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## 2012 Calendar

The Calendar is the official document of record of the University of Waikato.

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### IMPORTANT NOTICE

The information contained in the Calendar is correct at the time of publication. Certain information, and in particular that relating to fees, admission regulations and papers, is subject to a continuous process of review. The University therefore reserves the right to change its policies, procedures, statutes, regulations, papers and any other content of the Calendar at any time. Any alterations and amendments to the Calendar will be reflected in the web version, which is the authoritative version.

Unless specifically stated otherwise, all policies, procedures, statutes and regulations printed in the Calendar are effective from 1 January 2012 and supersede those in any prior Calendar. Matters concerning enrolment and examinations apply to the academic year for which the student is formally enrolled for the relevant paper(s).

While in most cases there are no specific time limits for completing qualifications, over the years the degree structures and papers may change in response to developments in their areas. Occasionally core papers or requirements are changed or discontinued.

Candidates will have their overall programmes of study confirmed as meeting the requirements for the award of a qualification on the basis of the relevant regulations in the Calendar in their final year of study. However, if the regulations have changed since the candidate first enrolled for the qualification, the relevant Dean or Head, or equivalent, may decide in individual cases, under the [Personal Programmes of Study Regulations](#) and the [Delegation of Powers Statute](#), to vary or waive particular requirements. Students who are uncertain about whether papers passed under previous regulations will meet current requirements should consult the relevant Dean or Head, or equivalent.

Detailed transitional regulations will be printed in the Calendar from time to time if substantial changes are made to the structure of a particular qualification.



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## The University of Waikato Delegation of Powers Statute

1. This statute may be cited as the Delegation of Powers Statute 2008.
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 College, Faculty or Schools of Studies
  - 3.5 Animal Ethics Committee
  - 3.6 Human Research Ethics Committee
  - 3.7 Research Committee
  - 3.8 Student Discipline Committee
  - 3.9 Teaching Quality 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, or equivalent, authority to approve the personal programmes of study of individual students enrolled in their Faculty or School of Studies.
  - 4.1 The Academic Board also delegates to the Deans, or equivalent, authority to approve variations and waivers of regulations governing qualifications for which individual students are enrolled in their Faculty or School of Studies. The Deans, or equivalent, 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, or equivalent, concerning admission.
  - 4.3 In respect of decisions by Deans, or equivalent, 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, or equivalent, of the Faculty or School of Studies.

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 authority to decide appeals in assessment matters as provided under the [Assessment Regulations 2005](#).

The Deputy Vice-Chancellor 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 Head 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 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
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  - 8.3 Risk Management Committee
  - 8.4 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 student hardship, or
  - (b) that official advice has been given and acted upon, and it is later found that a student's programme of study is not in accordance with the governing regulations and hardship would be caused if the student were to be compelled to comply with the full requirements of the regulations.
2. The Vice-Chancellor may, in consultation with the relevant Dean or Head or equivalent, give such direction or make such provision as he or she thinks fit where it is shown to his or her satisfaction that an unusual and particular case has arisen concerning a student's enrolment, in consideration of which no relevant provisions or regulations currently apply.
3. The Vice-Chancellor will report to the Academic Board any decisions made under these special powers.
4. A student may appeal to Council against a decision by the Vice-Chancellor under these special powers.
5. The Council decides appeals and makes any provisions that it considers appropriate.



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## Admission Statute

### 1. Title

This is the Admission Statute 2008.

### 2. Date of effect

This statute is effective from 1 January 2009.

### 3. Application

This statute applies to those seeking admission to the University of Waikato at undergraduate level and higher (100 - 900 levels). It does not apply to those seeking admission to non-assessed or sub-degree level papers or qualifications.

### 4. General

- (1) Unless approved otherwise by the Academic Board, a person who will be under 16 years of age on the first day of the semester in which he or she wishes to enrol is not eligible for admission.
- (2) Unless approved otherwise by the Academic Board, a person who is enrolled for full-time instruction in a secondary school or area school is not eligible for admission.
- (3) Subject to the [Limitations Statute](#) and any academic criteria that may apply with respect to particular papers or qualifications, a person may qualify for admission under any of the following provisions:
  - (a) University Entrance
  - (b) Discretionary Entrance
  - (c) Special Admission
  - (d) Admission at entrance level with credit based on previous tertiary study.
- (4) In addition to qualifying under section 5 of this statute, the person must also meet the particular academic criteria set out
  - (a) in the case of undergraduate qualifications, in the [Criteria for Admission to Particular Qualifications](#)
  - (b) in the case of graduate and postgraduate qualifications, in the regulations for the relevant qualification.

### 5. University Entrance

University Entrance means

- (a) From 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).

### 6. Discretionary Entrance

- (1) From 2005: A person who has undertaken NCEA at Level 3 in three or more approved subjects (in the same year) and failed to gain University Entrance is not eligible to be considered for Discretionary Entrance until the B semester of the following year.
- (2) Admission will be at the discretion of the University, with the proviso that a person who has undertaken Year 13 study beyond 1 June at a New Zealand secondary school may normally not be admitted under the Discretionary Entrance provisions before July in the following year.<sup>2</sup>
- (3) Otherwise, a person who will be at least 16 years of age and under 20 years of age on the first day of the semester of enrolment who does not meet the University Entrance standard, but
  - (a) is a citizen or permanent resident of New Zealand or Australia<sup>3</sup>, and
  - (b) has received secondary schooling to at least New Zealand Year 12 level (or its equivalent overseas) and earned at least 14 credits in an approved subject at Level 2 towards NCEA (or its equivalent), and
  - (c) has met the literacy and numeracy standards required for University Entrance, or their equivalents, may apply for Discretionary Entrance.
- (4) Approval of an application for Discretionary Entrance is based on
  - (a) the applicant's submission
  - (b) the proposed programme of study
  - (c) the applicant's past academic achievements, and
  - (d) a statement from an adviser (such as a school principal or a University Student Recruitment Adviser) as to the applicant's preparedness for university study.
- (5) A person who wishes to apply for Discretionary Entrance must do so as part of the formal enrolment application.
- (6) Applications for Discretionary Entrance are considered and decided by the Dean of the Faculty or School of Studies in which the applicant wishes to enrol, under delegated authority of the Academic Board.

- (7) If Discretionary Entrance is approved, the prescribed fee is payable by the student at enrolment.
- (8) A person whose application for Discretionary Entrance is declined by the relevant Dean may appeal the decision to the Admission Appeals Committee.
- (9) 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.
- (10) A person studying at a New Zealand secondary school who is attempting to qualify for University Entrance may apply for Discretionary Entrance in the same year for the purpose of enrolling in papers offered by the University. Any person admitted under this regulation who does not subsequently meet the University Entrance standard during the period enrolled at the University will be required to withdraw from the University and may re-apply for admission at mid-year. Any papers passed during the period enrolled at the University will not be credited to a qualification until a University Entrance qualification is gained.

#### 7. Special Admission

- (1) Applicants are eligible to be considered for Special Admission if they will be at least 20 years of age on the first day of the semester for which they are applying to enrol.
- (2) In exceptional cases, an applicant who does not hold a university entrance qualification and who will not be 20 by the first day of the 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.
- (3) Approval of an application for Special Admission is based on
  - (a) the applicant's submission
  - (b) the proposed programme of study
  - (c) the applicant's past academic achievements, and
  - (d) evidence of the applicant's preparedness for university study.
- (4) A person who wishes to apply for Special Admission must do so as part of the formal enrolment application.
- (5) Applications for Special Admission are considered and decided by the Dean of the Faculty or School of Studies in which the applicant wishes to enrol, under delegated authority of the Academic Board.
- (6) If Special Admission is approved, the prescribed fee is payable by the student at enrolment.
- (7) A person whose application for Special Admission is declined by the relevant Dean may appeal the decision to the Admission Appeals Committee.

#### 8. Admission at entrance level or with credit from previous study

- (1) A person may qualify for admission at entrance level, or with credit, on the basis of
  - (a) having been awarded a qualification which is deemed to be equivalent to University Entrance
  - (b) having completed previous tertiary study.
- (2) A person who wishes to apply for admission under subsection 8(1) of this statute must do so as part of the formal enrolment application.
- (3) If admission at entrance level or with credit from previous tertiary study is approved, the prescribed fee is payable by the student at enrolment.
- (4) Applications for admission at entrance level or with credit from previous tertiary study are considered and decided by the Dean of the Faculty or School of Studies in which the applicant wishes to enrol, under delegated authority of the Academic Board.
- (5) A person whose application for admission under subsection 8(1) of this statute is declined by the relevant Dean may appeal the decision to the Admission Appeals Committee.
- (6) 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.

#### 9. Delegation of powers

The powers and authority of the Academic Board referred to in this statute have been delegated in certain matters under the [Delegation of Powers Statute 2008](#).

#### Notes:

1. *The University of Waikato Certificate of Studies: English at Level 2 or Level 3 is recognised as meeting the literacy requirements of NCEA.*
2. *In special circumstances, the Chair of the New Zealand Vice-Chancellors' Committee's Sub-Committee on University Entrance may permit persons who do not fulfil section 6(3)(b) or 6(3)(c) of these regulations to apply for Discretionary Entrance.*
3. *Australian applicants' most recent year of schooling must have been in New Zealand.*

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# Criteria for Admission to Particular Qualifications

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- [Part 6: Appeals](#)

## PART 1

### ADMISSION TO BACHELORS DEGREES

#### 1. Admission to the

**Bachelor of Arts (BA)**  
**Bachelor of Business Analysis - Financial (BBA(Fin))**  
**Bachelor of Communication Studies (BCS)**  
**Bachelor of Computing and Mathematical Sciences (BCMS)**  
**Bachelor of Electronic Commerce (BECOM)**  
**Bachelor of Environmental Planning (BEP)**  
**Bachelor of Management Studies (BMS)**  
**Bachelor of Māori and Pacific Development (BMPD)**  
**Bachelor of Media and Creative Technologies (BMCT)**  
**Bachelor of Science (BSc)**  
**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>

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

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

Applicants will normally be granted Discretionary Entrance if they have gained a total of at least 80 credits in NCEA at Level 2 in four subjects equivalent to the approved subjects for University Entrance in NCEA at Level 3, with a minimum grade of Merit in at least half of the achievement standards for each subject. Applicants must also have satisfied the numeracy and literacy requirements of University Entrance.

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

##### 1.3 Special Admission

Applicants will be considered on a case by case basis. Applicants 20 years old and over by the beginning of their programme of study will be accepted, except those that are clearly insufficiently prepared for academic study. Preference may be given to applicants who have successfully completed appropriate Waikato Pathways College bridging programmes.

##### 1.4 Admission at entrance level or with credit from previous study for

**Bachelor of Arts (BA)**  
**Bachelor of Environmental Planning (BEP)**  
**Bachelor of Māori and Pacific Development (BMPD)**  
**Bachelor of Media and Creative Technologies (BMCT)**  
**Bachelor of Science (BSc)** in the Faculty 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, or equivalent<sup>4</sup>

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted<sup>5</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.

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>5</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 Timatanga Hou Programme*

Applicants who have successfully completed Te Timatanga Hou certificate with no less than a C grade in any paper will be accepted<sup>5</sup> into the qualifications listed above.

Applicants who have successfully completed one semester of Te Timatanga 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 Business Analysis - Financial (BBA(Fin))**

**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 Faculty 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, or equivalent<sup>4</sup>*

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted<sup>5</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.

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>5</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 Timatanga Hou Programme*

Applicants who have successfully completed Te Timatanga 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 TTHO021 and CUPR021

will be accepted<sup>5</sup> into the qualifications listed above.

Applicants who have successfully completed one semester of Te Timatanga 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 Faculty of Computing and Mathematical Sciences is available only to applicants who are chosen by the Faculty's selection process. Applicants must have achieved a minimum of 14 credits in NCEA at Level 2 in Mathematics; in addition, applicants must submit a portfolio as part of the selection process and may also be required to attend an interview.

**Bachelor of Education (BEd)** and **Bachelor of Teaching (BTchg)** degrees

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

**Bachelor of Music (BMus)** degree

In addition to satisfying the requirements for achieving University Entrance, all applicants for the BMus must have

(a) at least 20 credits in NCEA at Level 2 in Music, or

(b) at least 14 credits in NCEA at Level 3 in Music, or

(c) a Grade 5 Theory pass or better in the Australian Music Education Board, Trinity College or Royal College of Music examinations, or

(d) a music qualification assessed as equivalent.

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

**Bachelor of Social Work (BSW)** degree

In addition to satisfying the requirements for achieving University Entrance, all applicants must complete and return a Police Clearance Check (INCIS) form. The University will request a clearance check from the Ministry of Justice for each applicant in order to assess, against the University's and Social Worker Registration Board's criteria, whether the applicant is a fit and proper person to practice Social Work. Selection for entry to the Degree is limited by the number of places available in the programme and papers (see the [Schedule of Limitations on Enrolments](#).) Applicants will be interviewed by at least two members of the selection panel, including the Programme Coordinator.

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

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

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

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

Applicants will normally be granted Discretionary Entrance if they have gained a total of at least 80 credits in NCEA at Level 2 in four subjects equivalent to the approved subjects for University Entrance in NCEA at Level 3, with a minimum grade of Merit in at least half of the achievement standards for each subject. Applicants must also have satisfied the numeracy and literacy requirements of University Entrance.

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

### 2.3 **Special Admission**

Applicants will be considered on a case by case basis. Applicants 20 years old and over by the beginning of their programme of study will be eligible for acceptance, except those that are clearly insufficiently prepared for academic study. Preference may be given to applicants who have successfully completed appropriate Waikato Pathways College bridging programmes.

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

#### **Bachelor of Music (BMus) degree**

2.4.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

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

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted<sup>5</sup> into the BMus provided that they are chosen through the selection process as set out in section 2 of these regulations and have achieved

- (a) no less than a C grade in any paper, and
- (b) a B grade or better in each of CAFS001 and CAFS002 to satisfy the minimum English language requirement for undergraduate study.

Applicants not satisfying these requirements will be assessed on a case by case basis.

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

Applicants who have successfully completed the Certificate of University Preparation with no less than a C grade in any paper will be accepted<sup>5</sup> provided that they meet the additional criteria for the BMus as set out in section 2 of these regulations.

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

#### 2.4.4 *Admission from the University of Waikato Te Timatanga Hou Programme*

Applicants who have successfully completed Te Timatanga Hou certificate with no less than a C grade in any paper will be accepted<sup>5</sup> provided that they meet the additional criteria for the BMus as set out in section 2 of these regulations.

2.4.5 Applicants who have successfully completed one semester of Te Timatanga Hou programme, and who have met the additional criteria for the BMus as set out in section 2 of these regulations, will be considered on a case by case basis.

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

#### **Bachelor of Computer Graphic Design (BCGD), Bachelor of Education (BEd), and Bachelor of Teaching (BTchg) degrees**

2.5.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

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

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted<sup>5</sup> into the qualification provided that they are chosen through the selection process for their intended qualification as set out in section 2 of these regulations and have achieved

- (a) no less than a C grade in any paper, and
- (b) a B grade or better in each of CAFS001 and CAFS002 to satisfy the minimum English language requirement for undergraduate study.

Applicants not satisfying these requirements will be assessed on a case by case basis.

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

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B grade average, with no less than a C grade in any paper, will be accepted<sup>5</sup> provided that they are chosen through the selection process for their intended qualification as set out in section 2 of these regulations.

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

#### 2.5.4 *Admission from the University of Waikato Te Timatanga Hou Programme*

Applicants who have successfully completed Te Timatanga Hou certificate and achieved an overall B grade average, with no less than a C grade in any paper, will be accepted<sup>5</sup> provided that they are chosen through the selection process for their intended qualification as set out in section 2 of these regulations.

Applicants who have successfully completed one semester of Te Timatanga Hou programme, and who have met the additional criteria for their intended qualification as set out in section 2 of these regulations, will be considered on a case by case basis.

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

#### **Bachelor of Social Work (BSW) degree**

2.6.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

2.6.2 Credit of social work theory and practice papers from previous study will be available only within five years of completion.

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

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted<sup>5</sup> into the BSW provided that they are chosen through the selection process as set out in section 2 of these regulations and have achieved

- (a) no less than a C grade in any paper, and
- (b) a B grade or better in each of CAFS001 and CAFS002 to satisfy the minimum English language requirement for undergraduate study.

Applicants not satisfying these requirements will be assessed on a case by case basis.

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

Applicants who have successfully completed the Certificate of University Preparation with no less than a C grade in any paper will be accepted<sup>5</sup> into the BSW provided that they are chosen through the selection process as set out in section 2 of these regulations. Applicants not satisfying this requirement will be assessed on a case by case basis.

#### 2.6.5 *Admission from the University of Waikato Te Timatanga Hou Programme*

Applicants who have successfully completed Te Timatanga Hou certificate with no less than a C grade in any paper will be accepted<sup>5</sup> into the BSW provided that they are chosen through the selection process as set out in section 2 of these regulations. Applicants who have successfully completed one semester of Te Timatanga Hou programme, and who have met the additional

criteria for the BSW as set out in section 2 of these regulations, 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 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 a minimum of 16 credits in NCEA at Level 3 in Mathematics with Calculus. Applicants must also gain at least 14 credits in NCEA at Level 3 in Physics.

3.1.2 *Admission to the BE in the Specified Programmes of Chemical and Biological 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 a minimum of 16 credits in NCEA at Level 3 in Mathematics with Calculus. Applicants must also gain at least 14 credits in NCEA at Level 3 in both Chemistry and Physics.

3.1.3 *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 a minimum of 16 credits in NCEA at Level 3 in Mathematics with Calculus. Applicants must also gain at least 14 credits in NCEA at Level 3 in two other approved subjects for University Entrance.

3.1.4 Applicants who gain a total of 120 credits in their best five approved subjects, including 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 for admission to Engineering Science
- Mathematics with Calculus, Chemistry and Physics for admission to Chemical and Biological Engineering, Materials and Process Engineering and Mechanical 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 another appropriate Waikato Pathways College bridging programme.

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

3.3.1 Applications will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

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

3.3.2.1 *Admission to the BE 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 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 will be accepted<sup>5</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 Chemical and Biological 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 CAFS004 and
- (d) a B grade in CAFS011 and
- (e) at least a C grade in every other paper and
- (f) a B grade in CAFS001 and CAFS002 to satisfy the minimum English language requirement for undergraduate study will be accepted<sup>5</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 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 will be accepted<sup>5</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 CAFS011, a B grade in CAFS004, and at least a C grade in every other paper will be accepted.<sup>5</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 Chemical and Biological 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 two of CAFS004, CAFS010 or CAFS011 and at least a C grade in every other paper, will be accepted.<sup>5</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 CAFS004 and at least a C grade in every other paper, will be accepted.<sup>5</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 TTHO019, a B grade in each of TTHO017 and CUPR024, and at least a C grade in every other paper, will be accepted.<sup>5</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 Chemical and Biological 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 TTHO017 and CUPR024, a B grade in each of TTHO019 and CUPR025, and at least a C grade in every other paper, will be accepted.<sup>5</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 TTHO017 and CUPR024, and at least a C grade in every other paper, will be accepted.<sup>5</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 papers and programmes

The Faculty of Law Admissions Committee will have regard to equity considerations in making its decisions, but in all cases those offered places will have demonstrated their academic preparedness for the Faculty's programme of study. The Faculty does not set aside places for specific groups of applicants (see the [Schedule of Limitations on Enrolments](#) ).

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

There are a limited number of places in the Faculty of Law and a selection process applies. Each applicant will be considered by the Faculty of Law Admissions Committee on a case by case basis. Factors such as academic results in NCEA at Level 3 and other forms of assessment, as well as school and community involvement and achievements will be taken into account. Applicants will be required to provide supporting evidence of results and achievements with their written statement. All applicants will be required to have satisfied the requirements for achieving University Entrance, including NCEA Level 1 numeracy and Level 2 literacy requirements.

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

Applicants will normally be granted Discretionary Entrance if they have gained a total of at least 80 credits in four subjects at Level 2 in the NCEA, with a minimum grade of Merit in at least half of the achievement standards for each subject. All subjects must be from the list of approved subjects. Applicants must also have satisfied the numeracy and literacy requirements for University Entrance. Applications must be supported by the applicant's school principal or a University Student Recruitment Adviser, and be approved by the Faculty of Law Admission Committee which will also consider the applicant's personal statement and their academic preparedness for university law study.

### 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 Waikato Pathways College bridging programmes.

The Faculty will afford priority to

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

### 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, or equivalent<sup>4</sup>

Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved at least a B grade average overall, with a B grade or higher in CAFS003 will have guaranteed entry into the Bachelor of Laws programme.

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

#### 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 Faculty 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 Faculty 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 the Waikato Pathways College.

## ADMISSION TO CERTIFICATES AND DIPLOMAS

5. In addition to the admission criteria set out in the relevant qualification regulations, applicants for certificates and diplomas in the following qualifications must meet specific criteria for admission:
  - 5.1 **Graduate Diploma of Teaching**  
Entry into the GradDipT programme in the Faculty of Education is available only to applicants who are chosen by the Faculty's selection panels (see the [Schedule of Limitations on Enrolments.](#))
  - 5.2 **Postgraduate Certificate in School Principalship (PGCert(SchPrinc))**  
Applicants must have at least three years full-time equivalent teaching experience.
  - 5.3 **Postgraduate Certificate in Tertiary Teaching (PGCert(TertTchg))**  
Applicants must have at least two years full-time equivalent teaching experience in a tertiary setting.
  - 5.4 **Postgraduate Diploma in Interpreting and Translating Māori (PGDip(Int&Trans))**  
Applicants must satisfy the Dean of the School of Māori and Pacific Development that they have a high standard of proficiency in English and Māori.

## PART 3

### RE-ENTRY FOR RETURNING STUDENTS

6. The right to re-entry applies to re-enrolment in the qualification(s) in which a student was enrolled in her/his most recent period of enrolment.
7. **Annual re-entry criteria**  
A student who gains unrestricted passes in papers worth at least half of the total points the student is enrolled in for the year will gain re-entry, except in the case of re-entry to the qualifications listed below.
8. **Re-entry to Law Programmes**
  - 8.1 A student who gains unrestricted passes in papers worth at least half of the total points the student is enrolled in and has not failed more than the equivalent of 20 points in Law papers will gain re-entry.
  - 8.2 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.
9. **Re-entry to the Bachelor of Education (BEd) and Bachelor of Teaching (BTchg)**
  - 9.1 A student who gains unrestricted passes in papers worth at least half of the total points the student is enrolled in and who satisfactorily completes the professional practice requirements will gain re-entry.
  - 9.2 A returning student who wishes to transfer between teacher education streams will need permission from the Dean of Education.
10. **Re-entry to conjoint degree programmes**  
To be eligible for re-entry to a conjoint degree programme a student must meet the re-entry requirements for each of the component degrees and satisfy the Dean(s) of the Faculty and/or School of Studies that her/his academic performance is of a good standard.
11. **Semester re-entry criteria**
  - 11.1 A student who is enrolled in papers worth more than 20 points in a single semester and who fails all of those papers will be ineligible for re-entry in the following semester.
  - 11.2 A student who is ineligible for re-entry in the following semester but who is enrolled in papers in that semester will be withdrawn from those papers.

