</sup>  
Postgraduate Diploma in Tourism and Hospitality Management (PGDipTHMgt)  
Postgraduate Diploma in Treasury and Financial Management  
(PGDipTreasFinMgt)

*Notes:*

1. *Jointly awarded qualification with the Wanganui UCOL School of Design.*
2. *Qualification no longer offered to new students.*
3. *New qualification subject to approval by the NZVCC's Committee on University Academic Programmes (CUAP).*
4. *Name change subject to approval by the NZVCC's Committee on University Academic Programmes (CUAP).*
5. *Offered in conjunction with Tairāwhiti Polytechnic.*

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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.
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 his or her final results from the University of Waikato, and will be eligible to apply for an academic transcript.

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The University of Waikato Antarctic Research Unit serves to foster interdisciplinary research within a single administrative School of Science and Engineering unit and also serves to maintain continuity between successive annual Antarctic expeditions.

Antarctic research is co-ordinated through Antarctica New Zealand (incorporating the Ross Dependency Research Committee).

Applications are made annually in June and all expeditions form part of the official New Zealand programme. Finance comes from a variety of sources and is at present under review.

Each expedition produces a report, part of which is distributed by Antarctica New Zealand. On occasions fuller reports (ISSN 0110 2192) are produced.

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## Centre for Biodiversity and Ecology Research

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The Centre for Biodiversity and Ecology Research facilitates a coordinated, integrated approach to biodiversity and ecology research, consultancy, education and advocacy. 'Biodiversity' here includes the diversity of genes, species, populations, communities and ecosystems, and 'Ecology' has been added to emphasise not only the intricate relationships among organisms but also those between organisms and the physical environment.

In particular, the Centre addresses the need for

- cross-disciplinary team approaches e.g., using combinations of genetics, ecology, systematics, biochemistry and physiology.
- overcoming traditional barriers between terrestrial, freshwater and marine system research and consultancy.
- spanning the full range from fundamental and strategic research to applied research.
- working closely with end-users and communities to ensure beneficial environmental outcomes.
- working with Māori to determine research needs, including ecosystems and species of relevance to Māori.
- enhancing biodiversity and ecology knowledge capability via education programmes.

The Centre's emphasis is on New Zealand's indigenous biodiversity and natural ecosystems because the long history of evolutionary isolation has created highly distinctive and unique biota and ecosystems. The Centre describes and assesses biodiversity, researches how organisms and ecosystems function, how genes, biota and ecosystems might be conserved or sustainably managed, and how to restore damaged or degraded ecosystems.

The Centre's geographical focus is the Waikato region and the wider North Island but it also has important research and consultancy links with closely related overseas ecosystems and environments e.g., Pacific Islands, Antarctica and Australia.

The Centre hosts a Foundation for Research Science and Technology funded Outcome Based Investment focusing on lake and urban ecological restoration. The research leaders are Bruce Clarkson (urban restoration), David Hamilton (lake restoration) and Brendan Hicks (pest fish management).

The Centre is located within the Department of Biological Sciences and most of the staff are housed together in the top floor of R Block, specially developed to facilitate the aims of the Centre. Access is via Gate 9, Hillcrest Road. The website address for the Centre is <http://cber.bio.waikato.ac.nz>. E-mail addresses for all the staff and information on research projects and other activities can be obtained there.

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The Centre for Labour and Trade Union Studies was established in 1989 by the University in conjunction with the New Zealand Council of Trade Unions (CTU) and the Trade Union Education Authority (TUEA), which has since been abolished.

The Centre is based in the Department of Societies and Cultures. In addition to normal academic teaching and research, the Centre's staff also provide specific services to trade unions and the wider community. The Centre's general goals are

- to develop Labour Studies as an interdisciplinary academic subject which examines its material from a labour perspective
- to foster within the University a climate and academic opportunities and services, both teaching and research, that recognise the distinctive character and needs of working class people and trade unions
- to work in partnership with the New Zealand Council of Trade Unions (CTU)
- to carry out research on behalf of trade unions and other bodies and organisations with objectives that are compatible with the Centre's functions and orientations.

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The strategic goal of the Centre for Māori and Pacific Development Research is to uphold the University's commitment to the Treaty of Waitangi by becoming a centre of research excellence capable of fostering and facilitating the self-determination, self-governance and development efforts of indigenous peoples in New Zealand, Australia, and Pacific Rim countries generally. Its research and development activities will be supported and extended through research scholarships, and through the provision of opportunities for emerging scholars to conduct doctoral and post-doctoral research. The Centre aims to form strategic alliances with institutions involved in relevant research activities both within New Zealand and overseas. It also aims to conduct research in collaboration with staff of these institutions, provide an advisory service, and facilitate the dissemination and publication of research and development findings. The Centre works to facilitate academic exchanges, conferences, hui, seminars and convocations. The Centre is also committed to working in the community, particularly on Waitangi claims and resource management issues. In cooperating to support and conduct research and to provide research scholarships, the Centre will build upon the University's existing reputation for excellence in research on Mātauranga Māori, Te Reo Māori, Tikanga Māori, Māori and Pacific Development, and comparative indigenous studies.

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The mission of the Centre for New Zealand Jurisprudence is to foster legal research, with a particular emphasis on the development of a multi disciplinary and contextual New Zealand jurisprudence. The Centre endeavours to support projects promoting the understanding of law in the international, national and bicultural contexts. Through this research the Centre will contribute to legal education, legal reform, and the professional practice of law. In particular, the Centre may conduct or commission research. The Centre hosts visiting scholars, organises a regular seminar series and publishes the refereed Yearbook of New Zealand Jurisprudence annually. The Centre from time to time hosts conferences and colloquia and publishes monographs of those proceedings, lectures or other topics of interest.

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In 1993 the University of Waikato, the New Zealand Pastoral Agricultural Research Institute Ltd (AgResearch) and the Dairying Research Corporation Ltd (DRC) jointly established a Centre for Research in Animal Biology. This agreement formalises the strong ties which have linked the University with the Ruakura Agricultural Research Centre since the University's establishment in 1964, particularly through the involvement of a large number of students in postgraduate research on agricultural topics.

Two independent research organisations, AgResearch and the DRC, are established on the Ruakura campus, and are charged with research in animal biology. Research conducted in those organisations, and at the University, is to a major extent funded by the Foundation for Research, Science and Technology. Closer links between these organisations will be to their mutual benefit.

The Centre for Research in Animal Biology seeks to encourage University students, staff members and research fellows to undertake study and research in association with scientists of AgResearch and the DRC. Members of the Centre have access to the facilities of all three campuses, and study at any of these campuses may be credited to fulfilment of the requirements for award of degrees and diplomas of the University. Senior scientists in AgResearch and the DRC contribute to several lecture courses in the Department of Biological Sciences and supervise a number of graduate and postgraduate students.

The Centre aims to attract students into the animal biology field, to attract visiting lecturers and research workers, and to promote awareness of animal biology in the general community.

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The Centre for Science and Technology Education Research (Pokapo Rangahau Pūtaiao me te Mātauranga Hangarau) is jointly administered by the School of Science and Engineering, and the School of Education. It provides a focus for postgraduate teaching, research and development in science, technology and environmental 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.

Seminars, symposia, and conferences are organised by the Centre to bring together people interested in science and technology education research and development. This sharing is also promoted by frequent visits to the Centre by overseas researchers and through well-established international links. The Centre publishes an annual handbook and a refereed periodical which provide more detailed summaries of its activities.

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The Honey Research Unit was established to promote research into the antimicrobial properties, composition and identification of honeys. It also serves as a source of expert knowledge on the composition and properties of honey, providing information and advice to marketers of honey and products containing honey, and information for the public on use of honey as a therapeutic agent. The Unit is funded by the New Zealand honey industry and by various research grants.

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The International Global Change Institute (IGCI) is a separate, financially self-supporting, non-profit research and training centre within the University of Waikato. The IGCI focuses on research into managing environmental change at global, regional, and local scales. The Institute promotes linkages to international programmes, institutions, and funding organisations on matters relating to the human dimensions of global environmental change. In so doing, IGCI serves as a centre for co-ordinating and carrying out research and development projects on global change issues; provides professional training and higher degree programmes (MPhil and PhD) focused on the cross-disciplinary issues of global change; provides policy advice to governments and industry with respect to global change issues affecting them; and translates and communicates knowledge of global change issues for policy, planning and action in New Zealand and internationally.

In focusing on research innovation for managing environmental change, IGCI develops various methods and tools, such as integrated computer models, integrated community assessment, environmental technology assessments, and policy evaluation. These methods and tools are applied to various research topics, such as climate change, coastal change, sustainable development, health and environment, natural hazards, and environmental governance and planning. Outcomes for environmental sustainability are shared with others through various means, such as projects aimed at training of trainers for capacity building and institutional strengthening in developing countries through the IGCI international network of collaborating organisations.

Selected examples of IGCI projects and funding agencies include

- a. organic tea production in Vietnam (Asia Development Assistance Facility, NZAID)
- b. training for sustainable farming in hill-lands of Northern Vietnam (Ministry of Foreign Affairs and Trade, NZ)
- c. quality of plans, their implementation, and environmental outcomes by councils under the Resource Management Act (Foundation for Research Science and Technology, NZ)
- d. vulnerability and adaptation to climate change in Pacific island countries (Global Environmental Facility-UNDP and World Bank)
- e. global environment outlook for Australia-New Zealand sub-region (United Nations Environment Programme)
- f. environmental research consortium, Bohol, Philippines (Asia Development Assistance Facility, NZAID)
- g. mainstreaming climate change adaptation into policies and practices, Pacific Islands (Asia Development Bank)
- h. mainstreaming of climate issues into policy and planning processes, Environment Bay of Plenty (Foundation for Research, Science and Technology, NZ)

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The Management Research Centre (MRC) is a self-funding entity within the Waikato Management School. The Centre acts as a link between the University and the business community.

The MRC's objective is to provide research and information services to professional, state and business organisations throughout New Zealand.

The MRC conducts Benchmarking and Business Performance Comparison surveys (BPCs) comparing the performance of individual firms within a particular industry, for a range of industry groups in New Zealand. The Centre also undertakes contract business research projects and provides a newsletter service.

Further information can be obtained from the Management Research Centre.

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Te Mātāhauariki is a university research institute associated with the School of Law. At present the institute's main research is funded by the Foundation for Research, Science and Technology.

The overall aim of this research is to explore ways in which the legal system of Aotearoa/New Zealand can evolve so as to accommodate the best of the values and concepts of both major components of its society, and to generate a discourse through publications, seminars, and intercourse with key institutions, which proposes a cohesive jurisprudence and offers models for its practical application to selected areas of our legal system. Intensive research is also being undertaken to identify key concepts, philosophies, beliefs, values, customs, ethics and practices that form Māori law and jurisprudence, and the influences on these, in order to discover the extent to which Māori law and jurisprudence might contribute to existing legal and political arrangements in New Zealand.

For more information about the Institute and its research see:  
<http://www.lianz.waikato.ac.nz>.

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The Population Studies Centre generates and co-ordinates research in Population Studies, and provides a service function in this field. The Centre is the only such unit in New Zealand, so its functions are national as well as regional. It also has major international and cross-national research interests.

Associates of the Centre are drawn from a number of disciplines including Demography, Economics, Education, Geography, History, Statistics, Psychology and Sociology. There is provision for the appointment, as Associates, of persons outside the University with relevant experience and expertise.

The demographic research interests of members of the Centre span diverse areas including work with and on behalf of the International Union for the Scientific Study of Population and other scientific organisations, the United Nations Economic and Social Commission for Asia and the Pacific, the South Pacific Commission, the United Nations Fund for Population Activities, and many different public and non-governmental agencies in New Zealand. Research on policy matters related to demographic topics includes the family, labour force and ageing, population redistribution, fertility and reproductive health in both New Zealand and overseas, refugee movements and the consequences of international migration. Research also includes such areas as mortality, health, population-development and population-food security, inter-relations in the Third World, population policy, historical demography and fertility and family formation.

Finally, Centre Associates in teaching departments coordinate an interdisciplinary teaching programme at undergraduate and graduate level.

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The Thermophile and Microbial Biochemistry and Biotechnology Unit carries out research primarily on micro-organisms associated with extreme environments. The Unit co-ordinates 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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The Waikato Centre for Advanced Materials (WaiCAM) was established in 2002 and has the following functions:

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- To promote interdisciplinary collaboration among research groups from several departments at the University of Waikato in undertaking current research projects and in developing new research on advanced materials.

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- To organise workshops, seminars and research discussions on advanced materials on a regular basis.

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- To promote the research and postgraduate student training capability of the University of Waikato in the area of materials, nationally and internationally

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- To establish partnerships and strengthen linkages with other materials research groups in New Zealand and overseas.

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Further information can be found on the website: <http://sci.waikato.ac.nz/waicam/>.

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The Waikato Centre for Applied Statistics is attached to the Department of Statistics in the School 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 Centre's activities in consulting, research and teaching are carried out in co-operation with statisticians at the Ruakura Research Centre.

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The Wilf Malcolm Institute of Educational Research was established by the University of Waikato to undertake, support and disseminate research relating to the broad field of education. The Institute encourages a variety of research in education spanning the years of early childhood and schooling and which may be subject-specific or cross-curricular involving interdisciplinary research teams. The focus is research on learning, teaching, curriculum, cultural and literacy issues and policy. Local studies in classroom research, policy, critiques and reviews are encouraged, as are studies from national and international perspectives. Conferences and seminars are organised by the Institute to inform the academic and professional communities of research undertaken, and to promote sharing and debate. National and international researchers are encouraged to visit the Institute and collaborate with staff and students in the University of Waikato.

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The Centre's principal objectives are to

- encourage community education and development throughout the University's region by direct programme provision and consequent social action, and by the advisory and consultative activities of Centre staff
- provide learning opportunities for individual growth and development as well as programmes that foster Māori development, self-determination, and self-sufficiency within a community education framework
- serve as an educational resource base, primarily within the University's region but also to a limited extent nationally
- support and facilitate lifelong learning
- conduct or encourage research into aspects of continuing education.

In fulfilling its objectives the Centre is guided by principles of equity and a philosophy of learning which

- create learning opportunities for people who previously have had limited involvement in tertiary education
- value the life experiences of participants
- assist participants to understand and change their environment
- recognise the importance of open entry
- address current social issues, Treaty of Waitangi issues, and the Treaty's role in this country.

The Centre for Continuing Education provides a public service. It acts as a vehicle to publicise and disseminate University research and knowledge. Equally, the Centre acts as a link for the community to seek information and knowledge particularly relevant to individual, local, regional and national needs. Members of the staff have a professional responsibility as adult educators. This involves identifying needs for programmes in continuing education and organising them.

Throughout the area it serves, the Centre will respond to appropriate requests which may be made directly or channelled through community or iwi groups.

Programmes organised by the Centre for Continuing Education are administered independently of the internal courses covered in the Calendar. Each semester publicity material is printed to cover courses, seminars and workshops offered in Hamilton and the regional area. Copies of programmes are available on application to the Centre. With the exception of the Certificate of University Preparation, no specific educational qualifications are required in order to attend the courses offered.

The Centre for Continuing Education also publishes the proceedings of some seminars and courses, as well as workbooks for use as adult learning resources.

The Centre for Continuing Education also offers a diverse range of Professional Development programmes developed to meet the needs of the Waikato business community. These programmes are offered as public sessions and specialised in-house presentations.

The Centre for Continuing Education also offers a range of bridging courses for adults returning to study, for intending credit course students who are unfamiliar with the university environment and for students intending to enrol or upskill in

science.

In addition, the Centre offers the one semester Certificate of University Preparation for English speaking students who do not meet NCEA entry requirements to university. Further details of these programmes are found under the Foundation and Bridging Programmes section of this Calendar, or can be obtained from the Centre for Continuing Education.

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The Language Institute is part of the office of the Vice-Chancellor and offers English language programmes for students learning English as an additional language (EAL) who are either resident in New Zealand or from other countries.

The Certificate of Attainment in English Language provides comprehensive programmes of study in English at eight levels, in academic contexts, primarily for students wishing to prepare for enrolment in degree programmes at the University of Waikato. The General English programme provides English language studies to students in a more general context, and is available for enrolment on a week by week basis. Specifically designed English courses are available for organised groups from overseas. The Language Institute also provides language teacher development programmes, including the Cambridge Local Examinations Syndicate Certificate of English Language Teaching to Adults (CELTA) and specially designed short courses for language teachers from overseas.

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The Waikato DNA Sequencing Facility of the Department of Biological Sciences offers a contract DNA sequencing and genome analysis service, using an Amersham MegaBACE Capillary DNA Sequencer. DNA sequencing and genotype analysis is central to genetic and molecular biology research and enables researchers to determine the nucleotide sequence information from any source, and also allows high resolution genetic fingerprinting of genomic DNA. The Facility also has an Applied Biosystems 7700 Sequence Detector which performs real-time PCR analysis of DNA chemistry and an Applied Precision microarray scanner for DNA fluorescent imaging. The Facility has an extensive client base in both private and public institutions within New Zealand and is considered to be at the forefront of DNA sequencing technologies.

Details of sample requirements and further information may be obtained from the Facility's website <http://sequence.bio.waikato.ac.nz>.

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The Waikato 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 is used to support radiocarbon dating and School of Science and Engineering research programmes. Staff in the unit are actively involved in palaeoclimate and archaeological research and have a leading role in international calibration programmes.

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The Waikato Stable Isotope Unit operates state of the art facilities for measurement of the heavy isotopes of carbon, nitrogen and oxygen. The Unit has two automated Europa Scientific mass Spectrometers connected to dry combustion analysers which can handle 150 samples per day. Service is provided for staff and students interested in tracing these isotopes in natural systems.

Other services offered by the Unit are carbon and nitrogen analysis of plant, animal and soil materials. Samples are received from laboratories around the world for both collaborative work and for analysis on a commercial basis. Details of services provided may be obtained by visiting or writing to the Director, Waikato Stable Isotope Unit, at the University.

The Unit's website is <http://isotope.bio.waikato.ac.nz/>

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The Library is the University's gateway to knowledge, providing information and resources for its staff and students. The Library also aims to encourage a culture of lifelong learning and intellectual independence.

Library staff are available to show students and researchers how to find the information they need for their study or research, and to teach them to find information themselves.

The University Library comprises not only the buildings on campus but virtual access to library resources throughout the world. The Law Library is within the Central Library building, which is located at the centre of the campus, and the Education Library is located in building TL in the nearby School of Education.

Library services, resources, and collections include

- knowledgeable and helpful staff
- electronic access (both on and off the campus) to journals, databases, e-books, library catalogues, the Internet, exam papers, and other resources
- books, journals, maps, videos, DVDs and newspapers
- theses from the University of Waikato and other institutions
- document access and delivery from other libraries
- places to study, photocopiers, and computers for word processing
- a wireless network, wireless laptops for use within the Library, and network ports for other laptop use.

Brief introductory tours and essential tutorials are offered intensively during the first few weeks of each semester. Tutorial and tour timetables are available on the Library's website and at Information Desks.

Subject Liaison Librarians offer many course-specific tutorials as requested by academic staff. They also offer drop-in subject-focused tutorials from approximately week four in each semester.

For more information, please go to the Library website at <http://www.waikato.ac.nz/library>, visit the Library in person and collect a Library Guide, or contact the Library by email, or by telephone - (07) 838-4466 followed by the extension given below:

Central Library      [library@waikato.ac.nz](mailto:library@waikato.ac.nz)      ext. 4051

Education Library      [libyeduc@waikato.ac.nz](mailto:libyeduc@waikato.ac.nz)      ext. 4530

Law Library      [libylaw@waikato.ac.nz](mailto:libylaw@waikato.ac.nz)      ext. 8628

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The Teaching and Learning Development Unit is concerned with fulfilling Waikato University's commitment to higher learning. Through its work with both staff and students the Unit is uniquely placed to identify trends, best practice and gaps in the University's provision of higher learning.

The Unit's goal is to help students develop, at every level and from all disciplines, the tertiary literacies and competencies that will enable them to become self-directed learners and succeed in meeting the requirements of tertiary study.

The Unit aims to help staff develop the competencies, skills and pedagogical knowledge that they need to provide high quality teaching. In addition the Unit aims to foster reflective practice skills so that academic teachers become equipped to improve their own practice.

These services include

- consultancy on all aspects of courses, teaching and learning (e.g. course design, teaching-learning methods and materials, student assessment).
- workshops and working groups on a wide range of topics. These are offered throughout the year and may be requested by teaching teams and departments.
- assistance with the selection and design of course/teaching appraisal methods, processing and interpretation of student feedback, facilitation of course reviews, preparation of teaching profiles.
- a library of resources on teaching and learning.

While the Unit gives particular attention to the development of staff who have limited teaching experience, support for the continuing development of staff throughout their teaching careers is of equal importance.

Students are helped to develop their learning, communication and mathematics skills and to overcome study-related problems. Learning development services include

- Individual tuition. Students may come to the Unit of their own volition or at the suggestion of staff.
- Group tuition. Workshops are offered on aspects of learning and contributions to courses may be requested by staff.
- An academic orientation programme for new students.
- A Preparatory Mathematics paper (MATH168) which is designed to help students whose mathematics background is not strong to acquire basic mathematical skills essential for their academic success.
- A range of resources including booklets and internet-based programmes.
- Training of tutors and senior residents in Halls of Residence to work with students to develop their learning.

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Information and Technology Services (ITS) is an organisation within the University of Waikato that provides and promotes effective vision, planning, development, management and use of technology and information within the University. ITS provides the expertise and resources needed to develop and support computing, telephony, research, teaching and administration activities of the University. Some of ITS services are operated on a cost recovery basis. ITS comprises: Campus Computers, Client Support Services, Information Systems, Infrastructure, Waikato Print and Web Team.

Campus Computers, which now includes the ITS workshop provides a centralised point for all IT related procurement and IT workshop activities. The primary activities are to establish standards for purchasing and reduce Total Cost of Ownership (TCO) for the University. Campus Computers provides the University community with an easy and effective central point of purchasing and repair for all IT related products.

The Client Support Services team consists of Teaching Technology and the Help Desk. Teaching Technology focuses on the use of technology to enhance the University's teaching activities. It is responsible for the lecture theatre facilities, language laboratories and audio and video recording studios. The central ITS Help Desk provides support to the University for information technology related matters, including the Information Commons in the Library, while Distributed Consultants within the schools offer support to their individual areas.

The Information Systems Group provides systems analysis and data management, system support and programming services in support of the administrative functions of the University.

Infrastructure provides support to the University community by way of programming services, communications technology (including networks, internet, phone and cellphone), computing hardware and software operation, planning, implementation and maintenance of the computer network, both on and off campus

Waikato Print, including Campus Photography, provides a range of printed products and related services to both the University community and local businesses.

Waikato Print has invested heavily in developing a sophisticated digital print network that offers job creation, file management and Print on Demand. Waikato Print is now widely considered to be a market leader in the field of digital printing, and has won international awards for its work. In addition to its printing activities, Waikato Print has a chain of retail operations known as Campus Copy. These stores offer a range of graphic services to all University users as well as members of the public.

The Web Team provides services for the website and the people who contribute to the site. The Web Team develops Internet systems, is responsible for a variety of site administration duties, and provides consulting and support for the University.

Information and Technology Services is located in the ITS building, adjacent to the Gate 1 car park.

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### Accommodation Services

#### Halls of Residence

The Accommodation and Conference Services Office assists students to find accommodation in the University's four Halls of Residences, Orchard Park, College Hall, Student Village and Bryant Hall. Orchard Park is a series of cottages where students cater for themselves. The other Halls are fully-catered although they all have flats where self-catering accommodation is available.

Full details about the Halls of Residence can be obtained from the Accommodation and Conference Services Office. Applications, which close on 1 October each year for the following year's accommodation, must be accompanied by a \$15.00 application fee. Late applications and applications made during the course of the year will be considered. Residence is for the duration of the academic year. A new application must be made if students wish to return to the Halls for the following year. A contingency deposit is required at the time of acceptance, and this is refunded, less any charges, at the end of the academic year.

#### Off-Campus Accommodation

The University owns a block of eight one-bedroom flats in Scotland Place (adjacent to the University) which are available to full-time graduate students. Further information concerning these flats may be obtained from the Accommodation Adviser, who is located in the Accommodation and Conference Services Office.

The Accommodation Adviser has information regarding other accommodation available in Hamilton, and is able to assist students to find private board, houses to rent, flatmates, or flats. The cost of full board in a private home is generally about \$140-\$150 per week around the University area, but can be less if situated further away. Flats and houses are listed in local newspapers and with rental agencies. The Accommodation Adviser can provide printouts of all types of student housing available in the University area. The room rental cost of sharing a house or flat usually ranges between \$70-\$80 per week per person.

To avoid major difficulties in finding accommodation, students are advised, if possible, to visit the University prior to the commencement of the academic year to discuss their needs with the Accommodation Adviser.

### Student Support Services

#### Student Counselling Service

Counselling staff are located in the Student Services building. Appointments may be made for counselling on any personal, study-related or vocational issue. Seminars are also offered in these areas. Enquiries and appointments may be made in person at the Student Services Reception, or by phoning the Receptionist on (07) 838-4201. A part-time Counsellor is available at the Tauranga campus. Appointments can be made at Reception or by phoning (07) 577-0620.

#### Chaplaincy

An Ecumenical (Interdenominational) Chaplain works part-time on campus, and a part-time Catholic Chaplain visits the University regularly. The Chaplains conduct services, take part in both formal and informal activities on campus, and are readily available to students and staff for counselling and pastoral care. The centre for

chaplaincy activities is the Lady Goodfellow Chapel.

### **Students with Disability**

The Disability Support Service works with the rest of the University to remove barriers to learning for students with disability, and to ensure students' learning requirements are being met through the provision of information, support, services and equipment. Prospective students with disability should contact the Disability Support Service well in advance of commencing their studies to ensure that the appropriate supports are able to be put in place.

Additional information about support and services is available from the Disability Support Service office in the Student Services Building. Telephone: (07) 838-4719, Facsimile: (07) 838-4282, Email: [disability@waikato.ac.nz](mailto:disability@waikato.ac.nz) or via the website [www.waikato.ac.nz/disability](http://www.waikato.ac.nz/disability).

### **Budget Advice and Emergency Financial Assistance**

A free budgeting and financial advisory service is available to students. The Student Finance Adviser, who is located in the Accommodation and Conference Services Office, can assist with information on the costs involved in attending University and the various means of financial support available to students.

Emergency assistance is available to students experiencing severe short-term financial difficulties. This may take the form of a loan or emergency grant. A Special Assistance Fund may be available to provide grants and loans to students who can demonstrate particular need for assistance in meeting an unexpected cost as a result of their studies. Application forms are available from the Student Finance Adviser in the Accommodation and Conference Services Office.

### **Student Health Service**

The Student Health Service is located in the Student Services building (opposite the Recreation Centre) and is staffed by four medical practitioners, four nurses and a Practice Manager. The Student Health Service is open between 8.30am and 5.00pm on weekdays throughout the year. During examination periods the Student Health Service is open until 6.00pm on weekdays and from 8.30am-5.30pm on Saturdays for examination-related issues only.

In cases of genuine emergency, students who consult a general practitioner outside Health Service hours may have the fee partly reimbursed. This emergency service applies within the Hamilton boundaries and during the academic year.

The Student Health Service is available free to those students who pay the Health and Counselling Levy. Students are eligible to use the Student Health Service between the following dates:

Summer School enrolment only 9 January 2006 to 22 February 2006

A Semester enrolment only 27 February 2006 to 24 June 2006

B Semester enrolment only 10 July 2006 to 23 December 2006

With proof of re-enrolment, full year or B Semester students are eligible to use the Student Health Service until the end of February of the following year.

### **Careers and Employment Centre**

The Careers and Employment Centre Office is located in the Cowshed (opposite the Student Union Building). Staff are available to discuss career prospects and help students make their career choices. Visits by employers are arranged throughout the year, and an annual Careers Fair is held which promotes students to future employers. Students are encouraged to check the Careers website [www.waikato.ac.nz/sasd/careers](http://www.waikato.ac.nz/sasd/careers) for details of workshops, seminars and employer visits.

### **Class Representative System**

The University is committed to strong and effective representation from its students. 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. Student representatives on University committees are either elected through the Class Representative System, or are appointed by the Waikato Students' Union.

Class Representatives are elected to deal with minor academic matters which arise, and their role is to liaise between the students in the paper and the academic staff

who are teaching the paper. They also have the opportunity to participate in the democratic processes of the University.

The Student Support Adviser provides training for Class Representatives and develops resources to assist them in fulfilling their roles. The Adviser, who is located in the Office of Student Life in the Student Services Building (opposite the Recreation Centre), is also available to provide information, advice and support for Class Representatives and for members of staff who deal with Class Representatives.

The Student Support Adviser can be contacted on extension 6264.

## Student Recruitment and Enrolment

### Course Advice and Planning

The Student 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 Information Centre by phone (0800 WAIKATO or (07) 838-4176), email ([info@waikato.ac.nz](mailto:info@waikato.ac.nz)), or in person by calling in to the Hamilton campus (The Gateway), the Tauranga campus (Durham Street), or the Auckland Office (The Strand Arcade, Queen Street).

The Student Recruitment Advisers represent the University at regional careers expos, secondary school career evenings, 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 days and evenings are held on campus throughout the year, and details are available on request. Students can explore a range of options - undergraduate study, postgraduate study, foundation and bridging courses - 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.

### Student Information Centre - The Gateway

The Student Information Centre team provides information and advice to current and prospective students of the University of Waikato. The Student Information Centre is located downstairs in the Gateway building, University of Waikato, Gate 5, Hillcrest Road, Hamilton. This is the first point of contact for enquiries relating to admission criteria, applying to enrol, other general enrolment matters, examinations timetable and regulations, the payment of fees, handbooks for specific qualifications, ordering an academic transcript, and student ID cards. Current students can check and update their personal details through the iWaikato terminal located at the Student Information Centre. The Centre is open between 8.30am and 5.00pm, Monday to Friday, phone 0800 WAIKATO or (07) 838-4176, or email [info@waikato.ac.nz](mailto:info@waikato.ac.nz).

## Postgraduate Studies Office

The Postgraduate Studies Office is responsible for all administration associated with research degrees, namely the MPhil, doctoral degrees (PhD, EdD, SJD) and higher doctorates (DLit, DSc and LLD). It supports the Postgraduate Studies Committee in the development and implementation of policy concerning postgraduate studies. It also provides information and advice to students who wish to enrol, or who are enrolled for a postgraduate degree at this University.

Detailed information for postgraduate students, including enrolment guidelines, regulations and staff research expertise, may be found on the Postgraduate Studies website at <http://www.waikato.ac.nz/sasd/postgraduate>.

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## The International Centre

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### International Student Support

The International Student Support team advises and assists international students by identifying their needs, helping them find solutions, and directing them to appropriate services on and off campus. This includes personal issues, academic support, medical and travel insurance, Student Visa and Permit requirements, orientation, accommodation, and general concerns. Orientation programmes are run for all new international students prior to beginning their studies and regular information sessions are run throughout the academic year. During office hours we have a Drop-in Centre with computer access for international students' use. International Student Advisers are available to see students and appointments can be made at the International Centre, phone +64 7 838 4439.

### NZAID Scholarships

New Zealand Development Scholarships (NZDS) are awarded by the New Zealand Agency for International Development (NZAID) on behalf of the New Zealand Ministry of Foreign Affairs and Trade. The scholarships are for Postgraduate and Undergraduate (limited) study in New Zealand in areas of developmental relevance which will enable students to make a significant impact on return to their home countries. New Zealand Development Scholarships have two categories; Public and Open. Students can only apply under one of these categories and must be resident in their home country at the time of application.

New Zealand Development Scholarships cover tuition fees, enrolment/orientation fees, return economy travel, medical insurance, and an allowance to meet course and basic living costs. Limited assistance may be available for dependants in New Zealand for courses of study 18 months or longer.

Further information on the scholarships and eligible countries can be found at <http://www.nzaid.govt.nz/> or <http://www.waikato.ac.nz/international/>.

### New Zealand International Doctoral Research Scholarships

The New Zealand International Doctoral Research (NZIDR) Scholarships are funded by the New Zealand Government and administered by Education New Zealand. The scholarships provide financial support for students from designated countries undertaking doctoral degrees by research in New Zealand universities. Scholarships are awarded on the basis of academic merit. Further information on country eligibility and the application process can be found at [www.newzealandeducated.com](http://www.newzealandeducated.com).

### International Student Exchange

The International Centre administers the University's international student exchange programmes and is the central resource of promotional material from exchange partner universities from around the world. The majority of domestic and international students are eligible to apply for an exchange after having completed a minimum of two semesters degree-level study at the University of Waikato and achieving the required grade average, although international students may not go on exchange to their home country. All prospective exchange students are interviewed at the time of application and are expected to be suitable ambassadors for the University of Waikato and New Zealand. Study completed at the partner university is usually able to be credited towards students' University of Waikato qualifications, although specific credit transfer cannot always be guaranteed in advance. In 2006, students with New Zealand citizenship or permanent residence will receive travel grants to assist and encourage them to participate in an

international student exchange. Further information can be obtained from the Exchange Adviser at the International Centre.

### **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 Pro Vice-Chancellor (International). Proposals for guaranteed credit agreements need submission of full documentation to the International Centre, who will refer them to 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 Centre, who will refer them to the appropriate authority.

Overseas visitors are welcome. Prospective visitors should contact the International Centre with full background information about their proposed visit. The International Centre will arrange an itinerary which meets both the visitors' and the University of Waikato's needs.

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The Research Office comprises UNILink and the Scholarships Office and is located in the north-east corner of the ITS Building (Knighton Road, Gate 1). The Research Office is concerned with all aspects of research and related policy and administration; in particular, contract research and associated services, and scholarships for students at all levels of study.

### UNILink

University research contracts are administered by UNILink to ensure that contract terms, objectives, intellectual property (IP), progress reporting, budget and financial matters are professionally managed to protect the interests of the University and its staff. UNILink is also the official interface between staff and external agencies such as the government, commercial and other organisations which seek to contract the University to supply research services. UNILink also services the Research Committee, Human Research Ethics Committee, and the Animal Ethics Committee.

### Scholarships, Awards and Other Prizes

The Scholarships Office is responsible for all administration associated with scholarships and prizes awarded by the University and outside sponsors. These include University of Waikato Scholarships, and New Zealand Vice-Chancellors' Committee Scholarships. Students interested in applying for scholarships are encouraged to consult the Scholarships website at <http://www.waikato.ac.nz/scholarships> and to subscribe to the monthly electronic scholarships newsletter by e-mailing a request to that effect to [scholarships@waikato.ac.nz](mailto:scholarships@waikato.ac.nz).

The following is a list of scholarships, awards and prizes that are fully or in part administered by the University of Waikato. Information on these and other scholarships and awards is available from the Scholarships Office.

#### Scholarships

##### *School Leavers*

Bachelor of Engineering Fees Scholarship  
Bartlett Scholarship  
Brian Smith Memorial Entrance Scholarship  
Bryant Residential Scholarship  
Economics and Statistics Entrance  
IPENZ Waikato/BOP Branch Scholarship  
KR Sustainable Enterprise Ideas Scholarship  
Michael Baldwin Memorial Scholarship  
Otumoetai Undergraduate Scholarship  
Perry Foundation Undergraduate Scholarship  
School of Computing and Mathematical Sciences Scholarship  
School of Law Entrance Scholarships  
Science Admission Scholarship  
Secondary Schools Mooting Competition Scholarship  
Sir Edmund Hillary Scholarships  
Tau Rua Mano Scholarship  
Te Tohu Paetahi Scholarship  
Tearaway Waikato University Scholarships



Waikato Rugby Union Scholarship  
Waikato Times Scholarship in Communication Studies

*Undergraduate*

Anne Shannon Scholarship  
Bank of New Zealand Undergraduate Scholarship  
Bay of Plenty Alumni Adult Learners' Award  
Bren Low Memorial Scholarship  
Bryant Residential Scholarship  
Bryant Residential Tutorship  
Environment Waikato Māori Scholarship  
First NZ Capital Scholarship in Finance  
Fisher and Paykel Healthcare Scholarship in Physics  
Freemasons University Scholarship  
Gemini Trust Disability Scholarship  
Hamilton Zoo Studentship  
IPENZ/BOP Branch Scholarship  
John Houstoun Memorial Scholarship  
Lee Foundation Grants  
Lili Krause Piano Award  
Manaaki Whenua Landcare Scholarship  
Michael Baldwin Memorial Scholarship  
Michael Caiger Scholarship  
Minter Ellison Rudd Watts - Tainui Māori Trust Board Scholarship  
New Zealand Association of Economics Scholarship - Māori  
Rewi Alley Scholarship in Modern Chinese Studies  
Rotary Club of Te Awamutu Centennial Scholarship  
Russell McVeagh Law Scholarships  
Simpson Grierson Law Scholarship  
Sir Edmund Hillary Scholarships  
Tau Rua Mano Scholarship  
Te Tohu Paetahi Scholarship  
Toll NZ Limited Undergraduate Scholarship  
Tranz Link Technology Development Scholarship  
Vice Chancellor's Adult Learners' Award  
Waikato Rugby Union Scholarship  
Waikato Students Union Scholarship for Cultural Contribution  
WMS International Exchange Scholarship

*Graduate*

Academy Performance Scholarship  
Alumni Association Masters Scholarship  
Bank of New Zealand Graduate Scholarship  
Bing's Scholarship  
Brian Smith Memorial 499/599 Scholarship  
Bright Futures Enterprise Scholarship  
Broad Memorial Fund  
Bryant Residential Tutorship  
Chamber of Commerce Tauranga Business Scholarship  
Commonwealth Scholarships to New Zealand  
Commonwealth Scholarships to the UK and Canada  
CRF Heinold Scholarship  
Dick and Mary Earle Scholarship in Technology  
FASS Honours Awards  
FASS Masters Thesis Awards  
First NZ Capital Scholarship in Finance  
Frank Knox Memorial Fellowship  
Freemasons University Scholarship  
French Teaching Assistantships  
Freyberg Scholarship  
German Academic Exchange (DAAD) Scholarship  
Golden Plover Award  
Gordon Watson Scholarship  
Health Research Council Summer Studentship  
Hilary Jolly Memorial Scholarship  
HRINZ Scholarship  
John Houstoun Memorial Scholarship  
Julia Sandford Scholarship  
Kamira Henry (Binga) Haggie Scholarship  
Kauri Museum Scholarship

Kerby Bursary for Graduate Music Studies  
Lee Foundation Grants  
Lili Kraus Piano Award  
Michael Baldwin Memorial Scholarship  
Nancy Caiger Scholarship  
New Zealand Law Foundation Ethel Benjamin Prize for Women  
Perry Foundation Graduate Scholarship  
Postgraduate Fees Scholarship in Community Management  
Pukehou Pouto Scholarship  
Resource Management Law Association Graduate Scholarship  
Rewi Alley Scholarship in Modern Chinese Studies  
Rhodes Scholarship  
Road Safety Trust Research Scholarship  
Sir Edmund Hillary Scholarships  
Smart Economy Management Scholarship  
Te Pua Wānanga ki te Ao Graduate Excellence Award  
Trust Waikato Student Community Grant  
Technology for Industry Fellowship  
University of Waikato Masters Scholarship  
Tuapapa Pūtaiao Māori Fellowship  
William Georgetti Scholarship  
Winsborough Ltd Scholarship in Organisational Psychology

*Postgraduate*

Auckland Harbour Foundation  
Bank of New Zealand Research Fellowship  
Bing's Scholarship  
Bright Futures Enterprise Scholarship  
Bright Futures Top Achiever Doctoral Scholarship  
Bryant Postgraduate Research Scholarship  
Bryant Residential Tutorship  
Cambridge Commonwealth Prince of Wales Scholarship  
Claude McCarthy Fellowship  
Commonwealth Scholarship to New Zealand  
Commonwealth Scholarship to the UK and Canada  
Dick and Mary Earle Scholarships in Technology  
Edward and Isobel Kidson Scholarship  
Frank Knox Memorial Scholarship  
Freemasons Postgraduate Scholarship  
French Postgraduate Scholarship  
Freyberg Scholarship  
Gordon Watson Scholarship  
Hilary Jolly Memorial Scholarship  
HRINZ Scholarship  
John Houstoun Memorial Scholarship  
Kauri Museum Scholarship  
L. B. Wood Travelling Scholarship  
Lee Foundation Grants  
Michael Baldwin Memorial Scholarship  
New Zealand Law Foundation Ethel Benjamin Scholarship  
Patricia Pratt Scholarship in Musical Performance  
Postgraduate Fees Scholarship in Community Management  
PricewaterhouseCoopers Masters Scholarship  
Pukehou Pouto Scholarship  
Resource Management Law Association Scholarship  
Rewi Alley Scholarships in Modern Chinese  
Rhodes Scholarship  
Road Safety Trust Research Scholarship  
Sasakawa Postgraduate Scholarship  
Shirtcliffe Fellowship  
Sir Edmund Hillary Scholarships  
Te Pua Wānanga ki te Ao Postgraduate Excellence Award  
Technology for Industry Fellowship  
Todd Foundation Award for Excellence  
Trust Waikato Student Community Grant  
Tuapapa Pūtaiao Māori Fellowship  
University of Waikato Doctoral Scholarship  
Wilf and Ruth Malcolm Postgraduate Scholarship  
William Georgetti Scholarship  
Woolf Fisher Scholarship

## Prizes

Alan Turing Prize  
Alfred Marshall Prize in Management Studies  
Almao Kellaway Prize (Law)  
Arthur Sewell Prize in English  
Auckland District Law Society Prize for Honours in Law  
Auckland University Press (AUP) Prize for Excellence in First Year Graduate English  
Beattie Rickman Legal Prize for Employment Law  
Beattie Rickman Prizes in Taxation  
Bill and Joan Flower Trust Prize in Environmental Economics  
Bill and Joan Flower Trust Prize in Global Economics  
Blackwood Paul Memorial Prize  
Brendon Thompson Prize in Economics  
Brooker's Prize for Civil Procedure  
Brooker's Prize for Legal Method  
Brooker's Prize for Public International Law  
Bruce Liley Prize in Physics  
CCH Advanced Taxation Prize  
CCH New Zealand Ltd Prize in Corporate Entities  
CCH New Zealand Ltd Prize in Equity and Succession  
CCH Prize for Revenue Law  
Crown Law Office Prize for Public Law  
David Bates Prize in Evidence  
Doris Henry English Speaking Union Award  
Dow AgroSciences Third Year Chemistry  
Elisabeth Bisley Prize in English  
Engineering Materials Group of IPENZ Prize  
English Speaking Union Prize  
Environment Waikato Prize in Water Science  
Evans Bailey & Co Prize in Jurisprudence  
Foundation Professor's Prize in Economics  
Frankton–Te Rapa Jaycees Prize in Economics  
Fred Marshall Prize for French Literature  
G. J. Schmitt Prize in Management Studies  
Gordon Harris Bachelor of Computer Graphic Design Prize  
Hilbert Prize in Mathematics  
H. S. Gibbs Prize in Earth Sciences  
Institute of Chartered Accountants Prize  
Institute Prize  
James and Wells Intellectual Property Prize  
Jared Simpson Memorial Prize in Biological and Earth Sciences  
Jeannette Gillespie Memorial Prize  
John Allan Award in Education  
John Mansfield Thomson Prize in Music History  
J. T. Ward Prize in Economics  
K. M. Bell Memorial Prize in Geography  
Land Info Net Prize in Land Law (Essay)  
LEADR Prize in Dispute Resolution  
Legal Research Foundation Prize in First Year Law  
Lewis Fretz Prize in International Relations  
McCraw Prize in Communicating Earth Sciences Research  
Margaret Avery Memorial Prize in History  
Marshall Prize in French Literature  
Millennium Prize in Mathematics  
Ministry of Consumer Affairs for Fair Trading and Consumer Law  
Minter Ellison Rudd Watts Prize for Contract Law  
New Zealand Insurance Law Association Prize  
Norah Howell Music Award  
NZFUW Emmy Noether Prize in Mathematics  
NZ Institute of Chemistry J. E. Allen Memorial Prize  
NZPI (Waikato Branch) Outstanding Planning Student Prize  
Orica-Chemnet First Year Chemistry Prize  
Pipers Patent Attorneys Chemistry Seminar Prize  
PricewaterhouseCoopers Prize in Accounting Systems and Technology  
PricewaterhouseCoopers Prize in Auditing  
PricewaterhouseCoopers Prize in Corporate Finance  
PricewaterhouseCoopers Prize in Financial Auditing  
Prior Society Prize in Philosophy  
Ramanujan Centenary Prize

Rudi Ziedins Prize in Philosophy  
Selby Prize in Earth Sciences  
Selwyn Prize in History/Mo te Hirangi i Roto i Te Tari Tumu Kōrero  
Shannon Young Award  
Simpson Grierson Prize for Environmental Law  
Swarbrick Dixon Prize in Legal Systems  
Ted Zorn WMS Alumni Award in Management Communication  
Tompkins Wake Land Law Prize  
Tom Shaw Memorial Prize in Biological Sciences  
Unisys Recognition of Excellence  
University of Waikato Alumni Association Prize in Excellence  
Vivienne Cassie Cooper Prize in Algae  
Von Neumann Prize in Mathematics  
Waikato-Bay of Plenty District Law Society Gold Medal for Honours in Law  
Waikato Botanical Society Undergraduate Prize  
Waikato Botanical Society Graduate Prize  
WestpacTrust Prize in Marketing and International Management  
Winstone Limited Prize in Management Studies

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WaikatoLink Limited is the commercialisation and technology transfer office of the University of Waikato.

All academics should be aware that their research may be commercially valuable. The value may be lost if the research is not evaluated for commercialisation prior to being published. WaikatoLink can advise on how to disclose, and thereby protect, the intellectual property from research prior to publishing the work.