## PART 4

### ADMISSION FOR TRANSFERRING STUDENTS

12. A student who wishes to transfer from one qualification to another needs to meet the general and relevant specific requirements for re-entry for returning students listed in Part 3 of these regulations.
13. Additional criteria apply in the case of transfer into the following qualifications.
14. **Transfer into the Bachelor of Business Analysis - Financial (BBA(Fin)), Bachelor of Communication Studies (BCS), Bachelor of Electronic Commerce (BECOM), Bachelor of Management Studies (BMS) and Bachelor of Tourism (BTour) degrees**  
Students will not normally be considered unless they have successfully completed a full-time year of study and obtained a minimum B average.
15. **Transfer into Law programmes**
  - 15.1 The Faculty Admissions Committee will have regard to equity considerations in making its decisions, but in all cases those offered places will have demonstrated their academic preparedness for the Faculty's programme of study. The Faculty does not set aside places for specific groups of applicants.
  - 15.2 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.
  - 15.3 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.
16. **Transfer into the Bachelor of Sport and Leisure Studies (BSpLS)**
  - 16.1 There are a limited number of places available for transferring students within the BSpLS degree and this may vary from year to year.
  - 16.2 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.
17. **Transfer into the Bachelor of Education (BEd) and Bachelor of Teaching (BTchg)**
  - 17.1 Entry to the BEd and BTchg in the Faculty of Education is available only to applicants who are chosen by the Faculty's selection panels and who satisfy the requirements for admission to university.
  - 17.2 Students will be considered for transfer from another qualification or tertiary institution by the relevant Programme Selection Committee on a case by case basis.

## PART 5

### EXCLUSION FOR UNSATISFACTORY PROGRESS FROM PARTICULAR PAPERS

18. 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.
19. Where a student is excluded from a paper that is a compulsory paper for a qualification the student will not be permitted to enrol in, or continue a current enrolment in, that qualification.

## **PART 6**

### **APPEALS**

20. 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 or School of Studies in which the person wishes to enrol for a reconsideration of the Dean's decision.
21. A person whose application for reconsideration is declined by the relevant Dean may make a further appeal to the Admission Appeals Committee.
22. 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 Head of the Student and Academic Services Division not more than seven days after the date on which notification of the relevant decision is received.
23. 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 in NCEA at Level 2 and Level 3 will be required to take additional papers or foundation courses in order to satisfy these prerequisites. Applicants in this situation are advised that not all papers undertaken may count towards the completion of the degree and that the programme of study may take an additional period of time.*
2. *Applicants who have achieved an equivalent to New Zealand University Entrance through a qualification other than NCEA at Level 3 will have their admission assessed on a case by case basis.*
3. *Applicants who have achieved an equivalent to Discretionary Entrance through a qualification other than NCEA at Level 2 will have their admission assessed on a case by case basis.*
4. *Applicants who have achieved an equivalent to the University of Waikato Certificate of Foundation Studies will have their admission assessed based on an approved guaranteed credit arrangement or on a case by case basis.*
5. *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.*
6. *All applicants for the BA, BCGD, BCMS, BMPD, BMus, BSc (in the Faculty of Computing and Mathematical Sciences), BSocSc, BSpLS, and BSW, 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. .*
7. *All applicants for the BBA(Fin), BCS, BECom, 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.*
8. *All applicants for the BE, BSc (in the Faculty 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. .*
9. *All applicants for the BEd and BTchg 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. .*
10. *All applicants to the Faculty of Law must provide evidence of a satisfactory level of competence in the use of the English language. 14 credits in NCEA at Level 3 in English, 18 credits in NCEA at Level 2 in English, a TOEFL score of 600 (with at least 5 on the Test of Written English) or an IETS 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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## English Language Requirements for Admission

Applicants whose first language is not English are required to provide satisfactory evidence of English language proficiency, generally in the form of an IELTS (academic) or TOEFL examination score. Scores can vary according to the qualification sought.

### 1. Admission to CertAttainFoundSt

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

- an IELTS score of 5.5 (with at least 5.0 in the Written band), or
- a B grade or better at Level 6 in the Certificate of Attainment in English Language.

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

### 2. Admission to BA, BCGD, BCMS, BEP, BMCT, BMPD, BMus, BSc (in the Faculty of Computing and Mathematical Sciences), BSocSc, BSpLS and BSW

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

- an IELTS Overall score of 6.0 (with at least 6.0 in the Writing band), or
- a paper based TOEFL score of 550 (with at least 5 in the Test of Written English), or
- an iBT (Internet Based TOEFL) score of 79-80 with a Writing score of 20, or
- a B grade or better at Level 7 in the Certificate of Attainment in English Language.

All other evidence is considered on a case by case basis.<sup>1</sup>

### 3. Admission to BBA(Fin), BCS, BECom, BMS, BTour, BE, BSc (in the Faculty of Science and Engineering) and BSc(Tech)

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

- an IELTS Overall score of 6.0 (with no less than 6.0 in any band), or
- a paper based TOEFL score of 550 (with at least 5 on the Test of Written English), or
- an iBT (Internet Based TOEFL) score of 79-80 with a Writing score of 20, or
- a B grade or better at Level 7 in the Certificate of Attainment in English Language.

All other evidence is considered on a case by case basis.<sup>1</sup>

### 4. Admission to LLB

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

- an IELTS Overall score of 6.5 (with at least 6.0 in the Writing band), or
- a TOEFL score of 600 (with at least 5 on the Test of Written English), or
- an iBT (Internet Based TOEFL) score of 100 with a Writing score of 22, or
- a B grade or better at Level 8 in the Certificate of Attainment in English Language.

All other evidence is considered on a case by case basis.<sup>1</sup>

### 5. Admission to graduate/postgraduate programmes

The requirements are higher for admission to graduate qualifications (including higher degrees such as the MPhil, PhD and EdD). It is generally recommended that students have:

- an IELTS Overall score of at least 6.5 overall (including at least 6.0 or better in the Writing band), or
- a Paper-based TOEFL score of 577 plus a TWE (Test of Written English) of 5 or better, or
- an iBT (Internet Based TOEFL) score of 90 with a Writing score of 22, or
- a B grade or better at Level 8 in the Certificate of Attainment in English Language.

However, some qualifications, such as the LLD, SJD, MBA, PGDip(SLT), 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.

### 6. Admission to graduate Law qualifications

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

- an IELTS Overall score of 6.5 (with at least 6.0 in the Writing band), or
- a Paper-based TOEFL score of 600 (with at least 5.5 on the Test of Written English), or
- an iBT (Internet Based TOEFL) score of 100 with a Writing score of 22, or
- a B grade or better at Level 8 in the Certificate of Attainment in English Language.

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

### 7. Admission to BTchg, BEd and GradDipT

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

- an IELTS Overall score of 7.0 (with no less than 7.0 in any band)

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

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## Limitations Statute

Limitations on enrolments can be established 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, or section 224(12) where the Council has established places for foreign students in a programme whose continued availability is dependent on the fees payable by foreign students enrolled in it. The Council has delegated authority to approve limitations under section 224(5) to the Academic Board.

### SCHEDULE OF LIMITATIONS ON ENROLMENTS FOR 2012

#### Limitations under Section 224(5) of the Education Act 1989

Ministry-funded enrolments will be limited in a manner that allows the University to meet the Government's expectations with respect to its approved Mix of Provision for the year in question.

Applications from Ministry-funded students who meet the University's published deadlines for applications to enrol, as well as the admission, entry, re-entry and programme approval criteria for the relevant qualifications and papers, will be accepted according to the priority groups listed below until the relevant Faculty/School of Studies achieves its Mix of Provision target at the relevant level.

If places are still available after the published deadlines for applications to enrol, Ministry-funded students who have not met those deadlines, but who meet the admission, entry, re-entry and programme approval criteria for the relevant qualifications and papers, will be accepted in order of application, up until the relevant targets have been met.

#### Undergraduate (bachelors, undergraduate and graduate certificates and diplomas)

All these groups will be considered in priority order and, within each priority group, on academic merit.

- (1) Undergraduate returners (enrolled in undergraduate study in the previous year returning to continue an undergraduate qualification).
- (2) School Leavers (in secondary school in 2011 or 2012) who qualify for University Entrance (UE) or who are eligible for Discretionary Entrance in terms of the Criteria for Admission to Particular Qualifications.
- (3) Students transferring into degree programmes having successfully undertaken recognised partner pathway programmes in 2012 (including Certificate of University Preparation (CUP) and Bay of Plenty Polytechnic guaranteed credit programmes).
- (4) Students who have previously been enrolled at the University of Waikato, returning after a break of up to two years to continue an undergraduate qualification. Applicants who have qualified for admission to university but who have been away from secondary school for up to two years. Special Admission applicants (students over 20 without UE). Other students with UE or equivalent.

#### Taught Postgraduate (500 level - except 594 theses)

All these groups will be considered in priority order and, within each priority group, on academic merit.

- (1) Taught postgraduate returners (enrolled in taught postgraduate study in the previous year returning to continue a postgraduate qualification).
- (2) Students who have previously been enrolled at the University of Waikato, commencing taught postgraduate study or returning (after a gap in study) to continue a postgraduate qualification.  
Students new to the University of Waikato.

#### Research Postgraduate (Doctoral, MPhil, Masters 594 theses)

Because research postgraduate students can apply to enrol at any point in the year, applications will be considered at regular intervals according to the following groups:

All these groups will be considered in priority order and, within each priority group, on academic merit.

- (1) Research postgraduate returners (enrolled in research postgraduate study in the previous year).
- (2) University of Waikato Doctoral and Masters Scholarship recipients.
- (3) Students who have previously been enrolled at the University of Waikato, commencing research postgraduate study or returning after a gap in study to continue research postgraduate study.  
Students new to the University of Waikato.

#### Notes:

1. In order to be considered within any priority group, students must apply by the relevant deadlines, as set out in the [Enrolment](#) section and [Change of Enrolment Regulations](#).
2. Within each level (undergraduate, taught postgraduate, research postgraduate), applicants who have not met the relevant deadlines will be considered in the same order of priority as indicated above after all of the students who have applied within the deadlines for that level have been considered.

#### Limitations by Faculty/School

##### Faculty of Arts and Social Sciences

Geography: GEOG224-12B (HAM) Tourism Environments



48 students selected by the Course Convenor based on order of application to enrol and based on order of enrolment.

*Psychology: PSYC581-12A (HAM) Psychological Assessment*

25 students selected by the Course Convenor on order of application to enrol with priority given to students enrolled in the PGDipPsych(Clin).

*Screen and Media Studies: SMST112-12A (HAM) and 12B (HAM) Video Production 1*

100 students per semester selected by the Convenor of Screen and Media Studies on order of application to enrol.

*Screen and Media Studies: SMST210-12S (HAM) Small Studio Production 1*

50 students selected by the Convenor of Screen and Media Studies on order of application to enrol.

*Screen and Media Studies: SMST212-12A (HAM) and 12B (HAM) Video Production 2*

45 students per semester selected by the Convenor of Screen and Media Studies on order of application to enrol and with consideration given to performance in prerequisite papers and prior achievement.

*Screen and Media Studies: SMST310-12A (HAM) Small Studio Production 2*

30 students selected by the Convenor of Screen and Media Studies on order of application to enrol and with consideration given to performance in prerequisite papers and prior achievement.

*Screen and Media Studies: SMST312-12A (HAM) and 12B(HAM) Video Production 3*

30 students per semester selected by the Convenor of Screen and Media Studies on order of application to enrol and with consideration given to performance in prerequisite papers and prior achievement.

### **Faculty of Computing and Mathematical Sciences**

*Computer Graphic Design: CGRD141-12A (HAM) Design 1*

60 students enrolled in the Bachelor of Computer Graphic Design selected by the Dean of the Faculty of Computing and Mathematical Sciences on the basis of a portfolio of work and, in some cases, an interview.

*Computer Graphic Design: CGRD142-12B (HAM) Design 2*

60 students enrolled in the Bachelor of Computer Graphic Design selected by the Dean of the Faculty of Computing and Mathematical Sciences on the basis of a portfolio of work and, in some cases, an interview.

*Computer Graphic Design: CGRD143-12A (HAM) Graphic Design Study*

90 students selected by the Dean of the Faculty of Computing and Mathematical Sciences with priority given to BCGD and BMCT students in that order.

*Computer Graphic Design: CGRD241-12A (HAM) Computer Graphic Design 1*

60 students enrolled in the Bachelor of Computer Graphic Design or Design Media major for the Bachelor of Media and Creative Technologies selected by the lecturer(s), in conjunction with the Dean of the Faculty of Computing and Mathematical Sciences on order of application to enrol.

*Computer Graphic Design: CGRD242-12B (HAM) Computer Graphic Design 2*

60 students enrolled in the Bachelor of Computer Graphic Design selected by the Dean of the Faculty of Computing and Mathematical Sciences on order of application to enrol.

*Computer Graphic Design: CGRD343-12A (HAM) Computer Graphic Design 3*

60 students enrolled in the Bachelor of Computer Graphic Design selected by the Dean of the Faculty of Computing and Mathematical Sciences on order of application to enrol.

*Computer Graphic Design: CGRD344-12B (HAM) Computer Graphic Design 4*

60 students enrolled in the Bachelor of Computer Graphic Design selected by the Dean of the Faculty of Computing and Mathematical Sciences on order of application to enrol.

*Computer Graphic Design: CGRD350-12A (HAM) Intern Project*

60 students enrolled in the Bachelor of Computer Graphic Design or the Bachelor of Media and Creative Technologies selected by the Dean of the Faculty of Computing and Mathematical Sciences on order of application to enrol.

*Computer Graphic Design: CGRD360-12B (HAM) Degree Project*

60 students enrolled in the Bachelor of Computer Graphic Design selected by the Dean of the Faculty of Computing and Mathematical Sciences on order of application to enrol.

*Computer Graphic Design: CGRD361-12B (HAM) Portfolio Preparation*

5 students enrolled in the GradCert(CGRD) or GradDip(CGRD) selected by the Dean of the Faculty of Computing and Mathematical Sciences on order of application to enrol.

*Computer Graphic Design: CGRD551-12A (HAM) Studio Management*

10 students selected by the Dean of the Faculty of Computing and Mathematical Sciences on order of application to enrol.

### **Faculty of Education**

*Bachelor of Teaching (Early Childhood), (Primary) and (Secondary)*

Ministry-funded enrolments are limited to 400 students selected by the Faculty of Education's selection panels as suitable people to be teachers, and based on an interview, academic background, communication skills, background experiences and referee support.

*Graduate Diploma of Teaching (Early Childhood), (Primary) and (Secondary)*

Ministry-funded enrolments are limited to 350 students selected by the Faculty of Education's selection panels as suitable people to be teachers, and based on an interview, academic background, communication skills, background experiences and referee support.

*Arts and Language Education: ALED110-12A (HAM) and 12B (HAM) Introduction to Drawing and Learning*

50 students per semester selected by the Chairperson of Arts and Language Education on the order of application to enrol.

*Arts and Language Education: ALED110-12A (TGA) Introduction to Drawing and Learning*

30 students selected by the Chairperson of Arts and Language Education on order of application to enrol.

*Arts and Language Education: ALED120-12B (HAM) Music in Action for Educational Contexts*

24 students selected by the Chairperson of Arts and Language Education on order of application to enrol.

*Arts and Language Education: ALED200-12S (HAM) Exploring Visual Arts Media for Educational Contexts*

30 students selected by the Chairperson of Arts and Language Education on order of application to enrol.

*Arts and Language Education: ALED205-12S (TGA) Painting in Educational Contexts*

25 students selected by the Chairperson of Arts and Language Education on order of application to enrol.

*Arts and Language Education: ALED210-12A (NET) New Zealand Children's Literature*

60 students selected by the Chairperson of Arts and Language Education on order of application to enrol.

*Sport and Leisure Studies: SPLS105-12A (HAM) Dance, Leisure and Culture*

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

*Sport and Leisure Studies: SPLS209-12B (HAM) Learning in Outdoor and Adventure Environments*

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 BSpLS.

*Sport and Leisure Studies: SPLS212-12B (HAM) Physical Activity and Disability*

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

*Sport and Leisure Studies: SPLS213-12A (HAM) Principles and Practices for Leading Outdoors*

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

*Sport and Leisure Studies: SPLS214-12A (HAM) Dance, Community and Environment*

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 BSpLS or the conjoint BTchg/BSpLS.

*Sport and Leisure Studies: SPLS309-12A (HAM) Adventure and the Outdoors*

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 BSpLS or the conjoint BTchg/BSpLS.

**Faculty of Law**

*Bachelor of Laws and Bachelor of Laws conjoint programmes*

Ministry-funded enrolments are limited to 230 students selected by the Faculty of Law Admissions Committee.

*Law: LAWS458-12A (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.

**Waikato Management School**

*Accounting: ACCT302-12S (TGA) Financial Accounting*

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

*Accounting: ACCT506-12A (HAM) International Accounting*

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

*Accounting: ACCT531-12B (HAM) Advanced Management Accounting*

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

*Accounting: ACCT541-12B (HAM) Fraud Auditing*

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

*Corporate & Executive Education*

The Centre for Corporate and Executive Education reserves the right to restrict enrolments in papers to 40, on order of application to enrol.

*Finance: FINA201-12S (HAM) Finance*

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

*Human Resource Management: HRMG343-12T (HAM) Business Research Methods*

50 students selected by the Chairperson of Strategy and Human Resource Management on order of application to enrol.

*International Management: INMG501-12S (NET) E-Global Business: Strategic Management and Marketing*

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

*International Management: INMG517-12B (NET) Current Issues in International Management*

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

*International Management: INMG588-12A (NET) International Business Strategy*

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

*Marketing: MKTG151-12S (HAM) Introduction to Marketing*

40 students selected by the Chairperson of Marketing on order of application to enrol.

*Marketing: MKTG557-12T (HAM) Society and Marketing*

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

*Strategic Management: STMG391-12S (HAM) Strategic Management*

50 students selected by the Chairperson of Strategy and Human Resource Management on order of application to enrol.

*Strategic Management: STMG556-12T (HAM) Competitive Advantage Through Work-Family Practice*

20 students selected by the Chairperson of Strategy and Human Resource Management on order of application to enrol.

*Strategic Management: STMG560-12T (NET) Special Topic: Spirit and Enterprise*

20 students selected by the Chairperson of Strategy and Human Resource Management on order of application to enrol.

*Tourism Management: TOMG206-12A (HAM) and 12A (TGA) Food and Beverage Management*

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

*Tourism Management: TOMG207-12B (HAM) and 12B (TGA) Accommodation Management*

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

*Tourism Management: TOMG216-12A (HAM) Food and Beverage Management Placement*

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

*Tourism Management: TOMG217-12B (HAM) and 12B (TGA) Accommodation Management Placement*

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

### **Faculty of Science and Engineering**

*Biological Sciences: BIOL224-12B (TGA) Aquaculture Reproduction and Early Life Stages*

40 students selected by the Dean of the Faculty of Science & Engineering on order of application to enrol. This paper is only available to students in the final year of a BSc in Tauranga.

*Earth Sciences: EARTH222-12A (HAM) Stratigraphy and Tectonics*

45 students selected by the Dean of the Faculty of Science & Engineering on order of application to enrol.

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

*Māori Language/Te Reo Māori: MAOR111-12C (HAM) Te Tohu Paetahi specialisation in Te Reo Māori*

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

*Māori Language/Te Reo Māori: MAOR112-12C (HAM) Te Tohu Paetahi specialisation in Te Reo Māori*

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

*Māori Language/Te Reo Māori: MAOR211-12C (HAM) Te Tohu Paetahi specialisation in Te Reo Māori*

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

*Māori Language/Te Reo Māori: MAOR212-12C (HAM) Te Tohu Paetahi specialisation in Te Reo Māori*

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

*Māori Language/Te Reo Māori: MAOR213-12C (HAM) Te Tohu Paetahi specialisation in Te Reo Māori*

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

*Māori Language/Te Reo Māori: MAOR214-12C (HAM) Te Tohu Paetahi specialisation in Te Reo Māori*

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

**Limitations under Section 224(12) of the Education Act 1989**

Enrolments from full-cost international students will be accepted on the basis that they pay full fees to fund their courses of study and, therefore, that they are not taking a place that would otherwise be available to a domestic student.

**Waikato Pathways College**

Entry to the following qualifications is limited to full-cost international students:

Certificate of Attainment in English Language

Certificate of Attainment in Foundation Studies

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# Enrolment

## APPLICATIONS TO ENROL

Any person who wishes to enrol at the University must submit an application to enrol by the relevant deadline. Applications submitted after the deadline may be accepted if space is available. Application forms are available from the Student Centre or [online](#). Academic advice is available through the individual Faculties or School of Studies.

### Standard Application Deadlines

**Thursday 1 December 2011** for papers that commence during Summer School 1 (1 January 2012 to 4 March 2012)

**Friday 27 January 2012** for papers that commence during semester A (5 March 2012 to 8 June 2012)

**Friday 8 June 2012** for papers that commence during semester B and Summer School 2 (16 July 2012 to 31 December 2012)

### Selected Programme Application Deadlines

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

**Thursday 1 December 2011** for new students for the LLB or LLB conjoint programmes

**Thursday 1 December 2011** for new students for Teacher Education programmes (BTchg, GradDipT)

**One month prior to the start date of the programme** for Corporate and Executive Education programmes

**One month prior to the intended start date of the thesis** for thesis enrolments

## ACCEPTANCE DEPOSIT

An acceptance deposit will be charged to students who were not enrolled at the University in the previous year. The deposit of \$100.00, payable within two weeks of a firm offer, will be deducted from students' fees at the time of completion of enrolment. Students who do not pay the deposit within the two week deadline will lose their firm offer of a place. In the event that the applicant does not enrol at the University the deposit will be non-refundable unless the non-enrolment is for medical or compassionate grounds. Refunds on medical or compassionate grounds will be decided on by the Head of Student and Academic Services.

## ENROLMENT DATES

Enrolment is not complete until a signed enrolment agreement confirming the intended method of payment of fees option has been received by the University. Students must sign and return their enrolment agreement or accept online by

**Friday 16 December 2011** for papers commencing 1 January 2012 to 4 March 2012

**Friday 24 February 2012** for papers commencing 5 March 2012 to 15 July 2012

**Friday 6 July 2012** for papers commencing 16 July 2012 to 31 December 2012

the **Friday prior to the start date** of a Corporate and Executive Education programme

the **Friday prior to the start date** of a thesis enrolment

Enrolments received after these dates, if accepted, will be subject to a late enrolment charge (see the [Table of Fees and Charges](#)).

## PROGRAMME ADVICE AND PLANNING

The 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 Student Union Building (SUB)), in Tauranga at Windermere, or the Auckland Office (Worldwide Business Centre, Queen Street).

The Student Recruitment Advisers represent the University at regional careers expos, secondary school career evenings, and other events throughout New Zealand and overseas. They provide comprehensive information, personal advice sessions and campus tours, which are available by appointment. An Open Day and several information 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, bridging courses and pathways programmes - including those that target women, mature students and Māori. Prospective students will also receive information on the range of academic and support services that are available.