Commercialisation of technology involves taking the technology resulting from research along a path to a commercial outcome. WaikatoLink facilitates technology transfer to achieve commercial potential. The technology resulting from research can be in many different forms e.g. software, hardware, a process, a piece of technology or know-how. External funding may be required to enable development of the technology to a commercial outcome. Funding can be provided by WaikatoLink itself, commercial partners, or by investors, including venture capitalists. The outcome of commercialisation can be the outright sale of the technology, licensing of the technology, the formation of a spin-off company, or a joint venture with a commercial partner. WaikatoLink's commercial managers can advise on the commercialisation potential of technology.

WaikatoLink is located in the Core Facilities Building on Level One of the Waikato Innovation Park, on Ruakura Road. For more information phone (07) 858-5172, fax (07) 857-0781 or go to the website <http://www.waikatolink.ac.nz>

### The Hothouse

The Hothouse is WaikatoLink's Technology Development Unit; it is primarily focused on undertaking further development work on inventions and research ideas and taking them through to a stage where they are market-ready or investor-ready. The Hothouse places students in a commercial environment which focuses them on these commercial tasks under the experienced guidance of WaikatoLink's commercial managers.

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Campus Services Limited (CSL) is a joint venture company of equal shareholding between the Waikato Students' Union and The University of Waikato. The principal objectives of the company are the establishment and maintenance of facilities for the benefit of students and staff at The University of Waikato.

### CSL Services and Facilities

The day to day management of CSL is effected through a General Manager responsible to a Board of Directors. CSL contracts out space to the catering operators in the School of Education, Student Union, Eastside, Oranga buildings and shops. Other buildings managed, wholly or partially, by the company are the Don Llewellyn Sports Pavilion, the Students' Union Building, the Shops, the Cowshed, and the Uni Rec Centre. All enquiries regarding any of these buildings can be directed to CSL reception, phone (07) 838-4442.

### Rooms for Hire

Rooms in the Students' Union Building and the Don Llewellyn Sports Pavilion are available at a charge (internal or external), however there is no charge for official University clubs. All bookings can be made at CSL reception in the Students' Union Building.

### Sport and Recreation

All sport and recreation facilities on campus are available for both student and community use. Facilities are user pays, but students qualify for discounted charges at competitive rates. CSL manages the University's commitment to sport and recreation. This commitment extends to club support, high performance athlete assistance, the Blues Awards, the Battle of the Bombays, the international rowing event known as the 'Gallagher Great Race', and other University sporting events.

### Uni Rec Centre

The Uni Rec Centre's aim is to provide quality opportunities to participate in activities. The extensive programme of activities includes:

- Social sports, both indoor (volleyball, soccer, netball and basketball) and outdoor (touch, soccer, tennis)
- Personal training and exercise consultancy with qualified trainers
- Over 40 invigorating and diverse exercise classes per week
- Activity courses such as yoga, kickboxing, pilates, fat loss management and dance
- Massage and physiotherapy

The \$1.5 million invested in facilities and equipment over the past four years has resulted in an exciting and motivating new-look Uni Rec Centre. The facilities include squash courts, a sports hall, aerobics and circuit room, weights room, cardio area, stretch balcony, activities room and meeting room. The sports hall, activities room and meeting room are available for hire. For further information contact the Uni Rec Centre, Gate 1 Knighton Road, phone (07) 838-4177, email [unirec@waikato.ac.nz](mailto:unirec@waikato.ac.nz), website <http://www.unirec.co.nz>.

### Campus Pool

The complex includes a 50 metre outdoor leisure pool and a dive pool. The season operates from December to March. Gate 4, Hillcrest Road.

### Don Llewellyn Sports Pavilion

The Pavilion is the building by the tennis courts and sports fields off Silverdale Road at Gate 3B. The Pavilion is the home of official University sports clubs and its bar provides an avenue for clubs on campus to socialise. It is also available for functions, 21sts and fundraisers with student discounts being available on hireage. Netball and tennis courts, squash courts and the fields form part of the Pavilion facilities. For further information contact the Clubs Development Officer on (07) 838-4463 or email [clubs@waikato.ac.nz](mailto:clubs@waikato.ac.nz).

### **The Campus Cafés**

There are eight cafés on campus offering a wide variety of food and drink:

- Momento Café - located in the shops
- Bongo Café - located upstairs in the Oranga building
- Oranga Foodcourt - three cafés located downstairs in the Oranga building
- SOE Café - located in the centre of the School of Education
- Cafédemic - located in the Waikato Management School
- The Station Café - located on the east side of Hillcrest Road

### **Clubs on Campus**

A number of clubs are based at the University of Waikato including cultural clubs, traditional sports, thrill seekers, and water sports. Clubs Day during Orientation Week provides the best opportunity to see the wide range of clubs on offer and meet other club members. For further information phone (07) 838-4463, email [clubs@waikato.ac.nz](mailto:clubs@waikato.ac.nz), website <http://www.unirec.co.nz>.

### **High Performance Sport and Culture**

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/performing arts endeavours. The High Performance Manager 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 further information phone (07) 838-4264 or email [highperformance@waikato.ac.nz](mailto:highperformance@waikato.ac.nz).

### **Into Active NZ**

Into Active NZ are based on campus and offer opportunities for increased activity and improved wellness for University staff. Sport or activity challenges can be organised within Schools/Faculty, between Departments or other organisations. These programmes include team energisers, orienteering and the Into Active Rowing Experience. Into Active Wellness includes the Step It Up Challenge and the Step It Up Programme. For further information phone (07) 838-4462 or email [intoactive@waikato.ac.nz](mailto:intoactive@waikato.ac.nz).

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## Waikato Students' Union

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The Waikato Students' Union (WSU) is an incorporated society and a member of the New Zealand University Students' Association (NZUSA). It is governed by an elected executive, who take care of the day-to-day business of representing its members' interests to the University and the wider community and promoting educational, social, cultural, and sporting life on campus.

### Academic Representation and Support

The WSU represents its members' academic interests by working with the University on such key committees as the University Council, Finance Committee and the Academic Board. At a national level, students interests are represented by NZUSA, which is concerned with Student Job Search, government policy on user-pays education, the student loan scheme, and other issues affecting members. The WSU is also a member of the national sporting body University Sports New Zealand.

The WSU provides various scholarships like the WSU Scholarship for cultural contribution and the John Houston Memorial Scholarship for academic/cultural contribution. The union also has a small fund to help students whose attendance at university is threatened by financial hardship.

### Advocacy

The WSU has an Advocacy Service that provides professional and confidential assistance free to members. The service deals with problems ranging from academic and financial troubles to employment, tenancy and accommodation difficulties.

### Other Activities and Services

The WSU represents its members' sporting, cultural, political, religious and ethnic interests by providing services for clubs and help to members wanting to set up or join a club. Affiliated clubs can apply for grants for a project or to run an event. Campus Movies has regular screenings of recently released movies and the occasional film festival. The union publishes a weekly magazine, Nexus, and a free student diary and wall planner. It also provides other services such as a telephone for free local calls, a discount bus service and discount cards for students. Through sponsorship, the union helps students to participate in specific events including the New Zealand University Games and Blues Awards.

The WSU organises Orientation Week at the beginning of A and B semesters to welcome new students on campus. The WSU also promotes and coordinates a range of events and activities including open forums on current and contentious issues.

Through a joint venture with the University, the WSU owns a 50% stake in Campus Services Ltd (CSL), which controls the Uni Rec Centre and Campus Pools.

The WSU is situated in the Student Union Building (SUB). Office hours are 8.30am to 4.30pm Monday to Friday. More information can be found on the WSU website: <http://www.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

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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 careers.

The mission of the society is to recognise and encourage scholastic achievement and excellence in all fields of study, to unite with academic staff and administrators in developing and maintaining high standards of education, to provide economic assistance to outstanding members and to promote altruistic conduct through voluntary 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 330 collegiate chapters from Australia, Canada, Malaysia, the United States of America, Puerto Rico, the Virgin Islands and New Zealand. In 2003 the society celebrated a decade of international development with 30 chapters in the Asia-Pacific region.

The University of Waikato Chapter was founded on 30 October 1999, and has since inducted more than 3,000 members into the society. Membership is extended to the top 15% of undergraduate degree students in the University, and the society forbids discrimination of any kind other than academic merit.

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. In 2000, the chapter became involved with the Children of Ex-Soviet Georgia Project and received an award for Best Continuing Chapter Activity at the 2003 Regional Conference in Sydney. Daffodil Day fundraising and a Christmas visit to the children's hospital are regular activities. In 2003 the Chapter rose to Habitat for Humanity's challenge and built a house on campus in five days, commencing the annual Student Blitz Build.

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

More information about the University of Waikato Chapter can be found at <http://goldenkey.waikato.ac.nz>

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## The University of Waikato Foundation

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The University of Waikato Foundation is established to raise funding for the benefit of the University of Waikato from charitable and other sources as well as through appropriate forms of entrepreneurial activity. The Foundation also exists to promote education in its widest sense.

All campaigns and activities to raise funding for the University and its constituent parts are coordinated through the Foundation. Fundraising campaigns conducted by the Foundation are those which involve a major investment by the communities to which the University looks for support.

Such campaigns are intended to enhance the academic life, general operations and facilities of the University. They include campaigns to fund major new buildings or building extensions, significant additional resources or equipment, scholarships, and visiting scholars' funds. The Foundation's first major campaign, The Campaign for Waikato, was launched in 1998 and by December 2000 had raised in excess of \$11.0M.

The Foundation constitutes a mechanism by which the University and its constituent parts may receive gifts, bequests, donations and the like from benefactors. These may be for a particular and stated use, or may be contributions to the general purposes of the University. Naming rights to University buildings and facilities are handled by the Foundation. Funds raised by the Foundation are distributed by the Board of Trustees at its discretion. The wishes of benefactors will be respected in the allocation of funds.

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The Alumni Association was founded on the belief that tertiary study is not a short-term activity, but rather a lifelong link between students, graduates, staff and their University.

The Alumni Association keeps alumni in touch with University activities, personalities and academic achievements through a range of activities and regular publications. It provides ways in which alumni can involve themselves in the life of the University and in which they may influence policy on academic developments.

The University of Waikato Alumni Association has nearly 22,500 members. Students and graduates, current and past staff, and friends of the University of Waikato and the former Hamilton Teachers' College qualify to become members of the Association.

Standard membership of the Association is free, but members may take out a Life Membership which provides many added benefits including Library and Uni Rec Centre privileges.

The Association maintains the University of Waikato Careers and Alumni Network (UWCAN), through which graduates mentor current students with information and advice on the careers in which they are employed. This is accessible through the Alumni website: <http://www.waikato.ac.nz/alumni>.

Through the University of Waikato Visa Card, the Alumni Association raises graduate scholarship funds, which are available to students studying towards their Masters degrees. Seven School and Faculty prizes for excellence are awarded in alternate years.

The Association sells University of Waikato clothing and memorabilia, which can be purchased from the Alumni Office in the B Block annexe.

For more information, contact the Association by Freephone 0800 ALUMNI (0800-258-664), telephone (07) 838-4575, email [alumni@waikato.ac.nz](mailto:alumni@waikato.ac.nz) or the website, <http://www.waikato.ac.nz/alumni>.

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### December 2005

Friday 2 Deadline for all enrolment applications by:  
All new students (including new Tauranga students)  
All Summer School students

### January 2006

Monday 9 Summer School begins  
Friday 13 Deadline for all enrolment applications by all returning and continuing students  
Monday 30 *Auckland Anniversary Day*

### February

Friday 3 Deadline for all applications for Summer School Out-of-Time/Other Location and Special Arrangement Examinations  
Monday 6 *Waitangi Day*  
Tuesday 7 Board of Studies, Faculty of Arts and Social Sciences  
Board of Studies, School of Law  
Board of Studies, School of Science and Engineering  
Wednesday 8 Board of Studies, School of Education  
Council  
Thursday 9 Board of Studies, Waikato Management School  
Friday 10 Board of Studies, School of Computing and Mathematical Sciences  
Board of Studies, School of Māori and Pacific Development  
Friday 17 Summer School ends  
Monday 20 Summer School and 2005 B semester Special Examinations begin  
Enrolment in person begins  
Thursday 23 Finance Committee  
Friday 24 Summer School examinations and 2005 B semester Special Examinations end  
Monday 27 A semester begins  
Tuesday 28 Academic Programmes Committee

### March

Tuesday 7 Board of Studies, Faculty of Arts and Social Sciences  
Board of Studies, School of Law  
Board of Studies, School of Science and Engineering

Wednesday	8	Board of Studies, School of Education Council
Thursday	9	Board of Studies, Waikato Management School
Friday	10	Results mailed to students for Summer School papers Board of Studies, School of Computing and Mathematical Sciences Board of Studies, School of Māori and Pacific Development
Tuesday	14	Academic Board
Tuesday	28	Academic Programmes Committee
Wednesday	29	Finance Committee

### April

Tuesday	11	Academic Board
Wednesday	12	Council
Friday	14	<i>Good Friday</i>
Monday	17	<i>Easter Monday</i>
Tuesday	18	University closed
Wednesday	19	Teaching recess begins Summer School Special Examinations begin
Thursday	20	Summer School Special Examinations end Graduation begins
Tuesday	25	<i>Anzac Day</i>
Wednesday	26	Finance Committee
Friday	28	Teaching recess ends Graduation ends

### May

Tuesday	2	Academic Programmes Committee
Friday	5	Open Day
Tuesday	9	Board of Studies, Faculty of Arts and Social Sciences Board of Studies, School of Science and Engineering
Wednesday	10	Board of Studies, School of Education
Thursday	11	Board of Studies, Waikato Management School
Friday	12	Board of Studies, School of Computing and Mathematical Sciences Board of Studies, School of Māori and Pacific Development
Tuesday	16	Board of Studies, School of Law
Friday	19	Deadline for all applications for A semester Out-of-Time/Other Location and Special Arrangement examinations
Tuesday	30	Academic Programmes Committee
Wednesday	31	Finance Committee

### June

Friday	2	A semester ends
Monday	5	<i>Queen's Birthday</i>
Tuesday	6	Study week begins
Friday	9	Study week ends
Monday	12	A semester examinations begin
Tuesday	13	Academic Board
Wednesday	14	Council
Friday	23	Deadline for all B semester enrolment applications
Saturday	24	A semester examinations end
Monday	26	Teaching recess begins
Tuesday	27	Academic Programmes Committee
Wednesday	28	Finance Committee
Friday	30	Teaching recess ends

### July

Monday	3	Special Consideration Committee
Tuesday	4	Board of Studies, Faculty of Arts and Social Sciences Board of Studies, School of Law Board of Studies, School of Science and Engineering
Wednesday	5	Board of Studies, School of Education
Friday	7	Board of Studies, School of Computing and Mathematical Sciences Board of Studies, School of Māori and Pacific Development
Monday	10	B semester begins
Tuesday	11	Board of Examiners
Wednesday	12	Board of Examiners
Thursday	13	Board of Studies, Waikato Management School
Friday	21	Results mailed to students for A semester papers
Wednesday	26	Finance Committee

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### August

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Tuesday	1	Academic Programmes Committee
Wednesday	9	Council
Tuesday	15	Academic Board
Monday	21	Teaching recess begins Science Masters and A semester Special Examinations begin
Tuesday	29	Academic Programmes Committee
Wednesday	30	Finance Committee

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### September

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Friday	1	Teaching recess ends Science Masters and A semester Special Examinations end
Tuesday	26	Academic Programmes Committee
Wednesday	27	Finance Committee
Friday	29	Deadline for all applications for B semester Out-of-Time/Other Location and Special Arrangement examinations

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### October

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Tuesday	3	Board of Studies, Faculty of Arts and Social Sciences Board of Studies, School of Law Board of Studies, School of Science and Engineering
Wednesday	4	Board of Studies, School of Education
Thursday	5	Board of Studies, Waikato Management School
Friday	6	Board of Studies, School of Computing and Mathematical Sciences Board of Studies, School of Māori and Pacific Development
Wednesday	11	Council
Friday	13	B and Y semesters end
Monday	16	Study week begins
Wednesday	18	Graduation begins
Thursday	19	Graduation ends
Friday	20	Study week ends
Monday	23	<i>Labour Day</i>
Tuesday	24	B semester and full year examinations begin
Wednesday	25	Finance Committee
Tuesday	31	Academic Programmes Committee

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### November

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Wednesday	8	Council
Saturday	11	B semester and full year examinations end
Tuesday	14	Academic Board
Monday	20	Special Consideration Committee



Tuesday 21 Board of Studies, Faculty of Arts and Social Sciences  
Board of Studies, School of Law  
Board of Studies, School of Science and Engineering

Wednesday 22 Board of Studies, School of Education  
Finance Committee

Thursday 23 Board of Studies, Waikato Management School

Friday 24 Board of Studies, School of Computing and Mathematical Sciences  
Board of Studies, School of Māori and Pacific Development

Tuesday 28 Academic Programmes Committee  
Boards of Examiners

Wednesday 29 Boards of Examiners

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### December

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Friday 8 2006 results mailed to students

Wednesday 13 Council

Friday 22 University closes

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	1	2 1 06	University Opens 4 January
Summer School	2	9 1 06	
	3	16 1 06	
	4	23 1 06	
Anniversary Day 30 January	5	30 1 06	
Waitangi Day 6 February	6	6 2 06	
	7	13 2 06	
	8	20 2 06	Summer School Exams & Enrolment
<b>A Semester</b>	9	27 2 06	
	10	6 3 06	
	11	13 3 06	
	12	20 3 06	
	13	27 3 06	
	14	03 4 06	
Good Friday 14 April	15	10 4 06	
Easter 17 & 18 April	16	17 4 06	Teaching Recess
ANZAC Day 25 April	17	24 4 06	Teaching Recess
	18	1 5 06	
	19	8 5 06	
	20	15 5 06	
	21	22 5 06	
	22	29 5 06	
Queen's Birthday 5 June	23	5 6 06	Study week
	24	12 6 06	Examinations
	25	19 6 06	Examinations
	26	26 6 06	Teaching recess
	27	3 7 06	Enrolment
<b>B Semester</b>	28	10 7 06	
	29	17 7 06	
	30	24 7 06	
	31	31 7 06	
	32	7 8 06	
	33	14 8 06	
	34	21 8 06	Teaching recess
	35	28 8 06	Teaching recess
	36	4 9 06	
	37	11 9 06	
	38	18 9 06	
	39	25 9 06	

	40	2	10	06	
	41	9	10	06	
	42	16	10	06	Study week
Labour Day 23 October	43	23	10	06	Examinations
	44	30	10	06	Examinations
	45	6	11	06	Examinations
	46	13	11	06	
	47	20	11	06	
	48	27	11	06	
	49	4	12	06	
	50	11	12	06	
	51	18	12	06	
Christmas Day 25 December	52	25	12	06	University closed

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#### Vice-Chancellor

Professor Roy Crawford BSc(Hons) PhD DSc Belf FIMechE FIMMM FREng

#### Deputy Vice-Chancellor (Academic)

Professor Peggy G. Koopman-Boyden CNZM BA MA DipEd Massey

#### Deputy Vice-Chancellor (Research)

Professor Richard D. Bedford BA MA Auck PhD ANU FRSNZ

#### Pro Vice-Chancellor (Māori)

Professor Tamati Reedy BA MA Auck MA PhD Hawaii

#### Pro Vice-Chancellor (Public Affairs)

Professor Shirley R. Leitch MA PhD Auck

#### Pro Vice-Chancellor (International)

Professor Shayne P. Quick BAppSc FIT BEd VicInst MA W.Ont PhD OhioState

#### Pro Vice-Chancellor (Resources) and

Pro Vice-Chancellor (University of Waikato at Tauranga)

Associate Professor Alan M. Neilson BSocSc MSocSc Waikato MSc York(UK)

#### Head of the Vice-Chancellor's Department

Helen Pridmore BA Otago MA Cant PDL USP

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#### Dean

Daniel G. Zirker BA MA Montana PhD Alta

#### Deputy Dean/Associate Dean (Academic)

Janice Pilditch BA Massey MA DPhil Waikato

#### Associate Dean (Graduate & Postgraduate Studies)

Lynda Johnston BA Otago MSocSc PhD Waikato

#### Associate Dean (International)

Dov Bing BA HebrewUniversityJerusalem PhD Auck FRAS

#### Associate Dean (Research)

Lex Chalmers BA MA Auck PhD Brist

#### Faculty Manager

Claire Philbrick

#### Student Services and Registration Manager

Josephine Ashdown BA MA DipSLT Waikato

#### Lecturer (Shanghai)

R. H. Silcock BA MA Cant MED Calg AM Stan PhD Lond DipT

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Dean  
Professor M. D. Apperley BE PhD Auck FNZCS

Deputy Dean  
Ray A. Littler BSc MSc Auck PhD Monash

School Manager  
Hazel Leslie

Public Relations and Marketing Manager  
To be appointed

Technical Support Manager  
Mike Vallabh BCMS Waikato

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#### Dean

Professor Noeline Alcorn QSO BA Well MA Cant PhD Calif DipEd Massey DipT FNZEAS

#### Assistant Dean (Graduate Studies)

Associate Professor Wendy J. Drewery BA MA Auck DPhil DipEdSt Waikato

#### Assistant Dean (Māori Education)

Professor Russell Bishop BA(Hons) Well MA PhD Otago DipEd Massey DipT

#### Assistant Dean (Teacher Education)

Brian Prestidge BA MA Cant DipT JP

#### Assistant Dean (Internationalisation)

Associate Professor Jan M. Robertson BEd MEd DPhil Waikato DipT

#### Assistant Dean (Resources)

John S. Graham BA MA Auck DipT

#### Te Kaiurungi

Fred K. Kana BA MA Waikato DipBiEd HDipT

#### Senior Research Fellow

Chris Knowles BSc(Hons) Brun MSc Kingston Poly PhD Lond

#### Manager - Dean's Office

Melinda Ormond

#### Academic Manager

Deborah Oliver MSocSc Waikato

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### Dean

Professor John Farrar LLM LLD Lond PhD Brist

### Associate Dean Māori

Craig Coxhead BSocSc LLB(Hons) LLM Waikato

Leah Whiu BSc DipTchg Auck LLB(Hons) LLM Waikato

### Associate Dean Postgraduate/Research

Nan Seuffert BA Virginia JD Boston LLM Well LLM Columbia

### Associate Dean Resources

Ken Mackinnon MA LLB Camb LLM Aberd MEdAdmin UNE

### Associate Dean Undergraduate

Anna Kingsbury BA Auck LLB MLIS Well LLM Melb LLM NYU

### Professors

Barry Barton BA LLB(Hons) Auck LLM BrCol

Alex Frame LLD Well

Al Gillespie LLB LLM Auck PhD Nott

Michael Hahn LLM Michigan Dr.iur.utr Heidelberg

Peter Spiller BA LLB PhD Natal LLM MPhil Camb PhD Cant PGCertTT Waikato

### Associate Professors

Ruth Busch BA Wis JD Conn

Ken Mackinnon MA LLB Camb LLM Aberd MEdAdmin UNE

Nan Seuffert BA Virginia JD Boston LLM Well LLM Columbia

### Senior Lecturers

Les Arthur BA Waikato LLB MComLaw Auck

Claire Breen BCL NUI LLM PhD Nott

Craig Coxhead BSocSc LLB(Hons) LLM Waikato

Radha D'Souza BA LLB Bom PhD Auck

Trevor Daya-Winterbottom BA CNAA MA DeMont FRSA

Matiu Dickson BA LLB DipTchg Auck LLM Waikato

W John Hopkins BA(Hons) Strath PhD Sheff

Anna Kingsbury BA Auck LLB MLIS Well LLM Melb LLM NYU

Jacquelin Mackinnon LLB Aberd PGCertTT Waikato

Joel Manyam LLB Cant DipEd USP

Brenda Midson BA LLB MJur Waikato

Gay Morgan BA Colorado LLM Yale JD SanDiego

Wayne Rumbles BA LLB LLM Waikato

Linda Te Aho LLB Auck LLM Waikato

Leah Whiu BSc DipTchg Auck LLB(Hons) LLM Waikato

Ruth Wilson LLB Well

### Lecturers

Harata Paterson BSocSc LLB LLM Waikato

Sue Tappenden LLB(Hons) CNAA LLM London

Doug Tennent BA Massey LLB LLM Waikato

### Assistant Lecturer

Huia Woods BA LLB LLM Waikato

Senior Tutors  
Christina ter Haar BA LLB Otago LLM Waikato  
Marie Were LLB LLM PGCertTT Waikato

Manager - Academic/Students  
Beverly Taylor LLB(Hons) Waikato MComLaw Auck

Manager - Finance/Resources  
Brenda Markham

Honorary Professors  
Margaret Bedgood QSO LLB Otago MA NZ and Lond  
Paul Hunt MA Camb MJur Waikato  
Hon Margaret Wilson LLB(Hons) MJur Auck HonD Waikato

Honorary Lecturers  
C. D. Arcus LLB Auck  
Gerald D. G. Bailey QSO LLB Cant HonD Waikato  
Christine Grice LLB(Hons) Cant CNZM  
Judge Stephanie Milroy LLB Auck LLM Waikato  
Ken Potter BA Calg LLB Alta LLM Lond  
David Wilson QC LLB Auck

Associates  
David Bates LLB Well  
Judge Robert Wolff BA LLB Otago

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#### Dean

Professor M. J. Pratt BA(Hons) Sheff MComm Witw DCom SA ACA FCA

Professor, Māori Sustainable Enterprise

Tamati Reedy BA MA Auck MA PhD Hawaii

Adjunct Professor

Neil Richardson MCom NSW JD SouthernIllinois

Adjunct Professor Sustainable Enterprise

Kevin Roberts HonD Waikato

Academic Manager/Accreditation Manager

Rachel Williams DipComm Waikato

Director, Business Services

Dorothy Wales BSocSc MSocSc Waikato DipGuidCouns Massey

Executive Director, Research

Professor Delwyn N. Clark BSc Auck BMS DPhil Waikato

Executive Director, Information Technology

John Creek BSc Lond DipCompSc Waikato

Executive Director, Public Relations and Marketing

Sarah Knox BMS(Hons) Waikato APR

Executive Director, Academic

John Tressler BEc(Hons) JamesCook PhD Missouri

Executive Director, International

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

Associate Professor, Not-for-Profit Management

M. T. Humphries MSocSc DPhil DipMrkt Waikato

Assistant Lecturer, Not-for-Profit Organisations

Suzanne Grant BMS MMS Waikato

Lecturer (Shanghai)

Ajith Fernando BSc(Eng) Moratuwa MMS MBA PGCertBusRes Waikato

Senior Teacher (Zhejiang)

Chris Whalley BA Otago CTESOL Lond

Teacher (Zhejiang)

Sagano Duggan MA(Applied) Waikato

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Te Amokapua/Dean  
Professor Aroha Yates-Smith BA MA PhD Waikato DipT

Te Amokapua Tautoko/Associate Dean  
Tom Roa BA DipTESL Well MA(Applied) Waikato DipT JP

Manukura/Associate Professor and Pro Dean (Academic)  
Winifred Crombie MA Edin MPhil CNAA PhD Lond RSA/Cambridge CTEFLA

Pro Dean (Academic)  
Ngahuia M. Dixon BA MA Waikato RSA/Cambridge CTEFLA DipT

Academic Programmes Manager  
Louise Tainui

Administration Manager  
Kiri Bramley GradDipMgt Waikato

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Professor Richard Price BSc(Hons) ANU PhD Otago

#### Deputy Dean

Professor P. J. J. Kamp BSc MSc PhD Waikato

#### Associate Dean (Graduate Studies)

Professor C. S. Nelson BSc(Hons) Well PhD Auck FRSNZ

#### Associate Dean (Research)

P. J. J. Kamp BSc MSc PhD Waikato

#### Associate Dean (Undergraduate Studies)

Dr A. M. Cartner BSc(Hons) PhD Otago

#### Associate Dean (Engineering)

Janis E. Swan BTech MTech Massey PhD Wat MNZIFST FIPENZ

#### School Registrar

Mary-Jane Waddington BSocSc Waikato

#### School Services Manager

Stephen Bergin

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[Biological Sciences](#)
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Under review

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Director  
Carole Gunn BA(Hons) MA Sus

HR Manager  
Kathy Crawford

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Director

Wendy Craig BSW(Hons) PhD Massey

Group Manager: Academic Administration  
Michelle Jordan-Tong BA Waikato

Group Manager: Resources  
Margaret Taylor

Group Manager: Student Recruitment and Enrolment  
Clare Cramond BBS Massey LTCL

Group Manager: Student Support  
Elizabeth Weir BA Waikato DipT

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**BA, BCS, BCGD, BCMS, BECom, BE, BE(Hons), LLB, LLB(Hons), BLibS, BMS, BMS(Hons), BMPD, BMus, BSc, BSc(Tech), BSocSc, BSpLS, BTchg, BTour**

### *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 2005.

### *Definitions*

1. A **paper** is 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. Qualifications comprise a defined number of papers.
2. A **programme of study** means the selection of papers taken by a student in any one academic year for a particular qualification.
3. **Equivalent papers** are in effect the same papers, one of which was taught in the past with a different paper code.
4. **Restricted papers** share a significant amount of common content. Students may therefore receive credit for only one of the papers listed. Restricted papers may not be used to satisfy prerequisite or corequisite requirements.
5. A **prerequisite** must be passed before a student 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/School in which the other paper is offered approves otherwise.)
6. **Corequisites** are pairs or groups of papers which must be taken together.
7. **Internal assessment** includes all or some of the following: essays, assignments and reports of various kinds, practical work, work in tutorials and/or seminars and tests.
8. A **subject** is a grouping of papers with a common academic theme, defined in terms of the listings under individual subject headings in the Calendar. A department may offer more than one subject.
9. A **major subject** means the subject which a candidate has chosen to be the principal area of study for the degree and which is selected from those subjects listed in the relevant degree regulations as the major subjects for that degree. A candidate is required to take a defined and substantial number of papers in the major subject at a range of levels up to and including Level 3 or Level 4.
10. A **supporting subject** means an additional subject to the major subject or a defined programme of study as listed in the Calendar, which a candidate has chosen as a supporting area of study for the degree.
11. A **full-time** programme is as determined within the Youth and Student Allowance Regulations, namely a minimum of 0.8 EFTS (96 points). Students will be advised of the EFTS value of their programmes of study at enrolment. Details of the EFTS value of a particular programme of study may be obtained after enrolment from the Student and Academic Services Division.

### *General*

12. In order to be eligible to be enrolled at the University of Waikato, candidates must meet the requirements of Section 224 of the Education Amendment Act 1990.
13. The criteria for admission to the University of Waikato in a given year are determined by the Council.

14. Enrolment in a programme of study or paper is subject to the approval of the Academic Board by delegated authority of the Council. Such approval will be determined on the basis of the applicant's academic background as well as staffing and space resources.
15. The minimum requirements for the award of bachelors degrees are defined in the relevant regulations. The Academic Board may prescribe qualifying or additional papers which must be passed by a candidate in addition to the minimum requirements, either prior to or concurrently with the minimum requirements. Qualifying or additional papers may be required if the student is considered by the Academic Board to be inadequately prepared in a core subject area.
16. The personal programme of study of every candidate is subject to the approval of the Academic Board.
17. Particular regulations governing bachelors degrees may be varied or waived by approval of the Academic Board.
18. The papers for bachelors degrees and their prescriptions are defined in the University of Waikato Calendar. Before enrolling for a paper, candidates must meet any requirements specified in the relevant prescription unless approved otherwise by the relevant chairperson of department or programme convenor and the Dean of the Faculty or School of Studies in which the student is enrolled.

*Examinations and Assessment*

19. The Assessment Regulations 2005 apply in these regulations.

*Dissertations*

20. A dissertation must be presented in accordance with the Dissertations and Theses Regulations 2005. The chief supervisor will be required to certify that the dissertation embodies the candidate's own work carried out under the supervisor's direct supervision.

*Minimum Time for Completion of Degrees*

21. Subject to the approval of the Academic Board, a candidate may be permitted to complete the requirements of a degree in less than the minimum period of enrolment prescribed in the relevant regulations. Approval will depend on the student's academic record and on the availability of suitable teaching and supervision arrangements.

*Maximum Workload*

22. A full-year paper has a workload equivalent to half of its points value during each of the two semesters in which it is taught. Unless the Academic Board approves otherwise
  - (a) no more than 120 points may be taken in any one academic year (excluding Summer School)
  - (b) no more than the equivalent workload of 70 points may be taken in any one semester
  - (c) no more than 40 points may be taken in any one Summer School period.

*Credit - Transfer Credit and Cross Credit*

23. **Transfer credit** means credit towards a University of Waikato qualification for papers passed at another tertiary institution.
24. **Cross credit** means credit towards a University of Waikato qualification for papers passed towards another University of Waikato qualification.
25. A student 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.
26. Applications for credit must be submitted on the prescribed form, together with the prescribed fee, to the Director of Student and Academic Services Division.
27. 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.
28. 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 will normally be limited to no more than one third of the completed qualification.
  - (b) Credit towards a University of Waikato qualification from a completed qualification will normally be limited to no more than one third of the University of Waikato qualification. For the purposes of this regulation, one third of a bachelors degree is considered to be 120 points at Levels 1 and 2, including a maximum of 60 points at Level 2. Where appropriate, the Dean may, at his or her discretion, permit 20 further points at Level 1 or Level 2 to be credited towards a four-year bachelors degree where the Dean deems

- a paper to be relevant to the students' programme of study.
- (c) Credit is not normally available in respect of papers taken towards a completed graduate or postgraduate qualification.
  - (d) No paper may count towards more than two qualifications.
29. The decision to award credit in individual cases will be made by the Dean of the Faculty or School of Studies concerned.
30. 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 and Academic Services Division.
31. Applicants wishing to appeal Deans' decisions on credit may apply to Director of the Student and Academic Services Division.
32. 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 Academic Programmes Committee for consideration on behalf of the Academic Board.

*Special Arrangements for Conjoint Programmes with the School of Law*

33. In addition to regulation 35 above and subject to the approval of the respective Deans
- (a) A student who has been credited for the degree of Bachelor of Laws or Bachelor of Laws with Honours with Law papers listed in Appendix A to these regulations shall be entitled to be credited with up to 60 points from those papers at the same level (provided that these credits do not result in a candidate's programme including papers which exceed the maximum number of points permitted to be taken outside of that School) towards the degrees of Bachelor of Arts or Bachelor of Science or Bachelor of Social Sciences, where the respective Deans deem such a paper to be relevant to the student's programme of study.
  - (b) A student who has been credited for the degree of Bachelor of Laws or Bachelor of Laws with Honours with one or more of the Law papers in column one as set out in Appendix B to these regulations may be credited with the corresponding paper (to a maximum of three) in column two as set out in Appendix B to these regulations towards the Bachelor of Management Studies degree.
  - (c) The credit arrangements under the provisions of this regulation apply only where the degrees obtained are conferred concurrently.

*Change of Programme of Study*

34. The Change of Enrolment Regulations 2003 apply in these regulations.

*Enrolment for More Than One Qualification*

35. A student may not enrol in papers for more than two distinct qualifications in any year, and may only enrol in papers for a second qualification after first being credited with passes in at least 90 points towards the first qualification. A candidate who is enrolled in papers for two qualifications in any year may take in that year no more than the maximum number of papers permitted under the regulations of either qualification.

*Completion of Waikato Degrees at Other New Zealand Universities*

36. A student who has completed the major part of a degree at the University of Waikato and then moved to another district may in some cases complete the Waikato degree by taking the remaining papers at another University in New Zealand. Prior approval in writing of the specific papers must be obtained from the Director of the Student and Academic Services Division of this University and the prescribed charge paid. The student 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 student's academic record will not be transferred.

*Completion of Degrees of Other New Zealand Universities at the University of Waikato*

37. A student who has completed the major part of a degree at another New Zealand University may in some cases be permitted by that University to complete the degree by passing specified papers at the University of Waikato. Any such approval must be given in writing by the 'home' University and the student will take the papers concerned on an Individual Paper Credit (IPC) basis at the University of Waikato. The student's academic record will not be transferred.

**Appendix A**

*BA*

LAWS201 Public Law A

LAWS202 Public Law B

LAWS203 Jurisprudence

*BSc*

LAWS401 The Law of Evidence  
LAWS402 Civil Procedure  
LAWS403 Crime, Criminology and the Criminal Justice System  
LAWS415 Transnational Business Law  
LAWS426 Commercial Transactions  
LAWS432 Natural Resources Law  
LAWS433 Māori Resources Law  
LAWS434 Environmental Law  
LAWS435 Law and Information Technology  
LAWS436 Legal Ethics  
LAWS439 Law, Society and Domestic Violence  
LAWS466 International Environmental Law  
LAWS468 Law of Intellectual Property  
LAWS490 Directed Study <sup>1</sup>

*BSocSc*

LAWS104 Law and Societies  
LAWS201 Public Law A  
LAWS202 Public Law B

*Note:*

1. *Where topic deemed appropriate*

**Appendix B**

*BMS*

<b>Column One</b>	<b>Column Two</b>
LAWS305 Corporate Entities	ACCT322 Law of Business Enterprises
LAWS424 Revenue Law	ACCT351 Taxation
LAWS426 Commercial Transactions	ACCT321 Commercial Law

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1. Candidates for the degree of Bachelor of Arts must enrol and follow an approved programme of study for at least three years.
2. Candidates enrolling in the subjects listed in section 4(a) of these regulations will enrol in the Faculty of Arts and Social Sciences. Candidates enrolling in the subjects listed in section 4(b) or the specified programme listed in section 4(c) of these regulations will enrol in the School of Māori and Pacific Development.
3. The programme of study for the degree comprises 360 points at Levels 1, 2, 3 and 4, including at least 240 points above Level 1 and 80 points above Level 2.
4. Candidates must complete the requirements of a major subject or specified programme.

#### *Major subjects*

- (a) American Studies  
Asian Studies  
Chinese  
Education Studies  
English  
French  
German  
History  
Japanese  
Linguistics  
Mathematics  
Music  
New Zealand Studies/Akoranga Aotearoa  
Philosophy  
Political Science  
Religious Studies  
Screen and Media Studies  
Spanish  
Theatre Studies
- (b) Māori and Pacific Development  
Te Reo Māori/Māori Language  
Tikanga Māori/Māori Cultural Studies

#### *Specified programme*

- (c) Te Tohu Paetahi
5. To complete the requirements of a major subject, candidates must gain 150 points in that subject, including 120 points above Level 1 and 60 points above Level 2.
  6. Candidates must also complete the requirements of a supporting subject, by gaining 70 points in that subject including at least 40 points above Level 1.<sup>1</sup>
  7. The Arts subjects and specified programmes are those listed in section 4 of these regulations as well as Art History<sup>2</sup>, English as a Second Language and Te Tiriti o Waitangi Akoranga/Treaty of Waitangi Studies. Candidates may take a maximum of 150 points from outside of Arts subjects and specified programmes.
  8. Candidates must gain 60 points at Level 1 before enrolling for papers above Level 1.
  9. Candidates must gain 90 points at Level 1 and Level 2 before enrolling for papers above Level 2.
  10. The Personal Programmes of Study Regulations Governing Bachelors Degrees

apply in these regulations and include provisions for the variation or waiver of these regulations in individual cases by the Academic Board or delegated authority.

*Note:*

1. *The requirements of a supporting subject are satisfied within the overall specified programme requirements of Te Tohu Paetahi.*
2. *There will be no new intake into the Art History programme in 2006.*

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1. Candidates for the degree of Bachelor of Communication Studies must enrol in the Faculty of Arts and Social Sciences or the Waikato Management School and follow an approved programme of study in the two Schools for at least three years.
2. The programme of study for the degree comprises 360 points at Levels 1, 2, 3 and 4, including at least 240 points above Level 1 and 80 points above Level 2.
3. Candidates must complete the compulsory papers prescribed in the appendix to these regulations.
4. Candidates must complete the requirements of a major.  
The major subjects for the degree are:
  - English Studies
  - Linguistics
  - Management Communication
  - Marketing
  - Media Studies
  - Public Relations
5. To complete the requirements of a major subject candidates must gain at least 120 points above Level 1 in that subject, including 60 points above Level 2. The requirements for each of the major subjects are specified under the relevant subject entry in the Calendar.
6. Candidates may include a maximum of 150 points in subjects other than those listed as major subjects for the degree.
7. Candidates must gain at least 75 points at Level 1 before enrolling for papers at Level 2.
8. Candidates must gain at least 120 points at Level 1 and 60 points at Level 2 before enrolling for papers above Level 2.
9. The Personal Programmes of Study Regulations Governing Bachelors Degrees apply in these regulations and include provisions for the variation or waiver of these regulations in individual cases by the Academic Board or delegated authority.

### Appendix

#### Compulsory Papers

LING132 The Use of Language  
 MCOM102 Communication and Cyberspace  
 MCOM133 Introduction to Corporate Communication  
 MCOM220 Communication Theory  
 SMST102 The Media and Society 1  
 SMST120 The Creative Industries  
 TIK121 Communication in Aotearoa New Zealand

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1. Candidates for the degree of Bachelor of Computer Graphic Design must enrol for at least three years of full-time study in the Wanganui UCOL School of Design and the School of Computing and Mathematical Sciences of the University of Waikato.
2. Selection into the degree is on the basis of criteria approved for this purpose by the Academic Boards of both institutions.
3. Candidates must complete a specified programme as prescribed in the Computer Graphic Design entry in the Calendar.
4. The University of Waikato Personal Programmes of Study Regulations Governing Bachelors Degrees apply with respect to papers identified in the Computer Graphic Design Calendar entry as University of Waikato papers.
5. The Wanganui UCOL School of Design Academic Regulations apply with respect to papers identified in the Computer Graphic Design Calendar entry as Wanganui UCOL School of Design papers.
6. These regulations may be varied or waived in individual cases by the Chairperson of the Computer Graphic Design Joint Committee.

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## Regulations for the Degree of Bachelor of Computing and Mathematical Sciences (BCMS)

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1. Candidates for the degree of Bachelor of Computing and Mathematical Sciences must enrol and follow an approved programme of study in the School of Computing and Mathematical Sciences.
2. Every programme of study must comply with the requirements of a major or interdisciplinary major, details of which are prescribed in the School of Computing and Mathematical Sciences Undergraduate Handbook for the current year. Guidelines for interdisciplinary major requirements are set out in the appendix to these regulations.
3. The majors are:
  - Computer Science
  - Mathematics
4. The interdisciplinary majors are:
  - Computer Technology
  - Mathematics, Economics and Finance
5. Candidates must gain at least 480 points, including 360 points above Level 1, 200 points above Level 2, and 80 points above Level 3. No more than 185 points may be in subjects outside the School of Computing and Mathematical Sciences.
6. To complete the requirements of a major subject, candidates must gain 200 points above Level 1 in that subject, including 80 points above Level 3. The specific requirements for the major subjects are prescribed in the School of Computing and Mathematical Sciences Undergraduate Handbook.
7. Candidates must also gain at least 50 points from the other major subjects in the School of Computing and Mathematical Sciences with at least 20 points above Level 1, and at least 50 points from Schools/Faculty other than the School of Computing and Mathematical Sciences, with at least 20 points above Level 1.
8. Candidates who achieve sufficiently high grades at Level 3 may be invited to join the honours programme.

### *Honours Requirements*

9. To be eligible for the award of honours, candidates must gain 240 points above Level 2 and 120 points above Level 3 including a supervised Level 4 project normally equivalent to 40 points.
10. The degree may be awarded with First Class Honours, Second Class Honours (first division) or Second Class Honours (second division). If awarded, the class of honours will be determined on the basis of the candidate's grades in papers above Level 3; and these papers must be passed within two consecutive years.
11. The Personal Programmes of Study Regulations Governing Bachelors Degrees apply in these regulations and include provisions for the variation or waiver of these regulations in individual cases by the Academic Board or delegated authority.

### **Appendix**

#### **Guidelines for Interdisciplinary Majors**

##### *Non Honours Students*

1. Each interdisciplinary major must specify a coherent set of papers consistent with the title of the interdisciplinary major and comprising 30 points at Level 1, 60 points at Level 2, 60 points at Level 3, and 80 points at Level 4. This set of papers is referred to as the 'core' in these requirements. The majority of the core papers are expected to be from the major subjects in the School of Computing

and Mathematical Sciences, namely Computer Science, Mathematics and Statistics. One of these subjects will be identified as the principal subject of the core. The potential contribution of Philosophy and Physics, the minor subjects in the School, should be considered.

2. In addition, the interdisciplinary major must specify 50 more points from the major subjects in the School of Computing and Mathematical Sciences with at least 20 points above Level 1.
3. The interdisciplinary major must also specify at least 50 more points from Physics, Philosophy or from a School/Faculty or Schools other than Computing and Mathematical Sciences, with at least 20 points above Level 1.
4. An interdisciplinary major should specify in total no more than 105 points at Level 1, and no more than 120 points at Level 2.
5. The interdisciplinary major specification must be complete in that it acknowledges and includes all required pre- and corequisite papers.
6. All interdisciplinary majors must be consistent with the general degree requirements regarding papers at Levels 1, 2, 3 and 4 respectively.

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1. Candidates for the degree of Bachelor of Electronic Commerce must enrol in the Waikato Management School and follow an approved programme of study for at least three years.
2. The programme of study for the degree comprises 360 points at Levels 1, 2, 3 and 4, including at least 240 points above Level 1 and 80 points above Level 2.
3. Candidates must complete the compulsory papers prescribed in the appendix to these regulations.
4. Candidates must demonstrate competency in computing and in writing, as prescribed in the Waikato Management School Student Handbook.
5. Candidates must complete the requirements of a major.  
The major subjects for the degree are:
  - Accounting
  - Economics
  - Electronic Commerce Technology
  - Finance
  - Information Systems Management
  - Marketing and Communication
  - Strategic Management
  - Supply Chain Management
6. To complete the requirements of a major subject candidates must gain at least 120 points above Level 1 in that subject, including 60 points above Level 2. The requirements for each of the major subjects are specified under the relevant subject entry in the Calendar.
7. Candidates must gain at least 75 points at Level 1 before enrolling for papers at Level 2.
8. Candidates must gain at least 120 points at Level 1 and 60 points at Level 2 before enrolling for papers above Level 2.
9. The Personal Programmes of Study Regulations Governing Bachelors Degrees apply in these regulations and include provisions for the variation or waiver of these regulations in individual cases by the Academic Board or delegated authority.