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## Change of Enrolment Regulations

1. **Title**  
These are the Change of Enrolment Regulations 2010.
2. **Date of effect**  
These regulations are effective from 1 January 2011.
3. **Definitions**  
In these regulations  
**change of enrolment** means any of the following changes to the programme of study in which a student has originally enrolled for a given teaching period:
  - the **addition** of a paper, with payment of the prescribed fees
  - the **deletion** of a paper, with refund of the prescribed fees (the paper is deleted from the student's academic record)
  - **withdrawal** from a paper, without refund of any fees (the paper remains on the student's academic record, annotated as 'withdrawn')
  - **change** of qualification, major or specified programme.**iWaikato** means the computer system, accessible to enrolled students, which enables them to apply for change of enrolment on the internet.
4. **Application**  
These regulations apply to papers at 0, 100, 200, 300, 400, 500 and 700 levels.  
*Note: Policies and procedures with respect to change of enrolment for 800 (MPhil) and 900 (doctoral) level programmes are available from the Postgraduate Studies Office.*
5. **Fees**  
The fees referred to in these regulations are available online at [www.waikato.ac.nz/sasd/enrolment/fees.shtml](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 of Waikato Calendar.
7. **Programme approval**  
Any change of enrolment constitutes a change to a programme of study and requires the approval of the Faculty or School of Study.
8. **Procedure for change of enrolment**
  - (1) Applications for change of enrolment must be submitted to the Faculty or School of Study that the student is enrolled in for consideration. They may be submitted either through **iWaikato** or on an *Application to Change Enrolment form*, available from the Student Centre and the Faculties or School of Studies.
  - (2) Absence from classes or failure to submit items for assessment does not constitute withdrawal from a paper. A student who does not withdraw from a paper using the procedures outlined in these regulations remains enrolled for the paper and remains liable for any prescribed fees.
  - (3) Attendance at classes and submission of items for assessment does not constitute enrolment in that paper.
9. **Timeframe for change of qualification, major or specified programme**  
Provided that no changes are made to the selection of papers, a student may apply to change a qualification, major or specified programme at any time.
10. **Deadlines for adding papers (with payment of the prescribed fees)**
  - (1) An application to add a paper (other than a thesis) must be submitted to the Faculty or School of Studies or through **iWaikato** by the following deadlines:

Paper commencement date	Deadline
1 January to 27 February 2012	1 December 2011
28 February to 10 July 2012	28 January 2012
11 July to 31 December 2012	10 June 2012

- (2) An application to add a (500 level) thesis must be submitted to the Faculty or School of Studies at least one month before the intended start date for the thesis.
- (3) An application to add a Corporate and Executive Education paper must be submitted to the Waikato Management School at least one month before the start of the paper.
11. **Deadlines for substituting papers (with transfer of the prescribed fees)**  
A student may apply to add a paper in place of a paper being deleted up until the relevant deadline listed in section 12 of these regulations provided that the paper to be added is of the same or lesser points value as the paper to be deleted.
12. **Deadlines for deleting papers (with a refund of the prescribed fees)**
  - (1) An application to delete a paper must be submitted to the Faculty or School of Studies by the following deadlines:

Type of paper	Deadline
Summer School 1 and 2 papers and C, D etc. papers with teaching periods shorter than 17 weeks	5.00pm on the first Friday of the relevant teaching period
Semester A and full-year papers	5.00pm on the second Friday of semester A (16 March 2012)

Semester B papers	5.00pm on the second Friday of semester B (27 July 2012)
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 (eg Mathematics, languages), a student may apply to transfer, with a transfer of fees, from one paper to a closely related paper in the same subject up until the relevant deadline for withdrawal listed in section 13 of these regulations.

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

- (1) Unless exceptional circumstances apply (as provided for under section 14 of these regulations), a student who withdraws from a paper after the deadline for deletion (see section 12 of these regulations) is not entitled to a refund of the fees for that paper; if the fees have not been paid, the student remains liable for them.
- (2) An application to withdraw from a pre-degree or undergraduate paper (0, 100, 200, 300, or 400 levels and Faculty of Education 700 level) after the deadline for deletion (see section 12 of these regulations) must be submitted to the Faculty or School of Studies by the following dates:

Type of paper	Deadline
Summer School 1 and 2 papers and C, D etc. papers with teaching periods shorter than 17 weeks	5.00pm on the third Friday of the relevant teaching period
Semester A and full-year papers	5.00pm on the sixth Friday of semester A (13 April 2012)
Semester B papers	5.00pm on the sixth Friday of semester B (24 August 2012)
C, D etc. papers with teaching weeks of 17 weeks or longer	5.00pm on the sixth Friday of the relevant teaching period

- (3) A student may withdraw from a graduate paper (500 or 700 level, excluding Faculty of Education 700 level) after the deadline for deletion (see section 12 of these regulations) at any time before the start of the examination or, if the paper is internally assessed, at any time before the due date for the final item of assessment.

### 14. 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 Faculty or School of Study, or from the Assessment and Graduation 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 Head of Student and Academic Services for late deletion or withdrawal.
- (2) The application must be submitted to the Head 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 Head of Student and Academic Services.
- (4) If the application is approved, the Head of Student and Academic Services may also approve, at his or her discretion, a credit of some or all of the student's fees.

### 15. 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 Head of Student and Academic Services not more than seven days after the date on which the student receives notification of the relevant decision. Late appeals may be accepted at the discretion of the Head of Student and Academic Services.
- (3) Appeals under this section are considered and decided by the Deputy Vice-Chancellor, or his nominee, by delegated authority of the Academic Board.
- (4) A decision by the Deputy Vice-Chancellor is notified in writing and is final.



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# Regulations Governing Payment of Fees and Charges

## *Fees and Charges Payable*

1. A student is deemed enrolled and liable for payment of fees upon signing and acceptance of an Enrolment Agreement, Notification of Change, or other document(s) by which acceptance into a paper or papers is formally agreed.
2. Every person must pay fees and charges (as set out in the [Table of Fees and Charges](#) in the University of Waikato Calendar) according to arrangements and terms agreed at the time of enrolment in the Enrolment Agreement or Notification of Change.
3. Students who do not attend a paper in which they have formally accepted a place will be liable for payment of the fees for that paper, unless the withdrawal procedures as detailed in the [Change of Enrolment Regulations 2010](#) are followed.
4. Unless the Chief Financial Officer determines otherwise, where a student defaults on a payment and does not pay the outstanding amount within 28 days of the due date that student's enrolment will be cancelled.
5. Cancellation of a student's enrolment does not discharge any outstanding debt.
6. Unless special arrangements are agreed by the Chief Financial Officer, the following penalties apply in addition to the cancellation of the student's enrolment while a debt remains outstanding:
  - (a) the student is not entitled to use the Library, attend lectures, participate in laboratory classes, or otherwise make use of university facilities
  - (b) the student's academic results are withheld
  - (c) the student may not re-enrol at this university
  - (d) the student is not entitled to have his or her academic record transferred to any other institution
  - (e) the award of any qualification is deferred
  - (f) the student's outstanding debt may be referred to a debt recovery agency for collection. The University also reserves the right to recover any additional costs in relation to this debt collection from the student.
7. A student whose enrolment is cancelled for reasons of non-payment of fees may subsequently apply for reinstatement of enrolment, provided
  - (a) the application is submitted to the Chief Financial Officer within four weeks of the date of the cancellation
  - (b) all outstanding fees, charges, and surcharges are paid before or at the time that the application is submitted, and
  - (c) the service charge for the reinstatement of enrolment after cancellation, as prescribed in the [Table of Fees and Charges](#), is paid.
8. An enrolment that is reinstated under this section is deemed to have been continuous.
9. The tuition and resource fees for a particular paper fall due on the payment date for the semester in which teaching for that paper starts, or, where beginning outside of these semesters, the first day of the teaching period of the particular paper.

## *Payment by Semester*

10. These provisions for payment of tuition and resource fees by semester do not apply to students who pay by Student Loan.
11. Unless the tuition and resource fees are being paid by Student Loan, a student who enrolls for more than one semester may elect to pay tuition and resource fees by semester.
12. Payment dates are prescribed for each of the semesters, namely the S (Summer School 1) semester, A semester and B semester.
13. 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.
14. 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 2010](#)).
15. All fees and charges other than tuition and resource fees fall due as part of the students' first payment.
16. A surcharge of 10% or \$100, whichever is lower, will be levied on any fees that are outstanding at the start date of the semester. This applies to Summer School 1, A and B Semester start dates respectively.

## *Appeals*

17. A student may appeal to the Vice-Chancellor against any decision by the Chief Financial Officer under these regulations.

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## Table of Fees and Charges

Students should also refer to the [Regulations Governing Payment of Fees and Charges](#).

### FEES

#### Tuition and Resource Fees

Domestic tuition and resource fees are available from Student Administration, in the Library and are published in the online Catalogue of Papers at [papers.waikato.ac.nz](http://papers.waikato.ac.nz). Fees for international students are available from Waikato International and published at <http://www.waikato.ac.nz/study/money/fees-internat.shtml>.

### CHARGES (GST INCLUSIVE)

#### Admission Applications

Discretionary Entrance	\$50.00
Special Admission	\$50.00
Admission (see the <a href="#">Admission Statute 2008</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 (seven days) \$3.00 a day	
- for a book not returned by the due date shown on the recall notice \$3.00 a day	
- all other cases, 30 cents a day	

*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 subsections 10(1) and 10(2) of the [Library Regulations 2007](#) shall be limited to \$30.00.*
2. *Library fines and invoices may be paid at the Lending Desk.*
3. *Borrowing facilities will be withheld from students and Approved Borrowers whose fines at any time exceed \$10.00, and staff whose fines exceed \$50.00. Borrowing facilities will be withheld from all other Library borrowers whose fines exceed \$5.00.*
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 a replacement cheque	\$18.00
RPL (Recognition of Prior Learning)	
- Challenge Examination (per paper)	\$205.00
- Administration fee (per application)	\$50.00

#### Examination Charges

Review of grade under the <a href="#">Assessment Regulations 2005</a> - per paper	\$50.00
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#### Scripts, Transcripts and Certificates

Replacement identity card	\$10.00
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Academic transcripts	
- first copy	\$20.00
- each additional copy or if faxed on behalf, if requested at the same time as the first copy	\$10.00
- faxing letters overseas	\$10.00
Replacement degree/diploma or other qualification certificate	\$100.00
All other official letters of certification	
- first copy	\$20.00
- each additional copy or if faxed on behalf, if requested at the same time as the first copy	\$10.00
- faxing letters overseas	\$10.00
Resubmission of thesis (MPhil & PhD)	\$100.00
<b>Late Enrolment Charges</b>	
Charge after deadline to complete enrolment (see <a href="#">Enrolment</a> for the prescribed deadlines after which this charge applies)	\$100.00
<b>Late Payment Charges</b>	
Payment of fees and charges made on the start of the semester or thereafter will incur a charge of 10% or \$100 10% or \$100.00 (maximum \$100)	
<b>Student Discipline Appeal Charges</b>	
Appeal to the Chairperson of the Student Discipline Committee against a discipline decision under the <a href="#">Student Discipline Regulations 2008</a>	\$50.00
Appeal to the Council against a discipline decision under the <a href="#">Student Discipline Regulations 2008</a>	\$200.00
<b>International Students Refund Administration Charge</b>	
Refund of pre-paid tuition fees administration charge (see <a href="#">International Students</a> , for the Pre-Paid Tuition Fees Policy)	10%
<b>Other Charges</b>	
Building levy	\$24.80
<i>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 Head of Student and Academic Services Division, on the appropriate form not later than 31 July 2012.</i>	
U Leisure levy	\$24.80
Student Services levy (compulsory)	
All students studying in Hamilton, Tauranga and Block courses:	
- full year	\$280.00
- one semester	\$180.00
All NET and Block Courses	\$110.00
<b>Student Health Service User Charges</b>	
Domestic students without a Community Services Card (per consultation)	\$15.00
Students using the Student Health Service where no Student Services levy has been paid (per consultation)	\$40.00

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## International Students

The following information is a general guide for international students wishing to enrol at the University of Waikato. Further information and application forms are available on the website: [www.waikato.ac.nz/international](http://www.waikato.ac.nz/international). Email: [international@waikato.ac.nz](mailto:international@waikato.ac.nz).

### Admission

All students are required to meet the entry requirements for admission, as set out in the *Admission Statute 2008*. Applicants whose first language is not English are also required to provide satisfactory evidence of English language proficiency, generally in the form of an IELTS or TOEFL examination score, as set out in the *English Language Requirements for Admission*. Scores can vary according to the qualification sought.

International students must apply for admission either online at [www.waikato.ac.nz/study/enrol](http://www.waikato.ac.nz/study/enrol) or on the *Application to enrol form for new international students*, available online at [www.waikato.ac.nz/international](http://www.waikato.ac.nz/international).

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 Centre in the Library.

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 at Level 3 will have their admission assessed on a case by case basis.<sup>1</sup> Please contact the Student and Academic Services Division for detailed guidelines on admission to the University of Waikato.

### 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 Ministry of Education. Copies of the Code of Practice are available on request from this institution or from the New Zealand Ministry of Education website at [www.minedu.govt.nz](http://www.minedu.govt.nz). Students should refer to the Code of Practice for their specified responsibilities and to the International Student Handbook or this Calendar for University procedures and recommendations.

### Tuition Fees and Charges

1. International students are required to pay full cost tuition fees. Students should refer to the [Table of Fees and Charges](#) for other fees and charges that may be applicable.
2. Application for credit from overseas study prior to enrolment \$100.00.
3. Application for credit from overseas study after enrolment \$50.00.
4. New international PhD students are eligible for domestic fees for their PhD studies. Conditions apply. For more information, see the Postgraduate Studies Office website: [www.waikato.ac.nz/sas/postgraduate](http://www.waikato.ac.nz/sas/postgraduate).

### New Zealand Immigration Requirements

1. 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 Immigration New Zealand (INZ) can be obtained from the nearest New Zealand High Commission, Embassy or INZ Office.
2. An offer of a place at the University does not guarantee that the student will be issued with a student visa.
3. INZ 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 approximately NZ\$15,000.
4. The University is required to report to the INZ those students who are not fulfilling the requirements of their student permit.
5. Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at [www.immigration.govt.nz](http://www.immigration.govt.nz).

### Pre-paid Tuition Fees Policy

As indicated above, international students are required by the INZ 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 Head of the 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 INZ that the student has not fulfilled the obligations of their visa by completing their enrolment at the University of Waikato.
4. Where a student wishes to attend another institution in New Zealand, the University of Waikato will transfer the pre-paid tuition fees to that institution, upon written confirmation from that institution of the student's intention to study. This should be in the form of a formal letter of offer or invoice which confirms the student's acceptance into a qualification. If the student has already paid their tuition fees at the other institution, the

University of Waikato will refund the pre-paid tuition fees to the student, upon written confirmation from the other institution that the fees have been paid. It is the student's responsibility to provide the necessary documentation from the other institution.

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 INZ permit to remain in New Zealand, or
  - (b) confirmation that the INZ 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. A further charge may be imposed to recover Agent Commission paid by the University in relation to the student's enrolment, and fees paid, where the student committed to enrol for the full academic year.

#### *Note:*

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.*

### **Compulsory Medical and Travel Insurance**

International students (including group students) must have appropriate and current health and travel insurance while studying in New Zealand, as stated in the *Code of Practice for the Pastoral Care of International Students*. This must be for the full period of study in New Zealand and enrolment is dependent on proof of appropriate insurance. To simplify the process of selecting insurance, the University has selected Studentsafe-University (underwritten by VERO Insurance New Zealand Limited) as the preferred insurance policy for all international students. The Studentsafe-University insurance premium can be added to tuition fees at the time of enrolment, resulting in international students being automatically enrolled in the Studentsafe-University insurance scheme. This premium will not be charged if evidence of an alternative compliant insurance policy is provided to the University before the specified deadline (please note there are only a small number of approved alternative compliant policies). For further information please refer to the website [www.waikato.ac.nz/international](http://www.waikato.ac.nz/international).

### **Eligibility for Health Services**

Most international students are not entitled to publicly funded health services while in New Zealand. If they receive medical treatment during their visit they may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on the website [www.moh.govt.nz](http://www.moh.govt.nz). The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website [www.acc.co.nz](http://www.acc.co.nz).

### **New Zealand Government Scholarships**

New Zealand Development Scholarships (NZDS) and NZAID-funded Commonwealth Scholarships are awarded by the New Zealand Agency for International Development (NZAID) on behalf of the New Zealand Ministry of Foreign Affairs and Trade. Open to designated countries, 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. NZDS 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. The 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 [www.nzaid.govt.nz](http://www.nzaid.govt.nz) or [www.waikato.ac.nz/international](http://www.waikato.ac.nz/international).

New Zealand International Doctoral Research Scholarships (NZIDRS) are funded by the New Zealand Government and administered by Education New Zealand. NZIDRS are open to all countries and entitlements include tuition fees and living allowances. NZIUFS are open to designated countries and cover tuition fees only. Scholarships are awarded on the basis of academic merit. Further information can be found on the website [www.newzealandeducated.com/scholarships](http://www.newzealandeducated.com/scholarships).

NZ Aid Programme Scholarships which include Commonwealth Scholarships, NZDS, NZPS and NZ ASEAN are awarded by the New Zealand Agency for International Development (NZ Aid) on behalf of the New Zealand Ministry of Foreign Affairs and Trade (MAT). Open to designated countries, 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. The scholarships cover tuition fees, enrolment/ orientation fees, return economy travel, medical insurance, and an allowance to meet course and basic living costs.

Further information on the scholarships and eligible countries can be found at [www.nzaid.govt.nz](http://www.nzaid.govt.nz) or [www.waikato.ac.nz/international/scholarships](http://www.waikato.ac.nz/international/scholarships). New Zealand International doctoral Research Scholarships (NZIDRS) are funded by the New Zealand Government and administered by Education New Zealand. NZIDRS are open to all countries and entitlements include tuition fees and living allowances.

### **Waikato International Student Exchange**

The International Student Support team administers the University's international student exchange programmes and is the central resource of

promotional material from partner universities from around the world. Domestic and international students of good academic standing and a minimum grade average of B (GPA:5) should be eligible to apply for an approximate exchange after having completed the equivalent of two semesters of full-time degree-level study at the University of Waikato. Students may not go on exchange to their home country. Exchange students are expected to be positive ambassadors for the University of Waikato and New Zealand. With prior approval, study completed at the partner university will be credited towards students' University of Waikato qualifications, although this cannot be guaranteed in advance. Further information can be obtained from the Study Abroad and Exchange Co-ordinator at the International Services Office or the website [www.waikato.ac.nz/international/](http://www.waikato.ac.nz/international/).

### **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 Academic Administration Office, which will refer them to the appropriate academic authority for approval. Partnership proposals are welcome and will be explored on a case by case basis. Memorandums of Understanding should also be submitted as proposals to the Academic Administration Office, which will refer them to the appropriate authority.

Overseas visitors are welcome. Prospective visitors should contact the Communications and External Relations Division with full background information about their proposed visit. The Division will assist in arranging an itinerary which meets both the visitors' and the University of Waikato's needs.



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## Intermediate Programmes for Other Universities

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 results in NCEA at Level 3. Enquiries regarding this should be made to the Dean of the Faculty of Science and Engineering prior to enrolment.



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# Student Research Regulations

## Preamble

Students who undertake research at any level of study are required to conduct the research in a manner that conforms with requirements and standards set down by the University and, in many cases, by law.

Students are referred to the [Resources on Ethical Conduct in Research and Related Activities](#), available from UNILink at the Research Hub.

### 1. Title

These are the Student Research Regulations 2008.

### 2. Date of effect

These regulations are effective from 1 January 2009.

### 3. Definitions

In these regulations

**plagiarism** means presenting as one's own work the work of another, and includes the copying or paraphrasing of another person's work in an assessment item without acknowledging it as the other person's work through full and accurate referencing; it applies to research and to assessment (as defined in the [Assessment Regulations 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
- must comply with the [Ethical Conduct in Human Research and Related Activities Regulations](#) when the research involves collecting data about and from people and organisations.

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

A student who intends to use or develop low risk genetically modified organisms (GMOs) must comply with the appropriate ERMA regulations. Advice on these regulations is available from the Office of Biological Sciences.

### 7. Research using live animals

- 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.
- 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
  - 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](#) 
  - 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](#) 
  - arbitrating in disputes about use of live animals for teaching and research.
- A student involved in the use of animals for research must comply with
  - the University's [Code of Ethical Conduct for the Use of Animals for Teaching and Research](#) , or
  - any other instruction by the Animal Ethics Committee.

### 8. Breaches

A breach of these regulations is misconduct under the [Student Discipline Regulations 2008](#).





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# Ethical Conduct in Human Research and Related Activities Regulations

## Preamble

Any member of the University community who participates in research and specified related activities is required to conduct the research and/or related activities in a manner that conforms with ethical standards set down by the University, by relevant national and international professional bodies, and by the law of the country in which the research is undertaken.

These regulations apply specifically to the following activities: research, teaching, consulting, evaluation, and publications which involve collecting data about and from people and organisations. These regulations also apply to any research where there are ethical issues that are not addressed by the *Animal Ethics Committee Code of Ethical Conduct for the use of Animals for Teaching and Research*.

Students are referred also to the University's *Student Discipline Regulations 2008* in this Calendar and the *Higher Degrees Handbook*, as amended from time to time, and the *Guidelines for Professional Practice and Community Contact in the Conduct of University Research or Related Activities* (see Appendix 1 to these regulations).

Staff are referred also to the University's *Staff Code of Conduct* and the *Code of Ethics for Academic Staff*.

Students and staff are also referred to the *Resources on Ethical Conduct in Research* and Related Activities, available from UNILink at the Research Hub.

## ETHICAL CONDUCT IN HUMAN RESEARCH AND RELATED ACTIVITIES REGULATIONS

### 1. Title

These are the Ethical Conduct in Human Research and Related Activities Regulations 2008.

### 2. Purpose

Ethical issues arise when University research and/or related activities involve the interests and rights of others. The purpose of these regulations is to facilitate ethical conduct which respects the rights of people, communities, companies, trusts, and other organisations. These regulations explain the standards of ethical conduct and the procedures that apply for the maintenance and monitoring of these standards. All applications to the University's human research ethics review committees will be reviewed for approval on the basis of their compliance with these regulations.

### 3. Date of effect

These regulations are effective from 1 July 2008.

### 4. Scope

- (1) These regulations apply to all
  - (a) staff of the University of Waikato
  - (b) students of the University of Waikato, and
  - (c) any other person authorised to undertake research and/or a related activity on behalf of the University of Waikato, including those employed or contracted in wholly-owned subsidiary entities.
- (2) Research collaborators or partners are expected to apply for approval of their research and/or related activities from their organisation and must also apply to the relevant University of Waikato Faculty or School of Studies or department committee.
- (3) Under these regulations, all research and/or related activities are required to have formal ethics review and approval.
- (4) Applications for approval are not required for normal teaching activities; but are required for specific teaching that involves the participation of a student or students and has the potential for harm (see section 13 of these regulations), or that involves collection of data from students.
- (5) Applications are not required for University teaching evaluations or for University reviews and quality assurance activities; however, such activities do have ethical implications and should be conducted in a professional way consistent with the University *Staff Code of Conduct* and should be consistent with the spirit of these regulations.

### 5. Definitions

In these regulations

**research** means an inquiry of an investigative, experimental, or critical nature which is driven by a question, hypothesis, or intellectual position capable of rigorous assessment, and the findings of which are open to scrutiny and formal evaluation. It may include any intellectual or creative work published, exhibited, presented, or performed in a written, spoken, electronic, broadcasting, visual, performance, or other medium

**related activities** may include teaching, consulting, evaluation, and publication when these activities involve collecting data about and from people and organisations. These activities are defined as follows:

**teaching** means teaching in lectures, tutorials, demonstrations, and related educational research

**consulting** means the provision of advice to a client, such advice being based upon the pre-existing professional knowledge and skills of the consultant

**evaluation** means the systematic collection and analysis of information to make judgements, usually about the effectiveness, efficiency, and/or appropriateness of the research and/or related activity

**publication** means any intellectual or creative work published, exhibited, presented, or performed in a written, spoken, electronic,

broadcasting, visual, performance, or other medium

**participant** means a live human being or group of live human beings who participate in research and/or related activities whether by observation, questioning, participation in an experiment, provision of specimens or human tissue samples, or by any other means

**organisation** means a social unit of people systematically arranged and managed to meet a need or to pursue collective goals on a continuing basis. Examples include firms, iwi groupings, schools, and professional societies

**researcher** means the person undertaking research and/or related activities

**harm** includes physical, psychological, social, economic, or cultural harm to participants

**field research** means research conducted in person in a natural setting outside of a laboratory.

#### 6. **Application procedures**

- (1) A staff member, student, or authorised person must not commence research or a related activity until it has been approved by the appropriate authority and in accordance with these regulations.
- (2) Researchers must submit applications for approval for their research or related activity to one of the delegated Faculty or School of Studies or department committees (see section 22 of and Appendix 2 to these regulations) within the University.
- (3) Where applications are made to an external ethics committee, an application must also be submitted to, and approved by, the relevant delegated committee within the University (see section 22(3) of and Appendix 5 to these regulations).
- (4) Applications for approval of research and/or related activities must be submitted in the form prescribed for the relevant Faculty, School of Studies, department, or unit (see Appendix 3 to these regulations).
- (5) If an ethical issue relating to the research and/or related activity that was not envisaged at the beginning arises during its course, the researcher must stop the research and/or related activity, consult the appropriate authority, and apply for approval. The researcher must not begin the research and/or related activity again until the necessary approval has been obtained.
- (6) For situations where prior, free, express, and informed consent from participants may not be possible, see sections 10 and 11 of these regulations for guidance in making application for approval of the research or a related activity.

#### 7. **Responsibility for ethics in research and related activities**

- (1) Individual staff, students, and authorised persons are responsible for ensuring their research and/or related activities comply with these regulations.
- (2) If a researcher is a student, the staff member responsible for supervising the student's research must take all reasonable steps to ensure that the student complies with these regulations.
- (3) Paper convenors may apply for ethics approval for an entire paper if it involves students in that paper engaging in research or related activities. Such applications must cover all anticipated research or related activities the student may engage in, and the convenor's lecturers' and/or tutors' responsibilities. Applications must identify ethical issues and describe practices for addressing them.

#### 8. **Value of research or related activities and the public interest**

- (1) A researcher must be able to justify to his or her peers the goals and methodology of the research and/or related activity in terms of its reasonably anticipated benefits balanced against any foreseeable risk of harm to the participants.
- (2) A researcher must normally make available the findings of research in the public domain. Any exception to this must be approved in writing by the Deputy Vice-Chancellor, or by a person to whom authority is delegated in writing by the Deputy Vice-Chancellor (see section 10(7) and section 14 of the *Dissertations and Theses Regulations 2006*).

#### 9. **Informed consent of participants**

- (1) Researchers must gain participants prior, free, express, and informed consent in a culturally and socially appropriate manner, unless in the case of approved exceptions. For proxy consent from authorised representatives, see subsection (4)(e) and (4)(f) of this section of these regulations. Exceptions regarding large sample surveys and similar research methods, some cases of field research, and the possibility of gaining informed consent after data collection are dealt with in sections 10, 11 and 14 of these regulations.
- (2) A researcher must establish explicit processes for reaching agreement with participants. A researcher must not involve a participant in any research and/or related activities unless the researcher is satisfied that the participant has understood the nature of his or her involvement and freely agreed to it in accordance with the principles outlined in this section.
- (3) A researcher must not use explicit or implicit coercion to obtain the agreement, and must not use inducement to obtain the agreement except in accordance with section 18 of these regulations.
- (4) Unless sections 10, 11 or 14 of these regulations apply, a researcher must adhere to the following principles with respect to informed consent of participants:
  - (a) A researcher must inform prospective participants of all information relevant to the decision to participate including
    - (i) their right to decline to participate in the research and/or related activities or any portion or any part of these
    - (ii) the form in which the findings will be published
    - (iii) duration and security of data storage
    - (iv) their right to withdraw any information they have provided up until analysis has commenced on their data
    - (v) their right to access and correct personal information
    - (vi) the process for withdrawing information they have provided.
  - (b) The more readily identifiable the participants may be, the more formal the consent should be. Where participants are asked to answer questionnaires that might identify them, answer questions in a formal interview, undergo formal tests, or where they are subjected to formal observation and recording procedures, the process for obtaining informed consent, and the form of the consent, should be similarly formal and recorded in writing or some other reproducible form. Where the participation is more anonymous the consent may be less personalised and less explicit (see section 10 of these regulations).
  - (c) If the research or related activity involves manipulation of, or intervention in, the physical or psychological state of a participant, the participant's consent, or, if subsection (e) of this section applies, the consent of the person with authorised responsibility for the participant, must be recorded in writing or some other reproducible form.
  - (d) Because some research and/or related activities involve collectives, a researcher must recognise the complexities of relationships between individuals and collectives. In some cultures it is common for the leader of a collective to make a decision in respect of participation on behalf of its members. If an individual in a collective wishes to participate or not to participate in the research and/or related activity, regardless of a decision taken on behalf of the collective, the individual's wishes must be respected and all reasonable care taken to ensure that those wishes are also respected by other members of the collective.

- (e) If a prospective participant is reasonably judged incapable of giving informed consent, the researcher must obtain the proxy consent from the person who has responsibility for the prospective participant's welfare, taking particular care to protect the participant's interests and also taking into account any potential conflict of interest between him or her and the person whose consent is required.
- (f) A researcher who seeks the proxy consent of another person on behalf of a prospective participant under subsection (e) of this section must make all reasonable effort to involve the prospective participant him or herself in the process and the decision about consent.
- (g) Staff, students, and other approved persons must obtain informed consent when recording images of participants, participants' possessions, or research and/or related activity in which participants are involved, unless the recording of images is of lawful activity occurring in a public place and is culturally appropriate.
- (h) A researcher must provide the information under subsection (a) of this section plainly and in the language and medium that is appropriate for the prospective participants.
- (i) A researcher must inform participants of their right of access to any data that may have been collected from or about them.
- (j) A researcher must inform participants of their right to complain about the conduct of the research and/or related activity and must also inform them of the process for making a complaint.

**10. Large random sample surveys and informed consent**

- (1) A researcher who intends to collect data involving large numbers of people is not required to adhere to all the principles concerning informed consent outlined in section 9(4) of these regulations if the research method makes adherence to all these principles impractical or undesirable and if such a requirement is likely to impact adversely on the researcher's ability to generate reliable information.
- (2) However, the researcher must declare and justify an intention not to adhere to the principles in section 9(4) of these regulations in the application for approval submitted under section 6 of these regulations.
- (3) In these situations the researcher must provide the following information, as a minimum, to a participant before the research or related activity begins
  - (a) the anticipated length of the research or related activity
  - (b) the general purpose of the research or related activity
  - (c) the forms in which the data might be published
  - (d) an assurance that the participant will not be identified in any publication or dissemination of research findings.

**11. Field research and informed consent**

- (1) 'Field research in this context means research conducted in person in a natural setting outside of a laboratory.
- (2) In field research situations, prior, free, express, and informed consent must be gained in a culturally and socially appropriate manner from participants.
- (3) In some forms of field research using such methods as participant observation, participatory research and action research, where obtaining prior, free, express, and informed consent from all participants would be inappropriately intrusive or impractical for social, cultural, or methodological reasons, it is acceptable not to gain such consent.
- (4) However, the researcher must take care to apply other ethical principles, especially minimising the risk of harm to participants and maintaining the anonymity of participants. It may also be appropriate in such cases that informed consent be sought afterwards but prior to the publication of research findings, from people who have in the course of information collection come to the attention of the researcher.

**12. Archiving of data, privacy, storage, and use of information**

- (1) All non-identifying data (eg data sets and transcripts) used for publication must be securely kept long enough to allow for academic examination, challenge, or peer review. This period would normally be at least five years. Identifying data such as consent forms, photographs, and videos will be securely stored consistent with agreements made under section 9(4)(a) of these regulations. The responsibility for data storage lies with the department or other equivalent academic unit.
- (2) Where the research and/or related activity is conducted in New Zealand, the researcher must comply with the Privacy Act 1993 and the Official Information Act 1982, and must adhere to the following principles consistent with that legislation
  - (a) participants and informants must not be publicly identified or identifiable without their explicit consent
  - (b) participants must be informed (unless sections 10, 11 and 14 of these regulations apply) that they will not be identified in any publication or dissemination of the research findings without their explicit consent
  - (c) researchers must take all reasonable precautions to prevent unauthorised use, access, modification, or disclosure of personal information
  - (d) data identifying participants must not be kept for longer than required for the purpose for which it is collected (see subsection (1) of this section)
  - (e) except in circumstances specified in the relevant legislation, personal information may be used only for the purpose for which it is collected.
- (3) Where the research and/or related activity is conducted in a country other than New Zealand, the researcher must comply with any legislation that applies in that country with respect to privacy and storage of personal information.
- (4) Even where the research and/or related activity is conducted in a country other than New Zealand, the researcher must comply as far as possible with the spirit of the Privacy Act 1993 and the Official Information Act 1982; however, if there are contradictions between the legislation of New Zealand and the other country, the legislation of the other country must prevail.
- (5) A researcher must include in an application submitted under section 4(3) of these regulations a statement about the conditions under which, and the period for which, any personal information collected for the research and/or related activity is to be stored.
- (6) Data must not be made available to persons or for purposes that are not named on the application.

**13. Minimisation of harm**

- (1) A researcher must make particular effort to identify physical, psychological, social, economic, or cultural harm to participants before seeking their consent to participation.
- (2) A researcher must minimise both the risk of harm to a participant and the potential for negative consequences of the harm.
- (3) 'Harm' in this context includes pain, stress, emotional distress, fatigue, embarrassment, and exploitation.
- (4) Unless it would be impractical or undesirable to do so in the terms described in section 10 of these regulations, a researcher must consult participants to ascertain any risk of harm that they themselves may identify or concerns that they themselves may have.
- (5) If, during the course of the research and/or related activity, it is apparent to the researcher that the risk of harm to the participant is greater than originally envisaged, the researcher must inform the participant and re-evaluate the research and/or related activity in terms of the

principles outlined in this section.

#### 14. Limitation of deception

- (1) Deception of participants conflicts with the principle of informed consent, but in some research and/or related activities it may be necessary to withhold information about the purpose of the research and/or related activity or the procedures involved.
- (2) Research and/or related activities involving deception of participants will be approved only if the researcher demonstrates in the application for ethics review that the deception is absolutely essential to the goals of the research and/or related activity.
- (3) A researcher who undertakes research and/or related activities involving deception of a participant must ensure that the participant is provided with an explanation of the true purpose of the research and/or related activity and the reason for the deception as soon as practicable after the participation.

#### 15. Social and cultural sensitivity

- (1) A researcher must respect the cultural, social, and language preferences and sensitivities of the participant.
- (2) Where the research and/or related activity potentially affects individuals or groups who are significantly different in culture from the researcher, the researcher must consult an appropriate person before the research and/or related activity begins about appropriate cultural procedures and approaches to the research and/or related activity and about informing the participant or community concerned of the research findings.
- (3) An application for ethics review under these regulations must demonstrate how the researcher has responded to the advice received from the person consulted.
- (4) Appropriate consultation and subsequent responses on matters of social and cultural sensitivity are the responsibility of the researcher.

#### 16. Exploitation of relationships

- (1) A researcher must not exploit the relationship between researcher and participant.
- (2) A researcher must resist any initiative by a participant to exploit the relationship between researcher and participant.
- (3) 'Exploitation' in this context means the seeking or obtaining of money, goods, services, favours, information or relationships that have no direct bearing on the stated research and/or related activity aims or data gathering.
- (4) Where a researcher is a staff member and the prospective participant a student, the researcher must not exploit that relationship and must strive to ensure that the student is not disadvantaged through his or her participation or refusal to participate, academically, professionally, or otherwise.

#### 17. Respect for property rights

- (1) A researcher must ensure that procedures or publications associated with the research and/or related activity do not infringe legally determined property rights.
- (2) A researcher must ensure that procedures or publications associated with the research and/or related activity do not infringe culturally determined property rights to the extent possible and reasonable in all circumstances.
- (3) Property rights in this context may apply to land, goods, works of art and craft, images, and intangible materials such as spiritual treasures, music, information, and intellectual property (see Appendix 4 of these regulations).
- (4) A researcher must identify and address any issues associated with property rights and ownership of data at the time he or she seeks informed consent and monitor these issues throughout the research process.

#### 18. Payment for participation

A researcher must not pay participants for their participation, or arrange for participants to be paid, in money, goods, services, prizes, favours, or in any other form of remuneration or form of hospitality appropriate to the engagement, either directly or indirectly, unless the payment is approved by the appropriate approving authority (see section 22 of and Appendix 2 to these regulations).

#### 19. Professional codes of ethics

A researcher must ensure that his or her research or related activity complies with any professional code of ethical practice or standard relevant to the research and/or related activity.

#### 20. University research and/or related activities in schools and early childhood services

A researcher involved in research and/or related activities in schools or early childhood services must comply with the [Guidelines for Observation and Research in Schools and Early Childhood Services](#) (see Appendix 5 to these regulations).

#### 21. Declaration of potential conflict of interest

- (1) A researcher must, in an application submitted under section 4 of these regulations, declare any potential conflict of interest.
- (2) 'Conflict of interest' occurs where a researcher or related party is, or is reasonably likely to
  - (a) obtain an unfair, inappropriate, or unethical professional, commercial, or personal advantage as a result of or in connection with the research and/or related activity
  - (b) be in a position in relation to the activity or the participants that could appear to affect the researcher's impartiality in the research and/or related activity;
  - (c) obtain a direct or indirect pecuniary benefit or interest as a result of or in connection with the research or related activity.
- (3) If the research and/or related activity is commissioned or sponsored, the researcher must ensure that the commission or the sponsorship
  - (a) is declared to the participants and in any published findings
  - (b) does not compromise the standard or ethics of the research and/or related activity.

#### 22. Authority for ethical approval and monitoring

- (1) Authority for administering these regulations rests with the University of Waikato Human Research Ethics Committee.
- (2) The University of Waikato Human Research Ethics Committee is responsible to the Academic Board for the promotion, review, and monitoring of ethical practice in University research and/or related activities and for monitoring compliance with these regulations.
- (3) Each Faculty and School of Studies has one or more committees with responsibility at the Faculty, School of Studies or departmental level, delegated by the University of Waikato Human Research Ethics Committee, for
  - (a) the approval of research and/or related activities with human participants in the Faculty, School of Studies or department (health and disability research involving human participants must also be approved by a health and disability ethics committee, see Appendix 6 to these regulations);
  - (b) compliance with these regulations in the Faculty, School of Studies or department
  - (c) maintaining records of University research and/or related activity with human participants in the Faculty, School of Studies or department in the form required by the University of Waikato Human Research Ethics Committee

- (d) reporting to the University of Waikato Human Research Ethics Committee in the form required by that Committee.
- (4) The Dean of each Faculty or School of Studies recommends to the University of Waikato Human Research Ethics Committee for approval the committee structure for the respective Faculty or School of Studies, and the Terms of Reference, constitution, membership, and procedures of any committee involved consistent with these regulations (see Appendix 2 to these regulations).
- (5) Responsibility for the following matters in any organisational unit outside a Faculty or School of Studies is delegated by the University of Waikato Human Research Ethics Committee to the Director of that unit
  - (a) ensuring applications for approval of research and/or related activities with human participants in the unit are submitted to the University of Waikato Human Research Ethics Committee
  - (b) compliance with these regulations in the unit
  - (c) maintaining records of human research and/or related activities with human participants in the unit in the form required by the University of Waikato Human Research Ethics Committee
  - (d) reporting to the University of Waikato Human Research Ethics Committee in the form required by that Committee.
- (6) A committee at the departmental, Faculty or School of Studies level, or a Director of a unit outside a Faculty or School of Studies, may consult with the University of Waikato Human Research Ethics Committee at any time and may request that the University of Waikato Human Research Ethics Committee review any relevant matter, or review any decision taken under delegated authority.

**23. Researcher appeals against decisions concerning applications for approval**

- (1) Having made an application under these regulations, a researcher may appeal to the University of Waikato Human Research Ethics Committee against any decision taken at the unit, departmental, Faculty or School of Studies level.
- (2) A researcher may appeal to the Academic Board against any decision by the University of Waikato Human Research Ethics Committee under these regulations.
- (3) The Academic Board may determine its own procedures for hearing and deciding the appeal provided that they conform with the principles of natural justice, and may delegate authority to hear and decide an appeal on its behalf.
- (4) The decision of the Academic Board (or delegated authority) on an appeal is final.

**24. Addressing concerns and complaints**

- (1) A concern or complaint about the research and/or related activities to which these regulations apply may be referred to the University of Waikato Human Research Ethics Committee.
- (2) If a concern or complaint arises, the University of Waikato Human Research Ethics Committee may require that the relevant research and/or related activity be discontinued until the issue is resolved.
- (3) If the University of Waikato Human Research Ethics Committee considers that the issue is sufficiently serious, it may refer the matter to the Vice-Chancellor who may arrange for it to be dealt with as applicable
  - (a) under the [Student Discipline Regulations 2008](#), as amended from time to time
  - (b) as a breach of the [Staff Code of Conduct](#)
  - (c) as the Vice-Chancellor thinks fit.
- (4) If the University of Waikato Human Research Ethics Committee considers that the issue is not sufficiently serious to be referred to the Vice-Chancellor, it may take informal action, at its discretion, to deal with the complaint or dispute.

**25. Appeal provision**

- (1) A person may appeal to the Academic Board against any matters dealt with under section 23 or section 24 of these regulations by the University of Waikato Human Research Ethics Committee under these regulations.
- (2) The Academic Board determines its own procedures for hearing and deciding the appeal conforming with the principles of natural justice, and delegates authority to hear and decide an appeal on its behalf.
- (3) The decision of the Academic Board (or delegated authority) on an appeal is final.

**Appendix 1**

[Guidelines for Professional Practice and Community Contact in the Conduct of University Research or Related Activities](#) are available from the Research Hub.

**Appendix 2**

Approved [Delegated Ethics Committees](#) and [Terms of Reference for Delegated Committees](#) are available from the Research Hub.

**Appendix 3**

A [Suggested Application Form](#) is available from the Research Hub.

**Appendix 4**

Information on Intellectual Property in Research is available from the Research Hub.

**Appendix 5**

The [Guidelines for Observation and Research in Schools and Early Childhood Services](#) are available from the research Hub.

**Appendix 6**

Information on [Referring Human Ethics Applications to a Health and Disability Ethics Committee](#) is available from the Research Hub.

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## Dissertations and Theses

Deadlines for the submission of dissertations and theses for graduate qualifications are prescribed in section 12 of the [Personal Programmes of Study Regulations](#).

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 Master of Philosophy (MPhil) and doctoral theses is published in the [Higher Degrees Handbook](#) , 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 also publishes a guide to the presentation and submission of dissertations and theses which is available from the Library and [online](#) .

### DISSERTATIONS AND THESES REGULATIONS

#### 1. Title

These are the Dissertations and Theses Regulations 2006.

#### 2. Date of effect

These regulations are effective from 1 January 2007.

#### 3. Definitions

In these regulations

**dissertation** means a piece of written work that reports on the findings of a theoretical or empirical investigation and is undertaken in accordance with the regulations for an honours or first masters degree

**first masters degree** means a masters degree except for the Master of Philosophy (MPhil)

**thesis** means a piece of written work undertaken in accordance with the regulations for a first masters degree and equivalent to at least 90 points at 500 level, or a piece of written work undertaken in accordance with the regulations for a Master of Philosophy or doctoral degree. 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 or School of Studies in which the dissertation is undertaken, and published in the Faculty or School of Studies graduate handbook.

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

Unless the Dean of the Faculty or School of Studies in which the thesis is undertaken approves otherwise in the case of an individual student or subject, the maximum word limit for a first masters thesis is 50,000 words.

#### 6. Word limit for Master of Philosophy (MPhil) theses

Unless the Postgraduate Research Committee approves otherwise in an individual case, the maximum word limit for an MPhil thesis is 50,000 words.

#### 7. Word limit for doctoral theses

Unless the Postgraduate Research Committee approves otherwise in an individual case, the maximum word limit is

- for a PhD thesis, 100,000 words
- for an EdD or SJD thesis, 60,000 words.

#### 8. Submission of dissertations

- When his or her dissertation is ready for examination, the student must submit two copies to the relevant Chairperson of Department.
- Dissertations are not required to be bound, but must be formatted and presented in accordance with relevant Faculty or School of Studies policy as published in the Faculty or School of Studies graduate handbook.
- 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

- The thesis must be printed
  - in 12 pt type
  - in 1½ or double spacing
  - on A4 paper of at least 60 gsm.
- The thesis may be printed on either one or both sides of the page.
- Margins for all pages (before binding), including those on which photographs or diagrams are mounted, must be as follows:
  - inner 40mm
  - outer 30mm
  - top/bottom 20-25mm.
- 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 and Graduation 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 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, two soft-bound copies of the MPhil thesis or three soft-bound copies of the doctoral 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, and dimensions 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) After a thesis has been examined and passed, a student must substitute two fully-bound copies as prescribed in Section 12 of these Regulations 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 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 Research 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 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(4) and 11(5) 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
- (2) The relevant Dean (in the case of a dissertation or first masters thesis) or the Postgraduate Research 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 Research 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.
- (2) Embargoes of dissertations or theses, either in part or in full, are subject to written approval of the Deputy Vice-Chancellor.
  - (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 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 applies to students who enrolled or re-enrolled in a thesis on or after 1 January 2006.*





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# Assessment Regulations

## 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 Head 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 Head 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 Committee.

### 4. Application

These regulations apply to papers at 0, 100, 200, 300, 400, 500, and 700 levels.

### 5. Fees

The fees referred to in these regulations are prescribed in the [Table of Fees and Charges](#).

### 6. Eligibility to submit assessment

A student must be enrolled for a paper in order to be eligible to submit assessment in it.

### 7. Use of particular languages for assessment

(1) Unless specified otherwise in the relevant paper outline, students must submit assessment in either English or Māori.

(2) The presentation of assessment in Māori is subject to the [Policy on the Use of Māori for Assessment](#).

### 8. Plagiarism and cheating

(1) Guidelines for sourcing and referencing styles appropriate to particular disciplines are available from the Faculties or School of Studies and the Library.

(2) Plagiarism is prohibited.

(3) It is not a defence against a charge of plagiarism for a student to argue that 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 informationis 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 Head 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 Committee, which is a committee of the Education Committee.
- (2) The times and places of examinations are notified by the Head 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 Head 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 Committee to undergo an evaluation by an independent professional person.
- (8) The University makes any arrangements and meets any costs for an evaluation under subsection 13(7) of these regulations.
- (9) If the Special Consideration Committee considers that
  - (a) the circumstances documented in the application are valid according to the criteria set down in subsection 13(3) of these regulations, and
  - (b) it is practicable to do so given the nature of the circumstances involved and the availability of resources, it will offer the student a special arrangement.