### Appendix

#### Compulsory Papers

ACCT324 Legal Issues in E-Commerce  
 COMP153 Practical Programming  
 COMP219 Database Practice and Experience  
 FINA202 Electronic Finance  
 MCOM102 Communication and Cyberspace  
 MKTG151 Introduction to Marketing and International Management  
 MSYS111 Information Systems and Supply Chain Management  
 MSYS121 The World of Electronic Commerce  
 MSYS212 Information Technology in Organisations  
 MSYS319 Electronic Commerce Field Project  
 STMG191 Introduction to Management  
 STMG346 Electronic Commerce: Competing on the Edge

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1. Candidates for the degree of Bachelor of Engineering must enrol and follow an approved programme of study in the School of Science and Engineering or the School of Computing and Mathematical Sciences for at least four years.
2. Candidates must gain at least 480 points with a maximum of 120 points at Level 1 and including 60 points from ENGG482 for the BE or 60 points from ENGG492 for the BE(Hons). The remaining 300 points are made up of Level 2, 3, or 4 papers as prescribed in the handbook for the Bachelor of Engineering for one of the specified programmes listed in section 3 of these regulations.
3. The specified programmes are:
  - Biochemical Engineering
  - Electronic Engineering
  - Engineering Science<sup>1</sup>
  - Materials and Process Engineering
  - Mechanical Engineering
  - Software Engineering
4. Candidates must also satisfy the Dean of Science and Engineering and the Dean of Computing and Mathematical Sciences that they have each completed a minimum of 800 hours of industrial experience relevant to their specified programme.
5. The Dean of Science and Engineering and the Dean of Computing and Mathematical Sciences may waive one year of the Bachelor of Engineering degree for candidates who have achieved exceptionally high grades in approved subjects in the New Zealand University Entrance, Bursary and Scholarships examinations or in other examinations considered by the Academic Board to be equivalent.<sup>2</sup>
6. Candidates who have completed the requirements for the award of Bachelor of Science, New Zealand Certificate of Engineering (NZCE), National Diploma in Engineering (NDE) or equivalent qualification prior to enrolment for the degree of Bachelor of Engineering may apply to the Dean of Science and Engineering and the Dean of Computing and Mathematical Sciences for exemption from up to 240 points at Levels 1 and 2 towards the Bachelor of Engineering degree.
7. The Personal Programmes of Study Regulations Governing Bachelors Degrees apply in these regulations and include provisions for the variation or waiver of these regulations in individual cases by the Academic Board or delegated authority.

Note:

1. There will be no new intake into the Engineering Science programme in 2006.
2. The waiver of degree requirements is specific to the Bachelor of Engineering and would not be transferable to any other University of Waikato qualification, except the Bachelor of Engineering with Honours, in cases where a student is subsequently accepted for admission into the Honours degree.

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## Regulations for the Degree of Bachelor of Engineering with Honours (BE(Hons))

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1. Candidates for the degree of Bachelor of Engineering with Honours must enrol and follow an approved programme of study in the School of Science and Engineering or the School of Computing and Mathematical Sciences for at least four years.
2. Candidates who have been awarded the degree of Bachelor of Engineering will not be admitted to this degree.
3. Candidates must gain at least 480 points and complete the requirements prescribed for one of the following specified programmes:
  - Biochemical Engineering
  - Electronic Engineering
  - Engineering Science<sup>1</sup>
  - Materials and Process Engineering
  - Mechanical Engineering
  - Software Engineering

### *Admission*

4. Candidates who have gained 360 points towards the degree of Bachelor of Engineering, comprising the papers prescribed at Levels 1, 2 and 3 for one of the specified programmes listed under section 3 of the regulations for that degree, are eligible to be considered for admission to the degree of Bachelor of Engineering with Honours.

### *Structure*

5. To complete the requirements for the award of the Bachelor of Engineering with Honours, candidates must gain 60 points for an Honours Research Project, in addition to the papers prescribed under section 4 of these regulations.
6. Candidates must also satisfy the Dean of Science and Engineering and the Dean of Computing and Mathematical Sciences that they have completed a minimum of 800 hours of industrial experience relevant to their specified programmes.

### *Level and Award of Degree*

7. The degree may be awarded with First Class Honours, Second Class Honours (first division) or Second Class Honours (second division). If awarded, the class of honours will be determined on the basis of candidates' grades in Level 3 and 4 papers.
8. Candidates who do not meet the standard required for the award of honours may, on the recommendation of the School of Science and Engineering or School of Computing and Mathematical Sciences Board of Examiners, be awarded the degree of Bachelor of Engineering.
9. The Personal Programmes of Study Regulations Governing Bachelors Degrees apply in these regulations and include provisions for the variation and waiver of these regulations in individual cases by the Academic Board or delegated authority.

### *Note:*

1. There will be no new intake into the Engineering Science programme in 2006.

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1. Candidates for the degree of Bachelor of Laws must enrol and follow an approved programme of study in the School of Law for at least four years.
2. The Bachelor of Laws may be taken with a single major in Law, or with majors in Law and a second approved subject from another School of Studies. All candidates must gain at least 480 points.

*LLB with a Single Major in Law*

3. Every candidate must pass the following papers:

#### 3.1 Law 1

- (a) Legal Systems  
Legal Method  
Law and Societies

- (b) 60 points in subjects other than Law, including 30 points in a single subject from outside the School of Law.

#### 3.2 Law 2

- (a) Public Law A  
Public Law B  
Jurisprudence  
Contracts

- (b) 40 points above Level 1 in a subject from outside the School of Law.

#### 3.3 Law 3

- Crimes
- Torts
- Corporate Entities
- Dispute Resolution
- Land Law
- Equity and Succession

#### 3.4 Law 4

The equivalent of 120 points in Law at Level 4.

4. Candidates may not enrol for Law 2 until they have passed Law 1, and may not enrol for Law 3 until they have passed Law 2.
5. 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 Law for exemption from the non-law component of the Bachelor of Laws degree as set out in sections 3.1(b) and 3.2(b) of these regulations. Such candidates may take Law 1 and Law 2 concurrently.

*LLB with Majors in Law and a Second Approved Subject from another Faculty or School of Studies*

6. Every candidate must complete the requirements of a major in Law.
7. To complete the requirements of a major in Law, candidates must pass
  - (a) The Law papers for Law 1, Law 2 and Law 3 as listed in sections 3.1(a), 3.2(a) and 3.3 of these regulations, and
  - (b) A Law 4 programme comprising the equivalent of 80 points in Law at Level 4.
8. In addition to the Law major, candidates must pass the requirements of an approved major subject or approved specified programme from another Faculty or School of Studies. The major subjects and specified programmes are listed in the bachelors degree regulations in the University of Waikato Calendar.
9. To complete the requirements of an approved major subject or approved specified programme from another Faculty or School of Studies candidates must undertake a programme of study in accordance with the specific requirements of that major subject or specified programme as set out in the

- University of Waikato Calendar and as approved by the appropriate chairperson.
10. The Personal Programmes of Study Regulations Governing Bachelors Degrees apply in these regulations and include provisions for the variation or waiver of these regulations in individual cases by the Academic Board or delegated authority.

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1. Candidates for the degree of Bachelor of Laws with Honours must enrol and follow an approved programme of study in the School of Law for at least four years.
2. Candidates who hold the degree of Bachelor of Laws shall not be admitted to this degree.
3. The Bachelor of Laws with Honours may be taken with a single major in Law, or with majors in Law and a second approved subject from another Faculty or School of Studies. All candidates must gain at least 540 points.

### Admission

4. Candidates who have passed the papers comprising Law 1 and Law 2, as listed in sections 3.1 and 3.2 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.

### Structure

5. In order to complete the requirements of the award of a Bachelor of Laws with Honours, candidates must comply with regulations 3 to 5 or 6 to 9 of the Regulations for the Degree of Bachelor of Laws, and complete the equivalent of 60 points at Level 5 in Law within two years from the commencement of Law 4.
6. Except with the approval of the Academic Board, a candidate may not present a thesis or dissertation for the degree.

### Level of award of degree

7. The degree may be awarded with First Class Honours, Second Class Honours (first division), or Second Class Honours (second division). If awarded, the class of honours will be determined on the basis of candidates' grades in Law 3 and Law 4, including the Law 5 papers. In cases of doubt, account of students' performance in Law 1 and Law 2 may be taken.
  - (a) Candidates who fail to obtain honours may, on the recommendation of the Law Board of Examiners, be awarded the degree of Bachelor of Laws.
8. If candidates for the degree with honours fail to display a sufficient aptitude in any of the papers prescribed by regulation 5 the Law Board of Examiners may terminate eligibility for honours or determine that he or she be awarded a Bachelor of Laws.
9. The Personal Programmes of Study Regulations Governing Bachelors Degrees apply in these regulations and include provisions for the variation or waiver of these regulations in individual cases by the Academic Board or delegated authority.

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## Regulations for the Degree of Bachelor of Liberal Studies (BLibS)

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1. Candidates for the degree of Bachelor of Liberal Studies must enrol in a Faculty or School of Studies of the University and follow an approved programme of study for at least three years.
2. Candidates will enrol in the Faculty or School of Studies administering the largest number of papers selected toward the degree.
3. Candidates must gain 360 points at Levels 1, 2, 3 and 4, including 240 points above Level 1 and 80 points above Level 2.
4. Candidates must gain 60 points above Level 2 in one subject or 40 points above Level 2 in each of two subjects.
5. Candidates must include papers from at least four different subjects across more than one Faculty or School of Studies.
6. The Personal Programmes of Study Regulations Governing Bachelors Degrees apply in these regulations and include provisions for the variation or waiver of these regulations in individual cases by the Academic Board or delegated authority.

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## Regulations for the Degree of Bachelor of Management Studies (BMS)

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- Candidates for the degree of Bachelor of Management Studies must enrol, and follow an approved programme of study in the Waikato Management School for at least four years.
- The programme of study for the degree comprises 480 points at Levels 1, 2, 3 and 4, including at least 360 points above Level 1, 200 points above Level 2 and 80 points above Level 3.
- Candidates must complete the compulsory papers prescribed in the appendix to these regulations.
- Candidates must demonstrate competency in computing and in writing, as prescribed in the Waikato Management School Student Handbook.
- Candidates must complete the requirements of a major subject. The major subjects for the degree are:
  - Accounting
  - Economics
  - Finance
  - Human Resource Management
  - Information Systems Management
  - International Management
  - Management Communication
  - Marketing
  - Public Relations
  - Strategic Management
  - Supply Chain Management
  - Tourism Management
- To complete the requirements of a major subject, candidates must gain 120 points above Level 1 in that subject, including 40 points above Level 3. The specific requirements for the major subjects are prescribed in the Waikato Management School Student Handbook.
- Alternatively, and subject to the approval of the Dean, candidates may be permitted to satisfy these requirements within an interdisciplinary programme. The interdisciplinary programmes for the degree are:
  - International Management
  - Leisure Management<sup>1</sup>
 The specific requirements for the interdisciplinary programmes are prescribed in the Waikato Management School Student Handbook.
- Candidates may complete a second major subject selected from the major subjects specified in section 5 of these regulations or from the major subjects specified for other bachelors degrees of the University of Waikato.
- To complete the requirements of a second major subject from
  - (a) within the Waikato Management School, candidates must gain 120 points above Level 1 in that subject, including 40 points above Level 3. Candidates undertaking a second major may count the compulsory paper 499 Report of an Investigation towards their second major provided that the 499 is in the area of their second major. In addition to the 499 candidates will be required to gain 40 points above Level 3 in their second major.
  - (b) outside the Waikato Management School, candidates must satisfy the requirements specified for that major in the Calendar.
- Candidates may include a maximum of 130 points, other than the compulsory papers prescribed in the appendix, from subjects other than the major subjects specified in section 5 of these regulations. This restriction does not apply to candidates who have received the approval of the Dean of the Waikato

Management School to follow the requirements of one of the interdisciplinary programmes listed in section 7 of these regulations.

11. Candidates must gain at least 75 points at Level 1 before enrolling for papers at Level 2.
12. Candidates must gain at least 120 points at Level 1 and 80 points at Level 2 before enrolling for papers above Level 2.
13. The Personal Programmes of Study Regulations Governing Bachelors Degrees apply in these regulations and include provisions for the variation or waiver of these regulations in individual cases by the Academic Board or delegated authority.

*Note:*

1. *There will be no new intake into the Leisure Management programme in 2006.*

## **Appendix**

### **Compulsory Papers**

ACCT101 Accounting for Management

ECON100 Business Economics and the New Zealand Economy

ECON200 Macroeconomics and the Global Economy

FINA201 Finance

HRMG241 Organisational Behaviour

MCOM200 Management Communication

MKTG151 Introduction to Marketing and International Management

MNGT221 Business Law, Ethics and the Treaty of Waitangi

MSYS111 Information Systems and Supply Chain Management

STAT160 Management Statistics

STMG191 Introduction to Management

STMG391 Strategic Management

xxxx499 Report of an Investigation

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1. Candidates for the degree of Bachelor of Management Studies with Honours must enrol and follow an approved programme of study in the Waikato Management School for at least four and a half years.
2. Candidates who have been awarded the degree of Bachelor of Management Studies will not be admitted to this degree.

### *Admission*

3. Candidates who have gained 380 points for the Bachelor of Management Studies degree, including all the compulsory papers prescribed for that degree, are eligible to be considered for admission to the degree of Bachelor of Management Studies with Honours. Admission is subject to the approval of the Dean of the Waikato Management School.

### *Structure*

4. The programme of study for the degree comprises 520 points at Levels 1, 2, 3, 4 and 5, including at least 400 points above Level 1, 240 points above Level 2 and 120 points at Level 5. A maximum of 30 points at Level 5 may be taken from subjects outside the Waikato Management School.
5. Candidates must satisfy the requirements of sections 3-12 of the regulations for the degree of Bachelor of Management Studies.
6. Candidates must gain a total of 120 points in Level 5 papers in one or two of the following academic areas for the degree:
  - Accounting
  - Economics
  - Finance
  - Human Resource Management
  - Information Systems Management
  - International Management
  - Management Communication
  - Marketing
  - Public Relations
  - Strategic Management
  - Supply Chain Management
  - Tourism Management
7. Alternatively, and subject to the approval of the Dean, candidates may be permitted to satisfy these requirements within an interdisciplinary programme. The interdisciplinary programmes for the degree are:
  - International Management
  - Leisure Management!
8. The Level 5 points referred to in section 6 of these regulations must be passed within two consecutive years.
9. The degree may be awarded with First Class Honours, Second Class Honours (first division) or Second Class Honours (second division). If awarded, the class of honours will be determined on the basis of the candidate's grades in the Level 5 papers. Candidates who do not meet the standard required for the award of honours may be awarded the Bachelor of Management Studies degree.
10. The Personal Programmes of Study Regulations Governing Bachelors Degrees apply in these regulations and include provisions for the variation or waiver of these regulations in individual cases by the Academic Board or delegated authority.

*Note:*

- 1. This programme will not be available to new students in 2006.*

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*Part 1 - General Provisions for the BMS/BSc and BMS(Hons)/BSc*

1. The conjoint degree programmes in Management Studies and Science are  
Bachelor of Management Studies/Bachelor of Science (BMS/BSc)  
Bachelor of Management Studies with Honours/Bachelor of Science (BMS(Hons)/BSc)
2. To be admitted to a conjoint degree programme candidates must meet the admission requirements for each of the component degrees.
3. Admission to a conjoint degree may be at initial enrolment, or after the student has passed or been credited with papers towards either component degree, but the student must not have been awarded either of the component degrees.
4. Candidates cannot enrol in the BMS(Hons)/BSc at the commencement of their programme, but are eligible to be considered for admission to the BMS(Hons)/BSc on successful completion of the honours admission requirements.
5. Candidates must enrol and follow an approved programme of study for at least five years of full-time study for the BMS/BSc, or at least five and a half years of full-time study for the BMS(Hons)/BSc, or the equivalent in part-time study.
6. Each year and part of enrolment for the conjoint degree is subject to the approval of the Dean of the Waikato Management School in relation to the BMS or BMS(Hons) component and either the Dean of the School of Science and Engineering or the Dean of the School of Computing and Mathematical Sciences in relation to the BSc component, and will depend on satisfactory progress in the previous levels and years of study.
7. Candidates must enrol in at least one paper for each of the component degrees each year, unless the requirements for one component degree have already been completed.
8. Candidates must gain at least 75 points at Level 1 before enrolling for papers at Level 2.
9. Candidates must gain at least 90 points at Level 1 before enrolling in papers at Level 3.
10. Only when all of the requirements for 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. Students enrolling under the regulations for this conjoint programme will not be eligible to credit papers from a completed bachelors degree, post-graduate diploma or graduate diploma.
12. The Personal Programmes of Study Regulations Governing Bachelors Degrees also apply to candidates for these conjoint degrees and include provisions for the variation or waiver of these regulations in individual cases by the Academic Board or delegated authority.

*Part 2 - BMS Component for BMS/BSc*

13. In order to complete the BMS component of the BMS/BSc degree, candidates must enrol in the Waikato Management School and gain 375 points, including 255 points above Level 1 and 80 points above Level 3.
14. Candidates must complete the compulsory papers prescribed in the appendix to these regulations.
15. Candidates must demonstrate competency in computing and written language,

- as prescribed in the Waikato Management School Student Handbook.
16. Students must complete the requirements of a major subject. The major subjects for the degree are set out in section 5 of the BMS regulations.
  17. To complete the requirements of a major subject, candidates must gain 120 points above Level 1 in that subject, including 40 points above Level 3. The specific requirements for the major subjects are prescribed in the Waikato Management School Student Handbook.
  18. Alternatively, and subject to the approval of the Dean of the Waikato Management School, candidates may be permitted to satisfy these requirements within an interdisciplinary programme. The interdisciplinary programmes for the degree are set out in section 7 of the BMS regulations. The requirements for the interdisciplinary programmes are prescribed in the Waikato Management School Student Handbook.
  19. Candidates may complete a second major subject selected from the major subjects specified in clause 5 of the BMS regulations or from the major subjects specified for other bachelors degrees of the University of Waikato.
  20. To complete the requirements of a second major subject candidates must satisfy section 9 of the BMS regulations.
  21. Candidates may include a maximum of 130 points, other than the compulsory papers prescribed in the appendix to these regulations, from subjects other than the major subjects specified in section 5 of the BMS regulations. This restriction does not apply to candidates who have received the approval of the Dean of the Waikato Management School to follow the requirements of one of the interdisciplinary programmes listed in section 7 of the BMS regulations.

*Part 3 - BMS(Hons) Component for BMS(Hons)/BSc*

22. Candidates who have gained 275 points for the BMS, including all the compulsory papers prescribed for that degree except xxxx499, are eligible to be considered for admission to the conjoint degree programme BMS(Hons)/BSc. Admission is subject to the approval of the Dean of the Waikato Management School.
23. In order to complete the BMS(Hons) component of the BMS(Hons)/BSc degree, candidates must enrol in the Waikato Management School.
24. The programme of study for the BMS(Hons) component of the BMS(Hons)/BSc comprises a total of 415 points, including 295 points above Level 1 and 120 points at Level 5 as prescribed in section 26 of these regulations.
25. Candidates must satisfy the requirements of Part 2 of these regulations.
26. Candidates must gain a total of 120 points in Level 5 papers in one or two of the academic areas set out in section 6 of the BMS(Hons) regulations.
27. Alternatively, and subject to the approval of the Dean of the Waikato Management School, candidates may be permitted to satisfy these requirements within an interdisciplinary programme. The interdisciplinary programmes for the degree are set out in section 7 of the BMS(Hons) regulations.

*Part 4 - BSc Component for BMS/BSc and BMS(Hons)/BSc*

28. In order to complete the BSc component of the BMS/BSc or the BMS(Hons)/BSc degree, candidates must enrol in the School of Science and Engineering or the School of Computing and Mathematical Sciences and gain 275 points in science papers, including 200 points above Level 1 and 80 points above Level 2.
29. Candidates must gain 75 points at Level 1 across three science subjects.
30. Candidates must complete the requirements of a major subject or of a specified programme. The major subjects and specified programmes are set out in section 4 of the BSc regulations.
31. To complete the requirements of a major subject, candidates must gain 120 points above Level 1 in that subject, including 60 points at Level 3.
32. To complete the requirements of a specified programme, candidates must pass the papers prescribed for that programme as set out in the current handbook of the School of Science and Engineering or of the School of Computing and Mathematical Sciences.

## **Appendix**

### **Compulsory Papers for the BMS and BMS(Hons) component**

ACCT101 Accounting for Management  
ECON100 Business Economics and the New Zealand Economy  
ECON200 Macroeconomics and the Global Economy  
FINA201 Finance  
HRMG241 Organisational Behaviour  
MCOM200 Management Communication  
MKTG151 Introduction to Marketing and International Management  
MNGT221 Business Law, Ethics and the Treaty of Waitangi

MSYS111 Information Systems and Supply Chain Management  
STAT160 Management Statistics  
STMG191 Introduction to Management  
STMG391 Strategic Management  
xxxx499 Report of an Investigation

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## Regulations for the Degree of Bachelor of Māori and Pacific Development (BMPD)

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1. Candidates for the degree of Bachelor of Māori and Pacific Development must enrol and follow an approved programme of study in the School of Māori and Pacific Development for at least three years.
2. The programme of study for the degree comprises 360 points at Levels 1, 2, 3 and 4, including 240 points above Level 1 and 80 points above Level 2.
3. Candidates must complete the requirements of a major subject. To complete the requirements of a major subject, candidates must gain 150 points in that subject, including 120 points above Level 1 and 60 points above Level 2. Alternatively, candidates may follow these requirements within a specified programme rather than a major subject. Further specific requirements for the major subjects and specified programmes which must be met are prescribed in the relevant subject entry of the Calendar.
4. The major subjects for the degree are:
  - Māori and Pacific Development
  - Te Reo Māori /Māori Language
  - Tikanga Māori /Māori Cultural Studies
 The specified programme for the degree is:
  - Te Tohu Paetahi
5. Candidates must also complete the requirements of a supporting subject by gaining 70 points in that subject including 40 points above Level 1. Candidates who are selected for and follow the Te Tohu Paetahi programme will not be required to meet the requirements of a supporting subject.
6. Candidates must gain at least 35 points from the core Māori and Pacific Development papers, at least 15 points in a Te Reo Māori paper and at least 15 points in a Tikanga Māori paper.
7. Candidates may include a maximum of 150 points from subjects outside the School of Māori and Pacific Development.
8. The Personal Programmes of Study Regulations Governing Bachelors Degrees apply in these regulations and include provisions for the variation or waiver of these regulations in individual cases by the Academic Board or delegated authority.

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## Regulations for the Degree of Bachelor of Music (BMus)

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1. Candidates for the degree of Bachelor of Music must enrol and follow an approved programme of study in the Faculty of Arts and Social Sciences for at least three years.
2. Candidates must gain a total of 360 points at Levels 1, 2, 3 and 4 including at least 240 points above Level 1 and 80 points above Level 2.
3. Candidates must complete at least three streams of Music study by passing papers at Levels 1, 2 and 3 in each stream. Students taking Performance must complete four streams. The stream requirements are defined in the Music entry in the Calendar. The streams are:
  - Chamber Music
  - Composition
  - Digital Music
  - Performance
  - Performance Techniques
  - Popular Music
  - Western Music History
4. Candidates must be accepted by the Chairperson of Music or delegated authority.
5. Compulsory papers are as defined in the Music entry in the Calendar.
6. Candidates may include a maximum of 70 points from subjects other than Music.
7. Candidates must gain at least 90 points at Level 1 or 2 across three streams before taking Music papers above Level 2.
8. The Personal Programmes of Study Regulations Governing Bachelors Degrees apply in these regulations and include provisions for the variation or waiver of these regulations in individual cases by the Academic Board or delegated authority.

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## Regulations for the Degree of Bachelor of Science (BSc)

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1. Candidates for the degree of Bachelor of Science must enrol and follow an approved programme of study in the School of Science and Engineering or in the School of Computing and Mathematical Sciences for at least three years. Normally, candidates whose major subject is Computer Science, Mathematics or Statistics or who are undertaking related specified programmes of study, will enrol in the School of Computing and Mathematical Sciences.
2. The programme of study for the degree comprises 360 points at Levels 1, 2 and 3, including at least 240 points above Level 1 and at least 80 points above Level 2.
3. Candidates may take a maximum of 95 points from outside the Science papers set out in Appendix A, unless they have received the Dean's approval to take more than 95 points in order to complete a second major in a subject from another Faculty or School of Studies, or to complete one of the specified programmes listed in section 4 of these regulations.
4. Candidates must complete the requirements of a major subject or of a specified programme. The major subjects for the degree are:
  - Biological Sciences
  - Chemistry
  - Computer Science
  - Earth Sciences
  - Materials and Process Engineering
  - Mathematics
  - Physics
  - Psychology
  - Statistics
 The specified programmes for the degree are:
  - Animal Behaviour
  - Applied Computing
  - Biochemistry
  - Biotechnology
  - Computer Technology
  - Electronics
  - Environmental Science and Technology
  - Marine Sciences
  - Mathematics, Economics and Finance
  - Resources and Environmental Planning
  - Science International
  - Science with Law
  - Statistics and Economics
  - Te Pūtaiao me ngā take Māori
5. To complete the requirements of a major subject, candidates must gain 120 points above Level 1 in that subject, including 60 points at Level 3. To complete the requirements of a specified programme, candidates must pass the papers prescribed for that programme as set out in the current handbook of the School of Science and Engineering or of the School of Computing and Mathematical Sciences. Guidelines for specified programme requirements are set out in Appendix B to these regulations.
6. Candidates must gain at least 105 points at Level 1 across at least four of the subjects listed in section 4 of these regulations, unless they have received the Dean's approval either to gain less than 105 points in order to complete a second major in a subject in another Faculty or School of Studies, or to

complete a specified programme listed in section 4 which does not include this requirement.

7. Candidates must gain at least 90 points at Level 1 before enrolling in papers at Level 3.
8. The Personal Programmes of Study Regulations Governing Bachelors Degrees apply in these regulations and include provisions for the variation or waiver of these regulations in individual cases by the Academic Board or delegated authority.

## **Appendix A Science Papers**

Science papers are defined as

- (a) the papers offered by the School of Computing and Mathematical Sciences, with the exception of MATH168
- (b) the papers offered by the School of Science and Engineering
- (c) the Philosophy papers PHIL102 and PHIL208, and
- (d) the following Psychology papers:
  - PSYC102 Social and Developmental Psychology 1
  - PSYC103 General and Experimental Psychology
  - PSYC206 Animal Behaviour: Principles and Applications
  - PSYC208 Psychological Research: Analysis, Design and Measurement
  - PSYC225 Behavioural Psychology and Learning
  - PSYC226 Perception and Attention
  - PSYC227 Physiological Psychology
  - PSYC230 Cognitive Psychology
  - PSYC307 Research Methods
  - PSYC314 Behaviour Analysis
  - PSYC338 Abnormal Psychology
  - PSYC340 Applied Cognitive Psychology
  - PSYC341 Sensory Systems and Neuroscience
  - PSYC344 Physiology of Human Performance and Development
  - PSYC389 Directed Study
  - PSYC390 Directed Study

## **Appendix B Guidelines for Specified Programmes in the Bachelor of Science**

Each specified programme of study must be a coherent programme, and must be as demanding academically as the major subject programmes.

1. Each programme requires 360 points of which at least 240 points must be above Level 1.
2. At least 180 points in any specified programme must be science papers as defined below.
3. Each programme must include a minimum of 80 points at Level 3 of which at least 60 points must be science papers as defined below.
4. Each programme must include at least 110 points in any one science subject, including at least 40 points at Level 3.
5. Each programme must include at least 15 points in Mathematics or Statistics.

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## Regulations for the Degree of Bachelor of Science (Technology) (BSc(Tech))

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1. Candidates for the degree of Bachelor of Science (Technology) must enrol and follow an approved programme of study in the School of Science and Engineering for at least four years.
2. The programme of study for the degree comprises 480 points at Levels 1, 2 and 3, including 360 points above Level 1 and 80 points, other than from Industry papers, at Level 3.
3. Candidates must complete the requirements for a major subject or specified programme.
4. The major subjects for the degree are:
  - Biological Sciences
  - Chemistry
  - Computer Science
  - Earth Sciences
  - Materials and Process Engineering
  - Physics
5. The specified programmes for the degree are:
  - Animal Behaviour
  - Biochemistry
  - Biotechnology
  - Electronics
  - Environmental Science
  - Marine Sciences
  - Resources and Environmental Planning
  - Science International
  - Te Pūtaiao me ngā take Māori

To complete the requirements of a specified programme, candidates must pass the papers prescribed in the current School of Science and Engineering Handbook as required for that programme. Guidelines for specified programme requirements are set out in the appendix to these regulations.
6. To complete the requirements of a major subject, candidates must gain 150 points, other than Industry papers, in that subject. 120 points must be above Level 1 and 60 points at Level 3.
7. Candidates must gain at least 105 points at Level 1 from at least four science subjects from the papers listed in Appendix A of the BSc regulations, unless they have received the Dean's approval either to gain less than 105 points in order to complete a second major in a subject in another Faculty or School of Studies, or to complete a specified programme listed in section 5 of these regulations which does not include this requirement.
8. In addition to the requirements in sections 5, 6 or 7 of these regulations, candidates must gain 80 points including 60 points at Level 3, which correspond with the equivalent of two six-month periods in a project in industry or an applied field. Individual projects and supervisory arrangements are subject to the approval of the Dean.
9. The Dean will endeavour to arrange a placement which will allow candidates to undertake the project referred to in section 8 of these regulations but will not guarantee to do so.
10. Candidates must gain at least 35 points in management, normally ENMP281 and one other management paper, as prescribed in the Science and Engineering Undergraduate Handbook.
11. In addition to the papers referred to in section 10 of these regulations, a maximum of 95 points may be taken from outside the science papers<sup>1</sup> unless a

specified programme listed in section 5 of these regulations requires otherwise or the Dean's approval has been received to take more than 95 points in order to complete the requirements of a second major in a subject from another Faculty or School.

12. The Personal Programmes of Study Regulations Governing Bachelors Degrees apply in these regulations and include provisions for the variation or waiver of these regulations in individual cases by the Academic Board or delegated authority.

### Appendix

#### Guidelines for Specified Programmes in the Bachelor of Science (Technology)

Each specified programme of study must be a coherent programme, and must be as demanding academically as the major subject programmes.

1. Candidates must gain 480 points of which at least 360 points must be above Level 1 and 80 points, other than from Industry papers, from Level 3.
2. At least 260 points in any specified programme must be science papers.<sup>1</sup>
3. Each programme must include a minimum of 80 points at Level 3 of which at least 60 points must be science papers as defined below.
4. Each programme must include at least 110 points in any one science subject, including at least 40 points at Level 3.
5. Each programme must include at least 15 points in Mathematics or Statistics.

*Note:*

1. *Science subjects and papers are defined in Appendix A of the BSc regulations.*

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- Candidates for the degree of Bachelor of Social Sciences must enrol and follow an approved programme of study in the Faculty of Arts and Social Sciences for at least three years.
- The programme of study for the degree comprises 360 points at Levels 1, 2, 3 and 4, including 240 points above Level 1 and 80 above Level 2.
- Candidates must complete the requirements of a major subject or specified programme.  
The major subjects for the degree are:
  - Anthropology
  - Asian Studies
  - Economics
  - Education Studies
  - Geography
  - History
  - Human Development
  - Industrial Relations and Human Resource Management
  - Labour Studies
  - Linguistics
  - Māori and Pacific Development
  - Philosophy
  - Political Science
  - Psychology
  - Public Policy
  - Social Policy
  - Sociology
  - Tikanga Māori/Māori Cultural Studies
  - Tourism Studies
  - Women's and Gender Studies
 The Specified Programmes for the degree are:
  - Cognitive Science
  - Politics, Philosophy and Economics
  - Resources and Environmental Planning
- To complete the requirements of a major subject, candidates must gain 150 points in that subject, including 120 points above Level 1 and 60 points above Level 2. Candidates must also meet any specific or additional requirements prescribed for the relevant major in the corresponding subject entry in the Calendar.
- To complete the requirements of a specified programme, candidates must pass the papers prescribed for that programme as set out in the Calendar.
- Candidates must also complete the requirements of a supporting subject by gaining 70 points in that subject including at least 40 points above Level 1.
- Every programme of study must include at least 35 points in the methodology papers listed in the appendix to these regulations, with at least 20 points above Level 1.
- Candidates may take a maximum of 150 points in papers from outside the subjects and specified programmes listed in section 3 of these regulations.
- Candidates must gain 60 points at Level 1 before enrolling for papers above Level 1.
- Candidates must gain 90 points at Level 1 and Level 2 before enrolling for papers above Level 2.
- The Personal Programmes of Study Regulations Governing Bachelors Degrees

apply in these regulations and include provisions for the variation or waiver of these regulations in individual cases by the Academic Board or delegated authority.

*Note:*

1. *The requirements of a supporting subject are satisfied within the overall specified programme requirements of Cognitive Science, PPE and Resources and Environmental Planning.*

## **Appendix**

### **Methodology Papers**

ECON204 Quantitative Methods for Economics and Finance

GEOG228 Information Technology and Cartography

GEOG301 Research in Human Geography

HIST206 Historical Methodologies

LBST202 Labour Market Structures and Policies

LING231 General Linguistics

PHIL103 Critical Reasoning

PHIL208 Understanding Science: How and Why it Works

POLS100 Playing Politics: Conflict, Cooperation and Choice

POPS303 Analysis of Social Policy Issues

PSYC208 Psychological Research: Analysis, Design and Measurement

PSYC307 Research Methods

SSRP202 The Practice of Social Science Research

SSRP301 Social Science Research in Practice: Sharing the Experience

SSRP304 Qualitative Methods in Social Science Research

SSRP307 Techniques for Social Science Research: Quantitative Analysis

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1. Candidates for the degree of Bachelor of Sport and Leisure Studies must enrol and follow an approved programme of study in the School of Education for at least three years.
2. The programme of study for the degree comprises 360 points at Levels 1, 2, 3 and 4, including 240 points above Level 1 and 80 points above Level 2.
3. Candidates may include a maximum of 150 points in subjects other than Sport and Leisure Studies.
4. Candidates must complete the requirements of the major subject, Sport and Leisure Studies.
5. To complete the requirements of the major subject, candidates must gain 215 points in that subject, as listed below.  
Details of the relevant papers are as prescribed in the Sport and Leisure Studies schedule in the Calendar.
  - 5.1 Level 1 - 75 points  
45 points from the compulsory papers and 30 points from the list of optional papers
  - 5.2 Level 2 - 80 points  
60 points from the compulsory papers and 20 points from the list of optional papers
  - 5.3 Level 3 - 60 points  
60 points from the list of optional papers
6. Candidates must also complete the requirements of a supporting subject, by gaining at least 70 points in that subject, including at least 40 points above Level 1.
7. Candidates must gain at least 90 points at Level 1 before enrolling in papers at Level 3.
8. The Personal Programmes of Study Regulations Governing Bachelors Degrees apply in these regulations and include provisions for the variation or waiver of these regulations in individual cases by the Academic Board or delegated authority.

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1. Every candidate must have been selected as a suitable person to be a teacher by the School of Education.
2. Candidates for the degree of Bachelor of Teaching must enrol and follow an approved programme of study in the School of Education for at least three years.
3. The programme of study for the degree comprises 360 points at Levels 1, 2 and 3, including 240 points above Level 1 and 80 points above Level 2.
4. Candidates must complete the requirements of the major subject, Professional Education.
5. To complete the requirements of the major subject, candidates must comply with the requirements of a programme, details of which are prescribed in the School of Education Teacher Education Handbook for the current year.  
The programmes are:
  - Early Childhood
  - Early Childhood Ki Taiao
  - Primary
  - Primary Kākano Rua
  - Secondary
  - Qualified and Registered Teachers
6. Candidates may not enrol in specific papers until they have passed certain programme requirements, as outlined in the School of Education Teacher Education Handbook.
7. The Personal Programme of Study Regulations Governing Bachelors Degrees apply in these regulations and include provision for the variation or waiver of these regulations in individual cases by the Academic Board.

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*General Provisions for the BTchg/BA, BTchg/BLibS, BTchg/BSc, BTchg/BSocSc, BTchg/BSpLS*

1. Every candidate must meet the admission requirements for each of the component degrees and must also have been selected as a suitable person to be a teacher by the School of Education.
2. Students may be admitted to any one of the following conjoint degree programmes:
  - Bachelor of Teaching/Bachelor of Arts (BTchg/BA)
  - Bachelor of Teaching/Bachelor of Liberal Studies (BTchg/BLibS)
  - Bachelor of Teaching/Bachelor of Science (BTchg/BSc)
  - Bachelor of Teaching/Bachelor of Social Sciences (BTchg/BSocSc)
  - Bachelor of Teaching/Bachelor of Sport and Leisure Studies (BTchg/BSpLS)
3. Candidates must enrol for at least one paper for each of the component degrees each year, unless the requirements for one component degree have already been completed.
4. Admission to a conjoint degree may be at initial enrolment, or after the student has passed or been credited with papers towards either component degree, but the student must not have graduated in either of the component degrees.
5. Candidates for a conjoint degree must normally enrol and follow an approved programme of study for at least four years of full-time study.
6. Each paper must be taken towards one component degree.
7. Each year and part of enrolment for the conjoint degree is subject to the approval of the Dean of Education and the Dean of the Faculty or School of Studies in which the other component degree is taken, and will depend on satisfactory progress in the previous levels and years of study.
8. Only when all of the requirements for both component degrees have been satisfied may the two degrees be conferred upon the student.
9. Graduates of a conjoint degree may not cross-credit any of the credited papers towards another University of Waikato qualification.
10. The Personal Programmes of Study Regulations Governing Bachelors Degrees also apply to candidates for these conjoint degrees and include provisions for the variation or waiver of these regulations in individual cases by the Academic Board or delegated authority.

*BTchg Component for BTchg/BA, BTchg/BLibS, BTchg/BSc, BTchg/BSocSc, BTchg/BSpLS:*

11. In order to complete the BTchg component of the BTchg/BA, BTchg/BLibS, BTchg/BSc, BTchg/BSocSc and BTchg/BSpLS degree, candidates must enrol in the School of Education and gain 265 points as prescribed for the programmes in the subject Professional Education, including 160 points above Level 1 and 60 points above Level 2.

*BA Component for BTchg/BA*

12. In order to complete the BA component of the BTchg/BA degree, candidates must enrol in the Faculty of Arts and Social Sciences or the School of Māori and Pacific Development, and gain 265 points, including 160 points above Level 1 and 60 points above Level 2.
13. Candidates must complete the requirements of a major from the subjects listed in section 4 of the BA regulations by gaining 150 points in that subject, including 120 points above Level 1 and 60 points above Level 2.
14. Candidates must also complete the requirements of a supporting subject, by gaining at least 70 points, including 40 points above Level 1.
15. Education Studies may not be counted to meet the requirements of the BA

component of the BTchg/BA.

*BLibS Component for BTchg/BLibS*

16. In order to complete the BLibS component of the BTchg/BLibS degree, candidates must enrol in the Faculty or School of Studies administering the largest number of papers selected towards the BLibS degree and gain 265 points from at least four different subjects across more than one Faculty/School of Studies, including 160 points above Level 1 and 60 points above Level 2.
17. Candidates must gain 60 points above Level 2 in one subject or 40 points above Level 2 in each of two subjects.

*BSc Component for BTchg/BSc*

18. In order to complete the BSc component of the BTchg/BSc degree, candidates must enrol in the School of Science and Engineering or the School of Computing and Mathematical Sciences and gain 265 points, including 160 points above Level 1 and 60 points above Level 2. (The BSc specified programmes are not available for the purposes of this regulation.)
19. Candidates must complete the requirements of a major from the subjects listed in section 4 of the BSc regulations by gaining 150 points in that subject, including 120 points above Level 1 and 60 points above Level 2.
20. Candidates must also complete the requirements of a supporting subject, by gaining at least 70 points, including 40 points above Level 1.
21. In addition to the major and supporting subjects, candidates must also gain 45 points from subjects listed in section 4 of the BSc degree regulations. At least 15 points must be at Level 1.

*BSocSc Component for BTchg/BSocSc*

22. In order to complete the BSocSc component of the BTchg/BSocSc degree, candidates must enrol in the Faculty of Arts and Social Sciences and gain 265 points, including 160 points above Level 1 and 60 points above Level 2.
23. Candidates must complete the requirements of a major from the subjects listed in section 3 of the BSocSc regulations by gaining 150 points in that subject, including 120 points above Level 1 and 60 points above Level 2.
24. Candidates must also complete the requirements of a supporting subject by gaining at least 70 points, including 40 points above Level 1.
25. Candidates must include at least 30 points from the methodology papers listed in the appendix to the BSocSc degree regulations.
26. Education Studies may not be counted to meet the requirements of the BSocSc component of the BTchg/BSocSc.

*BSpLS Component for BTchg/BSpLS*

27. In order to complete the BSpLS component of the BTchg/BSpLS degree, candidates must enrol in the School of Education and gain 265 points, including 180 points above Level 1 and 60 points above Level 2.
28. Candidates must complete the requirements of the major subject Sport and Leisure Studies by gaining 265 points in that subject, including 160 points above Level 1 and 60 points above Level 2.

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## Regulations for the Degree of Bachelor of Tourism (BTour)

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1. Candidates for the degree of Bachelor of Tourism must enrol in the Waikato Management School if enrolling in the Hospitality Management or Tourism Management majors, or in the Faculty of Arts and Social Sciences if enrolling in the Tourism Resources, Impacts and Planning major, and follow an approved programme of study for at least three years.
2. The programme of study for the degree comprises 360 points at Levels 1, 2, 3 and 4, including at least 240 points above Level 1 and 80 points above Level 2.
3. Candidates must pass the compulsory papers prescribed in the appendix to these regulations.
4. Candidates must complete the requirements of a major.  
The major subjects for the degree are:  
Hospitality Management  
Tourism Management  
Tourism Resources, Impacts and Planning
5. To complete the requirements of a major subject candidates must gain at least 120 points above Level 1 in that subject, including 60 points above Level 2. The requirements for each of the major subjects are set out under the relevant subject entry in the Calendar.
6. Candidates may count a maximum of 110 points from subjects outside of those prescribed as major subjects for the degree.
7. Candidates must gain at least 75 points at Level 1 before enrolling for papers at Level 2.
8. Candidates must gain at least 120 points at Level 1 and 60 points at Level 2 before enrolling for papers above Level 2.
9. The Personal Programmes of Study Regulations Governing Bachelors Degrees apply in these regulations and include provisions for the variation or waiver of these regulations in individual cases by the Academic Board or delegated authority.

### Appendix

#### Compulsory papers

ECON100 Business Economics and the New Zealand Economy

MSYS121 The World of Electronic Commerce

SPLS102 Concepts of Leisure

TOMG100 Tourism Product Design and Pricing

TOMG101 Introduction to Tourism and Hospitality

TOST100 Introduction to Tourism Studies

TOST203 Tourism in Society

TOMG390 Directed Study

or

TOST390 Directed Study

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### *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 2005.

#### *General*

1. Admission to a graduate degree is subject to the approval of the Academic Board.
2. To ensure that a candidate is adequately prepared for the degree, the Academic Board will require the relevant examinations in the relevant subject or subjects of the bachelors degree to have been passed at levels and grades which it deems appropriate.
3. Candidates are usually required to have majored in their bachelors degree in the 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 in the candidate's programme of study.
4. The minimum requirements for the award of graduate degrees are defined in the relevant regulations. The Academic Board may prescribe qualifying or additional papers which must be passed by a candidate in addition to the minimum requirements, either prior to or concurrently with the minimum requirements. 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. Where prescribed, qualifying papers must be passed and additional work must be completed before the candidate will be deemed to have completed the requirements for the degree concerned.
5. Papers for graduate degrees are listed in the Calendar.
6. The personal programme of study for each candidate is subject to the approval of the Academic Board.
7. Particular regulations governing graduate degrees may be varied or waived by approval of the Academic Board.
8. 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.
9. A candidate who has been awarded a particular graduate degree in one subject may only be a candidate for the same degree in another subject.

#### *Time required for completion*

10. In individual cases, the Academic Board may exercise its discretion to permit a candidate to complete the requirements of one of the degrees in less than the minimum time, and for this purpose the Academic Board will have regard to the academic record of the applicant and to the individual circumstances.

#### *Eligibility for Honours*

11. Candidates for some graduate degrees may take longer than the minimum period of full-time study to complete the degree. However, in order to qualify for Honours, the candidate may be required to complete the requirements within a prescribed number of years of first enrolling for the degree.
12. A candidate who withdraws from the University before the midpoint of his or her first year of study, without having completed any papers for the degree concerned, may have this year disregarded for the purpose of eligibility for honours.

#### *Examinations*

13. The Assessment Regulations 2005 apply in these regulations.

14. Candidates will normally be required to sit examinations in the year in which they are taking the papers concerned.

*Dissertations and Theses*

15. The Dissertations and Theses Regulations 2005 governing the presentation of theses and dissertations apply in these regulations and any dissertation or thesis required for a graduate degree must be presented in accordance with these regulations.
  16. 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.
  17. A dissertation or thesis presented for a degree 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 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.
  18. Dissertations and theses are assessed in terms of the points value they represent.
- Date for Submission of Dissertations, Theses and Research Reports*
19. The deadline for the submission of any dissertation, thesis or research report required for a graduate degree will be 4.00 pm on the fourth Friday of the month which completes one year of study for 120 point degrees or two years of study for 240 point degrees.
  20. 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.
  21. Extensions will not normally be awarded for periods of more than 21 days beyond the relevant due date.
  22. 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.
  23. The submission date for candidates who enrol on a part-time and/or part-year basis will be calculated on a case by case basis to provide for the equivalent full-time period specified in section 19 of these regulations.

*Resubmission of Dissertations and Theses*

24. A dissertation or thesis for a graduate degree that receives a narrow fail may be returned to the student 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/School 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.
25. An offer by a Dean under section 24 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 semester and the deadline for submission will be prescribed. If the offer to revise and submit is accepted, the student 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.
26. A student's acceptance of an offer to revise and re-submit and associated conditions must be in writing. The student must then re-enrol for the equivalent of one semester and pay fees accordingly. For administrative and fees purposes, the student will enrol for the particular enrolment period in which the deadline for re-submission falls
27. A 'provisional fail' is recorded against the first dissertation/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.
28. The opportunity to revise and re-submit a particular dissertation or thesis may be offered to a student only once.

*Change of Programme of Study*

29. The Change of Enrolment Regulations 2003 apply in these regulations.

*Papers taken other than at the University of Waikato*

30. Provided that not less than one half of the requirements for a Waikato graduate degree are passed at this University, the student concerned may be deemed eligible for the appropriate Waikato degree. This enables candidates who have taken a limited number of papers elsewhere towards a graduate qualification to count these papers towards a Waikato degree, provided that they have not actually had the other qualification awarded.

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## Regulations for the Degree of Bachelor of Arts with Honours (BA(Hons))

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  - (a) qualified for the award of the degree of Bachelor of Arts of the University of Waikato, 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.
2. Candidates who have completed the requirements of the major subject (being the subject to be taken for the Bachelor of Arts with Honours degree) in the qualifying bachelors degree, but who have no more than 40 points left to complete that degree may be permitted to enrol in the Bachelor of Arts with Honours degree. The Bachelor of Arts with Honours will not be deemed to have been completed until the bachelors degree has also been completed.
3. Candidates must enrol and follow an approved programme of study for at least one year.
4. Candidates enrolling in the subjects listed in section 5(a) of these regulations will enrol in the Faculty of Arts and Social Sciences. Candidates enrolling in the subjects listed in section 5(b) of these regulations will enrol in the School of Māori and Pacific Development.
5. Candidates must gain 120 points at Level 5, including any compulsory papers prescribed in the Calendar, in one of the following subjects:
  - (a) Chinese
    - Education Studies
    - English
    - French
    - German
    - History
    - Japanese
    - Mathematics
    - Music
    - Philosophy
    - Political Science
    - Romance Languages
    - Screen and Media Studies
    - Theatre Studies
  - (b) Te Reo Māori/Māori Language
    - Tikanga Māori/Māori Cultural Studies

Candidates may be permitted to substitute a maximum of 60 points at Level 5 from another subject or subjects.
6. If a candidate fails a paper, he or she may be permitted to repeat the paper or take an alternative paper on one occasion only. A candidate who fails more than once will not be permitted to proceed with the degree.
7. The degree may be awarded with First Class Honours, Second Class Honours (first division), Second Class Honours (second division), or Third Class Honours. Except with the approval of the Academic Board, the award 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.
8. The Personal Programmes of Study Regulations Governing Graduate Degrees apply in these regulations and include provisions for the variation and waiver of these regulations in individual cases by the Academic Board or delegated authority.

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## Regulations for the Degree of Bachelor of Communication Studies with Honours (BCS(Hons))

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- Candidates for the degree of Bachelor of Communication Studies with Honours must have
  - qualified for the award of the Bachelor of Communication Studies degree of the University of Waikato, or a qualification considered by the Academic Board to be equivalent, and
  - satisfied the prerequisites for graduate study in the subject(s) being presented for the degree, at levels considered appropriate by the Academic Board.
- Candidates who have completed the requirements of the major subject (being the subject to be taken for the Bachelor of Communication Studies with Honours degree) in the qualifying bachelors degree, but who have no more than 40 points left to complete that degree, may be permitted to enrol in the Bachelor of Communication Studies with Honours degree. The Bachelor of Communication Studies with Honours will not be deemed to have been completed until the bachelors degree has also been completed.
- Candidates must enrol and follow an approved programme of study in the Faculty of Arts and Social Sciences or the Waikato Management School for at least one year.
- Candidates must gain 120 points at Level 5, including any compulsory papers prescribed in the Calendar, in one of the following subjects:
  - English Studies
  - Management Communication
  - Marketing
  - Media Studies
  - Public Relations
 Candidates may be permitted to substitute a maximum of 30 points at Level 5 from another subject.
- If a candidate fails a paper or papers worth not more than 30 points in total, he or she may repeat the paper(s) or take an alternative papers with the same total point 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.
- The degree may be awarded with First Class Honours, Second Class Honours (first division), Second Class Honours (second division), or Third Class Honours.
- The Personal Programmes of Study Regulations Governing Graduate Degrees apply in these regulations and include provisions for the variation or waiver of these regulations in individual cases by the Academic Board or delegated authority.

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1. Candidates for the degree of Bachelor of Computer Graphic Design with Honours must have
  - (a) qualified for the award of the degree of Bachelor of Computer Graphic Design, jointly awarded by the Wanganui UCOL School of Design and the University of Waikato, or a qualification considered by the Academic Boards of both institutions 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 Boards.
2. Selection into the degree is on the basis of criteria approved for this purpose by Academic Boards of both institutions.
3. Candidates must enrol for at least one year of full-time study in the Wanganui UCOL School of Design and the School of Computing and Mathematical Sciences of the University of Waikato.
4. Candidates must complete a specified programme as prescribed in the Computer Graphic Design entry in the Calendar and must pass all papers on the first attempt.
5. In accordance with criteria approved for this purpose by the Academic Boards of both institutions, the degree may be awarded with First Class Honours, Second Class Honours (first division), Second Class Honours (second division) or Third Class Honours.
6. The University of Waikato Personal Programmes of Study Regulations Governing Graduate Degrees apply with respect to papers identified in the Computer Graphic Design Calendar entry as University of Waikato papers.
7. The Wanganui UCOL School of Design Academic Regulations apply with respect to papers identified in the Computer Graphic Design Calendar entry as Wanganui UCOL School of Design papers.
8. These regulations may be varied or waived in individual cases by the Chairperson of the Computer Graphic Design Joint Committee.

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  - (b) satisfied the prerequisites for graduate study at levels considered appropriate by the Academic Board.
2. Candidates must enrol and follow an approved programme of study in the Waikato Management School for at least one year.
3. Candidates must gain 120 points at Level 5 from the papers prescribed for the degree in the Calendar, including any compulsory papers.
4. The degree may be awarded with First Class Honours, Second Class Honours (first division), Second Class Honours (second division), or Third Class Honours.
5. The Personal Programmes of Study Regulations Governing Graduate Degrees apply in these regulations and include provisions for the variation and waiver of these regulations in individual cases by the Academic Board or delegated authority.

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1. Candidates for the degree of Bachelor of Music with Honours must have
  - (a) qualified for the award of the Bachelor of Music degree of the University of Waikato, or 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.
2. Candidates who have completed the Level 3 requirements for the degree of Bachelor of Music, but who have no more than 40 points left to complete that degree, may be permitted to enrol in the Bachelor of Music with Honours degree. The Bachelor of Music with Honours will not be deemed to have been completed until the bachelors degree has also been completed.
3. Candidates must enrol and follow an approved programme of study in the Faculty of Arts and Social Sciences for at least one year.
4. Candidates must pass 120 points at Level 5 in Music with an emphasis on either Composition or Performance, including any compulsory papers specified in the Calendar. With the approval of the Chairperson of Music, a maximum of 30 points may be selected from another subject.
5. If a candidate fails a paper, he or she may 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.
6. The degree may be awarded with First Class Honours, Second Class Honours (first division), Second Class Honours (second division), or Third Class Honours. The academic criteria for each class of honours are set out in the Faculty of Arts and Social Science Graduate Handbook. Except with the approval of the Academic Board, the award 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.
7. The Personal Programmes of Study Regulations Governing Graduate Degrees apply in these regulations and include provisions for the variation or waiver of these regulations in individual cases by the Academic Board or delegated authority.

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## Regulations for the Degree of Bachelor of Science with Honours (BSc(Hons))

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### Admission

- Candidates for the degree of Bachelor of Science with Honours must have qualified for the award of
  - the degree of Bachelor of Science, or Bachelor of Science (Technology) of the University of Waikato, or
  - a qualification considered by the Academic Board to be equivalent and must normally have completed the requirements in the minimum time for completion of that degree.
- Candidates must also have satisfied the prerequisites for graduate study in the subject(s) being presented for the degree, at levels considered appropriate by the Academic Board.
- Candidates must enrol and follow an approved programme of study in either the School of Science and Engineering<sup>1</sup> or the School of Computing and Mathematical Sciences.<sup>2</sup>

### Requirements for the degree

- The requirements of the degree must be completed in not more than 12 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.
- Candidates must gain 120 points at Level 5, including a dissertation equivalent to 30 points, in one or more of the following subjects:
  - Biological Sciences
  - Chemistry
  - Computer Science
  - Earth Sciences
  - Materials and Process Engineering
  - Mathematics
  - Physics
  - Statistics

The specific requirements for each subject are set out in the relevant School handbooks.
- Candidates may be permitted to take a maximum of 30 points at Level 5 involving an approved paper(s) from the subjects of Geography or Psychology, in place of a second subject from those listed in section 5 of these regulations.
- Where a candidate fails a paper, he or she 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

- The degree may be awarded with First Class Honours, Second Class Honours (first division) or Second Class Honours (second division) or Third Class Honours.

### General

- The Personal Programmes of Study Regulations Governing Graduate Degrees apply in these regulations and include provisions for the variation and waiver of these regulations in individual cases by the Academic Board or delegated authority.

### Notes:

- Admission to the BSc(Hons) in the subjects offered by the School of Science and Engineering is by invitation only from the Chairperson of the relevant department. Students interested in undertaking the BSc(Hons) in the School of Science and Engineering should consult the School's Postgraduate Handbook*

- for more information, and then the relevant Chairperson of Department.*
- 2. Candidates whose programme includes 60 points or more in Computer Science, Mathematics or Statistics will normally enrol in the School of Computing and Mathematical Sciences.*
  - 3. Entry into the BSc(Hons) degree in the School of Science and Engineering at the University of Waikato is by invitation only from the Chairperson of the relevant department. The special conditions relating to enrolment in the degree are elaborated upon in the Graduate Handbook for the School. Students interested in this degree must first consult the Handbook and arrange for formal discussion with the Chairperson in the department concerned.*

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## Regulations for the Degree of Bachelor of Social Sciences with Honours (BSocSc(Hons))

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- Candidates for the degree of Bachelor of Social Sciences with Honours must have
  - qualified for the award of the degree of Bachelor of Social Sciences of the University of Waikato, or a qualification considered by the Academic Board to be equivalent, and
  - satisfied the prerequisites for graduate study in the subject(s) being presented for the degree, at levels considered appropriate by the Academic Board.
- Candidates who have completed the requirements of the major subject (being the subject to be taken for the Bachelor of Social Sciences with Honours degree) in the qualifying bachelors degree, but who have no more than 40 points left to complete that degree, may be permitted to enrol in the Bachelor of Social Sciences with Honours degree. The Bachelor of Social Sciences with Honours will not be deemed to have been completed until the bachelors degree has also been completed.
- Candidates must enrol and follow an approved programme of study in the Faculty of Arts and Social Sciences for at least one year.
- Candidates must gain a total of 120 points at Level 5, including any compulsory papers prescribed in the Calendar, in one of the following subjects:
  - Anthropology
  - Demography
  - Economics
  - Education Studies
  - Geography
  - Health Development and Policy
  - History
  - Human Development
  - Labour Studies
  - Philosophy
  - Political Science
  - Psychology
  - Public Policy
  - Resources and Environmental Planning
  - Social Policy
  - Sociology
  - Tikanga Māori/Māori Cultural Studies
 Candidates may be permitted to substitute a maximum of 60 points at Level 5 with papers from another subject or subjects.
- If a candidate fails a paper, he or she may be permitted to repeat the paper or take an alternative paper on one occasion only. A candidate who fails more than once will not be permitted to proceed with the degree.
- The degree may be awarded with First Class Honours, Second Class Honours (first division), Second Class Honours (second division), or Third Class Honours. Except with the approval of the Academic Board, the award 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.
- The Personal Programmes of Study Regulations Governing Graduate Degrees apply in these regulations and include provisions for the variation and waiver of these regulations in individual cases by the Academic Board or delegated authority.

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## Regulations for the Degree of Bachelor of Sport and Leisure Studies with Honours (BSpLS(Hons))

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1. Candidates for the degree Bachelor of Sport and Leisure Studies with Honours must have
  - (a) qualified for the award of the degree of Bachelor of Sport and Leisure Studies of the University of Waikato, or a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study at levels considered appropriate by the Academic Board.
2. Candidates who have completed the requirements of the major subject in the qualifying bachelors degree, but who have no more than 20 points left to complete that degree, may be permitted to enrol in the Bachelor of Sport and Leisure Studies with Honours. The Bachelor of Sport and Leisure Studies with Honours degree will not be deemed to have been completed until the qualifying degree has also been completed.
3. Candidates must enrol, and follow an approved programme of study for at least one year.
4. Candidates must gain 120 points at Level 5 in Sport and Leisure Studies, including any compulsory papers prescribed in the Calendar.
5. Candidates may be permitted to substitute 30 points from Sport and Leisure Studies with 30 points at Level 5 from another approved subject.
6. If a candidate fails a paper, he or she may be permitted to repeat the paper or take an alternative paper on one occasion only. A candidate who fails more than once will not be permitted to proceed with the degree.
7. The degree may be awarded with First Class Honours, Second Class Honours (first division), Second Class Honours (second division), or Third Class Honours. Except with the approval of the Academic Board, the award 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.
8. The Personal Programmes of Study Regulations Governing Graduate Degrees apply in these regulations and include provisions for the variation or waiver of these regulations in individual cases by the Academic Board or delegated authority.

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## Regulations for the Degree of Bachelor of Teaching with Honours (BTchg(Hons))

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- To be considered for admission to the degree of Bachelor of Teaching with Honours, candidates must have
  - qualified for the award of the degree of Bachelor of Teaching of the University of Waikato, or
  - completed the requirements for a qualification considered by the Academic Board to be equivalent.<sup>1</sup>
- Candidates for the Bachelor of Teaching with Honours degree must follow an approved programme of study in the School of Education for at least one year and would normally complete within four years.
- In order to complete the requirements of the degree candidates must gain 120 points at Level 5, including any compulsory papers prescribed in the Calendar.
- 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.
- The degree may be awarded with First Class Honours, Second Class Honours (first division), Second Class Honours (second division) or Third Class Honours. Except with the approval of the Academic Board, the award 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.
- The Personal Programmes of Study Regulations Governing Bachelors Degrees apply in these regulations and include provision for the variation or waiver of these regulations in individual cases by the Academic Board.

Note:

- For the purpose of section 1(b) of these regulations, the Academic Board normally requires that the candidate shall
  - have completed, at a satisfactory level of achievement, an appropriate teaching qualification, and
  - have completed the equivalent of three years' full-time study and have passed the equivalent of 360 points, including 80 points at Level 3.

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## Regulations for the Degree of Bachelor of Tourism with Honours (BTour(Hons))

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- Candidates for the degree of Bachelor of Tourism with Honours must have
  - qualified for the award of the degree of Bachelor of Tourism of the University of Waikato, or a qualification considered by the Academic Board to be equivalent, and
  - satisfied the prerequisites for graduate study in the subject(s) being presented for the degree, at levels considered appropriate by the Academic Board.
- Candidates who have completed the requirements of the major subject in the qualifying bachelors degree, but who have no more than 40 points left to complete that degree, may be permitted to enrol in the Bachelor of Tourism with Honours degree. The Bachelor of Tourism with Honours will not be deemed to have been completed until the bachelors degree has also been completed.
- Candidates must enrol and follow an approved programme of study in the Faculty of Arts and Social Sciences or the Waikato Management School for at least one year.
- Candidates must gain 120 points at Level 5, including any compulsory papers prescribed in the Calendar, in one of the following subjects:
  - Tourism and Hospitality Management
  - Tourism Resources, Impacts and Planning (TRIP)
 Candidates may be permitted to substitute a maximum of 30 points at Level 5 from another subject.
- If a candidate fails a paper, he or she may 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.
- The degree may be awarded with First Class Honours, Second Class Honours (first division), Second Class Honours (second division), or Third Class Honours.
- The Personal Programmes of Study Regulations Governing Graduate Degrees apply in these regulations and include provision for the variation or waiver of these regulations in individual cases by the Academic Board or delegated authority.

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## Regulations for the Degree of Master of Applied Psychology (MAppPsy)

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1. Candidates for the degree of Master of Applied Psychology must have
  - (a) qualified for the award of the Bachelor of Social Sciences degree of the University of Waikato with a major in Psychology, or 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.
  - (c) satisfactorily completed 20 points at Level 3 in organisational psychology, or equivalent. Candidates who have not met this requirement may be enrolled in the Bachelor of Social Sciences with Honours degree in Psychology in the first instance, with the possibility of transferring to the Master of Applied Psychology as in section 6.
2. In exceptional cases, based on academic merit, candidates who have a maximum of 20 points left to complete in order to meet the requirements of the Bachelor of Social Sciences degree (or approved equivalent) may be permitted to enrol in the Master of Applied Psychology. The Master of Applied Psychology will not be deemed to have been completed until the qualifying degree has also been completed.
3. Candidates must enrol and follow an approved programme of study in the Faculty of Arts and Social Sciences for either
  - (a) at least two years, or
  - (b) at least one year, in the case of candidates for whom an exemption from up to 120 points has been approved under the provisions of section 6 of these regulations.
4. The degree is offered in the following specified programmes:
  - Behaviour Analysis
  - Organisational Psychology
5. Candidates must gain the equivalent of 240 points at Level 5, including any compulsory papers, as prescribed in the schedule in the Calendar.
6. Candidates who have completed the Bachelor of Social Sciences with Honours degree in Psychology of the University of Waikato, or a qualification considered by the Academic Board to be equivalent, may be exempted from up to 120 points for the Master of Applied Psychology degree, provided that their overall graduate programme of study conforms with the requirements of the specified programme prescribed for the degree.
7. Candidates must present either
  - (a) a dissertation equivalent to 60 points at Level 5, or
  - (b) a thesis equivalent to 90 points at Level 5, or
  - (c) a thesis equivalent to 120 points at Level 5
 on the findings of their research on an aspect of psychology relevant to the specified programme being taken under section 4 of these regulations.
8. If a candidate fails a paper, he or she may repeat the paper or take an approved alternative paper on one occasion only. A candidate who fails more than one paper will not be permitted to proceed with the degree. Candidates must pass all the compulsory papers for the degree.
9. The degree may be awarded with First Class Honours, Second Class Honours (first division) or Second Class Honours (second division). The academic criteria for each class of honours are set out in the Faculty of Arts and Social Science Graduate Handbook. Except with the approval of the Academic Board, the award of honours will be calculated on the basis of the first 240 points completed by the candidate while enrolled for the degree, including any failed paper, which would satisfy the requirements of the degree.

10. The Personal Programmes of Study Regulations Governing Graduate Degrees apply in these regulations and include provisions for the variation and waiver of these regulations in individual cases by the Academic Board or delegated authority.

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## Regulations for the Degree of Master of Arts (MA)

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1. Candidates for the degree of Master of Arts must have
  - (a) qualified for the award of the degree of Bachelor of Arts with Honours of the University of Waikato, 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.
2. In exceptional cases, based on academic merit, candidates who have a maximum of 30 points left to complete in order to meet the requirements for the award of the Bachelor of Arts with Honours degree (or approved equivalent) may be permitted to enrol in the Master of Arts. The Master of Arts will not be deemed to have been completed until the qualifying degree has also been completed.
3. Acceptance into the Master of Arts degree is subject to the availability of a suitable supervisor for the dissertation or thesis required under section 6 of these regulations.
4. Candidates must enrol, and follow an approved programme of study for at least one year.
5. Candidates enrolling in the subjects listed in section 6(a) of these regulations will enrol in the Faculty of Arts and Social Sciences. Candidates enrolling in the subjects listed in section 6(b) of these regulations will enrol in the School of Māori and Pacific Development.
6. Candidates must gain a total of 120 points at Level 5, including any compulsory papers prescribed in the Calendar, in one of the following subjects:
  - (a) Chinese
    - Education Studies
    - English
    - French
    - German
    - History
    - International Relations and Security Studies<sup>1</sup>
    - Japanese
    - Mathematics
    - Music
    - Philosophy
    - Political Science
    - Romance Languages
    - Screen and Media Studies
    - Theatre Studies
  - (b) Te Reo Māori/Māori Language
    - Tikanga Māori/Māori Cultural Studies

Candidates may be permitted to replace a maximum of 60 points with 60 points at Level 5 from another subject or subjects.
7. The programme of study must include either
  - (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, he or she may be permitted to repeat the paper or take an alternative paper on one occasion only. A candidate who fails more than once will not be permitted to proceed with the degree.
9. The requirements for the degree must be completed within four consecutive



- years of first enrolling for the degree.
10. The degree may be awarded with First Class Honours, Second Class Honours (first division) or Second Class Honours (second division) or without honours. The academic criteria for each class of honours are set out in the Faculty of Arts and Social Sciences Handbook for Graduate Students. Except with the approval of the Academic Board, the award of honours will be calculated on the basis of the first 120 points completed by the candidate while enrolled for the degree, including any failed paper.
  11. The Personal Programmes of Study Regulations Governing Graduate Degrees apply in these regulations and include provisions for the variation and waiver of these regulations in individual cases by the Academic Board or delegated authority.

*Note:*

1. *Students who wish to present International Relations and Security Studies for the MA degree are normally required to have completed the Postgraduate Diploma in International Relations and Security Studies.*

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## Regulations for the Degree of Master of Arts (Applied) (MA(Applied))

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1. Candidates for the degree of Master of Arts (Applied) must have qualified for the award of
  - (a) a university degree, or a qualification considered by the Academic Board to be equivalent, and normally
  - (b) the Postgraduate Diploma in Second Language Teaching of the University of Waikato, or a qualification considered by the Academic Board to be equivalent.
2. In exceptional circumstances, candidates who do not meet the standard entry requirements specified in section 1 of these regulations, may, on the basis of evidence of adequate training and ability, be permitted to enrol in the Master of Arts (Applied), 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. Candidates must enrol and follow an approved programme of study in the Faculty of Arts and Social Sciences for at least one year.
4. Candidates must gain a total of 120 points at Level 5 in Applied Linguistics, including the compulsory papers prescribed in the Calendar. Candidates may be permitted to replace a maximum of 60 points with 60 points at Level 5 from another subject or subjects.
5. If a candidate fails a paper, he or she may be permitted to repeat the paper or take an alternative paper on one occasion only. A candidate who fails more than once will not be permitted to proceed with the degree.
6. Candidates may be permitted to include in their programme of study a dissertation equivalent to 30 or 60 points, or a thesis equivalent to 90 points.
7. The requirements for the degree must normally be completed within four years of first enrolling for the degree.
8. The degree may be awarded with First Class Honours, Second Class Honours (first division) or Second Class Honours (second division) or without honours. Except with the approval of the Academic Board, the award of honours will be calculated on the basis of the first 120 points completed by the candidate while enrolled for the degree, including any failed paper.
9. A candidate may be eligible for consideration for the award of honours only if the requirements for the degree are completed within three years from the date of first enrolment.
10. The Personal Programmes of Study Regulations Governing Graduate Degrees apply in these regulations and include provisions for the variation and waiver of these regulations in individual cases by the Academic Board or delegated authority.

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1. Candidates for the degree of Master of Business Administration must have
  - (a) qualified for the award of a Bachelor of Management Studies degree with Honours, or a qualification considered by the Academic Board to be equivalent, or
  - (b) qualified for the award of the Postgraduate Diploma in Management Studies, or a qualification considered by the Academic Board to be equivalent, and
  - (c) produced sufficient evidence to satisfy the Academic Board of adequate training and experience in the field of management or administration.
 In addition, every candidate must be accepted by the Dean of the Waikato Management School, who will consult with the Director of the Master of Business Administration Programme as appropriate.
2. In exceptional circumstances, candidates who do not meet the standard entry requirements specified in section 1 of these regulations may, on the submission of a portfolio of work that details prior experience in the subject areas covered by the Postgraduate Diploma in Management Studies and independent testimonials regarding their managerial experience and skills, be permitted to enrol in the Master of Business Administration, 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. Candidates must gain 160 points at Level 7 as set out in the Executive Education entry in the Calendar.
4. Candidates must gain not less than a B- average during their enrolment in the degree. If a candidate fails a paper, he or she 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.
5. The degree may be awarded with Distinction. Except with the approval of the Academic Board, the award of distinction will be calculated on the basis of the papers passed by the candidate on the first attempt while enrolled for the degree, including any failed paper.
6. The Personal Programmes of Study Regulations Governing Graduate Degrees apply in these regulations and include provisions for the variation and waiver of these regulations in individual cases by the Academic Board or delegated authority.

### Note:

1. Prospective candidates should consult the Director of the Master of Business Administration 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 Computer Graphic Design (MCGD)

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1. Candidates for the degree of Master of Computer Graphic Design must have
  - (a) qualified for the award of the degree of Bachelor of Computer Graphic Design with Honours, jointly awarded by the Wanganui UCOL School of Design and the University of Waikato, or
  - (b) qualified for the award of the Postgraduate Diploma in Computer Graphic Design, jointly awarded by the Wanganui UCOL School of Design and the University of Waikato, or
  - (c) qualified for the award of a qualification considered by the Academic Boards of both institutions 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 Boards.
2. Selection into the diploma is on the basis of criteria approved for this purpose by the Academic Boards of both institutions.
3. Candidates must enrol for at least one year of full-time study in the Wanganui UCOL School of Design and the School of Computing and Mathematical Sciences of the University of Waikato.
4. Candidates must complete a specified programme as prescribed in the Computer Graphic Design entry in the Calendar and must pass all papers on the first attempt.
5. Candidates must include a dissertation or thesis in their programme of study.
6. In accordance with criteria approved for this purpose by the Academic Boards of both institutions, the degree may be awarded with First Class Honours, Second Class Honours (first division), Second Class Honours (second division) or without honours.
7. The University of Waikato Personal Programmes of Study Regulations Governing Graduate Degrees apply with respect to papers identified in the Computer Graphic Design Calendar entry as University of Waikato papers.
8. The Wanganui UCOL School of Design Academic Regulations apply with respect to papers identified in the Computer Graphic Design Calendar entry as Wanganui UCOL School of Design papers.
9. These regulations may be varied or waived in individual cases by the Chairperson of the Computer Graphic Design Joint Committee.

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## Regulations for the Degree of Master of Counselling (MCouns)

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### *Admission*

- Candidates for the degree of Master of Counselling must have
  - qualified for the award of a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, and
  - provided evidence of at least two years' prior experience and/or professional preparation in counselling.
  - been selected as a suitable person for the Counselling programme.
- In exceptional cases, based on academic merit or evidence of adequate professional preparation and experience, candidates who do not meet the requirements of section 1 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*

- Candidates must enrol and follow an approved programme of study in the School of Education for at least two years.
- Candidates must gain the equivalent of 240 points at Level 5 from the papers offered for the degree including any compulsory papers from those prescribed in the Calendar.
- Candidates must pass the counselling practicum component to be eligible for the award of the MCouns degree.
- The programme of study must comprise
  - 120 points from the compulsory papers for the degree as prescribed in the Calendar including a practicum, and a thesis equivalent to 120 points, or
  - 120 points from the compulsory papers for the degree as prescribed in the Calendar including a practicum, and a thesis equivalent to 90 points, and a further 30 points from the prescribed papers, or
  - 120 points from the compulsory papers for the degree as prescribed in the Calendar including a practicum, and a dissertation equivalent to 60 points, and a further 60 points from the prescribed papers, or
  - 240 points from the prescribed papers, including at least 120 points from the compulsory papers for the degree as prescribed in the Calendar, including the practicum<sup>1</sup>.
- Approval to enrol in the degree will be subject to the availability of a suitable supervisor for the dissertation.
- Candidates must arrange their own practicum placement in order to meet the requirements of section 6 of these regulations. The arrangements must be approved by the Coordinator of Counsellor Education.
- Where a candidate fails a paper, he or she may be permitted to repeat the paper or take an alternative paper on one occasion only. A candidate who fails a paper will not be eligible for the award of honours. A candidate who fails more than one paper will not be permitted to proceed with the degree.
- The degree may be awarded with First Class Honours, Second Class Honours (first division), Second Class Honours (second division), or without honours.

### *Exemptions and credit transfers*

- 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 MCouns.
- Candidates may, with approval, substitute 60 points from other subjects listed in the Calendar in place of those prescribed for the degree.
- The Personal Programmes of Study Regulations Governing Graduate Degrees apply in these regulations and include provisions for the variation and waiver of

these regulations in individual cases by the Academic Board or delegated authority.

*Transitional arrangements*

These regulations are effective from 1 January 2001. Candidates who enrolled for the MCouns before 2001 and who have not yet completed the degree may apply to the Dean of Education either to complete the degree under the 2000 regulations (as set out in the 2000 Calendar) or, alternatively, to transfer to a Postgraduate Diploma in Counselling. Decisions will be made on a case by case basis depending on the number of papers completed towards the MCouns. Enquiries about transitional arrangements may be referred to the Assistant Dean of Graduate Studies of the School of Education.

*Limitations*

The intake for this programme will be 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 for the MCouns.

*Note:*

1. *Candidates who complete a MCouns by coursework alone would not ordinarily be permitted to apply for admission directly to doctoral study.*

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## Regulations for the Degree of Master of Education (MEd)

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### *Admission*

1. Candidates for the degree of Master of Education must
  - (a) have qualified for the award of the Bachelor of Teaching with Honours (BTchg(Hons)) or the Postgraduate Diploma in Education (PGDipEd) of the University of Waikato, or for a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfy the prerequisites for graduate study at levels considered appropriate by the Academic Board, and
  - (c) satisfy the requirements for selection to the MEd, as stated in the Graduate Studies Handbook or in the School of Education Graduate Programmes section of the Calendar, and
  - (d) have gained 120 points at Level 5 taken from papers offered for the BTchg(Hons), PGDipEd or cognate postgraduate diploma, including any prerequisite compulsory papers as prescribed in the Graduate Studies Handbook or in the School of Education Graduate Programmes section of the Calendar, at levels considered appropriate by the Academic Board.
2. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 1 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*

3. Candidates must enrol in and follow an approved programme of study in the School of Education for at least one year.
4. The programme of study must include the equivalent of 120 points at Level 5 as prescribed in the Graduate Studies Handbook or in the School of Education Graduate Programmes section of the Calendar. Candidates will normally be required to present a thesis equivalent to 120 or 90 points.
5. Candidates who wish to take a dissertation or thesis must have completed or concurrently enrol in an approved paper in research methodology. Approval to enrol in a directed study, dissertation or thesis will be subject to the availability of a suitable supervisor.
6. Candidates who fail a paper may repeat it once or take an alternative paper. Candidates who fail a paper will not be eligible for the award of honours. Candidates who fail more than one paper, or the same paper twice, may not proceed with the degree.

### *Award of honours*

7. The degree may be awarded with First Class Honours, Second Class Honours (first division), Second Class Honours (second division) or without honours. 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.

### *Exemption and credit transfers*

8. Candidates may substitute 30 points in an approved paper from other subjects listed in the Calendar in place of those prescribed for the MEd.
9. Papers completed to satisfy the entry requirements for the MEd may not be credited to the MEd.

### *General*

10. The Personal Programmes of Study Regulations Governing Graduate Degrees apply to these regulations and include provisions for the variation and waiver of

these regulations in individual cases by the Academic Board or delegated authority.

*Note:*

1. *Candidates who had completed a MEd by coursework alone would not ordinarily be permitted to apply for admission directly to doctoral study.*

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## Regulations for the Degree of Master of Educational Leadership (MEdLeadership)

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### Admission

- Candidates for the degree of Master of Educational Leadership must
  - have qualified for the award of the Postgraduate Diploma in Education (Educational Leadership) (PGDipEd(EdLeadership)) of the University of Waikato, or for a qualification considered by the Academic Board to be equivalent, and
  - satisfy the prerequisites for graduate study at levels considered appropriate by the Academic Board, and
  - satisfy the requirements for selection to the MEdLeadership, as stated in the Graduate Studies Handbook or in the School of Education Graduate Programmes section of the Calendar, and
  - have gained 120 points at Level 5 taken from papers offered for the PGDipEd(EdLeadership) or cognate postgraduate diploma, including any prerequisite compulsory papers as prescribed in the Graduate Studies Handbook or in the School of Education Graduate Programmes section of the Calendar, at levels considered appropriate by the Academic Board.
- In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 1 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

- Candidates must enrol in and follow an approved programme of study in the School of Education for at least one year.
- The programme of study must include the equivalent of 120 points at Level 5 as prescribed in the Graduate Studies Handbook or in the School of Education Graduate Programmes section of the Calendar. Candidates will normally be required to present a thesis equivalent to 120 or 90 points.
- Candidates who wish to take a dissertation or thesis must have completed or concurrently enrol in an approved paper in research methodology. Approval to enrol in a directed study, dissertation or thesis will be subject to the availability of a suitable supervisor.
- Candidates who fail a paper may repeat it once or take an alternative paper. Candidates who fail a paper will not be eligible for the award of honours. Candidates who fail more than one paper, or the same paper twice, may not proceed with the degree.

### Award of honours

- The degree may be awarded with First Class Honours, Second Class Honours (first division), Second Class Honours (second division) or without honours. 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.

### Exemption and credit transfers

- Candidates may substitute 30 points in an approved paper from other subjects listed in the Calendar in place of those prescribed for the MEdLeadership.
- Papers completed to satisfy the entry requirements for the MEdLeadership may not be credited to the MEdLeadership.

### General

10. The Personal Programmes of Study Regulations Governing Graduate Degrees apply to these regulations and include provisions for the variation and waiver of these regulations in individual cases by the Academic Board or delegated authority.

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## Regulations for the Degree of Master of Electronic Commerce (MECom)

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1. Candidates for the degree of Master of Electronic Commerce must
  - (a) have completed a bachelors degree with honours or a postgraduate diploma in an area of business or technology related to electronic commerce, or a qualification considered by the Academic Board to be equivalent, and
  - (b) have completed a paper in research methods, and have demonstrated their research and academic writing skills with the previous successful completion of a dissertation or significant research project, and if not, may be required to undertake pre-qualifying papers, 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.
2. In exceptional circumstances, candidates who do not meet the standard entry requirements specified in section 1 of these regulations may, on the basis of evidence of adequate training and ability, be permitted to enrol in the Master of Electronic Commerce 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. Candidates must enrol and follow an approved programme of study in the Waikato Management School for at least one year.
4. Candidates must gain a total of 120 points at Level 5, including any compulsory papers prescribed in the Calendar.
5. Candidates are required to include in their programme of study
  - (a) a 60 point dissertation
  - (b) 60 points from the approved list of papers (see the appendix)
6. If a candidate fails a paper then he or she may repeat the paper once or take an alternative paper. A candidate who fails more than one paper will not be permitted to proceed with the degree.
7. The degree may be awarded with First Class Honours, Second Class Honours (first division), Second Class Honours (second division) or without honours. The final result for the degree and whether it will be awarded with honours will be determined after all of the work for the degree has been assessed. Candidates will be eligible for consideration for the award of honours only on the first occasion on which the requirements of the degree are completed.
8. The Personal Programmes of Study Regulations Governing Graduate Degrees apply in these regulations and include provisions for the variation and waiver of these regulations in individual cases by the Academic Board or delegated authority.

### Appendix

Compulsory paper

MSYS592 Dissertation (or its equivalent)

And two additional papers from the following list:

ACCT513 Virtual Accounting Systems

COMP512 Advanced Communication and Network Systems

COMP525 Topics in Human-Computer Interaction

ECON528 Econometric Topics: Forecasting and Finance

ECON534 Financial Economics

FINA511 Advanced Corporate Finance

FINA512 Investments and Portfolios

MCOM586 Communication Cyber trends and E-Business

MKTG552 Advanced Advertising Strategy

MSYS555 Strategic Information Systems  
MSYS556 E-Business Technologies  
STMG512 Strategic Innovation  
STMG524 Entrepreneurship, Theory and Practice  
The Qualification Convenor may approve substitutions of paper from this list.

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## Regulations for the Degree of Master of Engineering (ME)

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1. Candidates for the degree of Master of Engineering must have
  - (a) qualified for the award of the degree of Bachelor of Engineering (BE) or Bachelor of Engineering with Honours (BE(Hons)) of the University of Waikato, 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.

### Structure

2. Candidates must enrol and follow an approved programme of study in either the School of Science and Engineering or the School of Computing and Mathematical Sciences for at least 15 months full-time from the date of first enrolment, or equivalent in part-time study.
3. The subject for the degree is Engineering.
4. The taught papers for the degree can be taken from the following subjects:
  - Computer Science
  - Engineering
  - Materials and Process Engineering
  - Mathematics
  - Physics

Candidates may be permitted, at the discretion of the Dean, to replace a maximum of 30 points with 30 points at Level 5 from other subjects.
5. Candidates must gain the equivalent of 150 points at Level 5 from the papers offered for the degree.
6. The programme of study must comprise either
  - (a) 60 points selected from the papers offered for the degree and a thesis equivalent to 90 points, or
  - (b) 30 points selected from the papers offered for the degree and a thesis equivalent to 120 points, or
  - (c) A thesis equivalent to 150 points.
7. The dissertation or thesis must be taken in Engineering.
8. If a candidate fails a paper, he or she may be permitted to repeat the paper or take an alternative paper on one occasion only. A candidate who fails more than once will not be permitted to proceed with the degree.

### Level and Award of Degree

9. The degree may be awarded with First Class Honours, Second Class Honours (first division), Second Class Honours (second division) or without honours.
10. In order to be eligible for consideration of the award of honours, the requirements of the degree must be completed in not more than 18 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding 36 calendar months from the date of first enrolment in the degree. In order to be eligible for consideration of honours, candidates must normally pass all papers at the first attempt.
11. The Personal Programmes of Study Regulations Governing Graduate Degrees apply in these regulations and include provisions for the variation and waiver of these regulations in individual cases by the Academic Board or delegated authority.

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## Regulations for the Degree of Master of Environmental Planning (MEP)

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1. Candidates for the degree of Master of Environmental Planning must have qualified for the award of
  - (a) the degree of Bachelor of Social Sciences with Honours or Master of Science of the University of Waikato, in Resources and Environmental Planning, with at least a B grade average, or
  - (b) the Postgraduate Diploma in Science of the University of Waikato, in Resources and Environmental Planning, with at least a B grade average, or
  - (c) in exceptional circumstances, an approved qualification including, or together with, approved graduate papers in planning law and planning theory, and evidence of at least two years work experience in a field relevant to planning.
2. Candidates must enrol and follow an approved programme of study in the Faculty of Arts and Social Sciences.
3. Candidates must pass two Level 5 Practicum papers equivalent to 30 points each, as prescribed for the degree in the Calendar, and a dissertation equivalent to 60 points. Candidates may replace ENVP501 with an approved elective. Papers approved for the elective shall include any Level 5 paper that, at the discretion of the COD or programme convenor, can be demonstrated to be relevant to planning.
4. Candidates must complete the requirements for the degree within five years of first enrolment for the degree.
5. Candidates must enrol for and undertake the requirements for the degree in accordance with the guidelines contained in the Faculty of Arts and Social Sciences Handbook for the Master of Environmental Planning (MEP).
6. 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 Handbook for the Master of Environmental Planning (MEP)
7. The Practicum papers for the degree are assessed on a Pass/Fail basis.
8. The degree may be awarded with Distinction.
9. Where a candidate fails a paper, he or she may be permitted to repeat the paper on one occasion only. A candidate who fails a paper will not be eligible for the award of distinction. A candidate who fails more than one paper will not be permitted to proceed with the degree.
10. The Personal Programmes of Study Regulations Governing Graduate Degrees apply in these regulations and include provisions for the variation and waiver of these regulations in individual cases by the Academic Board or delegated authority.

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## Regulations for the Degree of Master of Innovation and Technology (MInnovT)

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- Candidates for the degree of Master of Innovation and Technology must have
  - qualified for the award of the degree of Bachelor of Science, or Bachelor of Science (Technology) or Bachelor of Computing and Mathematical Sciences of the University of Waikato, or
  - qualified for the award of an equivalent bachelors degree in Science, Technology or Engineering, or
  - qualified for the award of the Postgraduate Diploma of Innovation and Technology or the Postgraduate Diploma in Management Studies of the University of Waikato, or
  - produced evidence to the satisfaction of the Academic Board that they have adequate training, experience and ability to proceed with the proposed programme of study.

In addition, all candidates must have satisfied the prerequisites for graduate study in the subject(s) being presented for the degree, at levels considered appropriate by the Academic Board.
- Candidates must enrol in the Waikato Management School on a part-time basis. Candidates must complete a total of 240 points in Level 7 papers, including any compulsory papers, prescribed in the schedule under Executive Education in the Calendar. Up to 30 points may be replaced by a substantial project on a topic in innovation, entrepreneurship and technology, in which case the Academic Board will appoint assessors, one of whom shall be external to the University. A candidate who is admitted under section 1(c) above may relinquish the PGDipInnovT or PGDipMgtSt and transfer the papers taken to the MInnovT up to a maximum of 120 points.
- For candidates admitted to the MInnovT under sections 1(a), 1(b) and 1(d) the maximum time for completion of the degree is eight years. For candidates admitted under section 1(c) the maximum time for completion of the degree is four years.
- A module will normally require 120-150 hours of work, usually consisting of five days full-time directed group work, together with preparation and final assignments.
- Candidates who have passed complementary modules offered by other accredited providers may apply for credit towards the Master of Innovation and Technology.
- The degree may be awarded with Distinction, based on a high level of performance in modular assignments and on the quality of any project presented for the degree. The decision on the award of distinction will be made after all of the required work has been assessed.
- The Personal Programmes of Study Regulations Governing Graduate Degrees apply in these regulations and include provisions for the variation and waiver of these regulations in individual cases by the Academic Board or delegated authority.

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1. Candidates for the degree of Master of Laws must have
  - (a) qualified for the award of the Bachelor of Laws degree or a combined Law degree of the University of Waikato, 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.
2. In exceptional circumstances, candidates who do not meet the standard entry requirements specified in section 1 of these regulations, may, on the basis of evidence of adequate training and ability, be permitted to enrol in the Master of Laws, 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. Candidates must enrol and follow an approved programme of study in the School of Law for at least one year. The requirements of the degree must be completed within four consecutive years of first enrolment for the degree.
4. Candidates must pass a total of 120 points at Level 5 in Law. Candidates may be permitted to replace 30 points at Level 5 from another subject.
5. Candidates may be permitted to present a dissertation equivalent to 30 or 60 points at Level 5.
6. Candidates who have qualified for the degree of Bachelor of Laws with Honours at the University of Waikato or 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 four-paper thesis alone.
7. If a candidate fails a paper or papers worth not more than 30 points in total, he or she may repeat the paper(s) or take alternative papers with the same total point value on one occasion only. A candidate who fails a paper will not be eligible for the award of honours. A candidate who fails papers worth more than 30 points in total will not be permitted to proceed with the degree.
8. The degree may be awarded with First Class Honours, Second Class Honours (first division), Second Class Honours (second division) or without honours. In order to be eligible for consideration for the award of honours, the requirements for the degree must be completed within one year of full-time study, or within two consecutive years of part-time study.
9. The Personal Programmes of Study Regulations Governing Graduate Degrees apply in these regulations and include provisions for the variation and waiver of these regulations in individual cases by the Academic Board or delegated authority.

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## Regulations for the Degree of Master of Laws in Māori/Pacific and Indigenous Peoples' Law (LLM(Māori/Pacific and Indigenous Peoples))

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  - (a) qualified for the award of the Bachelor of Laws degree or a combined Law degree of the University of Waikato 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.
2. In exceptional circumstances, candidates who do not meet the standard entry requirements specified in section 1 of these regulations, may, on the basis of evidence of adequate training and ability, be permitted to enrol in the Master of Laws, 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. Candidates must enrol, and follow an approved programme of study in the School of Law for at least one year. The requirements of the degree must be completed within four consecutive years of first enrolment for the degree.
4. Candidates must gain a total of 120 points at Level 5 in Law. Candidates may be permitted to replace 30 points with 30 points at Level 5 from the School of Māori and Pacific Development. Candidates must include the compulsory paper LAWS591 Dissertation, and 30 points at Level 5 from those listed in the appendix to these regulations.
5. The degree may be awarded with First Class Honours, Second Class Honours (first division), Second Class Honours (second division) or without honours. In order to be eligible for consideration for the award of honours, the requirements for the degree must be completed within one year of full-time study, or within two consecutive years of part-time study.
6. If a candidate fails a paper or papers worth not more than 30 points in total, he or she may repeat the paper(s) or take alternative papers with the same total point value on one occasion only. A candidate who fails a paper will not be eligible for the award of honours. A candidate who fails papers worth more than 30 points in total will not be permitted to proceed with the degree.
7. The Personal Programmes of Study Regulations Governing Graduate Degrees apply in these regulations and include provisions for the variation and waiver of these regulations in individual cases by the Academic Board or delegated authority.