**14. Conditions attached to special arrangements**

- (1) Unless approved otherwise by the Special Consideration Committee, a student will not be permitted to undertake an examination at a different time that is more than two days before or after the notified time for other candidates.
- (2) A student who accepts an opportunity to undertake an examination at a different time is required to sign a statutory declaration promising not to communicate about the content of the examination with any other person between the time he or she undertakes it and the time it is undertaken by the other candidates.
- (3) The Special Consideration Committee may require, as a condition attached to the offer of a special arrangement, that the student contribute part or all of any associated costs.

**Part 4 Special Consideration for Missed Assessment, or Impaired Performance in Assessment**

**15. Grounds for applications for special consideration**

If, due to circumstances beyond 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 2010](#) 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 Head 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 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 Head 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 Committee. (Details of the names of counsellors recognised for this purpose are available from the Head 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 Head 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 Committee, the chief examiner will be requested by the Head 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 2010](#) to withdraw from the paper on medical or compassionate grounds.
- (11) Where a student demonstrates to the Head 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 2010](#) 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 Head 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 Head 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) An IC annotation means "Incomplete", and is awarded if a student
- does not submit a compulsory assessment item, or
  - if an examination was prescribed, does not undertake the examination.
- (4) An IC annotation is treated as a fail grade.
- (5) A " ..." annotation is used on students' academic records for theses and papers that may be undertaken over more than one year, and indicates that the enrolment is continuing into a subsequent year.
- (6) A restricted pass ("RP") grade may be awarded at the discretion of a Board of Examiners or delegated authority for a paper in which the student has achieved
- borderline performance, or
  - 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 or School of Studies in which the other paper is offered approves otherwise.*
- (7) The NC annotation means "No Credit" and indicates that credit for the paper has been refused as a direct consequence of a finding of misconduct.

**21. Conceded credit**

- (1) A Board of Examiners or delegated authority may award a conceded credit to a candidate for a bachelors degree who has
- undertaken the required number of papers for the degree,
  - passed all compulsory papers, and
  - passed all papers required for the major, specified programme or stream, but who has narrowly failed one paper in the final year.
- (2) The award of a conceded credit is based on the candidate's performance in the bachelors degree as a whole as well as the paper in question.
- (3) The conceded credit is attached to the degree as a whole (and does not affect the fail grade in the paper in question).
- (4) A student may be awarded one conceded credit only in a bachelors degree.

**22. Notification of confirmed grades**

Confirmed grades are published confidentially, using individual student identity numbers, by noticeboard and/or iWaikato (internet).

**Part 7 Breaches and Appeals**

**23. Breaches**

A breach of these regulations is misconduct under the [Student Discipline Regulations 2008](#).

**24. Appeals**

- A student may appeal against any decision taken under these regulations.
- 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 Head of Student and Academic Services not more than seven days after the date on which notification of the relevant decision is received.
- Appeals under this section are considered and decided by the Deputy Vice-Chancellor by delegated authority of the Education Committee.
- A decision by the Deputy Vice-Chancellor is notified in writing, and is final.

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## Policy on the Use of Māori for Assessment

### Statement of Principle

1. In recognition of the status of the Māori language as a tāonga protected under the Treaty of Waitangi, and within the spirit of the Māori Language Act 1987, the University of Waikato endorses the right of its students to use the Māori language in written work for assessment within the University.
2. In keeping with the above and in accordance with its Charter commitments the University seeks to have sufficient suitable staff employed or available throughout its Faculties, Schools of Studies and Departments to ensure that any work submitted in Māori would be assessed in that language by staff competent in the subject under examination and in the Māori language.
3. In the meantime, the use of the Māori language in assessment is subject to conditions set out in this policy statement.

### Exceptions

4. There are occasions when, due to the nature of the skills being tested, work submitted for assessment may be required to be in a particular language. In such cases that requirement shall be made explicit in writing, either in the relevant subject entry or prescription in the University of Waikato 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 Head 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 Reo and Tikanga 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

The University will hold a number of graduation ceremonies in 2012. Graduation will take place in Hamilton during 18 April, 30 April - 3 May and 16-17 October. There will be a graduation ceremony in Tauranga on 20 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 2012 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, EdD, SJD:* Maroon gown; crimson hood with crimson lining; black Tudor bonnet.

*Note:* Those who graduated with a *DPhil* prior to 1992 are entitled to wear either a black mortarboard or a black Tudor bonnet.

*DLit, DSc:* Crimson gown; crimson hood with crimson lining; black Tudor bonnet with gold cord and tassel.

*HonD:* Red gown with black facings; black Tudor bonnet with gold cord and tassel.

*Chancellor and Vice-Chancellor:* Black gown with red velvet facings and gold piping; three red velvet chevrons with gold piping on the sleeves; black Tudor bonnet with gold cord and tassel.

### REPLACEMENT OF DEGREE/DIPLOMA CERTIFICATES

If a degree/diploma certificate has been damaged, destroyed, stolen or lost, application should be made to the Head of 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 Council

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 responsible for Part 13A of the Education Act 1989

Dr Brian Linehan (to 30.10.14)  
Mr Mervyn Dallas (to 28.08.15)  
Ms Jennifer Vernon (to 31.05.13)  
Mr Peter Schuyt (to 31.12.12)

#### The Vice-Chancellor of the University of Waikato

Professor Roy Crawford

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

Professor Barry Barton (to 31.12.14)

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

Dr Alison Campbell (to 31.12.14)

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

Ms Renee Boyer-Willisson (to 31.12.14)

#### One student member appointed following an election by the students of the University conducted in accordance with the University of Waikato Election of Members of the Council Statute

Ms Sapphire Gillard (to 31.12.2012)

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

Dr John Gallagher (to 31.12.08)

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

Ms Jeanette Clarkin-Phillips (to 31.12.14)

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

#### One member appointed by the Council on the nomination of Te Arikiniui

Mr Maharaia Paki (to 9.09.12)

#### Up to five members who may be co-opted by Council

Rt Hon. Jim Bolger (to 31.12.14)  
Ms Jan Jameson (to 8.08.15)  
Mr Todd Muller (to 8.08.15)  
Mr Tony Whittaker (to 31.12.12)  
Dr. Apirana Mahuika (to 31.12.13)

#### Secretary to Council

Helen Pridmore





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## The Academic Board

### Ex Officio Members

1. The Vice-Chancellor, who is chairperson
2. The Deputy Vice-Chancellor
3. The Pro Vice-Chancellors
4. The Deans
5. The Director of the Pathways College
6. The University Librarian
7. The student member of Council

### Elected Members

8. Four professors, elected by and from the academic staff of the University, for terms of three years from 1 January, such that the terms of the members provide for continuity
9. Two academic staff members elected by and from each of the Faculty Boards for terms of three years from 1 January, such that the terms of the members provide for continuity
10. One student elected by and from the student members of each Faculty Board for a term of one year from 1 January. The student may not be a member of the academic staff
11. One student elected by and from Māori student members of the Faculty Boards for a term of one year from 1 January. The student may not be a member of the academic staff

### Appointed Members

12. One academic staff member appointed by the Dean of each Faculty 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 representative on the Education Committee.

### Co-opted Members

13. Up to four members may be co-opted by the Academic Board on the advice of the Vice-Chancellor for particular purposes



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## Former Chancellors of the University of Waikato

1964-1969	Denis Rogers OBE ED JP MBChB <i>NZ HonD Waikato</i>
1970-1972	J.Bruce McKenzie ED FCANZ
1973-1978	Henry R. Bennett CBE QSO MBChB <i>NZ DPM Melb FANZCP MCCM (NZ) FFPHM (RACP) HonD Waikato</i>
1979-1980	C.Douglas Arcus LLB <i>Auck</i>
1981-1985	The Hon Sir David L. Tompkins KNZM LLB <i>NZ HonD Waikato QC</i>
1986-1987	Henry R. Bennett CBE QSO MBChB <i>NZ DPM Melb FANZCP MCCM (NZ) FFPHM (RACP) HonD Waikato</i>
1988-1991	Dame Mary J. Drayton DCNZM MBE MA DipEd <i>NZ HonD Waikato</i>
1992-1997	Gerald D.G. Bailey QSO LLB <i>Cant HonD Waikato</i>
1998-2002	Caroline Bennett BSc <i>Otago BEd DipEd MEdAdmin Massey HonD Waikato</i>
2003-2005	John A. Gallagher CNZM KStJ JP
2006	John B. Jackman BAgSci <i>Lincoln</i>



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## Former Vice-Chancellors of the University of Waikato

- 
- |           |   |
|-----------|---|
| 1964-1984 | Sir Donald R. Llewellyn KNZM CBE JP DPhil Oxf DSc <i>Birm</i> HonD <i>Waikato</i><br>(Foundation Vice-Chancellor) |
| 1985-1994 | Wilfred G. Malcolm CBE MA NZ BA <i>Camb</i> PhD <i>Well</i> HonD <i>Waikato</i>                                   |
| 1994-2004 | Bryan C. Gould CNZM BA LL.M <i>Auck</i> BCL MA Oxf HonD <i>Waikato</i>  |



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## Honorary Doctors of the University of Waikato

1967	Lord Ballantrae KT GCMG GCVO DSO OBE
1968	Pei te Hurinui Jones
1969	Sir Arthur de Terrotte Nevill KBE CB
1971	Donald Wilfred Arcus
1971	Denis Rogers OBE
1971	Richard Bristowe Waddington
1979	Dame Te Atairangikaahu ONZ DBE
1979	Frank Maine Bateson OBE
1980	Jack Stanford Allan MNZM
1982	Henry Rongomau Bennett CBE QSO
1983	Henare Tuwhangai QSM
1984	Sir Ross Malcolm Jansen KBE
1985	Sir Donald Rees Llewellyn KNZM CBE
1986	Dame Phyllis Myra Guthardt DBE
1986	Dorothy Jessie Stafford OBE
1986	Dame Rangimārie Hetet DBE
1987	The Hon Sir David Lance Tompkins KNZM
1990	Norman William Kingsbury CNZM
1992	Janet Frame ONZ CBE
1992	Edwin George Morgan
1993	Dame Mary Josephine Drayton DNZM MBE
1993	Donald Murray Stafford CBE
1994	The Hon Dame Silvia Rose Cartwright PCNZM DBE QSO
1994	The Hon Sir Edward Taihakurei Junior Durie DNZM
1994	Dame Malvina Lorraine Major ONZ GNZM DBE
1994	Waea Mauriohooho
1994	Charlotte Rachel Anwyl Wallace OBE
1995	Elizabeth Ursula Alley
1995	Wilfred Gordon Malcolm CBE
1995	Jeanette King
1995	Huirangi Eruera Waikerepuru
1996	Dame Kiri Te Kanawa ONZ DBE AC
1996	Dame Katerina Te Heikoko Mataira DNZM
1997	The Hon Sir Peter Tapsell KNZM MBE
1997	Hiko Hohepa
1997	The Rt Rev Manuhua Augustus Bennett ONZ CMG
1998	Kevin Roberts
1998	Paul Woodford Day
1999	Sir Douglas Arthur Montrose Graham KNZM
1999	Koro Tainui Wetere CBE
1999	Gerald David Gibb Bailey QSO
2001	Neil Finn OBE
2001	Tim Finn OBE
2002	Ida Margaret Gaskin CNZM
2002	Michael King OBE
2002	Michael MacRae Hanna
2002	Hirini Melbourne ONZM
2003	Tui Adams
2004	The Hon Margaret Anne Wilson DCNZM
2004	David Gordon Edgar QSO
2004	Caroline Bennett QSO

2004 Apirana Tūāhae Mahuika  
2004 Hare Wakakaraka Puke  
2005 James Te Wharehuia Milroy CNZM QSO  
2005 Margaret Mahy ONZ  
2006 Kenneth Owen Arvidson  
2006 Jeffrey Alexander Jones  
2006 Sir Howard Leslie Morrison OBE  
2006 Bryan Charles Gould CNZM  
2006 Sir Edmund Percival Hillary KG ONZ KBE  
2007 Diggeress Rangituatahi Te Kanawa CNZM QSO  
2008 Brian Richard Perry OBE  
2008 John Allan Gallagher CNZM KSTJ JP  
2008 Sir William Murray Gallagher KNZM MBE  
2008 Rudolf Hendrik Kleinpaste  
2008 Tīmoti Samuel Kāretu QSO  
2008 Tessa Duder OBE  
2009 Heni Materoa Sunderland  
2009 Zena Daysh CNZM  
2009 Peter Godfrey Scott Sergel MNZM  
2009 Hamish Keith OBE  
2009 Sir Wilson James Whineray KNZM OBE  
2009 Dame Lynley Stuart Dodd DNZM  
2010 Max Martin Gibbs  
2010 Margaret Bedggood Mulgan QSO  
2010 Roka Pahewa Paora QSM  
2010 Jon Mayson CNZM  
2011 James Judd  
2011 Catherine Moana Dewes ONZM  
2011 Jools Topp MNZM  
2011 Lynda Topp MNZM  
2012 Campbell Smith MNZM  
2012 Roger Hill



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## Recipients of the University of Waikato Medal

1992	Anthony Trevelyan Rogers QSO
1994	Cecil Douglas Arcus
1994	Kenneth Eric Jury ONZM
1994	John Thomas Kneebone CMG
1994	Brian Richard Perry OBE
1994	Hare Wakakaraka Puke
1994	Eric Ashley Taylor
1994	Sister Heeni Wharemaru
1995	Sir Robert Arthur Owens KNZM CBE
1995	Mary Gordon
1995	Val Going
1997	Laurence John Denny
1999	Jennifer Alexandra Alford
1999	Pam Banks
1999	Ann MacKay
2000	Stafford John Smith
2002	Yolande Neilson
2002	Jeremy Callaghan
2003	Marie Fenwick
2003	Robert Barrington Grant
2004	Jack Charles (Dufty) Wilson
2006	Paul Malcolm Dell
2009	Michael Law
2010	Terry Healy MNZM
2012	Dame Jocelyn Barbara Fish DNZM, CBE



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## Emeritus Professors

- 1980 Paul.W. Day MNZM MA NZ *and Oxf* HonD *Waikato*
- 1981 Geoffrey Joseph Schmitt CMG MA BCom NZ DPA *Well* FCA CMA
- 1985 James Gordon Pendergrast MSc NZ PhD DIC *Lond*
- 1986 Achim Zulauf DrRerNat Mainz PhD *Lond*
- 1988 John Davidson McCraw MBE MSc NZ DSc *Well* FNZSSS CRSNZ
- 1988 William Theodore Roy MA *L'now* FRAS FRSA
- 1990 John Trevor Ward BSc(Econ) *Lond* MLitt *Oxf* PhD *Lond*
- 1990 Rudi Ziedins MA PhD *Melb*
- 1991 David George Bettison MA PhD Rhodes
- 1993 Bruce Sween Liley MSc NZ PhD *R'dg* FInstP CPhys FNZIP FRSA
- 1993 Ian Andrew McLaren MA NZ AM *Chic* PhD *Well*
- 1993 James Ernest Ritchie ONZM MA DipEd PhD NZ FBPsS FNZPsS FAAA
- 1999 Kenneth Malcolm Mackay BSc *Aberd* PhD *Camb* CChem FRSC FNZIC
- 1999 Brian V. Smith BCA *Well* ACA CMA
- 1999 Fred Woodward Marshall MA NZ DU DipdeCultFrCont *Paris* OPA
- 2002 Michael John Selby ONZM BA(Hons) MA DipEd DSc *Oxf* DPhil *Waikato*
- 2007 Noeline Alcorn QSO BA *Well* MA *Cant* PhD *Calif* DipEd *Massey* DipT FNZEAS
- 2007 G.Marshall Walker MA PhD *Glas*
- 2008 Leslie Richard Foulds BSc MSc *Auck* PhD *VirgPolyInst* FTICA
- 2009 Edward Lewis Glynn BA MA *Auck* PhD *Tor* DipGrad *Otago* FNZPsS FRSNZ
- 2009 Peter H. Oettli BA NZ PhD *Auck*
- 2010 Sir Tamati Muturangi Reedy BA MA *Auck* MA PhD *Hawaii* KNZM
- 2010 David Ian Pool BA MA NZ PhD *ANU* FRSNZ
- 2010 Jane Beaglehole Ritchie BA MA NZ PhD *Well* OBE JP
- 2011 Warwick B. Silvester BSc NZMSc *Auck* PhD *Cant*
- 2011 Alexandra Barratt BA(Hons) MA *Camb* MA *Car* PhD *Tor*



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## Honorary Fellows of the University of Waikato

1994	Margaret Avery
1994	John Turner
1994	Guyon Wells OBE
1994	Graham Lamont
1994	Robert Katterns
1997	Malcolm Carr
1999	Barry Parsonson
1999	Rachel Irwin
2000	Margaret McLaren
2000	Peter Ramsay QSM
2000	Laurie Barber
2000	Hugh Barr
2002	Samuel Edwards
2002	David Mitchell
2002	Jill Mitchell
2002	Alan Hall
2006	Michael Hills ONZM
2006	David Coy
2007	Antony Millett
2008	Ngaere Roberts
2008	Warren Hughes
2008	Alfred Sneyd
2008	David Taylor
2010	David Swain
2010	Derek W Smith
2010	Lyndsay Main
2011	Brian Silverstone
2012	Ray Harlow



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- [Office of the Deputy Vice-Chancellor](#)
- [Office of the Pro Vice-Chancellor Māori](#)
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## The University of Waikato

The University of Waikato/Te Whare Wānanga o Waikato had its origins in 1956, when a small group of visionary individuals began working towards the founding of a university for the people of the South Auckland region. In 1959 a College was established in Hamilton, as a branch of the University of Auckland, and in 1964 the new University of Waikato enrolled its first students. The official opening ceremony for the University took place in 1965, in the presence of the Governor-General, Sir Bernard Fergusson (later Lord Ballantrae).

From these modest beginnings, on what was largely farmland and with only a handful of staff and temporary buildings, the University now provides over 80 qualifications to a student population of approximately 13,000, of whom more than 4,200 complete a qualification annually. In 1998 the University of Waikato started to offer papers in Tauranga.

Today, the University employs approximately 1,500 staff and makes a major contribution to the social and cultural life, as well as the economy, of the Waikato and Bay of Plenty regions. A recent study has shown that the University is a major driver of Waikato's prosperity, generating 3% total regional revenue and nearly \$1 billion for the New Zealand economy as a whole. In the core Waikato region, economic activity by the University accounts for 5% of overall revenue - this means that every dollar spent by the University in 2008 resulted in \$1.21 of flow-on revenue. The study also shows that every job at the University generates another job in New Zealand, with two-thirds of these flow-on jobs located in the core Waikato region. It is widely recognised that future economic growth and wealth in the Waikato and the Bay of Plenty depend heavily on the educational success of the people, and the creation of knowledge to drive innovation. These in turn depend on strong connections between the University and the communities we serve.

The University has embarked on the delivery of an ambitious new Vision for the future. The key themes of the 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 University of Waikato is building for the future on a foundation of excellence in teaching and research. Our students are taught in a research-intensive environment, by world leaders in their fields. We foster excellence in learning and scholarship, and as the creators of knowledge, we encourage our students to be leaders and innovators. We produce graduates who are globally competitive by ensuring that our academic staff are internationally connected and benchmarked against the best in the world.

Excellence with regard to educational and research outcomes relies on the recruitment, retention and support of world-class staff and the provision of world-class facilities. Academic leadership and a culture of high performance are therefore among the highest investment priorities for the University.

Closely associated with its student focus is the University's strong reputation for excellent and innovative approach to student learning support and a track-record of effectiveness in supporting students in the transition into university study. We are committed to strengthening pathways from schools to university, and working closely with polytechnics and wānanga to increase progression into degree-level study. As well as offering effective learning support to all students, the Pathways College, in the Faculty of Education, offers English language and foundation programmes that are specially tailored to the needs of international students.

The University of Waikato invests heavily in the pastoral care of our students. The campus environment in Hamilton is shared with the wider community, and we work closely with the Hamilton City Council and other local government agencies in the region to foster a dynamic student culture. The development and well-being of every student as an individual, and as a 'whole person', is an important dimension of the University's uniqueness. The Halls of Residence on campus, where pass rates of students are significantly higher than average, are a clear example of the University's focus on a supportive learning environment.

Between 2007-2010, the University has invested more than \$98 million in a capital programme to support learning, teaching and research, designed to enhance the student learning experience. The new Student Centre opened in 2011 and provides a 'one-stop-shop' for services to students.

The University of Waikato is distinctive in three respects. Firstly, we offer teaching and research excellence across a broad range of subjects. Top national research rankings in the areas of Computer Science, Management, Education and the Sciences clearly demonstrated national leadership. Secondly, is our unique reputation for being student-centred, for treating students as individuals, and demonstrating a genuine concern for their well-being. Thirdly, the University offers a genuinely Aotearoa/New Zealand identity, which extends beyond the excellence of teaching and research and student focus, and is unique in New Zealand. The University of Waikato is aligned unambiguously with an Aotearoa/New Zealand national and cultural identity. Our three composite elements of Sustainability, Māori and Leadership, are infused through all we do, and guide our academic and strategic decision-making.

The third leg of our Vision is International Connectedness, and the University is pursuing strong international linkages to advance knowledge. We are investing in the establishment of a small number of elite international alliances, through which we are enhancing our international reputation and profile, building staff capability through academic collaboration, enhancing student learning through shared curriculum development and student exchanges, and collaborating in quality assurance, best practice and benchmarking. International strategic links bring opportunities to increase research and commercialisation revenue. We also use these strategic links to support our efforts, in collaboration with our regional business stakeholders, to achieve economic development and transformation outcomes.

Increasing external research investment, from national and international organisations, into the University is fundamental to growing the University's research capability, capacity and reputation. Effective engagement with industry partners, both directly and through collaborative government-funded research, is also vital for successful knowledge transfer. Contract research is an opportunity to attract external funding to build and maintain robust research platforms in areas of strategic importance for the University. In turn, these platforms provide leverage for commercialisation activities and contract research for other customers and in other fields. Through UniLink the University is proactive in bringing external investment into University research, and through WaikatoLink we engage with relevant industries to develop research programmes which offer opportunities for commercial development.

The University of Waikato sits at the heart of a strong regional economy and takes pride in the extent to which we reflect and serve the strengths and interests of our region. Through strong links with iwi and our stakeholders, we ensure that our graduates and researchers have skills, knowledge and understandings that contribute to the ongoing prosperity and economic sustainability of the nation.

The future for the University of Waikato is exciting. Our financial base is sound and we have mapped out for ourselves a clear and agreed framework for well-informed strategic investment decisions over the medium-term. Decisions about the University's future will be underpinned by the Vision and the key themes of Excellence, Distinctiveness and International Connectedness. We will continue to work closely with our stakeholders and play an increasingly distinctive role at the centre of a network of provision across our region. 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 Tāngata ('For the People').



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## The University of Waikato at Tauranga

The University of Waikato at Tauranga is located on the Bay of Plenty Polytechnic's Windermere and Bongard campuses.