### Appendix

LAWS504 Comparative Pacific Constitutional Law  
LAWS505 Pacific International Law  
LAWS506 Pacific Customary Law  
LAWS507 Comparative Pacific Land law  
LAWS508 Māori Women and the Law  
LAWS551 Māori Claims Processes  
LAWS552 Indigenous Peoples, State, Public Law and Policy  
LAWS554 Māori Resource Law and Development Issues

LAWS555 Indigenous Peoples and International Law  
LAWS556 Indigenous Peoples and Public Law: National and International  
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1. Candidates for the degree of Master of Management Studies must have
  - (a) qualified for the award of the Bachelor of Management Studies degree 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) in addition, must have gained 120 points at Level 5 in one or more of the academic areas listed in section 4 of these regulations. Candidates who do not fulfil this requirement will be required to pass a qualifying programme of study of up to 120 points at Level 5 prior to admission to the Master of Management Studies.
2. In exceptional circumstances, candidates who do not meet the standard entry requirements specified in section 1 of these regulations, may, on the basis of evidence of adequate training and ability, be permitted to enrol for the Master of Management Studies, subject to completion of any qualifying papers or additional work as may be required by the Academic Board, either prior to admission or concurrently.
3. Candidates for the Master of Management Studies must enrol in and follow an approved programme of study in the Waikato Management School for at least one year.
4. The academic areas for the degree include the following subjects and interdisciplinary programmes:
 

*Subjects*

  - Accounting
  - Economics
  - Finance
  - Human Resource Management
  - International Management
  - Management Communication
  - Management of Not-for-Profit Organisations
  - Management Systems
  - Marketing
  - Public Relations
  - Strategic Management

*Interdisciplinary Programmes*

  - Applied Economics and Finance
  - Environment and Management
  - Tourism and Hospitality Management
5. Candidates must gain the equivalent of 120 points at Level 5, of which at least 60 points must be in one of the academic areas listed in section 4 of these regulations.
6. Candidates will normally be required to present a directed study (30 points), a dissertation (60 points) or thesis (90 or 120 points) in their main academic area, and a research methodology paper as prescribed in the Waikato Management School Student Handbook, unless passed previously.
7. If a candidate fails a paper then he or she may repeat the paper once or take an alternative paper. A candidate who fails more than one paper will not be permitted to proceed with the degree.
8. The degree may be awarded with First Class Honours, Second Class Honours (first division), Second Class Honours (second division) or without honours. The final result for the degree and whether it will be awarded with honours will be

- determined after all work for the degree has been assessed.
9. The Personal Programmes of Study Regulations Governing Graduate Degrees apply in these regulations and include provisions for variations and waiver of these regulations in individual cases by the Academic Board or delegated authority.

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## Regulations for the Degree of Master of Māori and Pacific Development (MMPD)

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- Candidates for the degree of Master of Māori and Pacific Development must have
  - qualified for the award of a bachelors degree, and
  - qualified for the award of the Postgraduate Diploma in Māori and Pacific Development of the University of Waikato, or a qualification considered by the Academic Board to be equivalent, and
  - satisfied the prerequisites for graduate study in the subject(s) being presented for the degree, at levels considered appropriate by the Academic Board.
- In exceptional circumstances candidates who do not satisfy the requirements of section 1 of these regulations may be considered for admission on the basis of satisfactory evidence of adequate training and ability. The Academic Board may prescribe qualifying papers which must be completed, either prior to admission or concurrently.
- Candidates must enrol, and follow an approved programme of study in the School of Māori and Pacific Development for at least one year.
- Candidates must gain a total of 120 points at Level 5, comprising two 30 point papers and a dissertation equivalent to 60 points, in one or both of the following subjects:
  - Development Studies
  - Te Reo Māori/Māori Language
  - Tikanga Māori/Māori Cultural Studies
 Candidates may be permitted to replace a maximum of 60 points with 60 points at Level 5 from another subject or subjects.
- If a candidate fails a paper, he or she may repeat the paper or take an alternative paper on one occasion only. Candidates who fail more than once will not be permitted to proceed with the degree.
- The degree may be awarded with First Class Honours, Second Class Honours (first division) or Second Class Honours (second division) or without honours.
- In order to be eligible for consideration for the award of honours, candidates must complete the requirements for the degree in no more than one year. The award 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.
- The Personal Programmes of Study Regulations Governing Graduate Degrees apply in these regulations and include provisions for the variation and waiver of these regulations in individual cases by the Academic Board or delegated authority.

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## Regulations for the Degree of Master of Music (MMus)

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1. Candidates for the degree of Master of Music must have
  - (a) qualified for the award of the Bachelor of Music with Honours degree of the University of Waikato, or 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.
2. In exceptional cases, based on academic merit, candidates who have 30 points left to complete in order to meet the requirements of the Bachelor of Music with Honours degree (or approved equivalent) may be permitted to enrol in the Master of Music. The Master of Music will not be deemed to have been completed until the qualifying degree has also been completed.
3. Acceptance into the Master of Music degree is subject to the availability of a suitable supervisor for the programme of study required under section 5 of these regulations.
4. Candidates must enrol and follow an approved programme of study in the Faculty of Arts and Social Sciences for at least one year.
5. Candidates must gain the equivalent of 120 points at Level 5 in Music, comprising either
  - 5.1 Advanced Performance Studies (120 points), or
  - 5.2 Composition Portfolio (120 points)
6. A candidate whose work presented for the degree under section 5 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. A candidate who has resubmitted his or her work under the provision of this section will not be eligible for the award of honours.
7. The degree may be awarded with First Class Honours, Second Class Honours (first division) or Second Class Honours (second division). The academic criteria for each class of honours are set out in the Faculty of Arts and Social Science Graduate Handbook.
8. The Personal Programmes of Study Regulations Governing Graduate Degrees apply in these regulations and include provisions for the variation and waiver of these regulations in individual cases by the Academic Board or delegated authority.

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## Regulations for the Degree of Master of Science (MSc)

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### Admission

- Candidates for the degree of Master of Science must have qualified for the award of
  - the degree of Bachelor of Science, Bachelor of Science (Technology), or Bachelor of Computing and Mathematical Sciences of the University of Waikato, or
  - the Postgraduate Diploma in Science, the Postgraduate Diploma in Science Education, or the Postgraduate Diploma in Technology Education of the University of Waikato, or
  - a qualification considered by the Academic Board to be equivalent.
- Candidates must also have satisfied the prerequisites for graduate study in the subject(s) being presented for the degree, at levels considered appropriate by the Academic Board.
- In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of sections 1 and 2 of these regulations may be considered for admission subject to completion of any qualifying papers the Academic Board may prescribe.
- Candidates who have completed the requirements of the major subject(s) for the qualifying bachelors degree, being the subject(s) to be taken for the Master of Science degree, but who have no more than 40 points left to pass in order to complete that degree, may be permitted to enrol for the Master of Science. Candidates admitted under the provisions of this section will be required to complete the requirements of the bachelors degree within the first year of enrolment for the Master of Science degree.
- Candidates must enrol and follow an approved programme of study in either the School of Science and Engineering or the School of Computing and Mathematical Sciences for at least 24 months full-time, or the equivalent period in part-time study.

### Requirements for the degree

- Candidates must satisfy the provisions of either 6.1 or 6.2 below
  - 240 points at Level 5, including any compulsory papers prescribed in the Calendar, in one or two of the following subjects:
    - Biological Sciences
    - Chemistry
    - Computer Science
    - Earth Sciences
    - Materials and Process Engineering
    - Mathematics
    - Physics
    - Science and Technology Education
    - Statistics
 Candidates may be permitted to take a maximum of 90 points at Level 5 from a subject in another School/Faculty of Studies, in place of a second subject from those listed above.
  - 240 points at Level 5 in one of the following specified programmes, the requirements for which are set out in the handbooks of the School of Science and Engineering and the School of Computing and Mathematical Sciences:
    - Biotechnology
    - Environmental Science
    - Materials Science

Resources and Environmental Planning  
Technology Innovation

7. Candidates are required to include a dissertation or thesis in their programme. The number of points which the dissertation or thesis replaces is subject to the approval of the relevant Chairperson of Department.
8. Where a candidate fails a paper (30 points), he or she may be permitted to repeat the paper or take an alternative paper on one occasion only. A candidate who fails a paper will not be eligible for the award of honours. A candidate who fails more than one paper will not be permitted to proceed with the degree.

*Award of honours*

9. The degree may be awarded with First Class Honours, Second Class Honours (first division) or Second Class Honours (second division) or without honours. 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.

*Exemptions and credit transfers*

10. Candidates who have completed one of the following University of Waikato qualifications, or a qualification considered by the Academic Board to be equivalent, will be exempted from 120 points for the MSc degree
  - Postgraduate Diploma in Science
  - Postgraduate Diploma in Science Education
  - Postgraduate Diploma in Technology Education
11. Candidates who have completed the Bachelor of Computing and Mathematical Sciences from the University of Waikato will be exempted from up to 120 points for the MSc degree.
12. Candidates may credit to the MSc a maximum of 120 points from approved papers passed at an equivalent level towards another University of Waikato qualification or a qualification from another tertiary education provider, provided they do not already count towards a completed qualification.
13. Candidates granted exemption under section 10 of these regulations will be expected to complete the requirements of the degree by completing a 120 point thesis and would not normally be eligible for consideration for the award of honours.
14. Candidates granted credit under section 12 of these regulations will be eligible for consideration of the award of honours for the degree, provided that they meet the requirements set out in section 9 of these regulations.

*General*

15. The Personal Programmes of Study Regulations Governing Graduate Degrees apply in these regulations and include provisions for the variation and waiver of these regulations in individual cases by the Academic Board or delegated authority.

*Transitional arrangements*

These regulations are effective from 1 January 2004. Candidates who enrolled for the MSc before 2004 and who have not yet completed the degree will be permitted to complete under the 2003 regulations (as set out in the 2003 Calendar) provided they complete the degree within 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. After this time candidates may be required to transfer to the 2004 regulations.

Alternatively, candidates who enrolled in the MSc degree before 2004 may apply to the Dean of Science and Engineering or the Dean of Computing and Mathematical Sciences to complete the degree under the 2004 regulations.

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## Regulations for the Degree of Master of Science (Technology) (MSc(Tech))

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### Admission

- Candidates for the degree of Master of Science (Technology) must have qualified for the award of
  - the Bachelor of Science (Technology) of the University of Waikato, or
  - the Bachelor of Science of the University of Waikato, or
  - the Postgraduate Diploma in Science, the Postgraduate Diploma in Science Education or the Postgraduate Diploma in Technology Education of the University of Waikato, or
  - a qualification considered by the Academic Board to be equivalent.
- Candidates must also have satisfied the prerequisites for graduate study in the subject(s) being presented for the degree, at levels considered appropriate by the Academic Board.
- 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
  - the completion of an appropriate technical qualification at a level considered satisfactory by the Academic Board, and
  - the subsequent completion of at least two years of appropriate industrial or technical experience, and
  - the completion of the management papers required under section 9 of the BSc(Tech) regulations.
- Candidates who qualify for admission under section 1(b) of these regulations are required to pass, either prior to admission or concurrently, core undergraduate papers in industry and management as prescribed in the School of Science and Engineering Postgraduate Handbook.
- Candidates who have completed the requirements of the major subject(s) for the Bachelor of Science (Technology) degree, being the subject(s) to be presented for the Master of Science (Technology) degree, but who have no more than 40 points left to pass in order to complete that degree, may be permitted to enrol for the Master of Science (Technology). Candidates admitted under the provisions of this section will be required to complete the requirements of the bachelors degree within the first year of enrolment for the Master of Science (Technology) degree.
- Candidates must enrol and follow an approved programme of study in the School of Science and Engineering for at least 24 months full-time or the equivalent period in part-time study.

### Requirements for the degree

- Candidates must satisfy the provisions of either 7.1 or 7.2 below
  - 240 points at Level 5, including any compulsory papers prescribed in the Calendar, in one or two of the following subjects:
    - Biological Sciences
    - Chemistry
    - Computer Science
    - Earth Sciences
    - Materials and Process Engineering
    - Mathematics
    - Physics
 Candidates may be permitted to take a maximum of 120 points at Level 5 from a subject in another School/Faculty of Studies, in place of a second subject from those listed above.
  - 240 points at Level 5, including ENMP581, in one of the following

specified programmes, the requirements for which are set out in the School of Science and Engineering Postgraduate Handbook:

Biotechnology  
Electronics  
Environmental Technology  
Industrial Biology  
Materials Science  
Materials Technology  
Technology Innovation

8. Candidates are required to include a dissertation or thesis in their programme. The number of points which the dissertation or thesis replaces is subject to the approval of the relevant Chairperson of Department.
9. Where a candidate fails a paper (30 points), he or she may be permitted to repeat the paper or take an alternative paper on one occasion only. A candidate who fails a paper will not be eligible for the award of honours. A candidate who fails more than one paper will not be permitted to proceed with the degree.

*Award of honours*

10. The degree may be awarded with First Class Honours, Second Class Honours (first division) or Second Class Honours (second division) or without honours. 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.

*Exemptions and credit transfers*

11. Candidates who have completed one of the following University of Waikato qualifications, or a qualification considered by the Academic Board to be equivalent, will be exempted from 120 points for the MSc(Tech) degree:
  - Postgraduate Diploma in Science
  - Postgraduate Diploma in Science Education
  - Postgraduate Diploma in Technology Education
12. Candidates may credit to the MSc(Tech) a maximum of 120 points from approved papers passed at an equivalent level towards another University of Waikato qualification or a qualification from another tertiary education provider, provided they do not already count towards a completed qualification.
13. Candidates granted exemption under section 12 of these regulations will normally be expected to complete the requirements of the degree by completing a 120 point thesis and would not normally be eligible for consideration for the award of honours.
14. Candidates granted credit under section 13 of these regulations will be eligible for consideration of the award of honours for the degree, provided that they meet the requirements set out in section 11 of these regulations.

*General*

15. The Personal Programmes of Study Regulations Governing Graduate Degrees apply in these regulations and include provisions for the variation and waiver of these regulations in individual cases by the Academic Board or delegated authority.

*Transitional arrangements*

These regulations are effective from 1 January 2004. Candidates who enrolled for the MSc(Tech) before 2004 and who have not yet completed the degree will be permitted to complete under the 2003 regulations (as set out in the 2003 Calendar) provided they complete the degree within 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. After this time candidates may be required to transfer to the 2004 regulations.

Alternatively, candidates who enrolled in the MSc(Tech) degree before 2004 may apply to the Dean of Science and Engineering to complete the degree under the 2004 regulations.

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## Regulations for the Degree of Master of Social Sciences (MSocSc)

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1. Candidates for the degree of Master of Social Sciences must have
  - (a) qualified for the award of the degree of Bachelor of Social Sciences with Honours of the University of Waikato, 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.
2. In exceptional cases, based on academic merit, candidates who have 30 points left to complete in order to meet the requirements for the award of the Bachelor of Social Sciences with Honours degree (or approved equivalent) may be permitted to enrol for the Master of Social Sciences. The Master of Social Sciences will not be deemed to have been completed until the Bachelor of Social Sciences with Honours degree (or approved equivalent) has been completed.
3. Acceptance into the Master of Social Sciences degree is subject to the availability of a suitable supervisor for the thesis or dissertation required under section 6 of these regulations.
4. Candidates must enrol and follow an approved programme of study in the Faculty of Arts and Social Sciences for at least one year.
5. Candidates must gain a total of 120 points at Level 5, including any compulsory papers prescribed in the Calendar, in one of the following subjects:
  - Anthropology
  - Demography
  - Economics
  - Education Studies
  - Geography
  - Health Development and Policy
  - History
  - Human Development
  - Labour Studies
  - Philosophy
  - Political Science
  - Psychology
  - Public Policy
  - Social Policy
  - Sociology
  - Tikanga Māori/Māori Cultural Studies

Candidates may be permitted to replace a maximum of 60 points with 60 points at Level 5 from another subject or subjects.
6. The programme of study must include either
  - (a) a dissertation equivalent to 60 points, or
  - (b) a thesis equivalent to 90 points, or
  - (c) a thesis equivalent to 120 points.
7. If a candidate fails a paper, he or she may repeat the paper or take an alternative paper on one occasion only. A candidate who fails more than once will not be permitted to proceed with the degree.
8. The requirements for the degree must be completed within four consecutive years of first enrolling for the degree.
9. The degree may be awarded with First Class Honours, Second Class Honours (first division) or Second Class Honours (second division) or without honours. The academic criteria for each class of honours are set out in the Faculty of Arts

and Social Sciences Graduate Handbook. Except with the approval of the Academic Board, the award of honours will be calculated on the basis of the first 120 points completed by the candidate while enrolled for the degree, including any failed paper.

10. The Personal Programmes of Study Regulations Governing Graduate Degrees apply in these regulations and include provisions for the variation and waiver of these regulations in individual cases by the Academic Board or delegated authority .

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## Regulations for the Degree of Master of Special Education (MSPed)

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### *Admission*

- Candidates for the degree of Master of Special Education must
  - have qualified for the award of the Postgraduate Diploma in Education (Special Education) (PGDipEd(SpEd)) of the University of Waikato, or for a qualification considered by the Academic Board to be equivalent, and
  - satisfy the prerequisites for graduate study at levels considered appropriate by the Academic Board, and
  - satisfy the requirements for selection to the MSPed, as stated in the Graduate Studies Handbook or in the School of Education Graduate Programmes section of the Calendar, and
  - have gained 120 points at Level 5 taken from papers offered for the PGDipEd(SpEd) or cognate postgraduate diploma, including any prerequisite compulsory papers as prescribed in the Graduate Studies Handbook or in the School of Education Graduate Programmes section of the Calendar, at levels considered appropriate by the Academic Board.
- In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 1 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*

- Candidates must enrol in and follow an approved programme of study in the School of Education for at least one year.
- The programme of study must include the equivalent of 120 points at Level 5 as prescribed in the Graduate Studies Handbook or in the School of Education Graduate Programmes section of the Calendar. Candidates will normally be required to present a thesis equivalent to 120 or 90 points.
- Candidates who wish to take a dissertation or thesis must have completed or concurrently enrol in an approved paper in research methodology. Approval to enrol in a directed study, dissertation or thesis will be subject to the availability of a suitable supervisor.
- Candidates who fail a paper may repeat it once or take an alternative paper. Candidates who fail a paper will not be eligible for the award of honours. Candidates who fail more than one paper, or the same paper twice, may not proceed with the degree.

### *Award of honours*

- The degree may be awarded with First Class Honours, Second Class Honours (first division), Second Class Honours (second division) or without honours. 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.

### *Exemption and credit transfers*

- Candidates may substitute 30 points in an approved paper from other subjects listed in the Calendar in place of those prescribed for the MSPed.
- Papers completed to satisfy the entry requirements for the MSPed may not be credited to the MSPed.

### *General*

- The Personal Programmes of Study Regulations Governing Graduate Degrees apply to these regulations and include provisions for the variation and waiver of these regulations in individual cases by the Academic Board or delegated

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## Regulations for the Degree of Master of Sport and Leisure Studies (MSPLS)

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### *Admission*

- Candidates for the degree of Master of Sport and Leisure Studies must
  - have qualified for the award of the Bachelor of Sport and Leisure Studies with Honours (BSpLS(Hons)) or the Postgraduate Diploma in Sport and Leisure Studies (PGDipSpLS) of the University of Waikato, or for a qualification considered by the Academic Board to be equivalent, and
  - satisfy the prerequisites for graduate study at levels considered appropriate by the Academic Board, and
  - satisfy the requirements for selection to the MSPLS, as stated in the Graduate Studies Handbook or in the School of Education Graduate Programmes section of the Calendar, and
  - have gained 120 points at Level 5 taken from papers offered for the BSpLS(Hons) or PGDipSpLS or cognate postgraduate diploma, including any prerequisite compulsory papers as prescribed in the Graduate Studies Handbook or in the School of Education Graduate Programmes section of the Calendar, at levels considered appropriate by the Academic Board.
- In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 1 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*

- Candidates must enrol in and follow an approved programme of study in the School of Education for at least one year.
- The programme of study must include the equivalent of 120 points at Level 5 as prescribed in the Graduate Studies Handbook or in the School of Education Graduate Programmes section of the Calendar. Candidates will normally be required to present a thesis equivalent to 120 or 90 points.
- Candidates who wish to take a dissertation or thesis must have completed or concurrently enrol in an approved paper in research methodology. Approval to enrol in a directed study, dissertation or thesis will be subject to the availability of a suitable supervisor.
- Candidates who fail a paper may repeat it once or take an alternative paper. Candidates who fail a paper will not be eligible for the award of honours. Candidates who fail more than one paper, or the same paper twice, may not proceed with the degree.

### *Award of honours*

- The degree may be awarded with First Class Honours, Second Class Honours (first division), Second Class Honours (second division) or without honours. 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.

### *Exemption and credit transfers*

- Candidates may substitute 30 points in an approved paper from other subjects listed in the Calendar in place of those prescribed for the MSPLS.
- Papers completed to satisfy the entry requirements for the MSPLS may not be credited to the MSPLS.

### *General*

- The Personal Programmes of Study Regulations Governing Graduate Degrees apply to these regulations and include provisions for the variation and waiver of

these regulations in individual cases by the Academic Board or delegated authority.

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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 are set out in the Handbook for the Master of Philosophy and Doctorates at the University of Waikato, which also includes information about administrative matters and is available on request from the Postgraduate Studies Office. Both the regulations set out below and the formal policies and procedures set out in the Handbook for the Master of Philosophy and Doctorates at the University of Waikato are administered by the University's Postgraduate Studies Committee by delegated authority of the Academic Board. Any changes to these regulations, or to the formal policies; and procedures, are subject to approval by the Academic Board.

### Regulations for the Degree of Master of Philosophy (MPhil)

- 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
  - critically investigates an approved topic of substance and significance, and
  - demonstrates expertise in the methods of research and scholarship, and
  - displays intellectual independence, and
  - makes a substantial original contribution to the subject area concerned and is of publishable quality.
- To qualify to enrol for the MPhil, a candidate must
  - have qualified for the award of a bachelors degree with honours or a masters degree, and must have achieved at least second class honours (first division) or distinction, or
  - have passed qualifying papers at a satisfactory level, or
  - in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Studies Committee that he or she has adequate skills and knowledge to proceed with the proposed research.
- Applicants for the MPhil must apply on the prescribed form which is available from the Postgraduate Studies Office.
- Applications for admission to the MPhil and the conditions of enrolment are subject to approval by the Postgraduate Studies Committee under delegated authority of the Academic Board.
- As one of the preconditions for the approval of an application, the Postgraduate Studies Committee will establish that the necessary supervision and resources can be provided for the chosen topic. If either prior to, or at any time during the study period the University encounters staffing or resource difficulties beyond its control which impact on the availability of resources or supervision for a student's MPhil research, it will make all reasonable efforts, within budget and staffing constraints, to provide satisfactory arrangements so as not to disadvantage any affected student. Because of the specialist nature of research and supervision at this level, however, the University cannot guarantee that under such circumstances, a student's conditions of enrolment will not be subject to change.
- For each MPhil candidate, the Postgraduate Studies Committee appoints a supervisory panel, one member of which is a continuing staff member of the University and the chief supervisor.
- Candidates whose applications to enrol for the MPhil are approved by the Postgraduate Studies Committee must enrol in the relevant Faculty or School of Studies and, subject to satisfactory progress, pursue their research for
  - at least one year, if they are enrolled on a full-time basis, or
  - at least two years, if they are enrolled a part-time or mixed mode basis.
- Enrolment is approved, in the first instance

- (a) for a maximum of two years if the candidate is enrolled on a full-time basis,  
or
  - (b) for a maximum of four years if the candidate is enrolled on a part-time or mixed mode basis.
9. Candidates may apply to the Postgraduate Studies Committee for extensions of enrolment.
  10. The Postgraduate Studies Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate satisfactory progress or comply with any regulations or policies which relate to enrolment for the degree.
  11. A candidate may apply to the Postgraduate Studies Committee for a suspension from enrolment for a maximum of one year. A candidate is not entitled to access to supervision or any University resources during a period of suspension.
  12. Candidates must submit six-monthly reports on the progress of their research work.
  13. An MPhil thesis may consist of either published or unpublished material, or a combination of both and must be presented within the term of enrolment.
  14. A candidate must indicate in the thesis any part that has been used or presented for any other degree.
  15. Candidates must comply with the Dissertations and Theses Regulations 2005 which set out the University's requirements with respect to the submission and presentation of theses.
  16. The Postgraduate Studies Committee appoints an examiner who is external to the University and not directly connected with the candidate or the candidate's research.
  17. The Postgraduate Studies Committee makes a final decision on the award of the degree. On the basis of the final report of the examiner, the Postgraduate Studies Committee will resolve either
    - (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 six 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 examiner to the Postgraduate Studies Committee, 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.
  18. A candidate will be permitted to revise and re-submit a thesis only once.
  19. Candidates who have concerns about standards of supervision or who wish to appeal against any process or decision of a supervisor, pro-Dean, Dean, or the Postgraduate Studies Committee with respect to their registration or the examination process may do so in writing to the Chairperson of the Postgraduate Studies Committee. If the matter is not resolved by the Chairperson of the Postgraduate Studies Committee to the satisfaction of the candidate, the candidate may refer his or her appeal to the Vice-Chancellor. The Vice-Chancellor will appoint a person or panel to investigate and will make a final decision based on the report of that person or panel.
  20. These regulations may be varied or waived by the Postgraduate Studies Committee under delegated authority of the Academic Board.

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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 are set out in the Handbook for the Master of Philosophy and Doctorates at the University of Waikato, which also includes information about administration matters and is available on request from the Postgraduate Studies Office. Both regulations set out below and the formal policies and procedures set out in the Handbook for the Master of Philosophy and Doctorates at the University of Waikato are administered by the University's Postgraduate Studies Committee by delegated authority of the Academic Board. Any changes to these regulations, or to the formal policies and procedures, are subject to approval by the Academic Board.

### Regulations for the Degree of Doctor of Philosophy (PhD)

- 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
  - critically investigates an approved topic of substance and significance, and
  - demonstrates expertise in the methods of research and scholarship, and
  - displays intellectual independence, and
  - makes a substantial original contribution to the subject area concerned and is of publishable quality.
- To qualify to enrol for the PhD, a candidate must
  - have qualified for the award of a bachelors degree with honours or a masters degree, and must have achieved at least second class honours (first division) or distinction, or
  - have qualified for the degree of Master of Philosophy, or
  - have enrolled for the degree of Master of Philosophy and demonstrated that he or she is able to transfer to the PhD, or
  - have passed qualifying papers at a satisfactory level, or
  - in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Studies Committee that he or she has adequate skills and knowledge to proceed with the proposed research.
- Applicants for the PhD must apply on the prescribed form which is available from the Postgraduate Studies Office.
- Applications to enrol for the PhD and the conditions of enrolment are subject to approval by the Postgraduate Studies Committee under delegated authority of the Academic Board.
- As one of the preconditions for the approval of an application to enrol, the Postgraduate Studies Committee will establish that the necessary supervision and resources can be provided for the chosen topic. If either prior to, or at any time during the study period the University encounters staffing or resource difficulties beyond its control which impact on the availability of resources or supervision for a student's PhD research, it will make all reasonable efforts, within budget and staffing constraints, to provide satisfactory arrangements so as not to disadvantage any affected student. Because of the specialist nature of research and supervision at this level, however, the University cannot guarantee that under such circumstances, a student's conditions of enrolment will not be subject to change.
- For each PhD candidate, the Postgraduate Studies Committee appoints a supervisory panel, one member of which is a continuing staff member of the University and the chief supervisor. Normally, a second member of the panel is also a continuing staff member of the University.
- Candidates whose applications to enrol for the PhD are approved by the Postgraduate Studies Committee must enrol in the relevant Faculty or School of

- Studies and, subject to satisfactory progress, pursue their research for
- (a) at least two years, if they are enrolled on a full-time basis, or
  - (b) at least four years, if they are enrolled a part-time or mixed mode basis.
8. Enrolment is approved, in the first instance
    - (a) for a maximum of four years if the candidate is enrolled on a full-time basis, or
    - (b) for a maximum of eight years if the candidate is enrolled on a part-time or mixed mode basis.
  9. Enrolment of all new candidates for the PhD approved by the Postgraduate Studies Committee is conditional for an initial period of six months. Confirmation of enrolment by the Postgraduate Studies Committee after the initial period of six months is subject to the submission by the candidate of
    - (a) an acceptable research plan and
    - (b) a report by the supervisors recommending confirmation of enrolment.
  10. Candidates may apply to the Postgraduate Studies Committee for a six month extension to the conditional enrolment period. If the candidate's enrolment is not confirmed within 12 months of initial enrolment it will be terminated.
  11. The Postgraduate Studies Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate satisfactory progress or comply with any regulations or policies which relate to enrolment for the degree.
  12. A candidate may apply to the Postgraduate Studies Committee for a suspension from enrolment for a maximum of one year. A candidate is not entitled to access to supervision or any University resources during a period of suspension.
  13. Candidates must submit six-monthly reports on the progress of their research work.
  14. A PhD thesis may consist of either published or unpublished material, or a combination of both and must be presented within the term of enrolment.
  15. A candidate must indicate in the thesis any part that has been used or presented for any other degree.
  16. Candidates must comply with the Dissertations and Theses Regulations 2005 which set out the University's requirements with respect to the submission and presentation of theses.
  17. The Postgraduate Studies Committee 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.
  18. Provided that at least half of the examiners recommend that the thesis be accepted, an oral examination of the candidate is conducted.
  19. The Postgraduate Studies Committee 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 Postgraduate Studies Committee may resolve either
    - (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 substantial 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 six 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.
  20. A candidate may revise and re-submit a thesis only once.
  21. A candidate may apply to the Postgraduate Studies Committee at any time between enrolment and submission of the thesis to transfer from a PhD to an MPhil.
  22. Candidates who have concerns about standards of supervision or who wish to appeal against any process or decision of a supervisor, pro-Dean, Dean, or the Postgraduate Studies Committee with respect to their registration or the examination process may do so in writing to the Chairperson of the Postgraduate Studies Committee. If the matter is not resolved by the Chairperson of the Postgraduate Studies Committee to the satisfaction of the candidate, the candidate may refer his or her appeal to the Vice-Chancellor. The

- Vice-Chancellor will appoint a person or panel to investigate and will make a final decision based on the report of that person or panel.
23. These regulations may be varied or waived by the Postgraduate Studies Committee under delegated authority of the Academic Board.

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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 are set out in the Handbook for the Master of Philosophy and Doctorates at the University of Waikato, which also includes information about administration matters and is available on request from the Postgraduate Studies Office. Both regulations set out below and the formal policies and procedures set out in the Handbook for the Master of Philosophy and Doctorates at the University of Waikato are administered by the University's Postgraduate Studies Committee by delegated authority of the Academic Board. Any changes to these regulations, or to the formal policies and procedures, are subject to approval by the Academic Board.

### Regulations for the Degree of Doctor of Education (EdD)

1. 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:
  - 1.1 Part 1 - Research Portfolio  
Candidates must gain a pass grade in the paper DSOE995 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 subject area concerned and is of publishable quality.
2. To qualify to enrol for the EdD, candidates 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. Candidates must also
  - (a) have qualified for the award of a bachelors degree with honours or a masters degree, and must have achieved at least second class honours (first division) or distinction, or
  - (b) have qualified for the award of the degree of Master of Philosophy, or
  - (c) have passed qualifying papers at a satisfactory level, or
  - (d) in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Studies Committee that he or she has adequate skills and knowledge to proceed with the proposed research.
3. Candidates for the EdD must apply on the prescribed form which is available from the Postgraduate Studies Office.
4. Applications to enrol for the EdD and the conditions of enrolment are subject to approval by the Postgraduate Studies Committee under delegated authority of the Academic Board.
5. As one of the preconditions for the approval of an application to enrol, the Postgraduate Studies Committee will establish that the necessary supervision and resources can be provided for the chosen research topic. If either prior to, or at any time during the study period the University encounters staffing or resource difficulties beyond its control which impact on the availability of resources or supervision for a student's EdD research, it will make all reasonable efforts, within budget and staffing constraints, to provide satisfactory arrangements so as not to disadvantage any affected student. Because of the



- specialist nature of research and supervision at this level, however, the University cannot guarantee that under such circumstances, a student's conditions of enrolment will not be subject to change.
6. Candidates whose applications to enrol for the EdD are approved by the Postgraduate Studies Committee must enrol in the School of Education and, subject to satisfactory progress, pursue their coursework and research for
    - (a) at least three years, if they are enrolled on a full-time basis, or
    - (b) at least six years, if they are enrolled on a part-time or mixed mode basis.
  7. Enrolment is approved, in the first instance
    - (a) for 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) for 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 or mixed mode basis.
  8. Initial enrolment is in Part 1. When the Dean of the School of Education has confirmed that candidates have passed Part 1 to the prescribed standards, candidates may apply for enrolment in Part 2.
  9. On the recommendation of the Dean of the School of Education, candidates who have completed Part 1 but whose results are not yet confirmed may be permitted to apply to the Postgraduate Studies Committee for conditional enrolment in Part 2. Confirmation of enrolment by the Postgraduate Studies Committee is subject to confirmation that the candidate has passed Part 1 to the prescribed standards.
  10. For each candidate who proceeds to Part 2 of the EdD, the Postgraduate Studies Committee appoints a supervisory panel, one member of which is a continuing staff member of the University and the chief supervisor. Normally, a second member of the panel is also a continuing staff member of the University.
  11. Candidates are required to maintain continuous enrolment throughout the entire period of their degree.
  12. Notwithstanding section 11 of these regulations, candidates may apply to the Postgraduate Studies Committee for three-month periods of suspension of enrolment up to a maximum of one year in Part 1 and one year in Part 2. Candidates are not entitled to access supervision or any University resources during a period of suspension.
  13. Candidates may apply to the Postgraduate Studies Committee for extension of enrolment.
  14. The Postgraduate Studies Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate satisfactory progress or comply with any regulations or policies which relate to enrolment for the degree.
  15. Candidates enrolled for Part 2 of the EdD must submit six-monthly reports on the progress of their research work.
  16. An EdD thesis may consist of either published or unpublished material, or a combination of both, and must be presented within the term of enrolment.
  17. Candidates must indicate in the thesis any component that has been used or presented for any other degree.
  18. Candidates must comply with the Dissertations and Theses Regulations 2005 which set out the University's requirements with respect to the submission and presentation of theses.
  19. The Postgraduate Studies Committee 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.
  20. Provided that at least half of the examiners recommend that the thesis be accepted, an oral examination of the candidate is conducted.
  21. The Postgraduate Studies Committee 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 Postgraduate Studies Committee will resolve either
    - (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 six 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.
22. Candidates will be permitted to revise and re-submit a thesis only once.
  23. 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 Education to transfer to the Postgraduate Diploma of Education
  24. Candidates may apply to the Dean of the School of Education, at any time during Part 2 of the EdD before submission of the thesis, to transfer to the MEd.
  25. Candidates may apply to the Postgraduate Studies Committee, at any time during Part 2 of the EdD before submission of the thesis, to transfer to the MPhil.
  26. Candidates who have concerns about standards of supervision or who wish to appeal against any process or decision of a supervisor, pro-Dean, Dean, or the Postgraduate Studies Committee with respect to their registration or the examination process may do so in writing to the Chairperson of the Postgraduate Studies Committee. If the matter is not resolved by the Chairperson of the Postgraduate Studies Committee to the satisfaction of the candidate, the candidate may refer his or her appeal to the Vice-Chancellor. The Vice-Chancellor will appoint a person or panel to investigate and will make a final decision based on the report of that person or panel.
  27. These regulations may be varied or waived by the Postgraduate Studies Committee under delegated authority of the Academic Board.

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## Regulations for the Degree of Doctor of Juridical Science (SJD)

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1. 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:
  - 1.1 Part 1 - Research Portfolio  
Candidates must gain a pass grade in the paper LAWS995 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 subject area and is of publishable quality.
2. To qualify to enrol for the SJD, candidates must
  - (a) have qualified for the award of a bachelors degree with honours or a masters degree, and must have achieved at least second class honours (first division) or distinction, or
  - (b) have qualified for the award of the degree of Master of Philosophy, or
  - (c) have passed qualifying papers at a satisfactory level, or
  - (d) in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Studies Committee that he or she has adequate skills and knowledge to proceed with the proposed research.
3. Candidates for the SJD must apply on the prescribed form which is available from the Postgraduate Studies Office.
4. Applications to enrol for the SJD and the conditions of enrolment are subject to approval by the Postgraduate Studies Committee under delegated authority of the Academic Board.
5. As one of the preconditions for the approval of an application to enrol, the Postgraduate Studies Committee will establish that the necessary supervision and resources can be provided for the chosen topic. If either prior to, or at any time during the study period the University encounters staffing or resource difficulties beyond its control which impact on the availability of resources or supervision for a student's SJD research, it will make all reasonable efforts, within budget and staffing constraints, to provide satisfactory arrangements so as not to disadvantage any affected student. Because of the specialist nature of research and supervision at this level, however, the University cannot guarantee that under such circumstances, a student's conditions of enrolment will not be subject to change.
6. Candidates whose applications to enrol for the SJD are approved by the Postgraduate Studies Committee must enrol in the School of Law and, subject to satisfactory progress, pursue their coursework and research for
  - (a) at least three years, if they are enrolled on a full-time basis, or
  - (b) at least six years, if they are enrolled on a part-time or mixed mode basis.
7. Enrolment is approved, in the first instance
  - (a) for 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) for 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 or mixed mode basis.

8. Initial enrolment is in Part 1. When the Dean of the School of Law has confirmed that candidates have passed Part 1 to the prescribed standards, candidates may apply for enrolment in Part 2.
9. On the recommendation of the Dean of the School of Law, candidates who have completed Part 1 but whose results are not yet confirmed may be permitted to apply to the Postgraduate Studies Committee for conditional enrolment in Part 2. Confirmation of enrolment by the Postgraduate Studies Committee is subject to confirmation that the candidate has passed Part 1 to the prescribed standards.
10. For each candidate who proceeds to Part 2 of the SJD, the Postgraduate Studies Committee appoints a supervisory panel, one member of which is a continuing staff member of the University and the chief supervisor. Normally, a second member of the panel is also a continuing staff member of the University.
11. Candidates are required to maintain continuous enrolment throughout the entire period of their degree.
12. Notwithstanding section 11 of these regulations, candidates may apply to the Postgraduate Studies Committee for three-month periods of suspension of enrolment up to a maximum of one year in Part 1 and one year in Part 2. Candidates are not entitled to access supervision or any University resources during a period of suspension.
13. Candidates may apply to the Postgraduate Studies Committee for extension of enrolment.
14. The Postgraduate Studies Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate satisfactory progress or comply with any regulations or policies which relate to enrolment for the degree.
15. Candidates enrolled for Part 2 of the SJD must submit six-monthly reports on the progress of their research work.
16. An SJD thesis may consist of either published or unpublished material, or a combination of both, and must be presented within the term of enrolment.
17. Candidates must indicate in the thesis any component that has been used or presented for any other degree.
18. Candidates must comply with the Dissertations and Theses Regulations 2005 which set out the University's requirements with respect to the submission and presentation of theses.
19. The Postgraduate Studies Committee 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.
20. Provided that at least half of the examiners recommend that the thesis be accepted, an oral examination of the candidate is conducted.
21. The Postgraduate Studies Committee 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 Postgraduate Studies Committee will resolve either
  - (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 six 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 Education or Master of Philosophy, or
  - (f) that the candidate has failed to meet the required standard and that no degree be awarded.
22. Candidates will be permitted to revise and re-submit a thesis only once.
23. 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 School of Law to transfer to the Master of Laws.
24. Candidates may apply to the Dean of the School of Law, at any time during Part 2 of the SJD before submission of the thesis, to transfer to the LLM.
25. Candidates may apply to the Postgraduate Studies Committee, at any time during Part 2 of the SJD before submission of the thesis, to transfer to the MPhil.

26. Candidates who have concerns about standards of supervision or who wish to appeal against any process or decision of a supervisor, pro-Dean, Dean, or the Postgraduate Studies Committee with respect to their registration or the examination process may do so in writing to the Chairperson of the Postgraduate Studies Committee. If the matter is not resolved by the Chairperson of the Postgraduate Studies Committee to the satisfaction of the candidate, the candidate may refer his or her appeal to the Vice-Chancellor. The Vice-Chancellor will appoint a person or panel to investigate and will make a final decision based on the report of that person or panel.
27. These regulations may be varied or waived by the Postgraduate Studies Committee under delegated authority of the Academic Board.

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## Regulations for the Degrees of Doctor of Laws (LLD), Doctor of Literature (DLit) and Doctor of Science (DSc)

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1. The Degree of Doctor of Laws<sup>1</sup>, Doctor of Literature or Doctor of Science shall be awarded for original work of special excellence in the appropriate field of knowledge and published in a scholarly journal, monograph, or book available to the general public.
2. A candidate for the Degree of Doctor of Laws, Doctor of Literature or Doctor of Science shall be a graduate of the University of Waikato or of the University of New Zealand or shall have been granted the right to proceed to that degree under the regulations for admission ad eundem statum.
3. No candidate shall present himself or herself for the Degree of Doctor of Laws, Doctor of Literature or Doctor of Science until at least ten years after graduation to his or her first degree.
4. A candidate for the degree shall forward his or her application to the Director of the Student and Academic Services Division accompanied by
  - (a) four copies of the published work on which the application is based, one of which shall be bound in the form prescribed for presentation to the Library, and
  - (b) a short discourse on the nature of the candidate's work, and
  - (c) a statutory declaration which shall
    - (i) state the extent to which the work is the candidate's own, and (in the case of a conjoint work) identify as clearly as possible which Levels are the candidate's own, and
    - (ii) state what portion (if any) of the work submitted has been previously presented for a degree or diploma of the University of Waikato or any other university, and
    - (iii) declare that the work in substantially its present form has not been previously accepted for the award of a degree or diploma in this or any other university and is not being concurrently submitted for a degree or diploma in any other university.
  - (d) the charge prescribed in the Fees and Charges section published in the University of Waikato Calendar.
5. Upon receiving the application, the Academic Board may at its discretion appoint a moderator who shall submit to the Director of the Student and Academic Services Division a preliminary report on the candidate's work and a recommendation as to whether the examination should proceed or whether the candidate should be advised to withdraw the application. A candidate shall not be obliged to withdraw the application if so advised, but withdrawal upon such advice shall entitle him or her to the refund of two-thirds of the fee (excluding GST) required under section 4(d) of these regulations.
6. If the examination is to proceed, the candidate's work shall be submitted to three examiners appointed by the Academic Board, at least two of whom shall be external to the University. Each examiner shall
  - (a) report independently on the quality of the work and its value as a significant contribution to learning, and
  - (b) recommend to the Academic Board whether or not the degree should be awarded, provided that where the recommendation is that the degree should not be awarded the examiner may recommend that the candidate be allowed to re-present his or her work supplemented by additional published work. A re-presentation permitted by the Academic Board under this regulation shall be accompanied by a further full examination charge.

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1. The Diploma in Legal Executive Studies comprises two parts.
2. Part One is the New Zealand Law Society Legal Executives Certificate.
3. The requirements for completion of Part One of the Diploma, namely the New Zealand Law Society Legal Executives Certificate, are as determined by the New Zealand Law Society.
4. In order to qualify to enrol in Part Two of the Diploma, candidates must have completed
  - (a) Part One of the Diploma, namely the New Zealand Law Society Legal Executives Certificate, and
  - (b) the equivalent of at least three years full-time work experience as a legal executive or in a profession considered by the Academic Board to be equivalent.
5. In order to complete Part Two, candidates must gain a total of 120 points at Level 2 or above as prescribed for the Diploma in the University of Waikato Calendar.
6. The Academic Board may vary or waive these regulations in individual cases.

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## The Graduate Diploma in Applied Science

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The Graduate Diploma in Applied Science is open to graduates who wish to broaden and deepen their knowledge of a selected and limited area of applied science which may cross the traditional boundaries between recognised disciplines. The diploma programme is also intended to serve the needs of experienced scientists who may wish to extend their knowledge, bring it up to date or acquire a qualification in selected areas of study. The requirements for the diploma must be completed within one year of full-time or two years of part-time study.

Candidates are required to complete three components:

1. 30 points at Level 5 which will normally be an existing paper
2. a directed programme of study, which may be one existing Level 5 paper (30 points) with such additional work as is appropriate, or which may be some combination of whole or part papers above Level 1 such that its components shall be equivalent to at least 30 points at Level 2, 3 or 4, and
3. a report of an investigation (equivalent to 60 points at Level 5).

The report is a major part of the requirements but it is not intended to be a piece of original research; rather it is the result of an investigation of a situation or problem to which scientific expertise may be applied. The report should take a form appropriate to its topic; thus it may have the form of an environmental impact report, or be designed as a submission to a planning tribunal. The report must not exceed 20,000 words of text; it must be typed and bound in stiff covers. The candidate will be required to present orally a review of the investigation. The investigation and report preparation will represent four months of full-time work. A director of studies will be appointed for each candidate by the chairperson of department, who is responsible for the majority of the work of the candidate. The programme of study of each candidate must be approved by the chairperson of department before a candidate's enrolment is accepted. Intending candidates are advised, therefore, to consult appropriate chairpersons of departments before seeking enrolment.

Prescriptions for the topics offered in any given year are shown under subject headings in the Calendar.

### Regulations for the Graduate Diploma in Applied Science (GradDipAppSc)

1. Every candidate for the Graduate Diploma in Applied Science shall
  - (a) have qualified for the award of the degree of Bachelor of Science of the University of Waikato, or
  - (b) have been granted the right to proceed to the diploma under the admission ad eundem statum regulations, or
  - (c) in exceptional circumstances, have produced other evidence to the satisfaction of the Academic Board that he or she has adequate training and ability to proceed to the diploma.  
Provided that with the special approval of the Academic Board and under such conditions as the Board may prescribe in each case, a person who
  - (d) has completed the minimum requirement for the degree of Bachelor of Science of the University in the major subject or subjects, being the subject or subjects he or she is presenting for the Diploma in Applied Science, and
  - (e) has no more than 20 points left to complete the requirements of that bachelors degree of the University,  
may be permitted to be a candidate for the diploma with a maximum period of study of one year but shall be deemed not to have qualified for the award of the diploma until such time as he or she has also qualified for admission to the degree of Bachelor of Science.