Students are able to complete the Bachelor of Business Analysis, Bachelor of Management Studies, Bachelor of Science, Bachelor of Social Sciences, Bachelor of Social Work, Bachelor of Teaching (Early Childhood), Bachelor of Teaching (Primary) and Bachelor of Tourism degrees, the Diploma in Law, the Graduate Diploma of Teaching (Secondary), the Postgraduate Diploma in Management Studies and Postgraduate Diplomas in Education in Tauranga. The Bachelor of Computer Graphic Design and Bachelor of Sport and Leisure Studies can be started in Tauranga through pathway programmes offered by Bay of Plenty Polytechnic.

The range of papers taught 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 and by Hamilton based academic staff teaching by video conference link from Hamilton or by commuting to Tauranga. Students are also able to enrol in web based papers offered from the Hamilton campus. Some students complete their degrees entirely in Tauranga and some transfer or commute to Hamilton if they want to enrol in papers not available on the Tauranga campus.

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

[Further information about programmes and papers offered in Tauranga is available on the University's website.](#)

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## The Faculties and Schools of Studies

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

The **Faculty of Arts and Social Sciences** offers a wide range of qualifications from undergraduate certificates, diplomas and degrees through to masters and doctorate degrees. Subjects taught within the Faculty range from English, philosophy, political science, modern foreign languages and the performing arts to psychology, sociology, labour studies, screen and media studies, as well as a number of others. The undergraduate degrees offered are the Bachelor of Arts, Bachelor of Environmental Planning, Bachelor of Social Sciences, Bachelor of Media and Creative Technologies, Bachelor of Music, Bachelor of Social Work and Bachelor of Tourism. 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, Bachelor of Tourism with Honours, Master of Arts, Master of Arts (Applied), Master of Applied Psychology, Master of Environmental Planning, Master of Music, Master of Social Sciences as well as certificates and diplomas at undergraduate and postgraduate levels, including specialist postgraduate diplomas in psychology and second language teaching. MPhil and PhD research degrees are offered across a range of Arts and Social Sciences subjects, and a Doctor of Musical Arts (DMA) is also available. 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 website: [www.waikato.ac.nz/wfass](http://www.waikato.ac.nz/wfass).

The **Faculty of Computing and Mathematical Sciences** provides a stimulating environment of quality relevant teaching programmes and world-class research, producing graduates well-matched for the challenges of the contemporary and future workplace. The Faculty's research excellence is seen in the 2003 and 2006 rounds of the national PBRF research assessment exercise in which the University of Waikato was ranked first in the subject of 'Computer Science, Information Technology, Information Sciences' and in the subject of 'Pure and Applied Mathematics'.

The Faculty of Computing and Mathematical Sciences offers qualifications in the subjects of Computer Graphic Design, Computer Science, Mathematics, and Statistics. At undergraduate level, the degrees available are 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 UCOL Whanganui School of Design). These degrees prepare students for a range of the many professions that depend on the subjects offered by the Faculty.

Students interested in software engineering can study towards a four-year Bachelor of Engineering degree in Software Engineering within the Faculty. This degree is offered in conjunction with the Faculty of Science and Engineering. Advanced degrees offered within the Faculty include the Bachelor of Science with Honours, the Bachelor of Computer Graphic Design with Honours, the Master of Science, the Master of Computer Graphic Design, the Master of Philosophy, and the Doctor of Philosophy. Certificate and diploma programmes at undergraduate, graduate and postgraduate level are also available.

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

The **Faculty of Education** provides degree programmes in teacher education, sport and leisure studies, counselling, human development and education studies. It distinguishes itself among other education schools through its tradition and reputation.

The Faculty was the first college of education in New Zealand to merge with a University, the first to offer a degree in sport and leisure studies, and the first to offer a teacher education programme online. Leading research undertaken by staff through the Wilf Malcolm Institute of Educational Research (WMIER) and the Centre for Science and Technology Education Research (CSTER) informs teaching and has been instrumental in shaping and developing New Zealand's curriculum, policy and practice.

The Faculty of Education offers a portfolio of qualifications at undergraduate, graduate, and postgraduate levels. Three and four-year degree programmes in teacher education, along with one-year graduate diploma programmes, prepare competent, knowledgeable and critically reflective beginning teachers. The programmes have New Zealand Teachers Council approval, enabling graduates to register as teachers in New Zealand. A range of specialist postgraduate certificates, diplomas and masters degrees provide qualified teachers with programmes that are practice-related and designed for professionals. The Sport and Leisure Studies programmes cover a broad range of topics such as outdoor adventure experiences, health-related fitness and performing arts. They provide graduates with a framework that critically examines the political, cultural, social, and economic forces that influence people's behaviour in relation to sport and leisure. The Faculty also offers majors in Education Studies and Human Development involving critical inquiry into the theories and practices of lifelong education and the study of human development across the life span. Counsellor Education programmes take a distinctive orientation emphasising what are often called narrative approaches in counselling and therapy. The Master of Counselling is approved by the New Zealand Association of Counsellors.

Within the Faculty of Education, the Waikato Pathways College offers educational programmes to enhance access to all levels of university study. The College, through the Centre for Continuing Education, provides a range of community, adult education and professional development courses to the general public and arranges lectures, seminars, and conferences on a wide range of topical issues throughout the year. A range of General English language courses is offered for people wanting to learn English for everyday life and social purposes. In addition, the Certificate of Attainment in English Language programme prepares learners for tertiary study in English-speaking countries. The pre-degree programmes Certificate of Attainment in Foundation Studies and Certificate of University Preparation provide pathways for students into university study. Short-

term language teacher training courses such as CELTA are available for students intending to work as language teachers in New Zealand or overseas. The College also provides academic support for all tertiary students through workshops, personal tutorials and online self-access materials.

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

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

The Law Honours degree is designed to provide academically able students with the opportunity to pursue advanced legal research. The Faculty offers two LLM programmes, MPhil, PhD, SJD and LLD degrees, and, in conjunction with the Waikato Management School, the Graduate Diploma in Dispute Resolution. The Diploma in Law is also offered as a qualification for those who wish to gain legal knowledge to advance employment and career development.

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

The **Faculty 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). Graduate degrees offered include the Master of Engineering, Master of Science, and Master of Science (Technology), all of which may be awarded with Honours, and the Master of Philosophy. There is also a range of graduate and postgraduate certificates and diplomas available. The Faculty provides strongly research-led education, and more than 240 students are enrolled in Masters and Doctor of Philosophy degrees. In the 2006 Performance Based Research Fund assessment the Faculty was ranked first in New Zealand in Chemistry; Ecology, Evolution and Behaviour; and Molecular, Cellular and Whole Organism Biology. The Faculty hosts several research centres and a research institute including the International Centre for Terrestrial Antarctic Research, the Centre for Biodiversity and Ecology Research, the Waikato Centre for Advanced Materials, the Centre for Science and Technology Education Research, and the Environmental Research Institute. Further information is available on the website: <http://sci.waikato.ac.nz>.

The **School of Māori and Pacific Development** offers programmes in Māori language and linguistics, culture, customs, creative and performing arts, media and communication, Treaty of Waitangi, and development studies. Papers offered in the School lead to the award of the Bachelor of Arts, Bachelor of Māori and Pacific Development or Bachelor of Media and Creative Technologies with a major in Māori and Pacific Development, Māori Media and Communication, Te Reo Māori, or Tikanga Māori. Te Tohu Paetahi is a Te Reo Māori specialisation taught through the medium of Māori with the first year devoted largely to the learning of te reo Māori. Two further specialisations, Te Reo Māori and Te Reo Māori Language are offered to students enrolled in qualifications offered by the Waikato Management School. The School also offers the Bachelor of Arts with Honours, Master of Arts, Master of Māori and Pacific Development, and a number of graduate and postgraduate certificates and diplomas. The School is noted for its strengths in teaching in the areas of Māori language, tikanga Māori and development studies. 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: [www.waikato.ac.nz/smpd](http://www.waikato.ac.nz/smpd).

Throughout its 39 years, **Waikato Management School** has distinguished itself amongst New Zealand business schools by the relevance and rigour of its education and research, and its belief that business and enterprise are most successful when they improve the communities, societies, and nations in which they operate. The School's commitment to inspire students, managers and leaders with fresh understandings of sustainable success is achieved through high quality research; excellent teaching; consulting with business; extensive international connections; and the knowledge and values that graduates take into the workforce.

The latest Tertiary Education Commission's 2006 Performance Based Research Funding (PBRF) report ranked the School first in both the Management, and Accounting and Finance categories.

The School is proud that the quality of its research-led education has been independently endorsed by the world's three leading accreditation agencies: the Association for the Advancement of Collegiate Schools of Business (AACSB), Association of MBAs (AMBA), and European Quality Improvement System (EQUIS). Together these accreditations are known as the Triple Crown, and it puts the Waikato Management School in a select group of leading business schools worldwide. Less than 1% of business schools globally have earned this distinction of excellence.

Waikato Management School offers Honours degrees to top students, graduate and postgraduate diplomas across 19 subject areas, and specialist masters degrees in Management Studies and Electronic Commerce. It also offers general masters degrees developing comprehensive management and leadership skills: a Master of Business and Management for recent graduates and a Master of Business Administration for participants with management experience.

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





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

The University's Māori identity and heritage are essential elements of our institution's distinctiveness. The University's Māori Plan and Investment Plan outline the specific programmes which underpin the University's commitment to Māori and the Treaty of Waitangi. The general areas of priority include:

- building on the University's reputation for making a unique and significant contribution to the educational success of Māori,
- enhancing the teaching and research capacity of Māori academic staff, with a focus on leadership and academic excellence,
- providing a distinctive University of Waikato experience for both staff and students which draws on kaupapa Māori and the heritage of our region,
- positioning the University as a leader in research relevant to the needs and aspirations of iwi and Māori communities.

As reflected in our Charter and Vision, the University has been committed to the Treaty of Waitangi from the outset. We are determined to build on this commitment and on our reputation as a leader in partnership with Māori - to further enhance the relevance and value of the University to Māori communities and to the nation as a whole. Further information is available on the website: <http://www.waikato.ac.nz/maori/>.

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## Prescriptions for Papers

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 800 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. For up-to-date details of 2012 offerings, see the online Catalogue of Papers at [papers.waikato.ac.nz](http://papers.waikato.ac.nz).

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

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

For example:

HIST107-11B(HAM)	<i>New Zealand Histories: Fresh Perspectives</i>
HIST	This is the subject code. In this case, History.
107	This is the level of the paper, followed by a unique identifier. 100 = 100 level 200 = 200 level 300 = 300 level
11B	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 or Director of the Faculty or School of Studies in which the other paper is offered approves otherwise.)

A **corequisite** must be taken in association with the paper for which the corequisite is specified. For example ENEL324 Optoelectronics is a corequisite for ENEL382 High Speed Communications. You may enrol in ENEL382 only if you have either already passed ENEL324 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 teaching activity commitments. Normal teaching 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 normally comprise 17 weeks. There are also two intensive summer semesters - Summer School 1 (S semester), normally comprising eight weeks in January/February, and Summer School 2 (T semester), normally comprising six weeks in November/December. 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 a particular year is defined by week numbers in the [Teaching and Assessment Periods](#).

2012: A semester, weeks 10-26

B semester, weeks 29-45

S semester, weeks 2-9

T semester, weeks 46-51

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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## Keys

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- [Key to Semester Codes](#)
- [Key to Location Codes](#)

### KEY TO PAPER CODES

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

ANTH	Anthropology
APPL	Applied Linguistics
ARTS	Arts
CHIN	Chinese
CRPC	Creative Practices
ENGL	English
ESLA	English as a Second Language
ENVP	Environmental Planning
FREN	French
GEOG	Geography
GERM	German
HDVP	Health Development and Policy
HIST	History
INTL	International Languages and Culture
JAPA	Japanese
LBST	Labour Studies
LING	Linguistics
MUSI	Music
PHIL	Philosophy
POLS	Political Science/Public Policy
POPS	Demography/Population Studies
PSYC	Psychology
RELS	Religious Studies
SMST	Screen and Media Studies
SOCF	Social Policy
SOCY	Sociology
SOCW	Social Work
SPAN	Spanish
THST	Theatre Studies
TOST	Tourism Studies
WGST	Women's and Gender Studies
WRIT	Writing Studies

#### Codes within the Faculty of Computing and Mathematical Sciences

CGRD	Computer Graphic Design
COMP	Computer Science
MATH	Mathematics
STAT	Statistics

#### Codes within the Faculty of Education

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

ALED	Arts and Language Education
CAEL	Certificate of Attainment in English Language
CAFS	Certificate of Attainment in Foundation Studies
CUPR	Certificate of University Preparation
DSOE	Professional Education (Research)
HDCO	Human Development and Counselling
MBED	Professional 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	Professional 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 Faculty of Law**

LAWS	Law
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#### **Codes within the Faculty of Science and Engineering**

BIOL	Biological Sciences
CHEM	Chemistry
ENEL	Electronics
ENGG	Engineering
ENIN	Materials and Processing (Technology)
ENME	Mechanical Engineering
ENMP	Materials and Processing
ENVS	Environmental Sciences
ERTH	Earth Sciences
PHYS	Physics
SCIE	Science and Engineering
STER	Science and Technology Education

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

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

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

ACCT	Accounting
AGRI	Agribusiness
ECON	Economics
EXEC	Corporate and Executive Education
EXLD	Corporate and Executive Education
FINA	Finance
HRMG	Human Resource Management
MCOM	Management Communication
MKTG	Marketing
MNGT	Management
MSUS	Management and Sustainability
MSYS	Management Systems/Electronic Business/Supply Chain Management
SCEN	Social Enterprise
STMG	Strategic Management
TOMG	Tourism Management

#### **KEY TO SEMESTER CODES**

A	Papers taught over weeks 9-25
B	Papers taught over weeks 28-44
C, D, E etc.	Papers taught in periods which do not correspond with normal semester periods
S	Papers taught over weeks 1-8
T	Papers taught over weeks 45-50
Y	Papers taught over weeks 9-44

#### **KEY TO LOCATION CODES**

AKT	Ako Tauhōkai
BLK	Block
BTG	Block (Tauranga)
HAM	Hamilton (Hillcrest campus)
HOP	Hopuhopu

NET	Internet
SEC	Secondary School
TAI	Tairāwhiti Polytechnic
TGA	The University of Waikato at Tauranga/Bay of Plenty Polytechnic
WIT	Waiariki Institute of Technology

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*The University of Waikato - Te Whare Wānanga o Waikato*

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## Articulation Agreements and STAR Papers

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The papers set out below will be offered in 2012 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.

### FACULTY OF ARTS AND SOCIAL SCIENCES

#### Bay of Plenty Polytechnic

##### Tourism Studies

TOST100-12A (TGA) Tourism Places; Placing Tourism

### FACULTY OF COMPUTING AND MATHEMATICAL SCIENCES

#### Bay of Plenty Polytechnic

##### Computer Science

COMP219-12A (TGA) & 12B (TGA) Database Practice and Experience

##### Mathematics

MATH166-12A (TGA) Management Mathematics

##### Statistics

STAT111-12A (TGA) & 12B (TGA) Statistics for Science  
STAT160-12A (TGA) & 12B (TGA) Management Statistics

### FACULTY OF EDUCATION

#### Wintec

##### Certificate of University Preparation

CUPR001-12A (WIN) & 12B (WIN) Introduction to Study Skills  
CUPR002-12A (WIN) & 12B (WIN) Introduction to Critical Thought and Expression  
CUPR003-12A (WIN) & 12B (WIN) Bridging Arts  
CUPR004-12A (WIN) & 12B (WIN) Bridging Social Sciences  
CUPR008-12A (WIN) & 12B (WIN) Bridging Mathematics and Statistics  
CUPR025-12A (WIN) & 12B (WIN) Bridging General Science

##### Certificate of Attainment in Foundation Studies

CAFS004-12A (WIN) & 12B (WIN) Mathematics with Calculus for Foundation Studies  
CAFS006-12A (WIN) Accounting for Foundation Studies  
CAFS009-12A (WIN) Biology for Foundation Studies  
CAFS010-12A (WIN) & 12B (WIN) Chemistry for Foundation Studies  
CAFS011-12A (WIN) & 12B (WIN) Physics for Foundation Studies

### WAIKATO MANAGEMENT SCHOOL

#### Bay of Plenty Polytechnic

##### Economics

ECON200-12A (TGA) & 12B (TGA) Macroeconomics and the Global Economy  
ECON204-12B (TGA) Quantitative Methods for Economics and Finance

##### Management Systems

MSYS111-12A (TGA) & 12B (TGA) Integrated Thinking: E-Business and Supply Chain Management

#### Wairiki Institute of Technology

## **Economics**

ECON200-11B (WIT) Macroeconomics and the Global Economy

## **Management Systems**

MSYS111-11A (WIT) Information Systems and Supply Chain Management

## **STAR PAPERS**

The papers listed below will be offered under STAR funded agreements with secondary schools in 2012, subject to the confirmation of contractual arrangements. Full details of these papers are set out under the relevant subject entries of this Calendar.

## **Biological Sciences**

BIOL101-12B (SEC) Cellular & Molecular Biology

BIOL102-12A (SEC) Biology of Organisms

## **Chemistry**

CHEM101-12A (SEC) Chemical Concepts

CHEM102-12B (SEC) Chemical Change and Organic Compounds

## **Computer Science**

COMP103-12C (HAM), 12C (SEC) & 12D (HAM) Introduction to Computer Science 1

## **NON-STAR PAPERS**

Non-STAR papers may be taken by students who attend schools that are either not eligible for STAR funding (such as private schools) or schools that choose not to use STAR funding for papers in particular subject areas (such as non-mainstream subjects like Philosophy). The fee for a non-STAR paper is the standard tuition fee. Full details of these papers are set out under the relevant subject entries of this Calendar.

## **Computer Science**

COMP103-12C (NET) Introduction to Computer Science 1

## **Philosophy**

PHIL106-12C (NET) Social and Moral Philosophy





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## Student Discipline Regulations

### On this page:

[Part 1: General](#)

[Part 2: Misconduct](#)

[Part 3: Procedures for Making, Investigating and Resolving Complaints of Student Misconduct, and Penalties where Misconduct is Substantiated](#)

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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 2012

### PART 1 GENERAL

#### 1. Title

These are the Student Discipline Regulations 2012.

#### 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 14 March 2012.

#### 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 Head 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

**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 of Waikato 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 Head 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 Head 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 Head of Student and Academic Services or another relevant divisional director
  - (b) the Chairperson of the Student Discipline Committee
  - (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 Rec Centre, to the Head 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 Chairperson of the Student Discipline Committee.

##### **12. Preliminary procedure in discipline complaints**

- (1) Where the Chairperson of the Student Discipline Committee 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 Chairperson of the Student Discipline Committee may
  - (a) offer summary jurisdiction to the student, or
  - (b) refer the matter to the Student Discipline Committee.
- (3) If the Chairperson of the Student Discipline Committee 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 Chairperson of the Student Discipline Committee, 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 Chairperson of the Student Discipline Committee.
- (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 Chairperson of the Student Discipline Committee 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 Chairperson of the Student Discipline Committee, or, if section 15 applies, a chief examiner.
- (2) A student who accepts summary jurisdiction by the Chairperson of the Student Discipline Committee 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 Chairperson of the Student Discipline Committee
  - (b) may be required to attend, at the Chairperson of the Student Discipline Committee's discretion
  - (c) may be accompanied at the meeting by any other person to act as an adviser or support person, subject to any conditions that the Chairperson of the Student Discipline Committee may impose.
- (4) Where the Chairperson of the Student Discipline Committee 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 Chairperson of the Student Discipline Committee 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 Chairperson of the Student Discipline Committee 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 Chairperson of the Student Discipline Committee and within a prescribed period.
- (7) The Chairperson of the Student Discipline Committee 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 Chairperson of the Student Discipline Committee 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 Chairperson of the Student Discipline Committee for requesting and exercising that delegated authority
  - (b) the complaint involves alleged plagiarism or cheating in a 100 or 200 level item of internal assessment which is worth less than 33% of the total assessment for the paper concerned
  - (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 Chairperson of the Student Discipline Committee.
- (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 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 repeat or complete additional assessment
  - (d) refuse or reduce credit for part or all of an individual item of assessment, or refuse credit for a paper as a whole
  - (e) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Chief Examiner and within a prescribed period.
- (4) If, at any time during a summary jurisdiction process, a chief examiner considers that the penalties available to the Chairperson of the Student Discipline Committee may be more appropriate, or for any other reason, the chief examiner may refer the matter back to the Chairperson of the Student Discipline Committee, 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 Chairperson, appointed by the Vice-Chancellor, and
  - (b) two academic staff members, appointed by the Chairperson of the Student Discipline Committee from a pool of eight nominated by the Academic Board, and

- (c) two students, one of whom is enrolled at the graduate or postgraduate level, appointed by the Chairperson of the Student Discipline Committee from a pool of six students, two of whom are enrolled at the graduate or postgraduate level; the pool of six students is appointed by the Chairperson of the Student Discipline Committee 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 required to attend, at the Committee's discretion
    - (c) may be accompanied at the hearing by another person to act as an adviser or support person, subject to any conditions that the Student Discipline Committee may impose.
  - (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 the Faculty of Science and Engineering may exclude from any laboratory in the Faculty 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 Faculty.
- 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 Head of Student and Academic Services for discipline in the halls of residence**
- (1) The Head 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 Head 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 Head 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 Head 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 Head 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 Head 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 Head of Student and Academic Services may impose.
  - (7) Where the student accepts the offer of summary jurisdiction by the Head 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 Head 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 Head 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 Head 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 Head 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 Head 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 Head of Student and Academic Services for discipline in the Rec Centre**
- The Head of Student and Academic Services may, having taken account of the advice of the Manager of the Rec Centre, suspend from membership or use of the 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 Chairperson of the Student Discipline Committee**

- (1) A student may appeal to the Chairperson of the Student Discipline Committee 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 Chairperson of the Student Discipline Committee (Student and Academic Services Division), together with the prescribed fee; it must include a postal address and must be signed.
- (3) An appeal must be received by the Chairperson of the Student Discipline Committee not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.
- (4) An appeal may be made only on one or more of the following grounds:
  - (a) that the process used for addressing the alleged misconduct was unfair
  - (b) that the decision reached was manifestly at odds with the evidence
  - (c) that the remedy imposed was manifestly at odds with the misconduct
  - (d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.
- (5) The student and the authority that made the original discipline decision
  - (a) must be given the opportunity to appear and give evidence at the appeal hearing
  - (b) may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Chairperson of the Student Discipline Committee may impose.
- (6) The Chairperson of the Student Discipline Committee 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 Chairperson of the Student Discipline Committee must hear the appeal as expeditiously as possible.
- (8) The outcome must be communicated to the student and the authority that made the original discipline decision as expeditiously as possible.
- (9) The decision of the Chairperson of the Student Discipline Committee on an appeal is final.
- (10) At the discretion of the Chairperson of the Student Discipline Committee, the fee for an appeal may be refunded, either in full or in part, if the appeal is decided 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 Head of Student and Academic Services
  - (b) unless it is an appeal decision under section 25, by the Chairperson of the Student Discipline Committee
  - (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 (Office of the Assistant Vice-Chancellor (Executive)), 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 delegates authority to hear and decide appeals on its behalf to the Student Discipline Appeals Committee, which comprise:
  - (a) two members appointed by and from Council, and
  - (b) one other member, who is either a member of Council, or a staff member, Emeritus Professor or Honorary Fellow of the University, appointed by Council on the basis of his or her knowledge of legal processes, who is Chairperson.
- (6) The Chairperson of the Student Discipline Appeals Committee may appoint an adviser to assist at a hearing in relation to particular aspects of a case; the Chairperson may also co-opt that adviser as a member of the Student Discipline Appeals Committee for that hearing.
- (7) The Student Discipline Appeals Committee may determine its own procedures for hearing and deciding appeals, provided that they conform with the principles of natural justice, and may issue procedural directions.
- (8) At an appeal hearing

- (a) the appellant must be given the opportunity to appear and give evidence, and may be accompanied by an adviser and/or support person, subject to any conditions that the Student Discipline Appeals Committee may impose.
  - (b) the other parties to the complaint, including the authority that made the original discipline decision, must also be given the opportunity to appear and give evidence.
- (9) Having heard an appeal, the Student Discipline Appeals Committee may
- (a) dismiss the appeal
  - (b) allow the appeal and vary the decision with respect to the original complaint
  - (c) refer the complaint back to the authority that made the decision appealed against, for rehearing.
- (10) The Student Discipline Appeals Committee may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.
- (11) The Student Discipline Appeals Committee must hear appeals as expeditiously as possible.
- (12) The outcome of the appeal must be communicated to the appellant and the other parties to the complaint, including the authority that made the original discipline decision, as expeditiously as possible.
- (13) The decision of the Student Discipline Appeals Committee on an appeal is final.
- (14) At the discretion of the Chairperson of the Student Discipline Appeals Committee, the fee for an appeal may be refunded, either in full or in part, if the appeal is decided in the appellant's favour.

## **PART 5**

### **PROVISIONS TO DELEGATE AUTHORITY**

**27. Delegation of authority by the Chairperson of the Student Discipline Committee**

Subject to the agreement of the Vice-Chancellor, the Chairperson of the Student Discipline Committee 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 Chairperson of the Student Discipline Committee must submit an annual report to the Academic Board, including

- (a) an overview of summary jurisdiction decisions taken during the relevant year by the Chairperson of the Student Discipline Committee, chief examiners and any others who have exercised authority delegated by the Chairperson of the Student Discipline Committee
- (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 Chairperson of the Student Discipline Committee 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 the Student Discipline Appeals Committee 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.



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# Student Complaints Policy

## 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 2008](#), the [Assessment Regulations 2005](#), or the [Sexual Harassment and 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 (which is available online at [www.waikato.ac.nz/sasd/files/docs/complaintform.doc](http://www.waikato.ac.nz/sasd/files/docs/complaintform.doc)), 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, 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.
- (2) The appeal must be submitted in writing within 28 days of the letter notifying the decision.
- (3) The Deputy Vice-Chancellor 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 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 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 under this section is final.
- (5) The Deputy Vice-Chancellor 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 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 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 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 the Academic Board

The Deputy Vice-Chancellor must submit an annual report to the Academic Board, including an overview of student complaints and decisions during the relevant year, together with any consequent recommendations with respect to the teaching and learning process and the provision made by the University to support that process.

## APPENDIX

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

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

- be treated with courtesy at all times
- a fair and timely investigation process in accordance with the principles of natural justice
- express their points of view without fear of recrimination
- receive full information at all stages of the complaint process
- be advised in writing of all decisions made in relation to the complaint
- appeal the outcome
- in the case of a staff member, avail 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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## Scholarships Office

Scholarships are responsible for all administration associated with scholarships and prizes awarded by the University and outside sponsors. These include University of Waikato Scholarships and Universities New Zealand - Te Pōkai Tara Scholarships. Students interested in applying for scholarships are encouraged to consult the Scholarships website at [www.waikato.ac.nz/scholarships](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 administered in part or fully by the University of Waikato.

For more information, visit the Scholarships website: [www.waikato.ac.nz/scholarships](http://www.waikato.ac.nz/scholarships)

### Scholarships and Awards

#### *School Leavers*

- Allied Security Scholarships
- Bachelor of Engineering Fees Scholarship
- Bartlett Scholarship
- Buckley Scholarship
- Brian Perry Charitable Trust Business Management Scholarship
- Brian Perry Charitable Trust Undergraduate Scholarship
- Brian Smith Memorial Entrance Scholarship
- Bryant Residential Scholarship
- Computer Graphic Design Fees Scholarship
- Computer Science Undergraduate Scholarship
- David Johnstone Charitable Trust Scholarship
- Energy Education Trust Undergraduate Scholarship
- Faculty of Education Secondary Schools Educational Futures Challenge Scholarship
- IPENZ Waikato/BOP Branch Scholarship
- Jersey New Zealand Scholarship
- Manu Kōrero Scholarship
- Mathematics Fees Scholarship
- Michael Baldwin Memorial Scholarship
- Science Admission Fees Scholarship
- Sir Edmund Hillary Scholarship
- Statistics Fees Scholarship
- Te Piringa - Faculty of Law Entrance Scholarship
- Te Piringa - Faculty of Law Secondary Schools Mooting Competition Scholarship
- Te Pua Wānanga ki te Ao Excellence Award for B and T Semester Enrolments
- Te Pua Wānanga ki te Ao Undergraduate Excellence Award
- Te Tohu Paetahi Entrance Scholarship
- Universities NZ - Kauri Museum Mervyn Sterling Memorial Scholarship
- Universities NZ - KiwiRail Undergraduate Scholarship
- University of Waikato Academic Merit School Leaver Scholarship
- Vice-Chancellor's Academic Excellence School Leaver Scholarship
- Waikato Rugby Union Scholarship

#### *Undergraduate*

- Acorn Foundation Eva Trowbridge Scholarship
- Allied Security Scholarship
- Anne Shannon Scholarship
- Bay of Plenty Alumni Adult Learners Award
- Bernard Fergusson Memorial Scholarship
- Bren Low Memorial Scholarship
- Brian Smith Memorial 499/599 Scholarship
- Bryant Residential Scholarship
- Bryant Residential Tutorship
- Cayne Dunnett Memorial Scholarship
- CRF Heindol Memorial Award
- Energy Education Trust Undergraduate Scholarship
- Environment Waikato - Dame Te Atairangikaahu Scholarship
- Fernhill Charitable Trust Scholarship
- First NZ Capital Scholarship in Finance and Economics

Fisher and Paykel Healthcare Scholarship in Physics  
Freemasons University Scholarship  
Gemini Trust Disability Scholarship  
Hamilton Zoo Studentship  
Health Research Council (HRC) Ethics Studentship  
Health Research Council (HRC) Summer Studentship  
Human Resources Institute of New Zealand (HRINZ) Scholarship  
Jersey New Zealand Scholarship  
John Houstoun Memorial Scholarship  
Learning Media Te Pou Taki Kōrero Scholarship for Academic Writing in Te Reo Māori  
Lee Foundation Grant  
McCaw Lewis Chapman Scholarship in Commercial Law  
MediTrain Waikato Community Scholarship  
Michael Baldwin Memorial Scholarship  
Michael Caiger Memorial Scholarship  
New Zealand Federation of Graduate Women Mildred Keir Training Award  
New Zealand Federation of Graduate Women Waikato Branch Te Raranga Mātauranga Award  
Rewi Alley Scholarship in Chinese Studies  
Rotary Club of Te Awamutu Centennial Scholarship  
School of Māori and Pacific Development Retention Scholarship  
Simpson Grierson Law Scholarship  
Sir Edmund Hillary Scholarship  
Sir Edmund Hillary Medal  
Smartrak Software Development Scholarship  
Society of Petroleum Engineers Scholarship  
Te Pua Wānanga ki te Ao Undergraduate Excellence Award  
Te Tohu Paetahi Entrance Scholarship  
The Genesis Energy Environmental Science/Planning Scholarship  
Universities NZ - Edna Waddell Undergraduate Scholarship for Women in Technology and Engineering  
Universities NZ - Kauri Museum Mervyn Sterling Memorial Scholarship  
Universities NZ - Kia Ora Foundation Travelling Scholarship in Music  
Universities NZ - Kitchener Memorial Scholarship  
Universities NZ - KiwiRail Group Undergraduate Scholarship  
Universities NZ - Seafarers Union Scholarship  
Universities NZ - Tertiary Education Union (TEU) Crozier Scholarship  
University of Waikato Summer Research Scholarship  
Vice-Chancellor's Adult Learners Award  
Waikato Rugby Union Scholarship  
WMS International Exchange Scholarship  
WSU 'First in Family' Scholarship  
WSU Scholarship for Cultural Contribution  
WSU Sole Parent/Caregiver Award

*Graduate*

Acorn Foundation Eva Trowbridge Scholarship  
Allied Security Scholarship  
University of Waikato Alumni Masters Scholarship  
Brian Perry Charitable Trust Graduate Scholarship  
Broad Memorial Fund Award  
Bryant Residential Tutorship  
Corporate & Executive Education MBA Scholarship  
CRF Heinold Memorial Award  
Developmental Professional Bursary for Academic Excellence in Clinical Psychology  
Dr Stella Frances Memorial Scholarship  
Faculty of Law Graduate Scholarship  
FASS Honours/Postgraduate Diploma Award  
FASS Masters Thesis Award  
First NZ Capital Scholarship in Finance and Economics  
Freemasons Postgraduate Scholarship  
Freemasons University Scholarship  
Golden Plover Wetland Research Award  
Health Research Council (HRC) Ethics Summer Studentship  
Health Research Council (HRC) Summer Studentship  
Hilary Jolly Memorial Scholarship  
Human Resources Institute of New Zealand (HRINZ) Postgraduate Scholarship  
Jersey New Zealand Scholarship  
John Allan Scholarship in Education  
John Houstoun Memorial Award

Julia Sandford Scholarship  
Kamira Henry (Binga) Haggie Scholarship  
Kerby Bursary for Graduate Music Studies  
Learning Media Te Pou Taki Kōrero Scholarship for Academic Writing in Te Reo Māori  
Lee Foundation Grant  
Māori Excellence Postgraduate Award  
MediTrain Waikato Community Scholarship  
Michael Baldwin Memorial Scholarship  
Michael Caiger Scholarship  
Nancy Caiger Graduate Scholarship  
New Zealand Federation of Graduate Women Harriette Jenkins Award  
New Zealand Federation of Graduate Women Postgraduate Fellowship  
New Zealand Federation of Graduate Women Susan Byrne Memorial Award  
New Zealand Federation of Graduate Women Waikato Branch Masters Study Award  
NZ-US Educational Foundation - Fulbright Programme  
Pacific Excellence Postgraduate Award  
Political Science & Public Policy Programmes Graduate Scholarship  
Postgraduate Scholarship in Social Enterprise  
PricewaterhouseCoopers Masters Scholarship  
Rewi Alley Scholarship in Chinese Studies  
School of Māori and Pacific Development Retention Scholarship  
Science and Engineering Masters Fees Award  
Simpson Grierson Law Scholarship  
Sir Edmund Hillary Medal  
Sir Edmund Hillary Scholars' Higher-degree Scholarship  
Sir Edmund Hillary Scholarship  
Te Pua Wānanga ki te Ao Excellence Award for B and T Semester Enrolments  
Te Pua Wānanga ki te Ao Graduate Excellence Award  
Technology for Industry Fellowship  
Ted Zorn Waikato Alumni Award for Management Communication  
The Genesis Energy Environmental Science/Planning Scholarship  
The University of Avignon Graduate French Award  
Trust Waikato Student Community Grant  
Universities NZ - Andrew Justice Memorial Scholarship  
Universities NZ - Bing's Scholarship  
Universities NZ - DAAD (German Academic Exchange Service) Scholarship  
Universities NZ - Dick and Mary Earle Scholarship in Technology  
Universities NZ - Frank Knox Memorial Fellowship  
Universities NZ - Freyberg Scholarship  
Universities NZ - German Academic Exchange Services (DAAD)  
Universities NZ - Gordon Watson Scholarship  
Universities NZ - Kia Ora Foundation Travelling Scholarship in Music  
Universities NZ - New Zealand Law Foundation Ethel Benjamin Scholarship  
Universities NZ - Pukehou Poutu Scholarship  
Universities NZ - Rhodes Scholarship  
Universities NZ - Road Safety Trust Research Scholarship  
Universities NZ - Sasakawa Postgraduate Research Scholarship  
Universities NZ - Tertiary Education Union (TEU) Crozier Scholarship  
Universities NZ - The Henry Kelsey Research Scholarship  
Universities NZ - The New Zealand-France Friendship Fund Excellence Scholarship  
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University of Waikato Bachelor(Hons) Fees Scholarship  
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University of Waikato Summer Research Scholarship  
Waikato MBM Scholarship  
Waikato Police Research Scholarship  
Whanganui River Enhancement Trust Scholarship  
WMS International Exchange Scholarship  
WSU Sole Parent/Caregiver Award

*Postgraduate*

Acorn Foundation Eva Trowbridge Scholarship  
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Bay of Plenty Alumni Adult Learners Award  
BRCSS Doctoral Research Award  
Broad Memorial Fund Award  
Bryant Postgraduate Research Scholarship  
Bryant Residential Tutorship

Chamber of Commerce Tauranga Business Scholarship  
Developmental Professional Bursary for Academic Excellence in Clinical Psychology  
Evelyn Stokes Memorial Scholarship  
Fernhill Charitable Trust Scholarship  
First NZ Capital Scholarship in Finance and Economics  
Flower Doctoral Fellowship in Economics  
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New Zealand Federation of Graduate Women Harriette Jenkins Award  
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New Zealand Federation of Graduate Women Waikato Branch Merit Award for Doctoral Study  
NZ-US Educational Foundation - Fulbright Programme  
Pacific Excellence Postgraduate Award  
Peter Freyberg Memorial Fund for Curriculum Research in Education Scholarship  
Postgraduate Scholarship in Social Enterprise  
Priority One Management Scholarship  
RealtyPlus Graduate Scholarship  
Rewi Alley Scholarship in Chinese Studies  
School of Māori and Pacific Development Retention Scholarship  
Sir Edmund Hillary Medal  
Sir Edmund Hillary Scholars' Higher-degree Scholarship  
Sir Edmund Hillary Scholarship  
Te Pua Wānanga ki te Ao Excellence Award for B and T Semester Enrolments  
Te Pua Wānanga ki te Ao Postgraduate Excellence Award  
Technology for Industry Fellowship  
The Genesis Energy Environmental Science/Planning Scholarship  
The HOPE Foundation Scholarship for Research in Ageing  
The University of Avignon Graduate French Award  
Trust Waikato Student Community Grant  
Universities NZ - Auckland Medal Aid Trust Scholarship  
Universities NZ - Cambridge Commonwealth Trust Prince of Wales' Scholarship  
Universities NZ - China-New Zealand Doctoral Research Scholarship (CNZDRS)  
Universities NZ - Claude McCarthy Fellowship  
Universities NZ - Commonwealth Scholarship to New Zealand  
Universities NZ - Commonwealth Scholarship to the United Kingdom  
Universities NZ - DAAD (German Academic Exchange Service) Scholarship  
Universities NZ - Dick and Mary Earle Scholarship in Technology  
Universities NZ - Edward and Isabel Kidson Scholarship  
Universities NZ - Frank Knox Memorial Fellowship  
Universities NZ - Freyberg Scholarship  
Universities NZ - Gordon Watson Scholarship  
Universities NZ - Kauri Museum Mervyn Sterling Memorial Scholarship  
Universities NZ - Kia Ora Foundation Travelling Scholarship in Music  
Universities NZ - Kia Ora Foundation Travelling Scholarship in Science  
Universities NZ - L.B. Wood Travelling Scholarship  
Universities NZ - New Zealand Law Foundation Doctoral Scholarship (in Law)  
Universities NZ - New Zealand Law Foundation Ethel Benjamin Scholarship  
Universities NZ - Patricia Pratt Scholarship in Musical Performance  
Universities NZ - Pukehou Poutu Scholarship  
Universities NZ - Rhodes Scholarship  
Universities NZ - Road Safety Trust Research Scholarship  
Universities NZ - Sasakawa Postgraduate Research Scholarship  
Universities NZ - Shirtcliffe Fellowship  
Universities NZ - Tertiary Education Union (TEU) Crozier Scholarship  
Universities NZ - The Henry Kelsey Research Scholarship  
Universities NZ - The New Zealand-France Friendship Fund Excellence Scholarship  
Universities NZ - Todd Foundation Award for Excellence  
Universities NZ - Todd Foundation Scholarship in Energy Research  
Universities NZ - William Georgetti Scholarship

Universities NZ - Woolf Fisher Scholarship  
University of Waikato Doctoral Publications Scholarship  
University of Waikato Doctoral Scholarship  
University of Waikato INTERCOAST Doctoral Scholarship  
University of Waikato International Doctoral Scholarship  
University of Waikato International INTERCOAST Doctoral Scholarship  
Waikato Chamber of Commerce Business Scholarship  
Waikato Police Research Scholarship  
Whanganui River Enhancement Trust Scholarship  
Wilf and Ruth Malcolm Postgraduate Scholarship  
WSU Sole Parent/Caregiver Award

**Prizes**

Ailsa M. Snow Prize in Philosophy  
Alan Turing Prize  
Alfred Marshall Prize in Management Studies  
Almao Douch Prize for Criminal Law  
AMPLA Prize in Energy and Resources Law  
ANZ Financial Advisory Services Prize in Risk Management  
ANZ Financial Services Prize in Personal Financial Planning  
ANZ National Bank Prize in Relationship Marketing  
Arthur Sewell Prize in English  
Association of Chartered Certified Accountants Prize in Accounting for Management  
Association of Chartered Certified Accountants Prize in Intermediate Financial Accounting  
Association of Chartered Certified Accountants Prize in Organisations and Society  
Auckland District Law Society Prize for Honours  
Auckland University Press Prize  
Auckland University Press Prize for Excellence in First Year Graduate English  
Australian Historical Association Prize  
Beattie Rickman Legal Prize for Employment Law  
Bennetts Campus Bookshop Prize  
Bethan Valmai Adams Award  
Bill and Joan Flower Trust Prize in Environmental Economics  
Bill and Joan Flower Trust Prize in Global Economics  
Blackwood Paul Memorial Prize  
Brendan Thompson Prize in Economics  
Brian Silverstone Prize in Macroeconomics  
Broadview Press Prize  
Bruce Liley Prize in Physics  
Calder and Lawson House of Travel Outstanding Tourism Studies Award  
Canterbury Press Prize  
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  
Chartered Secretaries of New Zealand Prize in Business Law  
Chartered Secretaries of New Zealand Prize in Business Law Research  
CPA Australia Prize in Accounting Theory  
Crown Law Office Prize for Public Law  
David English Prize in Competition Law  
Dean's Honours List  
Dean's Medal for Academic Excellence  
Dean's Prize in Strategic Management  
Doris Henry English Speaking Union Award  
Dow AgroSciences Prize in Third Year Chemistry  
Dunmore Publishing Prize  
Earth and Ocean Excellence Award  
English Speaking Union Prize  
Environment Waikato Prize in Water Science  
European Union Prize in European Languages  
Evans Bailey & Co Prize in Jurisprudence  
Faculty of Computing & Mathematical Sciences Dean's Award for Excellence  
Faculty of Science and Engineering Chemistry Prize  
Footprint Prize  
Foundation Professor's Prize in Economics  
Franktonā€Te Rapa Jaycees Prize in Economics  
Gallagher Group Prize in 21st Century Logistics  
Gallagher Group Prize in E-Business Research

Gallagher Group Prize in E-Business: IT Strategy in Action  
Gallagher Group Prize in Operations Management  
Gallagher Group Prize in Supply Chain Management  
Gate Pa Masonic Lodge Prize in Human Development  
G.J. Schmitt Prize in Management Studies  
Goethe Society Prize for Excellence in German  
Gordon Harris Bachelor of Computer Graphic Design Prize  
Grant Thornton Prize in Accounting Theory  
Hachette New Zealand Prize  
Hilbert Prize in Mathematics  
H.S. Gibbs Prize in Earth Sciences  
Huia Publishers Prize  
Ian Beattie Prize in Taxation  
James and Wells Intellectual Property Prize  
Jared Simpson Memorial Prize in Biological and Earth Sciences  
Jason Waterman Prize in English  
Jeanette Gillespie Memorial Prize in Earth Science  
Jerry Rickman Prize in International Taxation  
John Turner Prize  
John Mansfield Thomson Prize in Music History  
J.T. Ward Prize in Economics  
Kathrine M. Bell Memorial Prize in Geography  
LEADR Prize in Dispute Resolution  
Legal Research Foundation Prize in First Year Law  
Lewis Fretz Prize in International Relations  
Lili Krause Piano Award  
McCraw Prize in Communicating Earth Sciences Research  
MacMillan Brown Prize  
Māori Land Law Prize  
Margaret Avery Memorial Prize in History  
Margaret Jeffries Prize in Computer Science  
Marshall Prize for French Literature  
Millennium Prize in Mathematics  
Ministry of Consumer Affairs Prize for Fair Trading and Consumer Law  
New Zealand Film Archive Prize  
New Zealand Historic Places Trust Prize  
New Zealand Institute of Chartered Accountants Prize for Accounting for Management  
New Zealand Institute of Chartered Accountants Prize for Advanced Financial Accounting  
New Zealand Institute of Chartered Accountants Prize for Intermediate Financial Accounting  
New Zealand Insurance Law Association Prize  
Niklas Werner Memorial Prize  
Norah Howell Music Award  
NZ Institute of Chemistry J.E. Allan Memorial Prize  
NZPI (Waikato Branch) Outstanding Planning Student Prize  
Orica-Chemnet First Year Chemistry Prize  
Otago University Press Prize  
Pearson Education New Zealand Prize  
Penguin New Zealand 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  
Ramanujan Centenary Prize  
Random House New Zealand Publishing Prize  
Reed Publishing Prize  
Rudi Ziedins Prize in Philosophy  
Sam Barnes Memorial Prize  
Selby Prize in Earth Sciences  
Selwyn Prize in History/Mo te Hirangi i Roto i Te Tari Tumu KĀ\_ero  
Shannon Young Award  
Simpson Grierson Prize for Environmental Law  
Society of Materials New Zealand Inc Prize  
Staples Rodway Award  
Statistics New Zealand Undergraduate Prize  
Steele Roberts Prize  
TAPA (Tertiary Award in Pacific Ako) Award  
Taylor Prize for Excellence in History



Ted Zorn WMS Alumni Award in Management Communication  
Telecom Business Case Prize  
The Institute Prize  
The NZPI (Waikato Branch) Outstanding Planning Student Prize  
The Philosophy Graduate Essay Prize  
Theo Roy Prize in Politics  
Thomson Reuters Prize in Civil Procedure  
Thomson Reuters Prize in Legal Method  
Thomson Reuters Prize in International Law  
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 Graduate Prize  
Waikato Botanical Society Undergraduate Prize  
Waikato Branch NZFGW Elizabeth Bisley Memorial Prize in English  
Waikato Branch NZFGW Emmy Noether Prize in Mathematics  
Waikato Geological and Lapidary Club Prize  
Waikato Raupatu Lands Trust Prize in Te Reo  
Westpac Prize in Marketing and International Management

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*The University of Waikato - Te Whare Wānanga o Waikato*

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# Computer Systems Regulations

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
  - (i) a Head of Division (or equivalent)
  - (iii) the Head 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 Head 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 Head of Information and Technology Services is subject to consultation with the University's ICT Committee.
- (3) Where the Head 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 Head 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 Head 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 2008](#)
  - (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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## Library Regulations

- Title**

These are the Library Regulations 2007.
- Purpose**

These regulations provide a framework for use of the University Library and its resources.
- Date of effect**

These regulations are effective from 1 January 2008.
- 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  
**item** means all types of Library material including, but not limited to, books, journals, laptops and AV material  
**service desk** means the desks situated in the Central and Education Libraries.
- General**
  - 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.
  - All members of the Library staff are empowered to enforce these regulations.
  - 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 2008](#).
- Hours of opening**

The Central Library, the Education Library and the Law Library are open at the times shown on the Library's website. 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](#).
- Admission and borrowing**
  - 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 other tertiary institutions with whom a reciprocal agreement is in place; and other people whose applications have been approved by the University Librarian. An annual registration fee may apply.
  - 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.
  - All students register as borrowers for the current year at enrolment by obtaining a student identity card.
  - Library account notifications are sent by email. Changes of email and postal addresses must be notified immediately either via iWaikato or at a Service Desk. Failure to read email, or change email/postal addresses, will not be taken as an excuse for non-receipt of Library correspondence.
  - 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.
  - No item may be borrowed from the Library without first having the loan properly recorded. An item to be borrowed must be presented, together with the borrower's University of Waikato identity card, at the Service Desk or self-issue unit. The due date of return for each item borrowed will be indicated and is available online via the reader's Library Account.
  - No item will be issued at the Service Desk within 15 minutes of closing time.
  - An item will not be issued in the name of another borrower. Any variation to this procedure requires the approval of the University Librarian.
  - A borrower shall be held responsible for any loss of, or damage to, an item 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 item is subsequently found or returned. Loss or damage should be reported immediately to the Service Desk. The University Librarian shall determine the amount to be paid.
  - At the discretion of the University Librarian a payment made for a lost item may be refunded if the item is subsequently found and returned to the Library.
  - Under no circumstances may an item be passed on to another borrower. Fines for resulting inability to respond to recall or overdue notices will be charged to the borrower in whose name the item is issued.
  - Items marked 'Not to be Borrowed' are for use in the Library and may not be taken from the Library.
  - 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.
  - Library items may be taken out of New Zealand only with the prior permission of the University Librarian. There are special procedures for university students living overseas.
- Course reserves**

Some items, because of heavy demand, are temporarily placed in a separate collection known as Course Reserve. 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 item, 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.
- Recalls and reserves**

- (1) Borrowers may recall or reserve books which are on loan.
- (2) The number of active recalls or reserves that may be submitted by any one borrower will be at the discretion of the University Librarian.