2. Every candidate for the diploma shall be enrolled in the School of Science and Engineering and thereafter shall follow to the satisfaction of the Academic Board a programme of full-time study for one year or part-time study for two years from the date of first enrolment for the diploma.  
A candidate will not normally be allowed to transfer from full-time to part-time enrolment.
3. The programme of study of each candidate shall be determined by the Academic Board in the light of his or her prior studies and experience and of the topic selected for the diploma.
4. Every candidate shall complete to the satisfaction of the Academic Board such class work, practical work, assignments, tests, reports, and oral and written examinations as may be required in any paper being taken, and shall normally be required to gain a pass in every paper presented for the diploma.
5. The subjects in which the diploma may be offered are:
  - Biological Sciences
  - Chemistry
  - Computer Science
  - Earth Sciences
  - Materials and Process Engineering
  - Mathematics
  - Physics
  - Science and Technology Education
  - Statistics

The topics for the diploma shall be listed in the Calendar of the University of Waikato. Not all topics listed will be offered in every year.
6. Every candidate shall complete satisfactorily
  - (a) 30 points in an approved paper at Level 5
  - (b) one directed programme of study equivalent to 30 points at Level 2, 3 or 4, and
  - (c) a written report of an investigation of an approved topic (equivalent to 60 points at Level 5).

If Science and Technology Education is taken as a subject for the diploma, at least one-third of the overall diploma content must be in one of the other subjects listed in section 5 of these regulations.
7. The report of an investigation shall take a form appropriate to the topic and the candidate shall also be required to present orally a review of his or her investigation. One copy of this report shall be submitted to the Director of the Student and Academic Services Division at the conclusion of the period of study.
8. The diploma shall be awarded to successful candidates without classification.
9. Notwithstanding anything to the contrary in these regulations the Academic Board may in individual cases dispense with or suspend any requirement of sections 2, 6 and 7 of these regulations if it deems it appropriate to do so.

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The Graduate Diploma in Arts is available to graduates who have not included the subject they wish to take for the diploma at an advanced level in their first degree.

### Regulations for the Graduate Diploma in Arts (GradDipArts)

1. Candidates for the Graduate Diploma in Arts must have qualified for the award of a bachelors degree of the University of Waikato, or for a qualification considered by the Academic Board to be equivalent.
2. In exceptional circumstances, candidates who do not meet the requirements of section 1 of these regulations may be accepted into the diploma if they have the training, experience and ability which the Academic Board considers suitable for the diploma.
3. Every candidate for admission to the diploma must be accepted by the chairperson of the relevant subject or convenor of the relevant specified programme.
4. Candidates must enrol and follow an approved programme of study for at least one year.<sup>1</sup>
5. Candidates enrolling in the subjects listed in section 7(a) of these regulations will enrol in the Faculty of Arts and Social Sciences. Candidates enrolling in the subjects listed in section 7(b) will enrol in the School of Māori and Pacific Development.
6. Every candidate must gain 120 points in one of the subjects for the diploma, including at least 60 points at Level 3. The programme of study must comply with the particular requirements of a BA major in the relevant subject, as set out in the Calendar.
7. The subjects for the diploma are:
  - (a) American Studies
  - Asian Studies
  - Chinese
  - Education Studies
  - English
  - French
  - German
  - History
  - Japanese
  - Linguistics
  - Mathematics
  - Music
  - New Zealand Studies/Akoranga Aotearoa
  - Philosophy
  - Political Science
  - Religious Studies
  - Screen and Media Studies
  - Spanish
  - Theatre Studies
  - (b) Te Reo Māori/Māori Language
  - Tikanga Māori/Māori Cultural Studies
8. A candidate may be permitted to credit towards the diploma, papers passed prior to enrolment as a diploma candidate, provided that these papers have not been counted previously towards another qualification.
9. The diploma will be awarded without classification as to honours and distinction.
10. The Academic Board or delegated authority may vary or waive these regulations in individual cases.

*Note:*

- 1. Prerequisites in some subjects may mean that this qualification cannot be completed in one year.*

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## Regulations for the Graduate Diploma in Dispute Resolution (GradDipDR)

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1. Candidates for the Graduate Diploma in Dispute Resolution must have qualified for the award of a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent.
2. In exceptional circumstances, candidates who do not meet the requirements of section 1 of these regulations may be accepted for the diploma provided that they have produced other evidence which satisfies the Academic Board that they have adequate training, experience and ability to proceed to the diploma programme, on such terms as the Academic Board may prescribe with respect to any qualifying papers or additional work which must be completed, either prior to admission or concurrently.
3. Admission to the diploma is at the discretion of the Dean of Law.
4. Candidates must enrol and follow an approved programme of study in the School of Law for at least one year.
5. Every candidate must gain 120 points, including at least 60 points above Level 2, as prescribed for the diploma in the Law entry in the Calendar.
6. A candidate may be permitted to credit towards the diploma papers passed prior to enrolment as a diploma candidate, provided that these papers have not been counted previously towards another qualification.
7. A candidate who has previously counted towards another qualification a paper prescribed for the diploma may be permitted to substitute an alternative paper from the list of papers prescribed for the GradDipDR.
8. The diploma will be awarded without classification as to honours or distinction.
9. The Academic Board or delegated authority may vary or waive these regulations in individual cases.

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## Regulations for the Graduate Diploma in Education (GradDipEd)

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### Admission

- Candidates for the Graduate Diploma in Education will normally have
  - qualified for the award of a bachelors degree of the University of Waikato, or a qualification considered by the Academic Board to be equivalent, and
  - produced evidence of having gained the necessary professional experience as defined in the Graduate Studies Handbook or in the School of Education Graduate Programmes section of the Calendar.
- In exceptional circumstances, candidates without the requirements specified in section 1 of these regulations may be accepted into a diploma programme, subject to the completion of any coursework or the passing of any papers under terms and to standards determined by the Academic Board.

### Requirements for the graduate diploma

- Candidates must enrol and follow a programme of study in the School of Education of not less than one year.
- The Graduate Diploma in Education may be awarded unendorsed or endorsed with one of the following specialisations:
  - Adult Education and Training (AdEdT)
  - Pōkairua Kaupae-rua Whakaako mo te Māori/Māori Medium Teaching (MāoriMedTchg)
- Candidates must complete a total of at least 120 points including at least 60 points above Level 2, or 120 points at Level 7, from those listed for the relevant programme or some other cognate subject prescribed for a degree of the University of Waikato.
- The programme of study of each candidate shall require the approval of the Academic Board.

### Exemptions and credit transfers

- A candidate may be permitted to credit towards the diploma papers passed prior to enrolment as a diploma candidate, provided that these papers have not been counted previously towards another qualification.
- The Academic Board or delegated authority may vary or waive these regulations in individual cases.

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1. Candidates for the Graduate Diploma in Information Technology must have qualified for the award of a bachelors degree of the University of Waikato or for a qualification considered by the Academic Board to be equivalent.
2. In exceptional circumstances, candidates who do not meet the requirements of section 1 of these regulations may be accepted into the GradDipInfoTech programme provided that they complete any coursework, or pass any papers, under terms and to standards determined by the Academic Board.
3. With the special approval of the Academic Board, candidates in their final year of study for a bachelors degree of the University, who have no more than 40 points left to complete the requirements for a qualification as specified in section 1 of these regulations, may be permitted by the Academic Board to enrol concurrently in the GradDipInfoTech.
4. Candidates must enrol, and follow a programme of study, in the School of Computing and Mathematical Sciences for at least one year.
5. Candidates must gain at least 120 points above Level 1, including at least 60 points above Level 2. One of the Level 2 papers must be COMP208 or its equivalent. In addition, students planning to proceed to postgraduate study in Computer Science must include COMP209 in their programmes. All papers must be in Computer Science.
6. The prescriptions for the papers are set out in the Calendar of the University of Waikato.
7. The Academic Board or delegated authority may vary or waive these regulations in individual cases.

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1. Candidates for the Graduate Diploma in Mathematics must have qualified for the award of a bachelors degree of the University of Waikato or for a qualification considered by the Academic Board to be equivalent.
2. In exceptional circumstances, candidates who do not meet the requirements of section 1 of these regulations may be accepted into the GradDipMath programme provided that they complete any coursework, or pass any papers, under terms and to standards determined by the Academic Board.
3. With the special approval of the Academic Board, candidates in their final year of study for a bachelors degree of the University, who have no more than 40 points left to complete the requirements for a qualification as specified in section 1 of these regulations, may be permitted by the Academic Board to enrol concurrently in the GradDipMath.
4. Candidates must enrol and follow an approved programme of study in the School of Computing and Mathematical Sciences for at least one year.
5. Candidates must gain at least 120 points above Level 1, including at least 60 points above Level 2. At least 80 points must be in Mathematics. A maximum of 40 points may be selected from another subject with the approval of the Academic Board.
6. The prescriptions for the papers are set out in the Calendar of the University of Waikato.
7. The Academic Board or delegated authority may vary or waive these regulations in individual cases.

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1. A candidate for the diploma shall have qualified for the award of a bachelors degree in Law or for a qualification considered by the Academic Board to be equivalent.
2. Admission to the diploma is at the discretion of the Dean of Law.
3. A candidate shall enrol and follow a programme of study, to be approved by the Dean of Law, for not less than one year.
4. A candidate must gain 120 points including at least 60 points at Level 3 or 4. At least 80 points must be in Law, including 60 points above Level 1 of which 40 points must be at Level 4.
5. The diploma will be awarded without classification as to honours or distinction.
6. The Academic Board or delegated authority may vary or waive these regulations in individual or exceptional cases.

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## The Graduate Diploma in Screen and Media Studies

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The Graduate Diploma in Screen and Media Studies is intended primarily for graduates who have undertaken an appropriate programme for their first degree, but have not advanced Screen and Media Studies as a major subject. In the case of a candidate who has majored in Screen and Media Studies, and who wishes to proceed to the diploma, prior approval must be obtained from the Dean of Arts and Social Sciences.

### Regulations for the Graduate Diploma in Screen and Media Studies (GradDipSMSt)

1. Every candidate for the diploma shall
  - (a) have satisfied the requirements for a university degree approved for the purpose by the Academic Board, or
  - (b) have been granted the right to proceed to the diploma under the admission ad eundem statum regulations, or
  - (c) in exceptional circumstances, have produced other evidence which satisfies the Academic Board that he or she has adequate training and ability to proceed to the diploma programme on such terms as the Academic Board may prescribe with respect to any qualifying papers or additional work which must be completed either prior to admission or concurrently.

A candidate who is admitted to the diploma programme under section 1(c) shall not be deemed to have qualified for the award of the diploma until such time as he or she has satisfactorily completed any required qualifying papers or additional work.
2. Every candidate for the diploma shall be enrolled in the Faculty of Arts and Social Sciences and thereafter shall follow to the satisfaction of the Academic Board an individual but coherent and integrated programme of study of not less than one year and shall complete the programme within three years of enrolling for the diploma.
3. The programme of study of each candidate shall require the approval of the Dean of Arts and Social Sciences.
4. Every candidate shall
  - (a) complete to the satisfaction of the Academic Board such class work, practical work, assignments, tests, reports, and oral and written examinations as may be required in any paper being undertaken, and
  - (b) gain a pass in every paper presented for the diploma.
5. Every candidate shall complete satisfactorily a programme of study equivalent to 120 points as set out in the schedule in the Calendar of the University of Waikato, including at least 60 points at Level 3, and fulfilling the core requirements for the diploma as set out in the schedule of papers.
6. The papers for the diploma and their prescriptions shall be defined in the Calendar of the University of Waikato.
7. A candidate may be permitted to count towards the diploma, papers passed prior to enrolment as a diploma candidate, provided that these papers have not previously been counted towards another qualification. In assessing whether credit may be given in particular cases, the following principle will be taken into account: every candidate must complete at least 80 points from the papers prescribed as diploma papers while enrolled as a diploma candidate at the University of Waikato.
8. The diploma shall be awarded without classification as to honours or distinction.
9. Notwithstanding the provisions of these regulations, if it is deemed appropriate in individual cases, the Dean of Arts and Social Sciences may approve on behalf of

the Academic Board a programme of study other than that prescribed in section 5 of these regulations.

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## Regulations for the Graduate Diploma in Social Sciences (GradDipSocSc)

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1. The Graduate Diploma in Social Sciences is available to graduates who have not included the subject they are taking for the diploma at an advanced level in their first degree.
2. Every candidate for the Graduate Diploma in Social Sciences must have qualified for the award of a bachelors degree of the University of Waikato or for a qualification considered by the Academic Board to be equivalent.
3. In exceptional circumstances, candidates who do not meet the requirements of section 2 of these regulations may be accepted into the diploma if they have the training, experience and ability which the Academic Board considers suitable for the diploma.
4. Every candidate for admission to the diploma must be accepted by the chairperson of the relevant subject or convenor of the relevant specified programme.
5. Candidates must enrol and follow a programme of study in the Faculty of Arts and Social Sciences for at least one year. The programme of study must comply with the particular subject requirements as set out in the Calendar.
6. Every candidate must gain 120 points in one of the subjects for the diploma, including at least 60 points at Level 3. The papers taken are to include those required for a BSocSc major in the subject.
7. The subjects for the diploma are:
  - Anthropology
  - Asian Studies
  - Cognitive Science<sup>1</sup>
  - Economics
  - Education Studies
  - Geography
  - History
  - Human Development
  - Industrial Relations and Human Resource Management
  - Labour Studies
  - Linguistics
  - Māori and Pacific Development
  - Philosophy
  - Political Science
  - Psychology
  - Public Policy
  - Resources and Environmental Planning
  - Social Policy
  - Sociology
  - Tikanga Māori/Māori Cultural Studies
  - Tourism Studies
  - Women's and Gender Studies
8. A candidate may be permitted to credit towards the diploma, papers passed prior to enrolment as a diploma candidate, provided that these papers have not been counted previously towards another qualification.
9. The diploma will be awarded without classification as to honours or distinction.
10. The Academic Board or delegated authority may vary or waive these regulations in individual cases.

### Note:

1. *Candidates may only enrol in a GradDipSocSc in this subject if they have already completed a sufficient number of the required papers, or papers*

*considered by the programme director to be equivalent to the required papers, for the subject during their undergraduate degree, thus enabling them to complete the remaining papers required for the subject within their diploma programme.*

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1. Candidates for the Graduate Diploma in Special Needs Resource Teaching (GradDipSNRT) must have
  - (a) qualified for the award of a Diploma of Teaching or a recognised teaching qualification, and
  - (b) had a minimum of three years work experience of a kind acceptable to the Programme Director, and
  - (c) been accepted as a candidate by the Programme Director.
2. The programme of study for the diploma shall comprise at least 40 points at Level 3 and at least 60 points at Level 5, as prescribed in the schedule in the Calendar.
3. Every candidate shall complete the requirements for the diploma within four years of first enrolment, provided that this period may at any time in special cases be extended by the Dean of Education.
4. The prescriptions for the programme of study shall be as defined in the Calendar.

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## Regulations for the Graduate Diploma in Sport and Leisure Studies (GradDipSpLS)

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### Admission

1. Candidates for the Graduate Diploma in Sport and Leisure Studies will normally have qualified for the award of a bachelors degree of the University of Waikato, or a qualification considered by the Academic Board to be equivalent.
2. In exceptional circumstances, candidates without the requirements specified in section 1 of these regulations may be accepted into the diploma programme, subject to the completion of any coursework or the passing of any papers under terms and to standards determined by the Academic Board.

### Requirements for the graduate diploma

3. Candidates must enrol and follow a programme of study in the School of Education of not less than one year.
4. Candidates must complete a total of at least 120 points including at least 60 points above Level 2 from Sport and Leisure Studies. A maximum of 40 points may be selected from another subject.
5. The programme of study of each candidate shall require the approval of the Academic Board.

### Exemptions and credit transfers

6. A candidate may be permitted to credit towards the diploma papers passed prior to enrolment as a diploma candidate, provided that these papers have not been counted previously towards another qualification.
7. The Academic Board or delegated authority may vary or waive these regulations in individual cases.

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1. Candidates for the Graduate Diploma in Statistics must have qualified for the award of a bachelors degree of the University of Waikato or for a qualification considered by the Academic Board to be equivalent.
2. In exceptional circumstances, candidates who do not meet the requirements of section 1 of these regulations may be accepted into the GradDipStats programme provided that they complete any coursework, or pass any papers, under terms and to standards determined by the Academic Board.
3. With the special approval of the Academic Board, candidates in their final year of study for a bachelors degree of the University, who have no more than 40 points left to complete the requirements for a qualification as specified in section 1 above, may be permitted by the Academic Board to enrol concurrently in the GradDipStats.
4. Candidates must enrol and follow an approved programme of study in the School of Computing and Mathematical Sciences for at least one year.
5. Candidates must gain at least 120 points above Level 1, including at least 60 points above Level 2. At least 80 points must be in Statistics. A maximum of 40 points may be selected from another subject with the approval of the Academic Board.
6. The prescriptions for the papers are set out in the Calendar of the University of Waikato.
7. The Academic Board or delegated authority may vary or waive these regulations in individual cases.

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## Regulations for the Graduate Diploma of Teaching (GradDipT)

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1. Every candidate for the diploma shall
  - (a) have 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) have been selected as a suitable person to train as a teacher, and
  - (c) complete the programme in one year.
2. Every candidate for the diploma must enrol in the School of Education and follow a one year programme of study to the satisfaction of the Academic Board.
3. The subject for the diploma is Professional Education.
4. Each programme of study must comply with the requirements of a stream, details of which are prescribed in the School of Education's Handbooks for the current year. The streams are:
  - Primary
  - Secondary
5. Each programme of study shall comprise not less than 120 points at Level 7.
6. Every candidate shall
  - (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 diploma.
  - (c) complete the programme in one year
7. The diploma shall be awarded without classification of honours or distinction.
8. The diploma shall be endorsed to indicate the particular stream completed by the candidate, from those defined in section 4 of these regulations.
9. The Academic Board may vary or waive these regulations in individual cases.

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## Diplomas in the Waikato Management School

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Three types of diploma programmes are offered in the Waikato Management School:

- Graduate diplomas are available to graduates or those with sufficient relevant experience who wish to study a selected area of management studies in which they did not major in an undergraduate degree.
- Postgraduate diplomas are available to graduates who wish to study a particular area of management studies at an advanced level, building on papers taken in an undergraduate degree.
- Other diplomas are offered as part of the Executive Education programme of the Waikato Management School and are available to graduates and those with relevant professional experience.

### Regulations for the Graduate Diplomas offered in the Waikato Management School

- Candidates for a diploma must have qualified for the award of a degree of the University of Waikato or for a qualification considered by the Academic Board to be equivalent.
- Candidates without the requirements of section 1 of these regulations may be accepted into the diploma programmes if they have the training, experience and ability which the Academic Board considers suitable for a diploma.
- Candidates accepted into the diploma programme under sections 1 or 2 of these regulations may be required to complete coursework or pass papers under terms and to standards determined by the Academic Board.
- Candidates must normally enrol and follow a programme of study in the Waikato Management School for at least one year.
- Candidates must comply with the requirements for a particular diploma as set out in the Waikato Management School Student Handbook. The named graduate diplomas are
  - Graduate Diploma in Accounting (GradDipAcc)
  - Graduate Diploma in Economics (GradDipEcon)
  - Graduate Diploma in Electronic Commerce (GradDipECom)
  - Graduate Diploma in Entrepreneurship and Innovation (GradDipEntre&Inn)
  - Graduate Diploma in Finance (GradDipFin)
  - Graduate Diploma in Human Resource Management (GradDipHRM)
  - Graduate Diploma in Information Systems Management (GradDipISM)
  - Graduate Diploma in International Management (GradDipIntMgt)
  - Graduate Diploma in Management (GradDipMgt)
  - Graduate Diploma in Management Communication (GradDipMgtComm)
  - Graduate Diploma in Management and Sustainability (GradDipMgtStn)
  - Graduate Diploma in Marketing (GradDipMrkt)
  - Graduate Diploma in Public Relations (GradDipPR)
  - Graduate Diploma in Strategic Management (GradDipStratMgt)
  - Graduate Diploma in Supply Chain Management (GradDipSCM)
  - Graduate Diploma in Tourism and Hospitality Management (GradDipTHMgt)
- Candidates must gain 120 points at Level 2 or above, including at least 60 points at Level 3 or above, as prescribed in the Calendar of the University of Waikato.
- Candidates must demonstrate competency in writing, as prescribed in the Waikato Management School Student Handbook.

8. Candidates may credit to a diploma appropriate University of Waikato papers completed prior to enrolment for the diploma, but may not cross-credit papers counted towards a completed qualification. Up to the equivalent of 40 points in undergraduate papers completed at another institution may be credited to a diploma at the discretion of the Dean of the Waikato Management School provided they have not been used in another qualification. In all cases, however, candidates must complete at least half of the diploma programme while enrolled as diploma candidates at the University of Waikato.
9. The Academic Board or delegated authority may vary or waive these regulations in individual cases.

### **Regulations for Postgraduate Diplomas in the Waikato Management School**

1. Candidates for a postgraduate diploma must have qualified for the award of a degree of the University of Waikato including such qualifying or prerequisite papers as may be deemed necessary for a particular diploma programme or for a qualification or have such experience considered by the Academic Board to be equivalent.
2. Where candidates are required to have specific experience in order to gain entry to a particular diploma, or must be employed in a position relevant to the field of study while undertaking the programme, the regulations are outlined in the appropriate Waikato Management School Handbook.
3. Candidates may be accepted into the diploma programme on the assessment of recognised prior learning, which may be supplemented with the completion of any course work or the passing of any papers under terms and to standards determined by the Academic Board.
4. Candidates must enrol and follow an approved programme of study in the Waikato Management School for at least one year.
5. Candidates must comply with the requirements for a particular diploma as set out in the Waikato Management School Student Handbook or the Executive Education section of the University Calendar. The named postgraduate diplomas are
  - 5.1 Postgraduate Diploma in Accounting (PGDipAcc)
  - 5.2 Postgraduate Diploma in Economics (PGDipEcon)
  - 5.3 Postgraduate Diploma in Electronic Commerce (PGDipECom)
  - 5.4 Postgraduate Diploma in Entrepreneurship and Innovation (PGDipEntre&Inn)
  - 5.5 Postgraduate Diploma in Finance (PGDipFin)
  - 5.6 Postgraduate Diploma in Human Resource Management (PGDipHRM)
  - 5.7 Postgraduate Diploma in International Management (PGDipIntMgt)
  - 5.8 Postgraduate Diploma in Management Communication (PGDipMgtComm)
  - 5.9 Postgraduate Diploma in Management and Sustainability (PGDipMgtStn)
  - 5.10 Postgraduate Diploma in Management Studies (PGDipMgtSt)
  - 5.11 Postgraduate Diploma in Management Systems (PGDipMgtSys)
  - 5.12 Postgraduate Diploma in Marketing (PGDipMrkt)
  - 5.13 Postgraduate Diploma in Organisational Leadership (PGDipOrgLdr)
  - 5.14 Postgraduate Diploma in Personal Financial Planning (PGDipPFinPlan)
  - 5.15 Postgraduate Diploma in Public Relations (PGDipPR)
  - 5.16 Postgraduate Diploma in Strategic Management (PGDipStratMgt)
  - 5.17 Postgraduate Diploma in Tourism and Hospitality Management (PGDipTHMgt)
  - 5.18 Postgraduate Diploma in Treasury and Financial Management (PGDipTreasFinMgt)
6. Candidates must gain 120 points at Level 5 or 120 points at Level 7 as prescribed in the schedule for the relevant postgraduate diploma in the relevant handbook. Where indicated in the appropriate schedule, candidates may, with approval, substitute 30 points at undergraduate level for 30 points at Level 5.
7. Candidates may, at the discretion of the Dean of the Waikato Management School, credit to the postgraduate diploma up to the equivalent of 60 points at postgraduate level completed at another institution, provided they have not been counted towards another qualification. In all cases, however, candidates must complete at least half of the diploma programme while enrolled as diploma candidates at the University of Waikato.
8. A candidate who fails a paper may repeat the paper or take an alternative paper on one occasion only. A candidate who fails a paper will not be eligible for the award of distinction. A candidate who fails more than one paper will not be permitted to proceed with the diploma.
9. The postgraduate diploma may be awarded with Distinction.
10. The Academic Board or delegated authority may vary or waive these regulations in individual cases.

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1. Candidates for the Postgraduate Diploma of Computer Graphic Design must have
  - (a) qualified for the award of the degree of Bachelor of Computer Graphic Design, jointly awarded by the Wanganui UCOL School of Design and the University of Waikato, or a qualification considered by the Academic Boards of both institutions to be equivalent, or
  - (b) in exceptional circumstances, have produced evidence which satisfies the Academic Boards of both institutions that they have adequate training and ability to proceed to the diploma programme.
2. Selection into the diploma is on the basis of criteria approved for this purpose by the Academic Boards of both institutions.
3. The Selection Committee of the Computer Graphic Design Joint Committee 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 diploma programme.
4. Candidates must enrol for at least one year of full-time study in the Wanganui UCOL School of Design and the School of Computing and Mathematical Sciences of the University of Waikato.
5. Candidates must complete a specified programme as prescribed in the Computer Graphic Design entry in the Calendar and must pass all papers on the first attempt.
6. In accordance with criteria approved for this purpose by the Academic Boards of both institutions, the diploma may be awarded with Distinction.
7. The University of Waikato Personal Programmes of Study Regulations Governing Graduate Degrees apply with respect to papers identified in the Computer Graphic Design Calendar entry as University of Waikato papers.
8. The Wanganui UCOL School of Design Academic Regulations apply with respect to papers identified in the Computer Graphic Design Calendar entry as Wanganui UCOL School of Design papers.
9. These regulations may be varied or waived in individual cases by the Chairperson of the Computer Graphic Design Joint Committee.

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1. Candidates for the Postgraduate Diploma in Computer Science must have qualified for the award of a bachelors degree of the University of Waikato in Computer Science or for a qualification considered by the Academic Board to be equivalent.
2. In exceptional circumstances, candidates who do not meet the requirements of section 1 of these regulations may be accepted into the PGDipCompSc programme provided that they complete any coursework, or pass any papers, under terms and to standards determined by the Academic Board.
3. With the special approval of the Academic Board, candidates in their final year of study for a bachelors degree of the University, who have no more than 40 points left to complete the requirements for a qualification as specified in section 1 of these regulations, may be permitted by the Academic Board to enrol concurrently in the PGDipCompSc.
4. Candidates must enrol and follow an approved programme of study in the School of Computing and Mathematical Sciences for at least one year.
5. Candidates must gain at least 120 points at Level 5 in Computer Science. With the approval of the Academic Board, 30 points may be replaced by 40 points at Level 3 in Computer Science.
6. The prescriptions for the papers are set out in the Calendar of the University of Waikato.
7. The Postgraduate Diploma in Computer Science may be awarded with Distinction.
8. The Academic Board or delegated authority may vary or waive these regulations in individual cases.

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## Regulations for the Postgraduate Diploma in Counselling (PGDipCouns)

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### *Admission*

- Candidates for the Postgraduate Diploma in Counselling must
  - have qualified for the award of a bachelors degree of the University of Waikato, or a qualification considered by the Academic Board to be equivalent, and
  - produce evidence of at least two years' prior experience and/or professional preparation in counselling.
  - have been selected as a suitable person for the Counselling programme.
- In exceptional cases, based on academic merit or evidence of adequate professional preparation and experience, candidates who do not meet the requirements of section 1 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 diploma*

- Candidates must enrol and follow an approved programme of study in the School of Education for at least two years full-time, or the equivalent in part-time study.
- Candidates must gain 180 points at Level 5 from the papers offered for the diploma including any compulsory papers from those prescribed in the Calendar.
- Candidates must pass the counselling practicum component to be eligible for the award of the PGDipCouns.
- The programme of study must comprise
  - 120 points from the compulsory papers as prescribed for the degree in the Calendar including a practicum, and
  - 60 points at Level 5 in Education Studies or other relevant disciplines.
- Approval to enrol in a dissertation will be subject to the availability of a suitable supervisor.
- Candidates must arrange their own practicum placement in order to meet the requirements of section 6(a) of these regulations. The arrangements must be approved by the Coordinator of Counsellor Education.
- Where a candidate fails a paper, he or she may be permitted to repeat the paper or take an alternative paper on one occasion only. A candidate who fails a paper will not be eligible for the award of distinction. A candidate who fails more than one paper will not be permitted to proceed with the degree.
- The diploma may be awarded with Distinction.

### *Exemptions and credit transfers*

- Candidates who have completed the requirements of the PGDipCouns of the University of Waikato may be exempted from 180 points for the Master of Counselling degree.
- Candidates may substitute 30 points in an approved paper from other subjects listed in the Calendar in place of those prescribed for the diploma.
- The Academic Board or delegated authority may vary or waive these regulations in individual cases.

### *Limitations*

The intake for this programme will be 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 for the PGDipCouns.

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### *Admission*

- Candidates for the Postgraduate Diploma in Education must
  - have qualified for the award of the Bachelor of Teaching of the University of Waikato, or a bachelors degree and a recognised teaching or related professional qualification of at least one year's duration, or a qualification considered by the Academic Board to be equivalent, and
  - have satisfied the prerequisites for graduate study at levels considered appropriate by the Academic Board, including any prerequisite compulsory papers as prescribed in the Graduate Studies Handbook or in the School of Education Graduate Programmes section of the Calendar, and
  - satisfy the requirements for selection to the specific programme sought, as stated in the Graduate Studies Handbook or in the School of Education Graduate Programmes section of the Calendar.
- In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 1 of these regulations may be considered for admission subject to completion of any qualifying papers the Academic Board may prescribe.

### *Requirements for the postgraduate diploma*

- Candidates must enrol and follow a programme of study in the School of Education for at least one year.
- Candidates must gain 120 points at Level 5 from the papers offered for the postgraduate diploma, including any compulsory papers as prescribed for the specialist programmes in the Graduate Studies Handbook or in the School of Education Graduate Programmes section of the Calendar. The Postgraduate Diploma in Education may be awarded unendorsed or endorsed with one of the following specialisations:
  - Educational Leadership (EdLeadership)
  - Language and Literacy Education (LangLitEd)
  - Managing Behaviour in Schools (MBS)
  - Mathematics Education (MathsEd)
  - Science Education (ScEd)
  - Special Education (SpEd)
  - Technology Education (TechEd)
- Candidates who fail a paper may repeat it once. Candidates who fail a paper will not be eligible for the award of distinction. Candidates who fail more than one paper, or who fail the same paper twice, may not proceed with the postgraduate diploma.

### *Award of honours*

- The Postgraduate Diploma may be awarded with Distinction.

### *Exemptions and credit transfers*

- Candidates may substitute 30 points in an approved paper from other subjects listed in the Calendar in place of those prescribed for the postgraduate diploma.
- Candidates who have been awarded the Postgraduate Certificate in Education may relinquish it for credit of up to 60 points towards the Postgraduate Diploma in Education in an appropriate specialist area.
- Candidates may, at the discretion of the Dean, credit to the Postgraduate Diploma up to the equivalent of 60 points at postgraduate level completed at another institution, provided they have not been counted towards another qualification. In all cases however, candidates must complete at least half of the diploma programme while enrolled as diploma candidates at the University of Waikato.

*General*

10. The Academic Board or delegated authority may vary or waive these regulations in individual cases.

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## Regulations for the Postgraduate Diploma of Innovation and Technology (PGDipInnovT)

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- Every candidate for the Postgraduate Diploma of Innovation and Technology must
  - have qualified for the award of a Bachelor of Science, Bachelor of Science (Technology), or Bachelor of Computing and Mathematical Sciences degree from the University of Waikato, or
  - have qualified for an equivalent bachelors degree in Science, Technology or Engineering, or
  - in exceptional circumstances, have produced other evidence to the satisfaction of the Academic Board of adequate training, experience and ability to proceed with the proposed programme.
- In addition, every candidate for admission must be accepted by the Dean of the Waikato Management School.
- Candidates must enrol in the Waikato Management School on a part-time basis. Candidates must complete a total of 120 points at Level 7, including the compulsory papers as prescribed in the schedule in the Calendar.
- A module will normally require 120 - 150 hours of work, usually consisting of five days full-time, directed group work together with preparation and final assignments.
- The Academic Board may also allow credit for acceptable evidence of successful completion of complementary modules offered by other accredited providers.
- There is a four year time limit for the completion of the Postgraduate Diploma of Innovation and Technology.
- The Academic Board or delegated authority may vary or waive these regulations in individual cases.
- The diploma may be awarded with Distinction.

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## Regulations for the Postgraduate Diploma in International Relations and Security Studies (PGDipIRSSt)

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1. Every candidate for the Postgraduate Diploma in International Relations and Security Studies shall
  - (a) have qualified for the award of a bachelors degree of the University of Waikato with a specialisation in Economics, History, Political Science or such other discipline as the Academic Board of the University of Waikato may consider appropriate, or
  - (b) have been granted the right to proceed to the diploma under the admission ad eundem statum regulations, or
  - (c) in exceptional circumstances, have produced evidence which satisfies the Academic Board that he or she has adequate training and ability to proceed to the diploma on such terms as the Academic Board may prescribe with respect to any qualifying papers or additional work which must be completed, either prior to admission or concurrently.

Provided that a candidate who is admitted to the diploma under section 1(c) of these regulations shall not be deemed to have qualified for the award of the diploma until such time as he or she has satisfactorily completed any required qualifying papers or additional work.
2. In addition, every candidate for admission to the diploma must be accepted by the Director of the International Relations and Security Studies Programme.
3. Every candidate shall be enrolled in the Faculty of Arts and Social Sciences and thereafter shall
  - (a) follow to the satisfaction of the Academic Board a programme of full-time study for a period of one year, or of part-time study for two years, from the date of the first enrolment for the diploma, and
  - (b) complete to the satisfaction of the Academic Board such research, class work, practical work, assignments, tests and oral and written examinations as may be prescribed for any paper being taken, and
  - (c) gain a pass in all of the required papers.
4. The personal programme of study of each candidate shall be determined by the Academic Board taking into account the candidate's previous studies.
5. The papers for the diploma and their prescriptions shall be defined in the Calendar of the University of Waikato.
6. Every candidate for the diploma shall complete satisfactorily
  - (a) 90 points from the papers listed in Part A, and
  - (b) 30 points from the papers listed in Part B

of the schedule of papers defined as Postgraduate Diploma in International Relations and Security Studies papers in the University of Waikato Calendar.
7. A candidate may be permitted to credit towards the diploma papers passed prior to enrolment as a diploma candidate, provided that these papers have not previously been counted towards another qualification. In assessing whether credit may be given in particular areas, the following principle will be taken into account: every candidate must complete 90 points from the papers listed in the schedule of compulsory papers, and must complete at least 60 points in the prescribed papers for the diploma while enrolled as a diploma candidate at the University of Waikato.
8. The diploma may be awarded with Distinction. The final result for the diploma and whether the diploma will be awarded with distinction will be determined after all of the work for the diploma has been assessed. Except with the special approval of the Academic Board, a candidate shall be eligible for the award of

the diploma with distinction only if the requirements are completed in not more than two years from the date of first enrolment for the diploma.

9. Notwithstanding anything in these regulations, if it deems it appropriate in individual cases, the Academic Board may approve a personal programme of study other than that prescribed in section 6 of these regulations.

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## Regulations for the Postgraduate Diploma in Interpreting and Translating Māori (PGDipInt&Trans)

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1. Candidates for the Postgraduate Diploma in Interpreting and Translating Māori must have
  - (a) qualified for the award of a bachelors degree of the University of Waikato with a major in Te Reo Māori, or
  - (b) qualified for the award of a qualification considered by the Academic Board to be equivalent, or
  - (c) in exceptional circumstances, have produced other evidence which satisfies the Academic Board that they have adequate training and ability to proceed to the diploma programme, such as completion of an advanced translation and interpreting qualification of Te Taura Whiri i te Reo Māori.
2. Candidates must satisfy the Dean of the School of Māori and Pacific Development that they have a high standard of proficiency in English and Māori.
3. Every candidate for the postgraduate diploma programme must be accepted by the Dean of Māori and Pacific Development, who may prescribe qualifying papers or additional work which must be completed either prior to admission or concurrently, if he or she considers any candidate to be insufficiently prepared for the diploma programme.
4. Candidates must enrol and follow an approved programme of study in the School of Māori and Pacific Development for at least one year.
5. Candidates must gain 120 points at Level 5, including any compulsory papers, as prescribed in the schedule in the Calendar.
6. The Academic Board may vary or waive these regulations in individual cases.
7. The diploma may be awarded with Distinction.

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## Regulations for the Postgraduate Diploma in the Management of Not- for-Profit Organisations (PGDipMNO)

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1. Candidates for the Postgraduate Diploma in the Management of Not-for-Profit Organisations must have qualified for the award of a degree of the University of Waikato including such qualifying or prerequisite papers as may be deemed necessary, or for a qualification considered by the Academic Board to be equivalent.
2. In exceptional circumstances, candidates without the requirements of section 1 of these regulations may be accepted into the diploma programme subject to the completion of any course work of the passing of any papers under terms and to standards determined by the Academic Board.
3. Candidates must enrol and follow a programme of study in the Waikato Management School for at least one year.
4. Candidates must gain 120 points at Level 5 as prescribed in the schedule for the postgraduate diploma set out in the Waikato Management School Student handbook.
5. Candidates may credit to the diploma a maximum of 60 points previously gained at the University of Waikato or another institution, provided they do not already count towards a completed qualification.
6. The diploma may be awarded with Distinction.
7. The Academic Board, or delegated authority, may vary or waive these regulations in individual cases.

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## Regulations for the Postgraduate Diploma in Māori and Pacific Development (PGDipMPD)

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1. Every candidate for the Postgraduate Diploma in Māori and Pacific Development must
  - (a) have qualified for the award of a bachelors degree or a qualification considered by the Academic Board to be equivalent, or
  - (b) in exceptional circumstances have produced other evidence which satisfies the Academic Board that she or he has adequate training and ability to proceed to the diploma programme, on such terms as the Academic Board may prescribe with respect to qualifying papers which must be passed or additional work which must be completed, either prior to admission or concurrently.
2. With the special approval of the Academic Board, candidates in their final year of study for a bachelors degree of the University, who have no more than 40 points left to complete the requirements for a qualification as specified in section 1 of these regulations, may be permitted to enrol concurrently in the PGDipMPD, provided that he or she has completed the minimum requirements in the major subject or subjects, being the subject or subjects he or she is presenting for the PGDipMPD. Such a candidate may not be awarded the PGDipMPD until he or she has also qualified for the award of the bachelors degree.
3. Every candidate for admission to the PGDipMPD must be accepted by the Dean of Māori and Pacific Development.
4. Candidates must enrol and follow an approved programme of study in the School of Māori and Pacific Development for at least one year.
5. The subjects for the diploma shall be:
  - Development Studies
  - Te Reo Māori/Māori Language
  - Tikanga Māori/Māori Cultural Studies
6. To complete the requirements of the diploma, candidates must gain 120 points at Level 5 in one or two of the subjects listed in section 5 of these regulations.
7. The Postgraduate Diploma in Māori and Pacific Development may be awarded with Distinction.
8. The Academic Board or delegated authority may vary or waive these regulations in individual cases.

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## Regulations for the Postgraduate Diploma in Mathematics (PGDipMath)

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1. Candidates for the Postgraduate Diploma in Mathematics must have qualified for the award of a bachelors degree of the University of Waikato or for a qualification considered by the Academic Board to be equivalent.
2. In exceptional circumstances, candidates who do not meet the requirements of section 1 of these regulations may be accepted into the PGDipMath programme provided that they complete any coursework, or pass any papers, under terms and to standards determined by the Academic Board.
3. With the special approval of the Academic Board, candidates in their final year of study for a bachelors degree of the University, who have no more than 40 points left to complete the requirements for a qualification as specified in section 1 of these regulations, may be permitted by the Academic Board to enrol concurrently in the PGDipMath.
4. Candidates must enrol and follow an approved programme of study in the School of Computing and Mathematical Sciences for at least one year.
5. Candidates must gain at least 120 points at Level 5 in Mathematics. With the approval of the Academic Board, 30 points may be replaced by 30 points at Level 5 from another subject.
6. The prescriptions for the papers are set out in the Calendar of the University of Waikato.
7. The PGDipMath may be awarded with Distinction.
8. The Academic Board or delegated authority may vary or waive these regulations in individual cases.

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## The Postgraduate Diploma in the Practice of Psychology in: Applied Behaviour Analysis (PGDipPracPsych (ABA)) Organisational Psychology (PGDipPracPsych(OrgPsych))

The Postgraduate Diploma in the Practice of Psychology is available to suitably qualified graduates and is designed to meet the requirements for registration as a psychologist under the Health Practitioners Competency Act.

### Regulations for the Postgraduate Diploma in the Practice of Psychology in: Applied Behaviour Analysis (PGDipPracPsych(ABA)) Organisational Psychology (PGDipPracPsych(OrgPsych))

#### Admission

- Candidates for the PGDipPracPsych must have qualified for the award of the degree of Master of Applied Psychology from the University of Waikato, or a qualification considered by the Academic Board to be equivalent, and have either
  - specialised in the masters degree in the area of study of the proposed endorsement for the diploma, or
  - 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 significantly in either Applied Behaviour Analysis or in Organisational Psychology.
- Candidates must be accepted by the Chairperson of the Psychology Department. Admission to the programme will depend in each individual case on
  - the papers passed by the candidate for the masters degree and their relevance as qualifying papers, and
  - evidence of the suitability of the candidate's current and ongoing employment, and
  - the availability of suitable supervision.

#### Requirements for the diploma

- Candidates must enrol and follow an approved programme of study in the Faculty of Arts and Social Sciences for at least one year of full time study, or not more than three years of part-time study.
- In order to complete the requirements of the diploma, candidates must
  - gain 120 points in papers at Level 7, including any compulsory papers, as prescribed in the schedule in the Calendar, and
  - 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.

#### Exemptions and credit transfers

- The Academic Board or delegated authority may vary or waive these regulations in individual cases.

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## The Postgraduate Diploma in Psychology (Clinical) The Postgraduate Diploma in Psychology (Community)

The Postgraduate Diploma in Psychology is available to graduates who have majored in Psychology. It is normally taken concurrently with the degree of BSocSc(Hons) and either the MSocSc, MPhil or PhD. The diploma normally requires three years of study and provides a suitable training for graduates who intend to work in either clinical or community psychology.

Candidates for the diploma will be required to complete the requirements of the BSocSc(Hons) degree, and either the MSocSc, MPhil or PhD together with four postgraduate diploma papers (80 points) and, normally, one year's internship in a suitable setting (60 points). A candidate who fails a paper for the diploma may be permitted to repeat that paper at the discretion of the Chairperson of Department.

### Regulations for the Postgraduate Diploma in Psychology (Clinical) (PGDipPsych(Clin)) and the Postgraduate Diploma in Psychology (Community) (PGDipPsych(Com))

1. The admission of every candidate for the Postgraduate Diploma in Psychology shall require the approval of the Chairperson of the Psychology Department.
2. Every candidate shall
  - (a) normally be enrolled concurrently at the University of Waikato for the degree of Bachelor of Social Sciences with Honours and, subsequently, either the degree of Master of Social Sciences, Master of Philosophy or Doctor of Philosophy with a research topic approved by the Chairperson of the Department of Psychology, and shall complete the requirements for both the BSocSc(Hons) and one of the subsequent degrees before being eligible for the award of the diploma, or
  - (b) have been granted the right to proceed to the diploma under the admission ad eundem statum regulations.
3. Every candidate shall be enrolled in the Faculty of Arts and Social Sciences and shall pass such examinations as may be prescribed by the Academic Board for the diploma.
4. 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.
5. Every candidate for the diploma shall
  - (a) complete 80 points as set out in the prescriptions for the appropriate option and shall pass the appropriate examinations, and
  - (b) undertake such practical and placement work as may be specified 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.
6. The University will endeavour to arrange placements which will allow a candidate to undertake the practical and placement work referred to in sections 5(b) and (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.
7. Every candidate must, before presenting himself or herself for the final examination for the diploma, possess a certificate from the Chairperson of the

Psychology Department that he or she has satisfactorily completed the requirements of sections 5(b) and (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 5(b) and (c) of these regulations shall be as prescribed from time to time in the departmental graduate handbook and the appropriate course outlines.

8. Every candidate for the diploma shall present himself or herself for such final oral, practical or other examination as may be required by the Academic Board.
9. The prescriptions for the papers for the diploma shall be defined in the Calendar of the University of Waikato.

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## Regulations for the Postgraduate Diploma in Public Policy (PGDipPP)

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1. Candidates for the Postgraduate Diploma in Public Policy must have qualified for the award of a bachelors degree of the University of Waikato with a specialisation in Economics, History, Political Science or a management studies discipline, or for a qualification considered by the Academic Board to be equivalent.
2. In exceptional circumstances, candidates without the requirements specified in section 1 of these regulations may be accepted into the PGDipPP programme subject to the completion of any coursework or the passing of any papers under terms and to standards determined by the Academic Board.
3. Candidates must be accepted by the Chairperson of the Department of Political Science and Public Policy.
4. Candidates must enrol and follow an approved programme of study in the Faculty of Arts and Social Sciences for at least one year.
5. Candidates must gain 120 points at Level 5 including any compulsory papers prescribed in the schedule in the Calendar.
6. The diploma may be awarded with Distinction. Eligibility for distinction will be determined after all the work for the diploma has been assessed. Candidates will be eligible for distinction only if the requirements are completed within two consecutive years.
7. The Academic Board or delegated authority may vary or waive these regulations in individual cases.
8. Notwithstanding anything in these regulations, if it deems it appropriate on individual cases, the Academic Board may approve a personal programme of study other than that prescribed in section 5 of these regulations.

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## Regulations for the Postgraduate Diploma in Science (PGDipSc)

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1. Every candidate for the Postgraduate Diploma in Science shall
  - (a) have qualified for the award of the degree of Bachelor of Science or Bachelor of Science (Technology) of the University of Waikato.
  - (b) have been granted the right to proceed to the degree under the admission ad eundem statum regulations.

Provided that with the special approval of the Academic Board and under such conditions as the Board may prescribe in each case, a person may be permitted to be a candidate who has no more than 20 points left to complete the requirements of the Bachelor of Science or Bachelor of Science (Technology) degree of the University. Such a candidate shall be deemed not to have qualified for admission to the Postgraduate Diploma in Science until such time as he or she has also qualified for admission to the degree of Bachelor of Science or Bachelor of Science (Technology).
2. Every candidate must be enrolled in the School of Science and Engineering and must complete to the satisfaction of the Academic Board either
  - (a) a full-time programme of study for at least 12 months from the date of first enrolment, provided that in exceptional cases the Dean may reduce the period of study, or
  - (b) over a period not exceeding two years, a part-time programme of study equivalent to at least 12 months of full-time study, and
  - (c) such research, class work, practical work, assignments, tests and oral and written examinations as may be required.
3. The programme of study of each candidate shall require the approval of the Academic Board, and shall consist of 120 points at Level 5 from those papers offered under section 6 of the MSc regulations or section 7 of the MSc(Tech) regulations. Subject to the approval of the Academic Board, a candidate may include a maximum of 30 points in a subject offered in another Faculty or School of Studies. The Academic Board shall appoint examiners as appropriate. Candidates must attain at least a C grade in each paper presented for the diploma.
4. To ensure that a candidate is adequately prepared for the programme, the Academic Board shall require that the relevant subject examinations of the bachelors degree shall have been passed at levels and grades which it deems appropriate.
5. Notwithstanding any other provision in these regulations, the Academic Board may at its discretion, and subject to such conditions as it may specify in any case, permit a candidate to change the programme of study.
6. Candidates who complete the programme of study with sufficient merit may be awarded the diploma with Distinction.
7. The Academic Board shall at its discretion and subject to such conditions as it thinks fit, recommend the award of the Postgraduate Diploma in Science to a person who has passed at a standard satisfactory to the Academic Board, the papers for the degree of Master of Science or Master of Science (Technology).
8. The prescriptions for the subjects shall be defined in the Calendar of the University of Waikato.
9. The Personal Programmes of Study Regulations shall apply equally to candidates for the Postgraduate Diploma in Science and the provisions of those regulations shall be recognised as part of the overall regulations under which the degree is offered.

### Notes:

1. *Prospective candidates for the diploma should consult the chairperson(s) of department(s) concerned well before the beginning of the academic year in order*

- to ensure that they have fulfilled the requirements for enrolment.*
- 2. Normally a candidate must have majored in the subject or subjects proposed for the diploma, and must have attained grades deemed adequate for advanced study, by the chairperson(s) of department(s) concerned.*
  - 3. The provisions for credit or exemption towards the MSc or MSc(Tech) degree for a completed programme of study for the Postgraduate Diploma in Science are set out in the MSc and MSc(Tech) degree regulations.*

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## Regulations for the Postgraduate Diploma in Screen and Media Studies (PGDipSMS)

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1. Every candidate for the Postgraduate Diploma in Screen and Media Studies, must have qualified for
  - (a) the award of a bachelors degree of the University of Waikato with a major in Screen and Media Studies, or a qualification considered by the Academic Board to be equivalent, or
  - (b) the award of a bachelors degree in any other discipline and produce evidence of at least three years' relevant professional experience.
2. Admission to the diploma is based on an interview.
3. Details of the processes and criteria for selection into the diploma are determined by the Academic Board and are available from the Chairperson of Screen and Media Studies.
4. Candidates must enrol and follow an approved programme of study in the Faculty of Arts and Social Sciences.
5. Candidates must gain 120 points at Level 5, including any compulsory papers, from those prescribed for the diploma in the Calendar.
6. The PGDipSMS may be awarded with Distinction.
7. The Academic Board or delegated authority may vary or waive these regulations in individual cases.

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## Regulations for the Postgraduate Diploma in Second Language Teaching (PGDipSLT)

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- Every candidate for the Postgraduate Diploma in Second Language Teaching must have qualified for
  - the award of a bachelors degree in linguistics, or education, or a language subject, or English language, or a discipline relevant to the teaching of English language, or a diploma of teaching with a language teaching focus, or
  - the award of a bachelors degree in another discipline together with a minimum of 700 hours attested language teaching experience, or
  - a qualification considered by the Academic Board to be equivalent.
- In exceptional circumstances, candidates who do not meet the requirements of section 1 of these regulations may be accepted into the PGDipSLT programme provided that they have produced other evidence which satisfies the Academic Board that they have adequate training and ability to proceed to the diploma programme, on such terms as the Academic Board may prescribe with respect to any qualifying papers or additional work which must be completed either prior to admission or concurrently.
- Every candidate for admission to the diploma programme must be accepted by the Dean of Arts and Social Sciences.
- Every candidate for the diploma shall be enrolled in the Faculty of Arts and Social Sciences and shall
  - follow to the satisfaction of the Academic Board a programme of study in the area of second language teaching of normally not less than one year of full-time study or of normally not more than a total of three years of part-time study
  - complete to the satisfaction of the Academic Board such class work, practical work, assignments, tests, reports and oral and written examinations as may be prescribed for any paper taken for the diploma
  - achieve a pass in all of the required papers.
- The personal programme of study of each candidate shall require the approval of the Dean of Arts and Social Sciences, who will take into account the candidate's previous studies.
- The papers for the diploma and their prescriptions are defined under Applied Linguistics in the Calendar of the University of Waikato.
- Every candidate must gain 120 points in accordance with the schedule in the Calendar.
- On the recommendation of the Faculty of Arts and Social Sciences Board of Examiners, the diploma may be awarded with Distinction.
- Notwithstanding anything in these regulations, if it is deemed appropriate in individual cases, the Dean of Arts and Social Sciences may approve on behalf of the Academic Board a programme of study other than that prescribed in section 6 of these regulations.

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## The Postgraduate Diploma in Social Science Research

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Enquiries and applications should be referred to the Director of the Social Science Research programme.

With the approval of the Director of the Social Science Research programme, candidates may be permitted to credit towards the diploma no more than one paper (30 points) passed at another University provided that this paper has not previously been counted towards another qualification.

### Regulations for the Postgraduate Diploma in Social Science Research (PGDipSocScRes)

#### Admission

- Candidates for the Postgraduate Diploma in Social Science Research must have
  - qualified for the award of the degree of Bachelor of Social Sciences of the University of Waikato, or a qualification considered equal by the Academic Board, or
  - in exceptional circumstances, have produced other evidence which satisfies the Academic Board that he or she has adequate training and ability to proceed to the diploma programme, on such terms as the Academic Board may prescribe with respect to qualifying papers which must be passed or additional work which must be completed, either prior to admission or concurrently.
- With the special approval of the Academic Board, candidates who have completed the minimum requirements for the qualifying degree in section 1(a) of these regulations in the major subject or subjects presented for that degree and has no more than 20 points left to complete the requirements of that degree may be permitted to enrol concurrently in the PGDipSocScRes. Such a candidate may not be awarded the diploma until he or she has also qualified for the award of the bachelors degree.
- Every candidate for admission to the diploma must be accepted by the Convenor of the Social Science Research Programme.
- Candidates must enrol and follow an approved programme of study in the Faculty of Arts and Social Sciences for at least one year.
- Candidates must gain the equivalent of 120 points at Level 5 from the papers offered for the diploma, including any compulsory papers as prescribed in the Calendar.
- The diploma may be awarded with Distinction.
- Where a candidate fails a paper, he or she may be permitted to repeat the paper or take an alternative paper on one occasion only. A candidate who fails a paper will not be eligible for the award of distinction. A candidate who fails more than one paper will not be permitted to proceed with the diploma.

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## Regulations for the Postgraduate Diploma in Sport and Leisure Studies (PGDipSpLS)

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### Admission

- Candidates for the Postgraduate Diploma in Sport and Leisure Studies must
  - have qualified for the award of the Bachelor of Sport and Leisure Studies of the University of Waikato, or a qualification considered by the Academic Board to be equivalent, and
  - have satisfied the prerequisites for graduate study at levels considered appropriate by the Academic Board, including any prerequisite compulsory papers as prescribed in the Sport and Leisure Studies Handbook or in the Sport and Leisure Studies section of the Calendar.
- In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 1 of these regulations may be considered for admission subject to completion of any qualifying papers the Academic Board may prescribe.

### Requirements for the postgraduate diploma

- Candidates must enrol and follow a programme of study in the School of Education for at least one year.
- Candidates must gain 120 points at Level 5 from the papers offered for the postgraduate diploma, including any compulsory papers as prescribed in the Sport and Leisure Studies Handbook or in the Sport and Leisure Studies section of the Calendar
- Candidates who fail a paper may repeat it once. Candidates who fail a paper will not be eligible for the award of distinction. Candidates who fail more than one paper, or who fail the same paper twice, may not proceed with the postgraduate diploma.

### Award of honours

- The Postgraduate Diploma may be awarded with Distinction.

### Exemptions and credit transfers

- Candidates may substitute 30 points in an approved paper from other subjects listed in the Calendar in place of those prescribed for the Postgraduate Diploma.
- Candidates may, at the discretion of the Dean, credit to the Postgraduate Diploma up to the equivalent of 60 points at postgraduate level completed at another institution, provided they have not been counted towards another qualification. In all cases however, candidates must complete at least half of the diploma programme while enrolled as diploma candidates at the University of Waikato.

### General

- The Academic Board or delegated authority may vary or waive these regulations in individual cases.

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1. Candidates for the Postgraduate Diploma in Statistics must have qualified for the award of a bachelors degree of the University of Waikato or for a qualification considered by the Academic Board to be equivalent.
2. In exceptional circumstances, candidates who do not meet the requirements of section 1 of these regulations may be accepted into the PGDipStats programme provided that they complete any coursework, or pass any papers, under terms and to standards determined by the Academic Board.
3. With the special approval of the Academic Board, candidates in their final year of study for a bachelors degree of the University, who have no more than 40 points left to complete the requirements for a qualification as specified in section 1 of these regulations, may be permitted by the Academic Board to enrol concurrently in the PGDipStats.
4. Candidates must enrol and follow an approved programme of study in the School of Computing and Mathematical Sciences for at least one year.
5. Candidates for the PGDipStats must gain at least 120 points at Level 5 in Statistics. With the approval of the Academic Board, 30 points may be replaced with 30 points at Level 5 from another subject or 40 points from undergraduate Statistics papers.
6. The prescriptions for the papers are set out in the Calendar of the University of Waikato.
7. The PGDipStats may be awarded with Distinction.
8. The Academic Board or delegated authority may vary or waive these regulations in individual cases.

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## The Certificate of Attainment in English Language

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The Certificate of Attainment in English Language aims to provide students whose first language is not English with a programme which will develop their proficiency in reading, writing, listening and speaking in English in a variety of formal and informal contexts. The certificate of attainment is offered at eight levels and students may move from one level to the next in the course of one or two years. Students will receive a certificate of attainment for each level passed during their enrolment in the programme.

### Regulations for the Certificate of Attainment in English Language (CertAttainEngLang)

1. There are no formal prerequisites for admission to the Certificate of Attainment in English Language.
2. Admission to the Certificate of Attainment in English Language is subject to the approval of the Manager of the Language Institute.
3. The certificate programme is taught at eight levels. The level at which admission is approved will be determined by the Manager of the Language Institute, and will depend on the student's proficiency in written and spoken English.
4. Every candidate must enrol in the Language Institute and may do so for 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 English Language endorsed with Academic English.
6. The prescription for each level of study for the Certificate of Attainment in English Language is set out in the Calendar of the University of Waikato.
7. The programme of every candidate is subject to the approval of the Manager of the Language Institute.
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.
9. A candidate may apply for credit of one unspecified Level 1 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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## The Certificate of Attainment in Foundation Studies

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This programme is specially designed to prepare international students from non-English speaking countries for study in a New Zealand university. It is taught and administered by the Centre for Foundation Studies and includes papers in mathematics, economics and New Zealand government and society, and also develops language and learning skills in an academic context.

### Regulations for the Certificate of Attainment in Foundation Studies (CertAttainFoundSt)

1. Every candidate for the Certificate of Attainment in Foundation Studies must be accepted by the Dean of Arts and Social Sciences.
2. There are no formal prerequisites for admission to the Certificate of Attainment in Foundation Studies programme. However, candidates for the certificate must produce evidence which satisfies the Dean of Arts and Social Sciences that they are proficient in English language to the equivalent of IELTS 5.5 with a minimum of Level 5 in the Writing Band. Candidates must also have reached a standard of education at least equivalent to 6th form level in a New Zealand secondary school.
3. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study for not less than two semesters.
4. Candidates must gain 120 points including 45 points from the three compulsory papers as set out in the schedule in the Calendar.
5. 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 in General Studies (CertGenSt)

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1. Candidates for the Certificate in General Studies must enrol and follow an approved and coherent programme of study for one year, or its equivalent in part-time study, in a School of Studies or Faculty of the University. Approval of the programme of study is at the discretion of the Dean of the School of Studies or Faculty responsible for the candidate's area of study.
2. Candidates must gain 120 points in subjects or programmes offered for bachelors degrees in one of the following disciplines:
  - Arts
  - Communication Studies
  - Computing and Mathematical Sciences
  - Education
  - Management Studies
  - Māori and Pacific Development
  - Science and Technology
  - Social Sciences
  - Sport and Leisure Studies
 Candidates must satisfy the specific requirements set out in the appendix to these regulations.
3. The candidate's certificate will be endorsed to reflect the area of study, selected from the list provided in section 2 of these regulations.
4. A candidate who has been awarded the Certificate in General Studies may apply to credit the papers passed to a bachelors degree. A candidate who wishes to credit more than 30 points at Level 1 under the provisions of this regulation will be required to surrender the Certificate in General Studies before the credit will be awarded.
5. A candidate who has not been awarded the certificate may apply to transfer papers passed while enrolled for the certificate to a bachelors degree.

### Appendix

In order to ensure coherence in a particular discipline, individual programmes of study must satisfy the following schedule:

*Arts:* 120 points from subjects and programmes offered for the BA degree.

*Communication Studies:* 120 points from subjects and programmes offered for the BCS degree.

*Computing and Mathematical Sciences:* 120 points from subjects and programmes offered for the BCMS degree.

*Education:* 120 points from the subject Education Studies, and from teaching studies papers offered in the School of Education. Papers in the subject Professional Education are not available for Certificate in General Studies candidates.

*Management Studies:* 120 points from subjects and programmes offered for the BMS degree.

*Māori and Pacific Development:* 120 points from subjects and programmes offered for the BMPD degree.

*Science and Technology:* 120 points from no more than four subjects offered for the BSc or BSc(Tech) degrees.

*Social Sciences:* 120 points from subjects and programmes offered for the BSocSc degree.

*Sport and Leisure Studies:* 120 points from the subjects and programmes offered for the BSpLS degree.

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## The Certificate in Leisure and Sport

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The Certificate in Leisure and Sport programme is offered in conjunction with Tairāwhiti Polytechnic.

### Regulations for the Certificate in Leisure and Sport (CertLSp)

1. Every candidate for the Certificate in Leisure and Sport shall be enrolled in a programme of study approved by the Certificate in Leisure and Sport Board of Studies.
2. Candidates for the certificate shall meet such requirements for admission to papers as may be specified in the relevant prescriptions as defined in the Calendar of the institution which is offering the papers.
3. The programme of study shall comprise three equal and coherent parts
  - (a) one part shall consist of at least 30 points in undergraduate papers, which will normally be at Level 1, of the University of Waikato
  - (b) a second part shall consist of a programme of study offered by Tairāwhiti Polytechnic and that programme will normally require attendance and assessed work totalling approximately 300 hours
  - (c) a third part may be completed in one of the following ways:
    - (i) additional study may be undertaken of two papers of the University of Waikato, or of approximately 300 hours of study in programmes of Tairāwhiti Polytechnic, or by a combination of one university paper and approximately 150 hours of study in programmes of one Tairāwhiti Polytechnic
    - (ii) appropriate work of a practical nature which is related to the theme of the chosen area of study and which is approximately equivalent in amount and difficulty to 300 hours of study by attendance and assessment at a tertiary education institution
    - (iii) by
      - (a) credit of appropriate practical or coursework which has already been completed and certified by a recognised training or education institution or organisation, such credit to count for one-sixth of the Certificate of Leisure and Sport requirements, and by
      - (b) undertaking an approved project relevant to the papers taken and the personal area of interest of the candidate, the result of the project to be presented in an appropriate form and to count for one-sixth of the Certificate of Leisure and Sport requirements.
4. In assessing whether credit may be granted towards the Certificate in Leisure and Sport for work completed in non-participating institutions, the following principles will apply:
  - (a) the work to be credited shall be appropriate in subject matter and standard
  - (b) the work has required a similar period of study to that which would be needed for a similar body of work carried out in the participating institutions (for this purpose it will be generally assumed that 150 hours of study equates to two years of appropriate practical experience)
  - (c) once credit towards the Certificate in Leisure and Sport has been granted for work which has already been recognised as a part of the requirement for any earlier qualification, it cannot be further credited to another higher qualification (e.g. a degree) unless the Certificate of Leisure and Sport is surrendered.
5. A candidate who has successfully completed the Certificate in Leisure and Sport may apply on the appropriate form to the Director of the Student and Academic Services Division of the University of Waikato, or to the Principal of Tairāwhiti Polytechnic, to credit certificate papers towards a higher qualification of that institution.

The application must be accompanied by the prescribed fee. The credited papers shall comply with the regulations for the higher qualification. A maximum of one-third of the work completed for the Certificate in Leisure and Sport may be credited in this way. A candidate who wishes to credit more than one-third of the work completed for the Certificate in Leisure and Sport will be required to surrender that certificate before the award of credit will be confirmed.

6. The credit which may be awarded for transfer to a higher qualification shall be decided by the appropriate authority of the institution to which application is made.

*Notes:*

1. *Any panel set up to devise and supervise particular programmes of study will include representatives of Tairāwhiti Polytechnic and the University of Waikato.*
2. *The Certificate of Leisure and Sport is awarded in the name of the combined participating institutions.*

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## Te Hiranga Māori/The Certificate in Māori Studies

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The aim of this programme is to provide a programme of study in Māori language and aspects of Māori culture and history up to the level of second year university papers.

The programme is administered by a Te Hiranga Māori programme committee. The entry requirements for Te Hiranga Māori are as for bachelors degrees of the University.

### Regulations for Te Hiranga Māori (TeH)

1. The programme of study for the certificate shall comprise at least 105 points, normally taken over a period of at least three years.
2. The prescriptions for the papers shall be defined in the University of Waikato Calendar.
3. The programme will be offered at such centres as the University may from time to time decide.
4. A candidate who has successfully completed Te Hiranga Māori may apply on the appropriate form to the Director of the Student and Academic Services Division to credit certificate papers towards a bachelors degree of the University, provided that any such papers shall comply with the regulations for the degree in question. The application must be accompanied by the prescribed fee. A maximum of 45 points at Level 1 and 60 points at Level 2 may be credited in this way. A candidate who wishes to credit more than 30 points in terms of this regulation will be required to surrender the certificate before the credit will be awarded.
5. A candidate who has successfully completed the certificate and who does not wish to surrender it, may apply to cross-credit up to 30 points at Level 1 from the certificate to a bachelors degree of the University. The application must be accompanied by the prescribed fee.

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## Regulations for the Certificate of University Preparation (CUP)

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1. Candidates for the certificate should normally have completed Year 13 in a New Zealand Secondary School or its equivalent.
2. Candidates for the Certificate of University Preparation must enrol and follow an approved programme of study for not less than one semester full-time, or its equivalent in part-time study. (All study should be completed within one academic year).
3. Every candidate for the certificate must be accepted by the Dean of at least one of the participating Schools of Studies or Faculty, in consultation with the Director of Continuing Education.
4. Candidates must gain 60 points, including any compulsory papers, as set out in the appendix to these regulations.
5. The Academic Board or delegated authority may vary or waive these regulations in individual cases.

### Appendix

Each candidate for the Certificate of University Preparation must complete the requirements of a stream. 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.

### General Stream

#### Part A: Compulsory Study Skills Papers

CUPR001 Introduction to Study Skills

CUPR002 Introduction to Critical Thought and Expression

#### Part B: Elective Papers

CUPR003 Bridging Arts

CUPR004 Bridging Social Science

CUPR005 Bridging Biology

CUPR006 Bridging Chemistry

CUPR007 Bridging Physics

CUPR008 Bridging Mathematics and Statistics

### Huarahi Māori Stream

#### Part A: Compulsory Study Skills Papers

CUPR021 Huarahi Māori Introduction to Study Skills

CUPR022 Huarahi Māori Introduction to Critical Thought and Expression

#### Part B: Elective Papers

CUPR023 Huarahi Māori Bridging Government and Society

CUPR024 Huarahi Māori Bridging Mathematics and Statistics

CUPR025 Huarahi Māori Bridging Science

CUPR026 Huarahi Māori Bridging Māori

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Te Tīmatanga Hou is a foundation certificate which provides a supportive Māori context for people who are considering undertaking a university degree or other tertiary programme, but who wish first to strengthen their academic base. It is intended primarily for people of Māori descent, but consideration will also be given to others who have similar needs, background and ability to contribute, and who will benefit from the special character of the programme.

The programme comprises papers in Māori, Mathematics and English, and a choice of a Government and Society option or a Science option. All students are required to participate in Toi Huarahi and Kapa Haka.

Te Tīmatanga Hou is administered by the Te Tīmatanga Hou Programme Committee, which is responsible to the School of Māori and Pacific Development Board of Studies.

Enrolments are limited. Enquiries and applications should be referred to the Te Tīmatanga Hou office.

### Regulations for Te Tīmatanga Hou (TTH)

1. Candidates for Te Tīmatanga Hou must be 17 years of age at the start of the programme.
2. Candidates are selected according to procedures and criteria determined by the Te Tīmatanga Hou Programme Committee. The programme is intended primarily for people of Māori descent, but consideration will also be given to others who have similar needs, background and ability to contribute, and who will benefit from the special character of the programme.
3. Candidates must enrol and follow an approved programme of study in the School of Māori and Pacific Development for at least one full-time year.
4. Candidates must gain 120 points from those papers prescribed for Te Tīmatanga Hou in the Calendar.
5. Candidates may apply to substitute a maximum of 30 points in the prescribed papers with 30 points at Level 1 in another subject. The application is subject to joint approval of the Dean of Māori and Pacific Development and the Dean of the Faculty/School in which the Level 1 paper is taught, and will be based on the student's achievement in the relevant subject in Level 3 NCEA or equivalent.
6. A student who is permitted to enrol for Level 1 papers under section 5 of these regulations will be admitted under the University's Discretionary Entry provisions.
7. A student who passes Level 1 papers under section 5 of these regulations may apply to cross-credit them to a bachelors degree of the university.
8. The Academic Board or delegated authority may vary or waive these regulations in individual cases.

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1. To qualify to enrol for a Graduate Certificate, candidates must
  - (a) have qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, or
  - (b) have demonstrated to the satisfaction of the Academic Board that they have adequate training, experience and ability to proceed with the proposed programme.
2. Depending on their academic and professional background, candidates may be required as a condition of their enrolment in the Graduate Certificate, to complete specific papers or items of assessment, under terms and to standards determined by the Academic Board, either as part of or in addition to the requirements for the Graduate Certificate as set out in these regulations.
3. Candidates must enrol and follow an approved programme of study in the Waikato Management School for at least one semester.
4. Candidates must gain 60 points, including at least 40 points at Level 3 or above.
5. The Academic Board may vary or waive these regulations in individual cases.
6. Candidates must comply with the requirements for a particular Graduate Certificate as set out in the Waikato Management School Handbook. The named Graduate Certificates are:
  - 6.1 Graduate Certificate in Management (GradCertMgt)
  - 6.2 Graduate Certificate in Tourism and Hospitality Management (GradCertTHMgt)

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1. Candidates for the Postgraduate Certificate in Arts must have:
  - (a) qualified for the award of the BA degree of the University of Waikato, or a qualification considered by the Academic Board to be equivalent, with a B average or better in the Level 3 papers of the undergraduate degree, or
  - (b) produced sufficient evidence to satisfy the Academic Board of adequate training and experience to proceed with the Postgraduate Certificate.
2. Candidates must enrol and follow an approved postgraduate programme of study in either the Faculty of Arts and Social Sciences or the School of Māori and Pacific Development.
3. Candidates must gain 60 points at Level 5 from those subjects or programmes offered for the BA(Hons) degree. Candidates may not include more than 30 points from Directed Study papers.
4. A candidate who has been awarded the certificate may relinquish it for credit of up to 60 points towards the BA(Hons).

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1. Candidates for the Postgraduate Certificate in Business Research must have qualified for the award of the Master of Business Administration, the Master of Electronic Commerce or the Master of Management Studies degree, or a qualification considered by the Academic Board to be equivalent.
2. Candidates must enrol and follow an approved part-time programme of study in the Waikato Management School.
3. Candidates must gain 60 points at Level 5 or Level 7, including at least 30 points in qualitative and/or quantitative methods selected from the papers prescribed in the appendix to these regulations, and with the remaining points being taken in papers from subjects or interdisciplinary programmes offered for the Master of Management Studies degree.
4. The Academic Board or delegated authority may, in individual cases, approve a programme of study other than that prescribed under section 3 of these regulations, provided that it provides satisfactory preparation for doctoral study.

### Appendix

EXEC768 Qualitative Research

EXEC769 Quantitative Research

MNGT501 Research Methods in Management Studies

MSYS551 Management Systems Research

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### Admission

- Candidates for the Postgraduate Certificate in Counselling must
  - have 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
  - have satisfied the prerequisites for graduate study at levels considered appropriate by the Academic Board, including any prerequisite compulsory papers as prescribed in the Graduate Studies Handbook or the School of Education Graduate Programmes section of the Calendar, and
  - satisfy the requirements for selection to the specific programme sought, as stated in the Graduate Studies Handbook or the School of Education Graduate Programmes section of the Calendar.
- In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 1 of these regulations may be considered for admission subject to completion of any qualifying papers the Academic Board may prescribe.

### Requirements for the postgraduate certificate

- Candidates must gain 60 points at Level 5 from the papers prescribed for the postgraduate certificate, including any compulsory papers as prescribed in the Graduate Studies Handbook or the School of Education Graduate Programmes section of the Calendar.  
The Postgraduate Certificate in Counselling may be endorsed with one of the following specialisations:
  - Counselling Supervision (CounsSup)
  - Family Counselling (FamCouns)
- 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.

### Exemptions and credit transfers

- Candidates who have been awarded a postgraduate certificate may relinquish it for credit of up to 60 points towards an appropriate School of Education postgraduate qualification, at the discretion of the Dean.

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## Regulations for the Postgraduate Certificate in Education (PGCertEd)

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### Admission

- Candidates for the Postgraduate Certificate in Education must
  - have qualified for the award of the Bachelor of Teaching of the University of Waikato, or a bachelors degree and a recognised teaching or related professional qualification of at least one year's duration, or a qualification considered equivalent by the Academic Board, and
  - have satisfied the prerequisites for graduate study at levels considered appropriate by the Academic Board, including any prerequisite compulsory papers as prescribed in the Graduate Studies Handbook or the School of Education Graduate Programmes section of the Calendar, and
  - satisfy the requirements for selection to the specific programme sought, as stated in the Graduate Studies Handbook or the School of Education Graduate Programmes section of the Calendar.
- In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 1 of these regulations may be considered for admission subject to completion of any qualifying papers the Academic Board may prescribe.

### Requirements for the postgraduate certificate

- Candidates must gain 60 points at Level 5 from the papers prescribed for the postgraduate certificate, including any compulsory papers as prescribed in the Graduate Studies Handbook or the School of Education Graduate Programmes section of the Calendar.  
The Postgraduate Certificate in Education may be endorsed with one of the following specialisations:
  - eEducation (eEd)
  - School Principalship (SchPrinc)
  - Tertiary Teaching (TertTchg)
- 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.

### Exemptions and credit transfers

- Candidates who have been awarded a postgraduate certificate may relinquish it for credit of up to 60 points towards an appropriate School of Education postgraduate qualification, at the discretion of the Dean.

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**Health Management (PGCertMgtSt(HealthMgt))**  
**Personal Risk Management (PGCertMgtSt(PRiskMgt))**  
**Practice Management (PGCertMgtSt(PracMgt))**  
**Property Finance (PGCertMgtSt(PropFin))**  
**Sport Management (PGCertMgtSt(SportMgt))**  
**Unendorsed (PGCertMgtSt)**

1. Candidates for the Postgraduate Certificate in Management Studies must have
  - (a) qualified for the award of a bachelors degree from the University of Waikato, or a qualification considered by Academic Board to be equivalent, or
  - (b) produced satisfactory evidence of adequate training and experience to proceed with the certificate.
2. Where candidates are required to have specific experience in order to gain entry to a particular certificate, or must be employed in a position relevant to the field of study while undertaking the programme, the regulations are outlined in the appropriate Waikato Management School Handbook.
3. Candidates must enrol and follow an approved part-time programme of study in the Waikato Management School for at least two semesters.
4. Candidates must gain 60 points at Level 7 as prescribed by the relevant endorsement for the PGCertMgtSt under Executive Education in the Calendar.
5. A candidate who fails a paper may repeat it once. A candidate who fails the same paper a second time may not proceed with the certificate.
6. The Academic Board or delegated authority may vary or waive these regulations in individual cases.
7. With the approval of the Academic Board, a candidate who has been awarded the PGCertMgtSt may relinquish the certificate for credit towards the PGDipMgtSt.

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  - (a) qualified for the award of the BSc or BSc(Tech) degree of the University of Waikato, or a qualification considered by the Academic Board to be equivalent, or
  - (b) produced sufficient evidence to satisfy the Dean of Science and Engineering of adequate training and experience to proceed with the Postgraduate Certificate.
2. Candidates must enrol and follow an approved postgraduate programme of study in the School of Science and Engineering.
3. Candidates must gain 60 points at Level 5 from those offered for the MSc and MSc(Tech) degrees. Only 30 points of the points may be a Directed Study paper.
4. A candidate who has been awarded the certificate may relinquish it for credit of up to 60 points towards the PGDipSc, the MSc or MSc(Tech).

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- Candidates for the Postgraduate Certificate in Social Sciences must have:
  - qualified for the award of the BSocSc degree of the University of Waikato, or a qualification considered by the Academic Board to be equivalent, with a B average or better in the Level 3 papers of the undergraduate degree, or
  - produced sufficient evidence to satisfy the Academic Board of adequate training and experience to proceed with the Postgraduate Certificate.
- Candidates must enrol and follow an approved postgraduate programme of study in the Faculty of Arts and Social Sciences.
- Candidates must gain 60 points at Level 5 from those subjects or programmes offered for the BSocSc(Hons) degree. Candidates may not include more than 30 points from Directed Study papers.
- A candidate who has been awarded the certificate may relinquish it for credit of up to 60 points towards the BSocSc(Hons).

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Director  
Jill Rodgers BSc(Tech) Waikato

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Director of Marketing  
Stephen Knightly BMS MMS Waikato

Public Relations & Events Manager  
Debbie Stevens DipComm Waikato

Publications & Media Manager  
Maree McNulty BCS AUT

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Group Manager  
Jan Bates

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Director

Gerald D. G. Bailey QSO LLB Cant HonD Waikato

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Manager  
Jeremy Bell MA Camb

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Director  
Professor Neil Ericksen BA MA Cant PhD Tor

Directors of Programmes  
Associate Professor Richard Warrick BA Calif MA PhD Colorado  
Peter Urich BA MA Wisconsin PhD ANU  
Wei Ye BEng Tsinghua MSc CAPM PhD ANU

Senior Research Fellow  
Peter Kouwenhoven MSc Leiden PhD Twente

Research Officers  
Nathan Kennedy BSocSc(Hons) Waikato  
Lisa Koshy BSc Auck MSc PgDip USP  
Greg Mason BA MRRP Otago

Research Associates  
Sarah Chapman BSocSc MSocSc PGDipREP Waikato  
Jan Crawford BA MPA Harv DipTP Auck  
Neil de Wet MBChB MPhil Cape Town  
Tom Fookes MA Cant PhD Waikato DipTP Auck  
Richard Jefferies BMS Waikato DipT  
Xianfu Lu MSc PhD ChineseAcademyOfSciences  
P. Ali Memon BA Nair MA Wat PhD W.Ont  
M. Q. Mirza BEng MEng Dhaka PhD Waikato

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Director  
Professor Alex Frame LL.D. Well

Deputy Director  
Wayne Rumbles BA LLB LLM Waikato

Associate Professor  
Richard Benton BA NZ MA PhD Hawaii MRSNZ

Research Officer  
Paul Meredith LLB BA(Hons) Waikato

Research Assistant  
Robert Joseph LLB LLM Waikato

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Director  
To be appointed

Senior Lecturer  
Dorothy Spiller BA MA DipEd Natal

Lecturer  
Varvara A. Richards BA MA Peabody DipEdSt Waikato

Senior Tutors  
Andrea Haines BA MEd Waikato JP  
Peter Denham BA Otago DipEd PGDipComm MMS Waikato

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### Director

Lester Finch BEd MPhil PGDipSLT Massey DipT

### Advanced Teacher

R. H. Silcock BA MA Cant MEd Calg AM Stan PhD Lond DipT

### Senior Teachers

Sione Naulivou BBusSt MBusSt DipAcc Massey DipT

Dominic O'Sullivan BA Well BSocSc(Hons) PhD Waikato DipBusSt Massey DipT

V. M. Rohan MSc Massey

Hala Rohorua BA MBA S.Pac PGCertBusRes Waikato

Steve Wood BA(Hons) BSc Otago DipSc Massey DipT

### Teachers

Keith Allen BSc DipEd Sheff

Jennifer Buckle BA MA(Applied) PGDipSLT PGDipComm Waikato

RSA/Cambridge CELTA

Teresa Fernandez BSc DipEd NUSingapore MEd Waikato CTESOL

Rose Granger BA(Hons) Transkei MA Stell GDipEd Natal

Martin Gwengo BSc BEd MEd S.Af MEd Auck CertEd Rhodesia

Yvonne Kuys BSc(Hons) BA MSc Otago PhD Waikato

Chandra Seneviratne BA BPh Colombo MA Manc DipASEcSocSt Manc

Patricia A. Tribe BA MA GradDipRelSt Waikato

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### Manager

Lester Finch BEd MPhil PGDipSLT Massey DipT

### Advanced Teacher/Teacher Trainer

Liz Howell BA Lond BA Manc MA Birm PGCertEd Lond DipRSA

### Senior Teachers

Jodie Allison BA Massey MA(Applied) PGDipSLT Waikato CTESOL Lond

Bill Charleston BA Well MA Syd DipEd Massey DipT CTEFLA

Carol Coleman BA PGDipSLT Waikato DipT

Mark Dawson-Smith CTEFLA Camb

Patrick Houlahan BA MA Auck

Dianne Moffitt RSA/Cambridge CELTA TTC

Chris Orange BEd Massey CTESOL

Tina Peresson BCom Potchef PGHDipEd Randse AdvDipEd S.Af RSA/Cambridge

CEELT

Angela Reid BA Auck DipSLT Waikato RSA/Cambridge CTEFLA DipT

Carol Tebbutt BA DipELT Auck

### Teachers

Manju Bhaskar BA MA Hyd PGDipLT Auck CTESOL

Katherine Brown BA MA(Applied) PGDipSLT Waikato

Wendy Buchanan BA MA Cant PGDipSLT Waikato RSA/Cambridge CELTA

Vanessa De Roux Buisson BSocSc Waikato CTESOL

Cynthia Gale BA Auck PGDipSLT Waikato CTESOL

Christina Gera BA Waikato RSA/Cambridge CELTA

Biz Jens BEd Massey RSA/Cambridge CELTA DipT

Mariana Nordmark BEd Waikato GradDipLT UnitecIT DipT

Radha Sheppard BA(Hons) DipEd NUSingapore RSA/Cambridge DTEFLA

Margaret Standing PGDipSLT Waikato TTC RSA/Cambridge CTEFLA

Judith Stevens BA Waikato CTESL Massey

Joanne Tate BEd Massey DipALT Wintec CTESOL

Jenny Webber BSc PGDipDevSt Massey CTESOL

Derek White BMS Waikato MDiv RegentColl GradDipIT WIT

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Chairperson  
Professor Alexandra Barratt

### Art History

Lecturers  
Ann McEwan MA PhD Cant  
Dimity Phillips BA(Hons) ANU

Research Associates  
Deborah Cain MSocSc Waikato  
Gaby Esser-Hall PhD Gottingen

### Chinese

Associate Professor  
Min Lin BA Fudan MPhil Ljubljana PhD Leeds

Senior Lecturer  
Maria Galikowski BA(Hons) PhD Leeds

Lecturer  
Xiaoning Wang BA Shanghai MA PhD Waikato

Research Associate  
Kunyong Lee BA MA PhD Kookmin

### English

Professors  
Alexandra Barratt BA(Hons) MA Camb MA Car PhD Tor FRHS  
Marshall Walker MA PhD Glas

Associate Professors  
Anne M. McKim MA Dund MA Mani PhD Edin  
Norman Simms BA Alfred MA PhD Wash

Senior Lecturers  
Mark Houlahan BA MA Auck PhD Tor  
Janice Pilditch BA Massey MA DPhil Waikato  
Sarah Shieff BA MA PhD Auck

Lecturer  
Kirstine Moffatt BA MA Waikato PhD Well

Research Associate  
Kenneth O. Arvidson BA MA Auck

## French

---

Senior Lecturer  
William Jennings BSc BA MA PhD Auck

Lecturer  
Nathalie Philippe BA MA Sorbonne-Nouvelle DEA Bourgogne PhD Sorbonne

Research Associate  
Denis L. Drysdall MA DipEd Oxf DrIIIecycle Sorbonne

## German

---

Senior Lecturer  
Norman P. Franke MA Hamburg PhD Humboldt

Senior Tutor  
Beate Jones Staatsexamen Munich MA Waikato

## Japanese

---

Lecturers  
K. McNeil BSc Auck MSc DPhil Waikato  
Akiko Nakayama BA MA Tokyo UFS PhD Monash  
Fumiko Nishimura BA MEd Hiroshima

Associate  
Alistair D. Swale BA Cant MA PhD Kyoto

## Spanish

---

Senior Lecturer  
Jay Corwin BA QueensCUNY MA Hawaii PhD FloridaSt

Senior Tutor  
Maria Blé-Herrero

## Theatre Studies

---

Senior Lecturer  
William Farrimond PhD Copenhagen CertEd Oxon

Lecturers  
John Davies MA C.Sturt  
Gaye Poole BA(Hons) MA(Hons) NSW

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Chairperson  
Marcia Johnson

Associate Professor  
Ray Harlow BA MA Otago DrPhil Zür

Senior Lecturers  
Roger Barnard BEd Sus MA Lond MA Sur PhD S'ton RSA/Cambridge DTEFLA  
Diane Johnson BA MA PhD Waikato DMEAV Nice DipT RSA/Cambridge  
CTEFLA  
Marcia Johnson BA MA PhD Tor

Lecturers  
Ian Bruce BA Cant DipSLT Massey MA(Applied) PhD Waikato KDS Munich  
RSA/Cambridge CTEFLA DipT  
James Mclellan BA PGCertEd Camb MA York(UK)

Assistant Lecturer  
Julie Barbour BA Waikato MA Auck RSA/Cambridge CTEFLA

Senior Tutors  
Lucy Campbell BA Dorset MA(Applied) PGDipSLT Waikato RSA/Cambridge  
CTEFLA  
Anthea Fester BA SA DipSLT PGDipSLT Waikato HDipEd W.Cape  
RSA/Cambridge CTEFLA

Research Associate  
Christopher Hall MA DPhil Bonn

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Chairperson  
To be appointed

Associate Professors  
John R. Campbell BA MA Cant PhD Hawaii  
Lex Chalmers BA MA Auck PhD Brist  
Robyn Longhurst BSocSc MSocSc PhD Waikato

Senior Lecturers  
Anne-Marie d'Hauteserre MA PhD Paris  
Mairi Jay BA Manit MA BrCol MA Wat PhD Waikato MNZPI  
Lynda Johnston BA Otago MSocSc PhD Waikato  
Russell Kirkpatrick BA MA PhD Cant  
Hamish G. Rennie BSc(Hons) Otago MA Nfld PhD Waikato MNZPI MNZARM

Lecturers  
Lars Brabyn BA(Hons) BSc(Hons) PhD Cant  
Angeline Greensill LLB BSocSc(Hons) Waikato TTC  
Colin McLeay BSocSc MSocSc Waikato PhD Macq

Senior Research Fellow  
Elsie Ho BSocSc MSocSc HK DPhil Waikato

Senior Tutors  
Elaine Bliss BA MA Wis  
Diana L. Porteous BSocSc MSocSc Waikato TTC  
Pip Wallace LLB Auck

Honorary Lecturers  
Graeme Lawrence BSocSc Waikato MNZPI  
Jacquie Lidgard BSocSc MSocSc PhD Waikato  
David Vincent

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### Chairperson

To be appointed

### Senior Lecturers

Catharine Coleborne BA(Hons) MA Melb PhD LaTrobe

Peter Gibbons BA Auck MA Massey PhD Waikato

Jeanine Graham BA MA PhD Auck

Raymond Richards BA(Hons) Waikato MA Maryland PhD Calif

Douglas Simes MA Cant DPhil Oxf

### Lecturers

Bronwyn Labrum BA(Hons) MA Massey PhD Well

Rosalind McClean BA(Hons) Otago PhD Edin

Rowland Weston BA(Hons) PhD JamesCook

### Senior Tutor

Nēpia Mahuika BA(Hons) Waikato

### Research Associates

Ross Galbreath BSc(Hons) Well BA Auck PhD Cant DPhil Waikato

Philip Hart BA(Hons) MA Tas PhD ANU

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Chairperson  
Ian Whalley

Senior Lecturers  
William Dart BMus MMus PhD Auck MNZM LRSM LTCL LMus TCL  
David Griffiths BMus MMus Auck  
Martin Lodge MA Waikato MMus Well  
Ian Whalley BA BMus Well MSocSc Waikato APMT NSWCon AIRMT

Lecturers  
Joachim Atanassov  
Katherine Austin BMus MMus Auck LRSM LTCL  
Rachael Griffiths-Hughes BMus MMus Auck DMA SUNY  
James Tennant BMus Mich  
Michael Williams BA(Hons) GradDipT MMus Waikato DipMus MelbaMCM

Research Associates  
Richard Nunns  
Marshall Walker MA PhD Glas

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Chairperson  
To be appointed

### Philosophy

Reader  
Edwin H-C. Hung BSc(Hons) HK DPhil Oxf

Associate Professor  
Alastair S. Gunn BA(Hons) Sus DPhil Waikato

Senior Lecturers  
David Lumsden BA(Hons) Lond MA PhD Prin  
Liezl van Zyl BA(Hons) MA DPhil Stell

Lecturers  
Tracy A. Bowell BA(Hons) Sus MPhil Camb  
Justine Kingsbury BA(Hons) MA Well PhD Rutgers  
Catherine Legg BA Melb MA Monash PhD ANU  
Ruth Walker BSocSc MSocSc Waikato PhD Auck

### Religious Studies

Senior Lecturer  
G. Douglas Pratt BA MA Auck BD Otago BA Waikato LTh NZ PhD StAnd

Lecturers  
Margaret Coldham-Fussell BSocSc BA(Hons) MA DipRelSt Waikato  
Dennis Green BA MA Cant PhD Waikato DipJewStud. Oxf

Research Associates  
Joan Taylor BA Auck BD Otago PhD Edin  
Carolyn King BSc Liv DPhil Oxon PhD Waikato

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Chairperson  
Dr Geoffrey Cupit

Professor  
Dov Bing BA Hebrew University Jerusalem PhD Auck FRAS

Senior Lecturers  
Geoffrey Cupit BA(Hons) Lanc PhD Liv  
Priya A. Kurian BA Madr MA PhD Purdue  
Colm McKeogh MScEcon Wales BA(Mod) PhD Dub  
Mark G. Rolls BA(Hons) CNA MA Lanc PhD Hull  
Alan C. Simpson BA BA(Hons) MA Well PhD Lond FRSA  
Ron Smith BSc(Hons) S'ton BA MA DPhil Waikato

Lecturer  
Patrick Barrett BSW PhD Massey

Honorary Associates  
John Beaglehole MA Oxf BSc(Econ) PhD Lond  
Gabriel Dekel BA Haifa MSc Israel Inst of Tech PhD W.Ont  
David McCraw BA Auck DipA MA PhD Otago  
Wayne Robinson BA MA Vic PhD Monash

Research Associate  
Matthew Gibbons BSocSc BSocSc(Hons) PhD Waikato

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### Director

Professor Jacques Poot

### Professors

Ian Pool BA MA NZ PhD ANU FRSNZ

Jacques Poot Drs VU Amst PhD Well HonFRNAAS

### Research Associates

Richard D. Bedford BA MA Auck PhD ANU FRSNZ

A. Dharmalingam BSc MSc Madur PhD ANU

Bevan C. Grant BEd MA VicBC PhD Otago

S. Hillcoat Nallétamby BA(Hons) Lanc Maitrise DEA Doctorat Paris

Elsie Ho BSocSc MSocSc HK DPhil Waikato

Peggy G. Koopman-Boyden CNZM BA MA DipEd Massey

Stewart R. Lawrence BSc(Hons)(Econ) Lond MSc Warw PhD Waikato ACMA

Jacqueline Lidgard BSocSc MSocSc PhD Waikato

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### Chairperson

Professor Michael P. O'Driscoll

### Professors

T. M. Foster BSc MSc DipClinPsych PhD Auck  
Michael P. O'Driscoll BSc(Hons) WAust PhD Flin  
Jane Ritchie OBE BA MA NZ PhD Well JP

### Associate Professors

Douglas Boer BSc MSc PhD Alberta  
William Temple BSc MSc PhD Auck

### Senior Lecturers

Samuel Charlton BA SanJose MA PhD NewMexico  
Darrin Hodgetts BA DipSocSc PhD Massey  
Robert B. Isler DipNatW PhD Zürich  
John A. Perrone BSc MSc PhD Cant  
Neville R. Robertson BA Cant MSocSc DipPsych(Com) PhD Waikato  
Catherine Sumpter BSocSc MSocSc DPhil Waikato  
Jo Thakker PGDipPsych(Clin) PhD Cant

### Lecturers

Cate Curtis BSocSc(Hons) PhD Waikato  
James McEwan BSocSc MSocSc DPhil Waikato  
Linda Waimarie Nikora BSocSc MSocSc Waikato  
Nicola J. Starkey BSc(Hons) C.Lancs PhD Leeds

### Senior Research Fellow

Pauline B. Thompson-Guerin BSc AllentownColl PhD Temple

### Research Officer

Mohi Rua BSocSc BSocSc(Hons) MSocSc Waikato

### Senior Tutor

Anne Phipps BEd MSocSc DipPsych(Clin) Waikato

### Honorary Lecturers

Helen Conaglen BA Massey BSocSc(Hons) MA Dip Psych(Clin) PhD Waikato  
Paul Dumble MSocSc Waikato  
John Fitzgerald MA Keele MSc(Clin) Birm PhD Waikato  
Glen Kilgour BSocSc MSocSc DipPsych(Clin) Waikato  
James Ritchie MA DipEd PhD NZ FBPsS FNZPsS FAAA

### Research Associates

Averil Herbert BA MA Cant DipPsych(Clin) PhD Waikato  
Michelle Levy BSocSc MSocSc PGDipPsych(Com) Waikato  
Bridgette Masters BSocSc MSocSc PGDipPsych(Com) Waikato  
Jean Newman BA McG MA PhD Tor

### Clinical Psychology Programme Associates

John Ballantyne BA MA(Hons) DipPsych(Applied) Massey, Clinical Psychologist,  
Adult Mental Health, Thames Hospital  
Carlene Bone BSocSc MSocSc PGDipPsych(Clin) Waikato, Clinical Psychologist,  
Mental Health Services for Older People, Health Waikato

Jan Brassington BSocSc(Hons) PGDipPsych(Clin) PhD Waikato, Clinical Psychologist, Private Practice  
 Helen Conaglen BA Massey BSocSc(Hons) MA DipPsych(Clin) PhD Waikato, Registered Psychologist, The Psychology Centre, Hamilton  
 Marie Connelly BSocSc(Hons) PGDipPsych(Clin) PhD Waikato, Clinical Psychologist, Child & Adolescent Service, Hamilton  
 Elizabeth Court BA Auck MSocSc DipPsych(Clin) Waikato, Consultant Psychologist, Child Development Centre, Waikato Hospital  
 Ron Dick MPsych(Clin) Flin, Neuropsychologist, Rehabilitation Services, Health Waikato  
 Richard Edghill MSocSc DipPsych(Clin) Waikato, Clinical Psychologist, Private Practice, Hamilton  
 Dianne Farrell BSocSc MSocSc PGDipPsych(Clin) Waikato, Clinical Psychologist, Department of Corrections, Hamilton  
 John Fitzgerald MA MSc(Clin) Birm PhD Waikato, Director, The Psychology Centre, Hamilton  
 David Galbraith BA Cant MSc(Hons) Massey PGDipPsych(Clin) Auck, Clinical Psychologist, 'Manuwai' Department, CYFS, Hamilton  
 Karma Galyer MSocSc PGDipPsych(Clin) PhD Waikato, Clinical Psychologist, Child Development Centre, Health Waikato  
 Jenny Gibbs MA Cant DipPsych(Clin) Waikato, Clinical Psychologist, Child Development Centre, Health Waikato  
 Averil Herbert BA MA Cant DipPsych(Clin) PhD Waikato, Registered Psychologist and Māori Counsellor, Waiariki Institute of Technology  
 Natalie Keene BSocSc BSocSc(Hons) MSocSc PGDipPsych(Clin) Waikato, Clinical Psychologist, Child Development Centre, Hamilton  
 Glen Kilgour BSocSc MSocSc DipPsych(Clin) Waikato, Senior Clinical Psychologist, Department of Corrections, Hamilton  
 Jenny McCleery MSocSc PGDipPsych(Clin) Waikato, Clinical Psychologist, Adult Mental Health, Health Waikato  
 Ann Monahan MSc PGDipPsych(Clin) Otago MNZSPA MNZCCP, Clinical Psychologist, Private Practice  
 Aroha Panapa MSocSc PGDipClinPsych Auck, Clinical Psychologist, Hauora Waikato  
 Juanita Ryan MA PGDipCIPs Otago, Senior Clinical Psychologist, The Psychology Centre, Hamilton  
 Jeanette Shennan BSocSc MSocSc PGDipPsych(Clin) Waikato MNZPsS MICP, MIASP, Clinical Psychologist, Pain Clinic, Health Waikato  
 Kyle Smith MSocSc PGDipPsych(Clin) Waikato, Clinical Psychologist, Private Practice  
 Philippa Thomas BA Auck MSocSc DipPsych(Clin) Waikato, Clinical Psychologist, The Psychology Centre, Hamilton  
 Wendy Tuck BSocSc MSocSc DipPsych(Clin) Waikato, Professional Advisor in Psychology, Corporate Centre, Health Waikato  
 Paul Whitehead MSc(Hons) MNZPsS, Clinical Psychologist, Department of Corrections, Hamilton  
 Nick Wilson MSocSc PGDipPsych(Clin) PhD Waikato, Clinical Psychologist, Department of Corrections, Hamilton  
 Corinne Young BSocSc MSocSc PGDipPsych(Clin) Waikato, Clinical Psychologist, Adult Mental Health, Health Waikato

#### Community Psychology Programme Associates

Jane Furness BSocSc MSocSc PGDipPsych(Com) Waikato, Policy Analyst, Tertiary Education Commission  
 Kelly Gibson-van Marewijk BSocSc MSocSc PGDipPsych(Com) Waikato, Research Coordinator Māori, Centre for Applied Health and Human Service Research, Waikato Institute of Technology  
 Sallie Greenwood BSocSc MSocSc PGDipPsych(Com) Waikato, Nurse Educator, Waikato Institute of Technology  
 Heather Hamerton BA Well MSocSc DipPsych(Com) PhD Waikato, Centre Director, University of the South Pacific, Tokelau  
 Ruth Louise Hungerford BSocSc MSocSc PGDipPsych(Com) Waikato, Director, Momentum Research  
 Ingrid Huygens MA Auck DipPsych(Com) Waikato, Director, Workwise Associates  
 Beth Neill BSocSc MSocSc PGDipPsych(Com) Waikato, Senior Policy Analyst, Ministry of Social Development, Northland  
 Hope Simonsen BSocSc MSocSc PGDipPsych(Com) Waikato, Consultant, Waikato Social Services Trust, Hamilton  
 Patricia Te Wairere Ahiahi Young BSocSc MSocSc PGDipPsych(Com) Waikato,

Research, Evaluation, Training and Consultancy, Hamilton  
Kiri Waldegrave BSocSc MSocSc PGDipPsych(Com) Waikato, Senior Advisor,  
Ministry of Health, Wellington

Behaviour Analysis Programme Associates  
Eric Messick BA Lafayette MA West Virginia, Autism NZ and Team Leader,  
Intensive Clinical Services Youth Horizons, Hamilton  
Richard Edghill MSocSc DipPsych(Clin) Waikato, Clinical Psychologist, Private  
Practice, Hamilton

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### Chairperson

Professor Sean Cubitt

### Professors

Sean Cubitt BA(Hons) MA Camb PhD LivJMoores

Dan Fleming BA(Hons) Ulster PhD Stirling

### Associate Professors

Mary Griffiths BA Wales PGCE Brist MLitt NE PhD Monash

Geoff Lealand MA Cant PhD BGSU(Ohio)

### Senior Lecturers

Stan Jones BA PhD Hull

Gareth Schott BSc(Hons) Glam PGDipRM PhD Cardiff

Alistair D. Swale BA Cant MA PhD Kyoto

### Lecturers

Ann Hardy MA DipJourn Cant DipFilm&TVProd Middx PhD Waikato

Craig Hight MA PhD Waikato

Suzette Major BMS MMS PhD Waikato

Mark McGeady BA Waikato

Maree Mills BFineArts Cant MFineArts RMIT

Lisa Perrott BA(Hons) Waikato BMA WaikatoPoly

Virginia Pitts BA(Hons) CNAAC DipArts Auck

Bevan Yeatman BA MA PhD Waikato

### Research Associates

S. R. Edwards BA BA(Hons) MA Well DipT

Anne Kennedy PhD BGSU

William McArthur MSocSc DPhil Waikato

Michael Redman

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Chairperson  
Michael Law

## Anthropology

---

Senior Lecturers  
Wendy E. Cowling BA(Hons) PhD Macq  
Michael Goldsmith BA Auck AM PhD Ill  
Judith Macdonald BA MA PhD Auck  
Tom Ryan BA MA PhD Auck DEA EHESS Paris

Lecturer  
Keith Barber BA MA PhD Auck

Research Associate  
Birgit Grafarend-Watungwa MA GeorgAugust

## Certificate of University Preparation

---

Senior Tutor  
Gemma Piercy BSocSc(Hons) MSocSc Waikato

## Demography and Population Studies

---

Senior Lecturers  
A. Dharmalingam BSc MSc Madur PhD ANU  
S. Hillcoat Nallétamby BA(Hons) Lanc Maitrise DEA Doctorat Paris

Associates  
Richard D. Bedford BA MA Auck PhD ANU FRSNZ  
Ian Pool BA MA NZ PhD ANU FRSNZ  
Jacques Poot Drs VU Amst PhD Well

## Labour Studies

---

Senior Lecturers  
Paul Harris BA Exe MA PhD Lanc  
Michael Law BA Auck DipEdSt Waikato EdM Rutgers  
David J. M. Neilson MA Cant PhD EAnglia  
Tom Ryan BA MA PhD Auck DEA EHESS Paris

Senior Tutor  
Gemma Piercy BSocSc(Hons) MSocSc Waikato

Associate  
Joyce Stalker BHSc Guelph MEd EdD BrCol

## Social Policy

---

### Senior Lecturers

Jo Barnes BSc(Hons) S'ton MSc Sur PhD Flin PGCertTT Waikato  
S. Hillcoat Nallétamby BA(Hons) Lanc Maitrise DEA Doctorat Paris

### Lecturer

Maxine Campbell BSocSc(Hons) PhD Waikato

## Social Science Research

---

### Senior Lecturers

A. Dharmalingam BSc MSc Madur PhD ANU  
John Paterson BA(Hons) Otago MPhil Waikato PhD BrCol  
Jo Barnes BSc(Hons) S'ton MSc Sur PhD Flin PGCertTT Waikato

## Sociology

---

### Associate Professor

David A. Swain BSc Lond DPhil Waikato

### Senior Lecturer

L. E. (Ted) Ninnes MA Dund MSc Stir PhD Edin

### Lecturer

Maxine Campbell BSocSc(Hons) PhD Waikato

## Women's and Gender Studies

---

### Lecturers

Maxine Campbell BSocSc(Hons) PhD Waikato  
Carolyn Michelle MSocSc PhD Waikato

### Associates

Tracy A. Bowell BA(Hons) Sus MPhil Camb  
Joyce Stalker BHSc Guelph MEd EdD BrCol

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### Chairperson

Professor S. V. Reeves

### Professors

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Phillip Treweek BSc BA DipRelSt MCMS Waikato

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### Lecturers

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Mark T. F. Liu MCGD Waikato  
Trevor Morris DipFineArts Cant DipT  
Keith Soo BCGD(Hons) Waikato  
Nic Vandeerschantz BCGD(Hons) Waikato

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### Chairperson

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Alfred D. Sneyd BA BSc MSc Auck PhD Camb

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Gabriel Fruit PhD UPaulSabatier

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Chairperson  
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Lyn Hunt BSc MSc DPhil Waikato  
Murray A. Jorgensen BSc(Hons) Cant MA PhD BrCol  
Ray A. Littler BSc MSc Auck PhD Monash

Lecturer  
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H. Henderson BSc(Hons) Massey PhD Cornell

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Director

Ray A. Littler BSc MSc Auck PhD Monash

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### Chairperson

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Chairperson  
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Chairperson  
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Martin Thrupp BA Cant PhD Well

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Chairperson  
Russell Yates

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Rosina Merry HDipT Auck AdvDipT MEd Waikato  
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### Chairperson

Margaret Scratchley

### Professors

Douglas Booth BSc(Hons) Melb MSocSc Natal PhD Macq

Bevan C. Grant BEd MA VicBC PhD Otago

### Senior Lecturers

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Donna Little BA DipEd Qld MA PhD Griff

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Katie Fitzpatrick BEd Cant BSpLS(Hons) Waikato DipT

Kirsten Petrie BEd Cant MTchLn CCE DipT

Rachel Saunders BEd BSpLS(Hons) PGDipEd Waikato DipT

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Wendy Neilson BEd MEd Waikato DipT

John Wiltshire LLB Auck

Leanne Young BHSc PGDipSci Otago MPH Auck

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### Director

Lorraine Webber BSocSc(Hons) MSocSc DipLabStud DipTchg Waikato

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### Associate Professor

Richard K. Coll BSc PhD Cant ScEdD Curtin MRSNZ FNZIC

### Senior Lecturers

Bronwen Cowie BSc MSc Waikato PhD Waikato DipT

Chris Eames BSc MSc PhD Waikato

Michael Forret BSc Aderd PhD Waikato DipT

### Lecturer

Judy Moreland MEd PhD Waikato DipT

### Research Officers

Cathy Buntting BSc MSc Waikato

Ann Harlow DipHSc GradDipNutrition Otago MEd Waikato DipEd DipT

Paula Wine PGDip Waikato

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Assistant Dean: Teacher Education  
Brian Prestidge BA MA Cant DipT JP

Programme Coordinators

BTchg – Early Childhood  
Carol Nicholson BEd Waikato PlaycentreSupervisorsCert. NZCA Cert

BTchg – Primary  
Peggy Lee BEd MEd Waikato DipT

BTchg – Primary (Tauranga)  
Barbara M. Whyte BEd MEd Waikato DipT RSA/Cambridge CTEFLA

Graduate DipT – Primary  
Judith McGee BEd MEd Waikato TTC

Kākano Rua Programmes  
To be appointed

BTchg – Distance  
Russell H. Yates BEd Massey MEd Waikato DipT

Conjoint Degrees – Secondary  
Beverley Cooper BSc MSc Waikato DipT

Graduate DipT – Secondary  
Heather Mansell BEd MCouns Waikato DipT

Graduate DipT – Secondary (Tauranga and Distance)  
David McPherson BA Well DipSchMgmt UnitecIT DipT

Professional Practice Coordinators  
Beverley Cooper BSc MSc Waikato DipT  
Catherine M. Lang BEd MEd Waikato DipT  
Rosina Merry HDipT Auck AdvDipT MEd Waikato

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### Director

Alister T. Jones BSc Otago MSc DPhil Waikato DipT MRSNZ

### Professors

Russell Bishop BA(Hons) Well MA PhD Otago DipEd Massey DipT

Margaret A. Carr BA MA Well DPhil DipEdSt Waikato DipNZFKU

Alister T. Jones BSc Otago MSc DPhil Waikato DipT MRSNZ

Clive McGee BA MA DPhil Waikato DipT

Stephen May BA Auck BA(Hons) Well MEd Massey PhD Brist DipT

Martin Thrupp BA Cant PhD Well

### Senior Research Officer

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### Senior Research Fellow

Wendy Lee CertContEd Waikato DipT

### Research Officers

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Ann Harlow DipHSc GradDipNutrition Otago MEd Waikato DipEd DipT

### Visiting Professor

John Smyth BCom Melb BEdSt Qld DipEd Monash MEdAdmin NE DPhil Alta

MPolLaw LaTrobe

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### School and Teacher Development

---

School Support Services Director  
Jane Barnett BSc Cant PGDipTech Waikato TTC

---

### Educational Leadership

---

Director  
Jan M. Robertson BEd MEd DPhil Waikato DipT

Manager  
Jeremy Kedian BA BEd MEd HDipEd Natal

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Chairperson  
Professor Howard Davey

Professors  
Howard B. Davey BA BBS MBA Massey PhD Waikato CA ACIS  
Ian Eggleton BCom BCA Well MBA PhD Chicago CA ACIM  
Stewart R. Lawrence BSc(Hons)(Econ) Lond MSc Warw PhD Waikato ACMA  
Alan D. Lowe BA(Hons) CNA MA Manc PhD Waikato ACMA MRSNZ  
FNZSSS

Associate Professor  
Karen A. Van Peurse BSc Oregon MBS Massey PhD Waikato CPA CA

Senior Lecturers  
Clinton R. Alley BCA Well CA CMA  
Martin R. Dew LLB LLM Auck  
Chris Durden BBS MBS PGDipBusAdmin PhD Massey  
Martin Kelly MBS Massey PhD Waikato FCCA  
Joanne Locke BCom Tas MBS PhD Massey ASCPA  
Grant Samkin BCompt(Hons) SA MCom Durban-Westville DCompt SA CA  
R. Helen Samujh BCom(Hons) Otago MEc NE CA

Lecturers  
Brennan G. Allen BCA Well MMS PhD Waikato  
Mary C. H. Low BA DipEd USP MMS DipAcc&Fin Waikato CA

Teaching Fellow  
Jim Ryan MMS Waikato

Senior Fellow  
Graham Francis BSc(Econ) Hull MA DeMont MBA Warw

Senior Tutors  
Muruges Arunachalam BAacct Malaya MSc Stir  
Andrea Bather LLB Cant  
Alison McCourt LLB Cape Town  
Umesh Sharma BA BEd MA DipEd DipAcc&Fin DipEdAd S'Pac

Tutor  
Jacqueline Allen BMS GradDipEnvMgt MMS Waikato CA

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Chairperson  
Professor Frank Scrimgeour

Adjunct Professor  
Arthur Grimes

Professors  
Mark Holmes BA Essex MSc Lond PhD Dund  
Philip McCann BA MA PhD Camb  
Riccardo Scarpa MA WiscMadison MSc Wales PhD WiscMadison  
Frank Scrimgeour BAgSc(Hons) Cant PhD Hawaii

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Warren Hughes BCom MCom Auck MBA DBA Indiana  
John Tressler BEd(Hons) JamesCook PhD Missouri

Senior Lecturers  
Sayeeda Bano MA Patna and Alta MPhil JNehruU PhD SFraser  
Richard Dutu PhD ParisXNanterre  
Steven Lim BSocSc Waikato MEc Monash PhD Adel  
Dan Marsh MSc Reading MA Oxf PhD Waikato  
Brian Silverstone BCom MCom Otago MPhil Waikato  
Anna Strutt BSocSc(Hons) Waikato PhD Adel

Lecturer  
Bridget Dalry BSc MSocSc DipEcon Waikato

Assistant Lecturer  
Catherine Iremonger BSc(Tech) MSc(Tech) MMS Waikato

Honorary Lecturer  
Veronica Jacobsen LLB DPhil Waikato

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Chairperson  
Professor Frank Scrimgeour

Professor  
Ed Vos BSc Wis MBA OhioState DPhil Waikato

Associate Professor  
Stuart Locke BEc(Hons) ANU PhD Tas CA

Senior Lecturers  
Daniel Choi BSc FuJenCatholic MASC Wat MA Lanc PhD Stir  
Dani Foo BCom MCom Auck MBA PhD Texas  
Abey Gunasekarage PhD Dund  
Philip O'Connor PhD Maryland

Lecturer  
Hung Wan Kot PhD HKUST

Senior Fellow  
Kurt Hess DiplIngETH Switzerland MBA BrCol

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### Chairperson

Professor Juliet Roper

### Adjunct Professor

George Cheney PhD Purdue

### Professors

David McKie MA Glas PGCE Sheffield PhD Stir

Judy Motion BA MMS PhD Waikato

Juliet Roper BA Otago MMS PhD Waikato

Ted Zorn BA Charleston MA PhD Kentucky

### Associate Professor

C. Kay Weaver BA(Hons) PhD Stir

### Senior Lecturers

Nittaya Campbell BSocSc DPhil Waikato MA Hawaii DipTESL

Shiv Ganesh BA Delhi MA Tata Inst.Soc.Scis PhD Purdue

Prue Holmes BA Well MMS PhD Waikato DipSLT Massey

Debashish Munshi BA(Hons) Calc PhD Waikato

### Lecturers

Cheryl Cockburn-Wootten BA(Hons) Glam PGCE PhD Wales

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Mary Simpson BSW Massey PGDipComm Waikato

Margalit Toledano BA MA Hebrew

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### Chairperson

Professor James L. Corner

### Professors

James L. Corner BSc Virginia MBA Wyoming PhD ArizonaState

Les R. Foulds BSc MSc Auck PhD VirgPolyInst FTICA

Robert J. McQueen BApSc(EE) Wat MBA Harv PhD Waikato

### Associate Professors

Chuda B. Basnet BEng Poona MS Montana State PhD Oklahoma State

John T. Buchanan BCom MCom PhD Cant

John L. Scott BSc(Hons) BCA Well CertPGS Camb PhD Well

### Senior Lecturers

Paul Childerhouse PhD Wales

Eric Deakins BSc(Hons) MBA PhD Plymouth

### Lecturers

Hyung Jun Ahn PhD KoreaAIST

Stuart Dillon BSc MMS PGDipMgtSys PhD Waikato

Valerie Martin MSc Strath PhD Cran

Hazel Taylor BSc Cant MSc PGDipSc Otago

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Chairperson  
Professor Richard Varey

Professor  
Harald van Heerde MSc PhD Groningen  
Richard Varey MSc PhD Manc

Associate Professors  
Roger Brooksbank BA(Hons) Sund MBA PhD Brad MCIM  
Carolyn Costley BFA Kansas MBA Arkansas PhD North Carolina  
Ron Garland BA MA Otago PhD Massey  
Scott Koslow BA MBA Mich PhD SCalif  
David B. Taylor BSc(Econ) Belf MA Lanc MCIM

Senior Lecturer  
Lorraine Friend BS Ohio MS ColoradoState PhD Otago

Lecturer  
Mary FitzPatrick BEd DipEd PGDipMrkt PhD Waikato

Senior Tutors  
Janet Davey BSc MA MPhil Massey  
Mark Kilgour BMS MMS Waikato  
Patricia Koslow BBA Texas MEd NthTexas  
James McIntosh BSc Leeds PhD Waikato DipBusSt WaikatoPoly  
Quentin Somerville BAgSc Massey MMS DipMrkt Waikato

Doctoral Assistants  
Charis Brown BCom Otago  
Djavlonbek Kadirov MSc Salf

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### Co-Chairpersons

J. E. F. Gilbert BA DipBIA Auck MBA Cran IT  
 Michèle E. M. Akoorie BA Auck MBA City London DPhil Waikato  
 Kathryn Pavlovich BA Auck DipMgt MMS PhD Waikato

### Professors

James Barker BA Arkansas MA Purdue PhD Colorado  
 Delwyn N. Clark BSc Auck BMS DPhil Waikato DipT  
 C. H. J. Gilson BA(Hons) Middx MA PhD Warw  
 Mark Harcourt BCom(Hons) QueensUniKingston BEd Toronto PhD Alberta

### Associate Professors

Michèle E. M. Akoorie BA Auck MBA City London DPhil Waikato  
 Kathryn Pavlovich BA Auck DipMgt MMS PhD Waikato

### Senior Lecturers

Marc Anderson BS(Econ) Carnegie-Mellon MBA Michigan PhD Minn  
 Stephen Bowden BCom MCom Cant PhD Ill  
 Suzette Dyer BMS MMS PhD Waikato  
 J. E. F. Gilbert BA DipBIA Auck MBA Cran IT  
 Jarrod Haar BMS MMS PGDipStratMgt PGDipOrgLdr PhD Waikato  
 Glyn Jones BSc(Econ) Wales MA Leeds

### Lecturers

Eva Collins BSc PortlandState MA Essex PhD GWashington  
 Jennifer Gibb BSocSc MSocSc PhD Waikato  
 Linda Twiname BSocSc MMS Waikato

### Teaching Fellow

Neil Harnish BA NotreDame MMS Waikato

### Senior Tutor

Anca Ryan BA MBA Sheff

### Doctoral Assistants

Marlize De Witt BA Pret MMS PGDipHRM Waikato  
 Vesna Sedoglavich MMS PGDipMrkt Waikato

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### Chairperson

Professor Frank Scrimgeour

### Professors

Christine Lim PhD W.Aust

Christopher Ryan BSc(Econ)(Hons) Lond MED Nott MPhil CNAA PhD Aston PhD Kensington CertEd Leic

### Associate Professor

Alison McIntosh PhD QM Edin/Open(UK)

### Senior Lecturers

Tim Lockyer BSc(Hons) BYHawaii MBS Massey DipEd Sur PhD Waikato

Asad Mohsin BSc Delhi MBA PhD NTerritory

### Lecturers

Jenny Cave BA Otago MMuS Tor

Charlie Panakera BTech(Accy) PNGTech DipBusAdmin MBA Massey

### Assistant Lecturer

Anne Zahra BCom MCom NSW

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### Director

John Tucker MBA Waikato

### Associate Professor

Jens Mueller MBA NorthernIllinois LLM Goldengate MSc(AdvMgmt) Claremont  
JD WesternState

### Senior Fellows

John Cunningham BE ME DipBIA Auck  
Colleen Rigby BA(Hons) MA PhD Natal

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Toi Huarewa/Professor  
Ngahuia Te Awkotuku BA MA(Hons) Auck PhD Waikato

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Pou/Chairperson  
Eci Nabalarua

Ngā Pukenga Matua/Senior Lecturers  
Materoa Dodd BA MA Auck DipSW Well  
Eci Nabalarua BA USP MA Reading PhD ANU

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Pou/Chairperson  
Waldo Houia

Toi Huarewa/Professor  
Pou Temara MA Well TTC

Ngā Pukenga Matua/Senior Lecturers  
Waldo T. P. T. Houia MIL BSocSc MPhil DipBiEd DipSLT Waikato TTC JP  
Haupai Puke MA(Hons) Auck DipT  
Tom Roa BA DipTESL Well MA(Applied) Waikato DipT JP  
Ngaere Roberts MA(Applied) DipSLT PhD Waikato HDipT

Ngā Pukenga/Lecturers  
Hine-iti-moana Greensill BA(Hons) PGDipSLT Waikato  
Hori Manuirirangi BA MA PGDipInter&Trans Waikato RSA/Cambridge CELTA  
Te Kahautu Maxwell BA MA Waikato  
Enoka Murphy BA(Hons) Waikato  
Sophie Nock BA(Hons) MA Waikato RSA/Cambridge CELTA  
Natana Takurua BA Waikato  
Jackie Tupaupiki BA(Hons) Waikato

Kaiawhina Matua/Senior Tutors  
Rauhina Cooper BEd Waikato  
Jessie Sam TTC  
Hinekahukura Te Kanawa HDipT Waikato TTC

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Pou/Chairperson  
Sandy Morrison

Toi Huarewa/Professor  
Pou Temara MA Well TTC

Ngā Pukenga Matua/Senior Lecturers  
Ngahuia M. Dixon BA MA Waikato RSA/Cambridge CTEFLA DipT  
Sandy Morrison BA PGDipMPD MMPD Waikato CertCrim Well  
Ngaere Roberts MA(Applied) DipSLT PhD Waikato HDipT

Ngā Pukenga/Lecturers  
Donna Campbell PGDipFA Auck  
Terri Crawford BMPA EIT  
Pania Melbourne BA MA Waikato  
Enoka Murphy BA(Hons) Waikato

Kaiawhina Matua/Senior Tutor  
Hoturoa Barclay-Kerr BA Auck

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Director  
Linda M. Ward BA DipEd Waikato

Senior Kaiwhakaako  
George Wynyrd DipT

Kaiwhakaako  
Sam Collins BSc Waikato  
Jocleen Karu BA Waikato DipT  
Wiki Papa BSc GradDipT Waikato  
Jacqueline Smith BA DipSocSc Waikato

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### Chairperson

Associate Professor Bruce Clarkson

### Professors

Craig Cary BSc FloridaIT MSc SanDiegoSt PhD Calif  
Roy M. Daniel BSc(Hons) PhD Leic FRSNZ FNZIC  
Roberta L. Farrell BSc Missouri MSc PhD Ill  
T. G. Allan Green BA(Hons) MA DPhil Oxf  
David P. Hamilton BSc PhD Otago  
P. C. Molan MBE BSc(Hons) Wales PhD Liv  
Hugh W. Morgan BSc Wales MSc Strath PhD Guelph  
Warwick B. Silvester BSc NZ MSc Auck PhD Cant  
Richard J. Wilkins MSc Auck PhD Otago

### Adjunct Professor

P. L. Bergquist BSc MSc PhD NZ DSc Auck FRSNZ

### Reader

L. M. McLeay MAgrSc Massey PhD Melb

### Associate Professors

Bruce Clarkson BSc MSc DPhil Waikato TTC  
J. R. Waas BSc(Hons) Trent PhD Cant

### Senior Lecturers

Alison Campbell BSc(Hons) PhD Massey TTC  
C. W. Eames BSc MSc PhD Waikato  
Chrissen E. C. Gemmill BS Calif PhD Colorado  
B. J. Hicks BSc MSc Auck PhD Oregon State  
Ian Hogg MAppSc Canberra BSc PhD Tor  
C. M. King BSc(Hons) Liv DPhil Oxf PhD Waikato  
N. Ling BSc MSc PhD Auck  
Ryan D. Martinus BSc MSc Waikato PhD Massey  
Ian R. McDonald BSc Ulster PhD Liv  
David R. Musgrave BSc Massey DipSci PhD Otago  
C. Pilditch BSc MSc Otago PhD Dal

### Lecturers

R. Cursons MSc PhD Massey  
Ian Duggan BSc MSc PhD Waikato

### Manager – DNA Sequencing Unit

John Longmore BSc(Tech) Waikato

### Senior Tutor

Liz LaFranchie BHortSc(Hons) Massey DPhil Waikato

### Research Associates

Leopoldo G. Sancho PhD Madrid  
Roman Türk DPhil Vienna

### Honorary Lecturers

D. K. Berg  
B. Burns BSc MSc Auck PhD Colorado DipNR Lincoln

V. Cassie-Cooper MA PhD Auck  
M. A. Chapman MSc Otago PhD Glas  
Beverley R. Clarkson BSc MSc PhD Waikato  
Kevin J. Collier BSc MSc PhD Waikato  
S. R. Davis MSc PhD Nott  
Nicholas B. Edgar BSc MSc PhD Waikato  
P. Gerard BHortSc Lincoln DPhil Waikato  
R. Hill BSc PhD R'dg  
J. Innes BSc MSc Massey  
J. R. Leathwick BForSc DSc Cant  
C. J. Morrow BSc MSc Waikato PhD George Mason  
B. J. Oback BSc MSc Giessen PhD Heidelberg  
P. L. Pfeffer BSc BSc(Hons) PhD Cape Town  
C. G. Prosser BSc(Hons) PhD WAust  
P. Shannon MAgSc Durh DSc Waikato  
K. Stelwagen BSc(Hons) Leeuwarden MSc PhD Guelph  
N. Towers BSc(Hons) Otago PhD Monash  
Michael Van den Heuvel BSc PhD Wat  
W. N. Vant BSc MSc(Hons) Auck MSc Wales  
K. Wong BSc BDS Otago PhD Lond

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### Chairperson

Professor W. Henderson

### Professors

W. Henderson BSc(Hons) PhD Leic FNZIC

B. K. Nicholson BSc(Hons) PhD Otago FNZIC

A. L. Wilkins BSc(Hons) PhD Otago MNZIC

### Associate Professors

C. H. Hendy BSc MSc PhD Well MNZIC

A. G. Langdon BSc MSc PhD Well FNZIC

L. Main MSc Well PhD Auck MNZIC

D. W. Smith BSc(Hons) StAnd DPhil Oxf FNZIC

### Senior Lecturers

Tony Cartner BSc(Hons) PhD Otago MNZICF

Merilyn Manley-Harris BSc(Hons) JamesCook PhD Montana

P. J. Morris BSc MSc PhD Well MNZIC

M. R. Mucalo BSc MSc PhD Auck MNZIC

Michèle R. Prinsep BSc(Hons) PhD Cant MNZIC

### Tutor

Corry Decker PhD Waikato

### Honorary Lecturers

Donald E. Kiely PhD Connecticut

N. D. Kim BSc(Hons) PhD Cant

C. O. Miles MSc DPhil Waikato

Michael Rathbone BSc LeicPoly PhD Aston

Peter G. Robinson PhD Auck

A. J. Rogers BSc(Hons) PhD Otago

T. Sims MSc MPhil Waikato

I. Suckling BSc(Hons) Well PhD BrCol

Kate Wilson BSc MSc(Hons) Waikato

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### Chairperson

M. R. Balks

### Professors

P. J. J. Kamp BSc MSc PhD Waikato

C. S. Nelson BSc(Hons) Well PhD Auck FRSNZ

Port of Tauranga Ltd Research Professor in Coastal Environmental Sciences

T. R. Healy BSc MSc Auck PhD Monash FIPENZ

### Associate Professors

W. E. Bardsley BSc(Hons) MSc PhD Otago

R. M. Briggs BSc MSc PhD Auck FAusIMM

D. J. Lowe BSc MSc PhD Waikato FNZSSS

### Senior Lecturers

M. R. Balks BSc(Hons) Massey PhD Waikato AMNZPI

K. R. Bryan BSc(Hons) Tor PhD Dal

D. I. Campbell BSc(Hons) PhD Otago

W. P. de Lange BSc MSc DPhil Waikato

V. G. Moon BSc MSc DPhil Waikato

L. A. Schipper BSc MSc DPhil Waikato

### Lecturer

R. T. Smith BSc(Hons) PhD Cant

### Postdoctoral Research Fellow

Rochelle Hansen BSc MSc PhD Waikato

### Comer Foundation Postdoctoral Research Fellow

Penelope Cooke BSc MSc PhD Waikato PGCE Bath

### Assistant Lecturers

Stephanie Nyman BSc MississippiState MSc Texas

Brendan Roddy BSc(Hons) ANU

Debra Stokes BA LaTrobe

### Research Fellow

Steve Hood MSc PhD Waikato

### Research Associates

A. B. Challinor BSc DSc Waikato

M. J. Pearson BSc DipEd PhD Sheff

### Honorary Lecturers

R. G. Bell BE(Hons) PhD Cant

E. J. Brown MSc PhD Waikato

R. Chapman BSc MSc PhD Waikato

R. M. Gorman BSc(Hons) PhD Melb

M. O. Green BSc(Hons) Syd PhD Virginia

J. C. Hadfield BSc DipAppSc MPhil Waikato

B. A. Huser PhD Eth-Zurich

C. D. A. McLay BSc MSc Waikato PhD Lincoln

T. Payn BSc(Hons) Nth Wales PhD Cant

R. A. Petch BAgSc Cant DPhil Waikato  
P. L. Singleton MSc PhD Waikato  
W. N. Vant BSc MSc(Hons) Auck MSc Wales

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### Chairperson

To be appointed

### Associate Professors

A. G. Langdon BSc MSc PhD Well FNZIC

Janis E. Swan BTech MTech Massey PhD Wat MNZIFST FIPENZ

Deliang Zhang BE MSc NorthEastUniTechnology DPhil Oxf MTMS

### Senior Lecturers

Mike Duke BEng SBankPoly PhD SBank

Brian L. Gabbitas BSc PhD Leeds CEng MIM

Kim L. Pickering BScEng LondImp PhD Surrey CPEng IntPE MIPENZ

Michael R. W. Walmsley BE PhD Auck MAICHE

### Lecturers

Mark Lay BSc MSc Waikato

Rob Torrens BSc(Tech) MSc PhD Waikato

Johan Verbeek BEng MEng PhD Pret PrEng MSAICHE MIPENZ

### Postdoctoral Fellow

Peng Cao BE Xi'An Jiaotong ME Shanghai Jiaotong PhD Qld

### Honorary Lecturers

Ian Brown BSc PhD Well

John Cunningham BE ME DipBIA Auck

Darius P. K. Singh MBA Deakin BSc(Hons) ME PhD Auck

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### Chairperson

Associate Professor Rainer Künnemeyer

### Associate Professor

R. Künnemeyer DiplPhys DrRerNat Hanover SMIEEEE MIPENZ MSPIE

Moira L. Steyn-Ross BSc MSc PhD Waikato MNZIP

### Senior Lecturers

Michael Cree BSc(Hons) PhD Cant SMIEEEE MACPSEM MNZIP

Nihal Kularatna BScEng Ceyl SMIEEEE

W. H. Round BSc(Tech) Waikato MSc Sur PhD Cant FNZIP FACPSEM SMIEEEE

MIPENZ

D. Alistair Steyn-Ross BSc MSc PhD Waikato MRSNZ MNZIP

### Lecturer

Marcus Wilson BA Camb PhD Brist MInstP CPhys

### Senior Tutor

Sadhana Talele BE ME Poona GradDipT Waikato

### Honorary Lecturer

James W. Sleight MB ChB Cape Town DipAppStats Massey MD Auck FANZCA

### Research Associate

Rod Claycomb BSc BE(Hons) ME Auck PhD Tor MIEEEE MACPSEM MIPENZ

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Director  
C. H. Hendy BSc MSc PhD Well MNZIC

Assistant Director  
T. G. Allan Green BA MA DPhil Oxf

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A. G. Hogg MSc DPhil Waikato

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Fiona Petchey DPhil Waikato

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Director  
Bruce Clarkson BSc MSc DPhil Waikato TTC

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Director

R. J. Wilkins MSc Auck PhD Otago

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### Associate Professor

Richard K. Coll BSc PhD Cant ScEdD Curtin MRSNZ FNZIC

### Senior Lecturers

Bronwen Cowie BSc MSc Waikato PhD Waikato DipT

Chris Eames BSc MSc PhD Waikato

Michael Forret BSc Aderd PhD Waikato DipT

### Lecturer

Judy Moreland MEd PhD Waikato DipT

### Research Officers

Cathy Buntting BSc MSc Waikato

Ann Harlow DipHSc GradDipNutrition Otago MEd Waikato DipEd DipT

Paula Wine PGDip Waikato

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Director and Associate Professor  
Richard K. Coll BSc PhD Cant ScEdD Curtin MRSNZ FNZIC

Senior Lecturers  
C. Eames BSc MSc PhD Waikato  
M. R. Mucalo BSc MSc PhD Auck MNZIC

Lecturer  
Mark C. Lay BSc MSc Waikato

Senior Tutors  
Sue McCurdy BSc MSc Waikato  
Levinia Paku MSc Waikato  
Karsten E. Zegwaard BSc MSc(Tech) Waikato

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### Joint Directors

P. C. Molan MBE BSc(Hons) Wales PhD Liv

A. L. Wilkins BSc(Hons) PhD Otago MNZIC

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Joint Directors

R. M. Daniel BSc(Hons) PhD Leic FRSNZ FNZIC

H. W. Morgan BSc Wales MSc Strath PhD Guelph

Research Fellow

Ron Ronimus BA Calif MSc PhD Waikato

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### Director

Warwick B. Silvester BSc NZ MSc Auck PhD Cant

### Assistant Director

Brendan J. Hicks BSc MSc Auck PhD Oregon State

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Director  
John Cameron BSocSc Waikato NZCB

Group Manager Facilities  
Tony Dicks BSc(Eng) Natal MBA Durban-W PGDipHE Delft

Grounds Manager  
Mark Thompson NDHNZ

Security Manager  
Ray Hayward

Support Services Manager  
Hemi Dean

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Maree Graham CA

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Richard Shephard BSc Manc

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Director

Derek Postlewaight

Campus Computers Manager

Garron Smith

Client Support Manager

Bryce Nicholls NZCE

Information Systems Manager

Mark Willcock BSocSc Waikato

Infrastructure Manager

Simon Travaglia

Internet Services Manager

Shaun Nicholson BFA Auck GradDipMgt Waikato

Project Manager

Coralie Gibbison BA Auck Dip Management NZIM

Waikato Print Manager

Wayne Riggall MBII GradDipDM RMIT

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Acting University Librarian  
Sally Sleigh BA HDipLib Cape Town GradDipMgt Waikato

Business & Development Services Manager  
To be appointed

Acting Information Access Manager  
Kay Young BSocSc Waikato DipLib Well

Information Resources Manager  
To be appointed

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Manager  
Campbell Vette BSc Waikato

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Group Manager  
Ronald Wilson

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Group Manager  
Ken Housley

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Professor Roy Crawford BSc(Hons) PhD DSc Belf FIMEchE FIMMM FREng

### Deputy Vice-Chancellor (Academic)

Professor Peggy G. Koopman-Boyden CNZM BA MA DipEd Massey

### Deputy Vice-Chancellor (Research)

Professor Richard D. Bedford BA MA Auck PhD ANU FRSNZ

### Pro Vice-Chancellor (Māori)

Professor Tamati Reedy BA MA Auck MA PhD Hawaii

### Pro Vice-Chancellor (Public Affairs)

Professor Shirley R. Leitch MA PhD Auck

### Pro Vice-Chancellor (International)

Professor Shayne P. Quick BAppSc FIT BEd VicInst MA W.Ont PhD OhioState

### Pro Vice-Chancellor (Resources) and

Pro Vice-Chancellor (University of Waikato at Tauranga)

Associate Professor Alan M. Neilson BSocSc MSocSc Waikato MSc York(UK)

### Head of the Vice-Chancellor's Department

Helen Pridmore BA Otago MA Cant PDL USP

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Daniel G. Zirker BA MA Montana PhD Alta

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Lynda Johnston BA Otago MSocSc PhD Waikato

#### Associate Dean (International)

Dov Bing BA HebrewUniversityJerusalem PhD Auck FRAS

#### Associate Dean (Research)

Lex Chalmers BA MA Auck PhD Brist

#### Faculty Manager

Claire Philbrick

#### Student Services and Registration Manager

Josephine Ashdown BA MA DipSLT Waikato

#### Lecturer (Shanghai)

R. H. Silcock BA MA Cant MED Calg AM Stan PhD Lond DipT

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Dean  
Professor M. D. Apperley BE PhD Auck FNZCS

Deputy Dean  
Ray A. Littler BSc MSc Auck PhD Monash

School Manager  
Hazel Leslie

Public Relations and Marketing Manager  
To be appointed

Technical Support Manager  
Mike Vallabh BCMS Waikato

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Professor Noeline Alcorn QSO BA Well MA Cant PhD Calif DipEd Massey DipT FNZEAS

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Associate Professor Wendy J. Drewery BA MA Auck DPhil DipEdSt Waikato

#### Assistant Dean (Māori Education)

Professor Russell Bishop BA(Hons) Well MA PhD Otago DipEd Massey DipT

#### Assistant Dean (Teacher Education)

Brian Prestidge BA MA Cant DipT JP

#### Assistant Dean (Internationalisation)

Associate Professor Jan M. Robertson BEd MEd DPhil Waikato DipT

#### Assistant Dean (Resources)

John S. Graham BA MA Auck DipT

#### Te Kaiurungi

Fred K. Kana BA MA Waikato DipBiEd HDipT

#### Senior Research Fellow

Chris Knowles BSc(Hons) Brun MSc Kingston Poly PhD Lond

#### Manager - Dean's Office

Melinda Ormond

#### Academic Manager

Deborah Oliver MSocSc Waikato

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Professor M. J. Pratt BA(Hons) Sheff MComm Witw DCom SA ACA FCA

Professor, Māori Sustainable Enterprise  
Tamati Reedy BA MA Auck MA PhD Hawaii

#### Adjunct Professor

Neil Richardson MCom NSW JD SouthernIllinois

Adjunct Professor Sustainable Enterprise  
Kevin Roberts HonD Waikato

Academic Manager/Accreditation Manager  
Rachel Williams DipComm Waikato

Director, Business Services  
Dorothy Wales BSocSc MSocSc Waikato DipGuidCouns Massey

Executive Director, Research  
Professor Delwyn N. Clark BSc Auck BMS DPhil Waikato

Executive Director, Information Technology  
John Creek BSc Lond DipCompSc Waikato

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

Associate Professor, Not-for-Profit Management  
M. T. Humphries MSocSc DPhil DipMrkt Waikato

Assistant Lecturer, Not-for-Profit Organisations  
Suzanne Grant BMS MMS Waikato

Lecturer (Shanghai)  
Ajith Fernando BSc(Eng) Moratuwa MMS MBA PGCertBusRes Waikato

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Chris Whalley BA Otago CTESOL Lond

Teacher (Zhejiang)  
Sagano Duggan MA(Applied) Waikato

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Professor Aroha Yates-Smith BA MA PhD Waikato DipT

Te Amokapua Tautoko/Associate Dean  
Tom Roa BA DipTESL Well MA(Applied) Waikato DipT JP

Manukura/Associate Professor and Pro Dean (Academic)  
Winifred Crombie MA Edin MPhil CNA A PhD Lond RSA/Cambridge CTEFLA

Pro Dean (Academic)  
Ngahuia M. Dixon BA MA Waikato RSA/Cambridge CTEFLA DipT

Academic Programmes Manager  
Louise Tainui

Administration Manager  
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Professor Richard Price BSc(Hons) ANU PhD Otago

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Professor C. S. Nelson BSc(Hons) Well PhD Auck FRSNZ

#### Associate Dean (Research)

P. J. J. Kamp BSc MSc PhD Waikato

#### Associate Dean (Undergraduate Studies)

Dr A. M. Cartner BSc(Hons) PhD Otago

#### Associate Dean (Engineering)

Janis E. Swan BTech MTech Massey PhD Wat MNZIFST FIPENZ

#### School Registrar

Mary-Jane Waddington BSocSc Waikato

#### School Services Manager

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