#### 10. Recall notices and fines

- (1) All items are subject to recall at any time and must be returned to the Library by the due date shown on the recall notice, whether this is sent by email, SMS txt or by post. Failure to respond to a recall notice by the due date shown incurs a fine for each item 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 an item ten days after the recall notice was first sent.
- (2) An item required simultaneously by a number of borrowers is issued for seven days only. If this item is kept beyond the due date of return, fines will be incurred.
- (3) A daily fine will be charged for any item, other than those referred to in sections 10(1) and (2) of these regulations, which is retained beyond the due date of return. An item not returned within one calendar month of this date will be regarded as lost and the borrower will then be billed for the cost of the item, together with the fines incurred and an administrative charge. This administrative charge will be made whether or not the book is subsequently found or returned.
- (4) The Library is not obliged to notify a borrower when an item is overdue, and a fine will automatically be charged for each item which is retained beyond the due date of return, whether or not a notice has been sent.
- (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 the University of Waikato Calendar, will be applied. In addition, Library services may be withheld.

#### 11. Electronic resources

Electronic resources made available by the Library may be accessed only by staff and students of the University of Waikato. Students need to be enrolled in at least one paper during Semester or Summer School in order to access electronic resources. The period of access before and after a paper starts or finishes shall be determined by the University Librarian. The electronic resources may be used only for the purposes of research, teaching or private study. Commercial use, defined as use for the purposes of monetary reward (but excluding use in the course of research funded by a commercial organisation) is prohibited. Most electronic resources are subject to a License agreement signed by the Library on behalf of the University. There are limits on the amount of information which can be copied or downloaded. Systematic downloading of content is not allowed, including by software such as website crawlers, harvesters or offline browsers.

#### 12. Inter-library loan

An item obtained on inter-library loan is subject to such special conditions as may be imposed by the lending library. A borrower not complying with these will have the privilege of using this service withdrawn.

#### 13. Conduct of readers

- (1) Smoking is not permitted in the Library or on the balconies.
- (2) Eating and drinking are permitted in most areas of the Library but any food must be cold, drinks must be in closed containers and all rubbish must be placed in bins and any spills and crumbs cleaned up.
- (3) Undue conversation or disturbance (including use of cell phones or video chat) in designated Quiet 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 items or other articles on seats or reading desks. Such material may be removed by Library staff to the nearest Customer Service 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 item 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 2008](#).
- (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 2008](#).
- (10) The unauthorised removal of an item is regarded as a serious offence, and action may be taken under the [Student Discipline Regulations 2008](#).

#### 14. 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 of Waikato Calendar.

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## Parking and Traffic Regulations

- Title**

These are the Parking and Traffic Regulations 2005.
- Date of effect**

These regulations are effective from 1 January 2006.
- Definitions**

In these regulations  
**campus** means the physical grounds occupied by the University of Waikato  
**parking attendant** means any staff member authorised by the Head of Facilities Management to enforce these regulations.
- Application**

These regulations apply to the driving, riding and parking of vehicles and bicycles on campus, by staff, students and members of the public.
- Access**
  - 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.
  - On pedestrian/cyclist dual use access-ways, cyclists must give priority and right of way to pedestrian and wheelchair traffic.
- Safety and parking**
  - 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.
  - 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.
  - 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.
  - The University reserves the right to make a charge for parking facilities.
  - Motorcycles and motor scooters may be parked only in the areas signposted for motorcycles and motor scooters.
  - Bicycles may be parked only in cycle-racks or purpose-built cycle sheds, and must not be taken into any University building.
  - 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.
  - All vehicles parked on the campus must be parked in marked bays.
  - No person may park a vehicle in the same parking bay for longer than 48 hours without prior permission from a parking attendant.
  - A named car park may be used only by the person with the corresponding name or designation.
- 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).
- Authority of parking attendants and Security Manager**
  - 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.
  - 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.
  - Parking attendants have authority to impose a penalty charge on any person who removes or otherwise interferes with immobilisation equipment.
  - 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.
- Breaches**
  - 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 2008](#).
  - 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](#).
  - At the discretion of the Security Manager, an alleged breach of these regulations may be referred for investigation to the NZ Police.
- Appeals**
  - A person may appeal against any decision under these regulations
    - if the decision was made by a parking attendant, to the Security Manager
    - if the decision was made by the Security Manager, to the Head of Facilities Management.
  - An appeal under these regulations must be submitted in writing within 14 days of the date of the decision.
  - The decision of the Security Manager or the Head of Facilities Management under subsection (1) is final.

*The University of Waikato - Te Whare Wānanga o Waikato*

*Last modified: Thu Dec 1 16:47:38 2011*

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## Miscellaneous Regulations

### *University Environment*

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

### *Smoke-free Environment*

2. Smoking on University premises is governed by the University's [Smoke-free Policy](#).

### *Use of Alcohol*

3. The use of alcohol on campus is governed by the University's Policy on the [Use of Alcohol on University Premises](#).

### *Noise*

4. Under delegation of the Vice-Chancellor, the Head of Facilities Management or the Security Manager 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](#).

### *Children on Campus*

5. The safety and supervision of children on University premises are governed by the University's [Children on Campus Policy](#).

### *Freedom from Harassment and Sexual Harassment*

6. The University of Waikato is committed to providing a work and study environment that is free from any form of harassment, including sexual harassment. 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. The University has a contact network of trained staff and students whose role is to explore options and offer support.

### *Advertising and Commercial Activities*

7. Advertising and commercial activities generally, including hawking and canvassing, affixing of notices to vertical and horizontal surfaces, and the affixing of notices onto motor vehicles, are permitted on University premises only with the specific permission of the Head of Facilities Management, Security Manager or Grounds Manager.
8. Any advertising which is by way of posters or notices is subject to the requirements of regulation 9.

### *Student Notices*

9. 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.
10. Notices posted on specially labelled noticeboards or other places (such as walls, doors or ceilings, poles and motor vehicles), without the permission of the Head of Facilities Management, will be removed.

### *Animals*

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

13. Golf is not permitted on University grounds, except under regulation 14.
14. An exception to regulation 13 is made in the case of groups organised through the Faculty of Education, which will make safety arrangements to the satisfaction of the Grounds Manager, the Health and Safety Co-ordinator, and/or Security Manager.

### *Skateboarding and Roller Skating*

15. 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 or motor vehicle traffic in the vicinity.
16. Any University staff member or contracted employee is entitled to require skateboarders or inline roller skaters to move away from these sign-posted areas.
17. 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.
18. If the skateboarders or inline roller skaters do not comply with the request of the staff member or contracted employee in relation to sections 15, 16 and 17 of these regulations, then that staff member or contracted employee should call the University security office for additional support in fulfilling their request.

*Trespass*

19. The authority to issue trespass notices is delegated by the Vice-Chancellor to the Head 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 2011

Under the provisions of clause 194(1)(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 2011.
2. The Council has power to confer the following degrees:

Bachelor of Arts (BA)  
Bachelor of Arts with Honours (BA(Hons))  
Bachelor of Business Analysis - Financial (BBA(Fin))  
Bachelor of Business Analysis with Honours - Financial (BBA(Hons)(Fin))  
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 Computing and Mathematical Sciences with Honours (BCMS(Hons))  
Bachelor of Education (BE)  
Bachelor of Education with Honours (BE(Hons))<sup>2</sup>  
Bachelor of Electronic Commerce (BECOM)  
Bachelor of Electronic Commerce with Honours (BECOM(Hons))  
Bachelor of Engineering (BE)  
Bachelor of Engineering with Honours (BE(Hons))  
Bachelor of Environmental Planning (BEP)  
Bachelor of Laws (LLB)  
Bachelor of Laws with Honours (LLB(Hons))  
Bachelor of Liberal Studies (BLibS)<sup>2</sup>  
Bachelor of Management Studies (BMS)  
Bachelor of Management Studies with Honours (BMS(Hons))  
Bachelor of Māori and Pacific Development (BMPD)  
Bachelor of Media and Creative Technologies (BMCT)  
Bachelor of Music (BMus)  
Bachelor of Music with Honours (BMus(Hons))  
Bachelor of Science (BSc)  
Bachelor of Science with Honours (BSc(Hons))  
Bachelor of Science (Technology) (BSc(Tech))  
Bachelor of Social Sciences (BSocSc)  
Bachelor of Social Sciences with Honours (BSocSc(Hons))  
Bachelor of Social Work (BSW)  
Bachelor of 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 Business and Management (MBM)  
Master of Computer Graphic Design (MCGD)<sup>1</sup>  
Master of Counselling (MCouns)  
Master of Disability and Inclusion Studies (MDInS)  
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 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 Sport and Leisure Studies (MSpLS)
  - Doctor of Education (EdD)
  - Doctor of Juridical Science (SJD)
  - Doctor of Laws (LLD)
  - Doctor of Literature (DLit)
  - Doctor of Musical Arts (DMA)
  - Doctor of Philosophy (PhD)
  - Doctor of Science (DSc)
3. The Council has power to award the following diplomas:
- Diploma
  - Graduate Diploma
  - Graduate Diploma of Teaching (GradDipT)
  - Postgraduate Diploma
  - Postgraduate Diploma of Computer Graphic Design (PGDipCGD)<sup>1</sup>
  - Postgraduate Diploma in the Practice of Psychology (PGDipPracPsych)
  - Postgraduate Diploma in Psychology (Clinical) (PGDipPsych(Clin))
  - Postgraduate Diploma in Psychology (Community) (PGDipPsych(Com))<sup>2</sup>
4. The Council has power to award the following certificates:
- Certificate
  - Certificate of Attainment in English Language (CertAttainEngLang)
  - Certificate of Attainment in Foundation Studies (CertAttainFoundSt)
  - Certificate of University Preparation (CUP)
  - Te Tīmatanga Hou (TTH)<sup>2</sup>
  - Graduate Certificate
  - Postgraduate Certificate
  - Postgraduate Certificate in Counselling
5. The Council has power to confer the following honorary degree:
- Honorary Doctor of the University of Waikato (HonD)
6. Of the degrees listed in clause 2, the following may be awarded with First Class Honours, Second Class Honours (first division) or Second Class Honours (second division):
- Bachelor of Arts with Honours (BA(Hons))
  - Bachelor of Business Analysis with Honours - Financial (BBA(Hons)(Fin))
  - 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 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 Counselling (MCouns)
  - Master of Disability and Inclusion Studies (MDInS)
  - 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 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 Business Analysis with Honours - Financial (BBA(Hons)(Fin))  
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 Business and Management (MBM)  
Master of Environmental Planning (MEP)  
Postgraduate Diploma  
Postgraduate Diploma of Computer Graphic Design (PGDipCGD)<sup>1</sup>

**Notes:**

1. *Jointly awarded qualification with the UCOL Whanganui School of Design.*
2. *Qualification no longer available to new students.*

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## Personal Programmes of Study Regulations

These regulations apply to candidates beginning their studies in 2010. Candidates who first enrolled in a qualification prior to 2010 are eligible to complete that qualification either under the regulations which applied at the time of first enrolment or the regulations which apply at the time of re-enrolment. Candidates who are resuming their studies for a qualification after an extended absence are advised to consult the Dean or Director of the Faculty or School of Studies concerned at the time of re-enrolment regarding the requirements for completion. However, where there have been significant changes in the structure of a qualification or content of the major or specified programme during the candidate's absence, the Dean or Director may prescribe a specific programme of study which will be deemed to satisfy the requirements for completion of the qualification.

### 1. Title

These are the Personal Programmes of Study Regulations 2009.

### 2. Date of effect

These regulations are effective from 1 January 2010.

### 3. Delegation of powers

The powers and authority of the Academic Board referred to in these regulations have been delegated in certain matters under the [Delegation of Powers Statute 2008](#).

### 4. Definitions

In these regulations

**paper** means a segment of work in a particular subject and is identified by means of a unique code number. Papers are delivered through lectures, tutorials, practicals and such other coursework as may be required by the department concerned.

**programme of study** means the selection of papers taken by a candidate in any one academic year for a particular qualification.

**equivalent papers** are in effect the same papers, one of which was taught in the past with a different paper code.

**restricted papers** share a significant amount of common content. Candidates may therefore receive credit for only one of the papers listed.

Restricted papers may not necessarily be used to satisfy prerequisite or corequisite requirements.

a **prerequisite** must be passed before a candidate may enrol in the paper for which the prerequisite is specified. (A paper for which a Restricted Pass (RP) has been awarded will not be accepted as meeting the prerequisite requirements for any other paper unless the Dean or Director of the Faculty or School of Studies in which the other paper is offered approves otherwise.)

a **corequisite** must be taken either prior to or concurrently with the paper for which the corequisite is specified.

**internal assessment** means all or some of the following: essays, assignments and reports of various kinds, practical work, work in tutorials and/or seminars and tests.

a **field** means a general area of academic study that includes a number of related subjects.

a **subject** is a grouping of papers with a common academic theme, defined in terms of the listings under individual subject headings in the University of Waikato Calendar. A department may offer more than one subject.

a **major** means a principal area of study a candidate has chosen for a bachelors degree and is selected from those listed in the relevant degree regulations. A candidate is required to take a defined and substantial number of papers in the major at a range of levels up to and including 300 or 400 level.

a **supporting subject** means an additional subject to the major and is a requirement of some bachelors degrees.

a **specialisation** means a recognised pathway within a qualification or major which provides an area of focus within the qualification or major.

**points** is the term used to express the student **workload** of a paper or programme. A normal full-time academic year comprises 120 points or 1.0 EFTS (Equivalent Full-time Student).

### 5. Application

These regulations apply to undergraduate certificates, undergraduate diplomas, bachelors degrees, bachelors with honours degrees, graduate certificates, graduate diplomas, postgraduate certificates, postgraduate diplomas, masters degrees and individual paper credits.

### 6. Admission and re-entry

- (1) In order to be eligible to be enrolled at the University of Waikato, candidates must meet the requirements of Section 224 of the Education Amendment Act 1990.
- (2) The criteria for admission to the University of Waikato in a given year are determined by the Council and are set out in the [Admission Statute 2008](#).
- (3) The criteria for admission to a particular qualification in a given year are determined by the Academic Board and are set out in the [Criteria for Admission to Particular Qualifications](#) and the qualification regulations.
- (4) To ensure that a candidate is adequately prepared for a graduate qualification, the Academic Board will require relevant papers in the relevant subject or subjects of the qualifying bachelors degree to have been passed at grades which it deems appropriate.
- (5) Candidates are usually required to have majored in their bachelors degree in the main subject to be presented for a graduate degree. This requirement may be waived in cases where no more than one or two papers in a given subject are proposed to be incorporated into the candidate's graduate degree.
- (6) In exceptional circumstances, based on academic merit, candidates who have no more than 30 points left to complete the requirements of a qualifying degree may be permitted to enrol in a graduate degree, provided that they have completed all of the requirements of the major or main subject of the qualifying degree. The graduate degree will not be deemed to have been completed until the qualifying degree has also been completed.
- (7) The Academic Board may approve limitations on enrolment for programmes or papers due to insufficiency of staffing or resources.

Limitations and the criteria for selection are published in the [Limitations Statute](#).

- (8) A candidate who has been awarded a particular qualification in one major or subject may only be re-admitted to the same qualification in another major or subject.
- (9) The criteria for re-entry for returning students are determined by the Academic Board and are set out in Part 3 of the [Criteria for Admission to Particular Qualifications](#).
- (10) In addition, the Academic Board may decline to re-enrol a candidate whose progress during the preceding year or years has not been to the satisfaction of the Academic Board.

**7. Enrolment in a programme of study**

- (1) The Academic Board may prescribe qualifying or additional papers which must be passed by a candidate either prior to, or concurrently with, the minimum requirements for a qualification. Qualifying or additional papers may be required if the candidate is considered by the Academic Board to be inadequately prepared in a core subject area.
- (2) Enrolment in a programme of study or paper is subject to the approval of the Academic Board. Such approval will be determined on the basis of the candidate's academic background as well as staffing and resources.
- (3) The personal programme of study of every candidate is subject to the approval of the Academic Board.
- (4) The papers for qualifications and their prescriptions are defined in the University of Waikato Calendar. Before enrolling for a paper, candidates must meet any requirements specified in the relevant prescription unless approved otherwise by the Academic Board.
- (5) Particular regulations governing qualifications may be varied or waived by approval of the Academic Board.

**8. Maximum student workload**

- (1) The normal maximum full-time student workload for an academic year (excluding Summer School) is 120 points.
- (2) For the purposes of calculating workload, 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.
- (3) The normal maximum full-time student workload for a Summer School semester is 40 points.
- (4) Approval of the Academic Board is required for a candidate to enrol in a programme of study which has a workload equivalent to more than the normal maximum full-time workload.

**9. Completion of a qualification**

- (1) The minimum requirements for the completion of a qualification are defined in the relevant regulations.
- (2) With the approval of the Academic Board, a candidate may be permitted to complete the requirements of a qualification in less than the minimum period of enrolment prescribed in the relevant regulations. Approval will depend on the candidate's academic record and on the availability of suitable teaching and supervision arrangements.

**10. Eligibility for Honours or Distinction**

In order to qualify for Honours or Distinction in a particular qualification, a candidate may be required to complete the requirements within a prescribed time period of first enrolling for the qualification.

**11. Dissertations and theses**

- (1) The [Dissertations and Theses Regulations 2006](#) governing the presentation of dissertations and theses apply in these regulations and any dissertation or thesis required for a graduate qualification must be presented in accordance with these regulations.
- (2) Enrolment in a dissertation or thesis, or a qualification which requires the completion of a dissertation or thesis, is subject to the availability of a suitable supervisor for the dissertation or thesis.
- (3) For dissertations and theses, one or more supervisors will be appointed by the Academic Board. If the chief supervisor is also an examiner of the dissertation or thesis, at least one other examiner (who is not also a supervisor) will be appointed.
- (4) A dissertation or thesis must embody the results obtained by the candidate in an investigation relating to some branch of the subject or subjects being presented, or, with the approval of the Academic Board, shall take some other form proposed by the candidate's supervisors and approved by the Dean(s) and chairperson(s) of department(s) concerned. The chief supervisor or sole supervisor will be required to certify that the dissertation or thesis embodies the candidate's own work carried out under the supervisor's direct supervision.
- (5) Dissertations and theses are assessed in terms of the points value they represent.

**12. Date for submission of dissertations, theses and research reports**

- (1) The deadline for the submission of any dissertation, thesis or research report will be 4.00pm on the last working day of the paper occurrence which completes the candidate's enrolment in the total points required for the dissertation, thesis or research report.
- (2) 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.
- (3) Extensions will not normally be awarded for periods of more than 21 days beyond the relevant due date.
- (4) Candidates who do not submit their dissertation, thesis or research report by the due date, and who have not applied for and been awarded an extension, will be required to re-enrol for a minimum period to be determined by the Dean or the appropriate staff member(s) with delegated responsibility for Graduate Studies of the Faculty or School of Studies in which they are enrolled and will be liable for a further payment of tuition and any other fees and charges for the period of re-enrolment.

**13. Resubmission of dissertations and theses**

- (1) A dissertation or thesis for a graduate qualification that receives a narrow fail may be returned to the candidate with the offer of an opportunity to revise and re-submit. The decision to offer such an opportunity is at the discretion of the Dean of the Faculty or School of Studies that offers the degree, and is based on a number of factors, including the likelihood that the revision will be successful, and the availability of suitable supervisors and examiners.
- (2) An offer by a Dean under subsection 13(1) of these regulations will be in writing, and any conditions attached to the offer will be explicit. The period allowed for the revision will be no more than the equivalent of one semester and the deadline for submission will be prescribed. If the offer to revise and submit is accepted, the candidate will be eligible to receive a maximum grade of C and, in the case of a masters degree, will not be eligible for the award of Honours.
- (3) A candidate's acceptance of an offer to revise and re-submit and associated conditions must be in writing. The candidate must then re-enrol for the equivalent of one semester and pay fees accordingly. For administrative and fees purposes, the candidate will enrol for the particular enrolment period in which the deadline for re-submission falls.

- (4) A 'provisional fail' is recorded against the first dissertation or thesis enrolment for the period of revision. The 'provisional fail' grade is replaced by a final grade (either a fail grade or a C grade, depending on the outcome), after the revision and re-examination processes are concluded.
- (5) The opportunity to revise and re-submit a particular dissertation or thesis may be offered to a candidate only once.

**14. Credit - transfer credit and cross credit**

- (1) **Transfer credit** means credit towards a University of Waikato qualification for papers passed at another tertiary institution.
- (2) **Cross credit** means credit towards a University of Waikato qualification for papers passed towards another University of Waikato qualification.
- (3) A candidate who has passed papers at an appropriate level at the University of Waikato or another tertiary institution may apply for credit in respect of those papers towards a University of Waikato qualification.
- (4) Applications for credit must be submitted on the prescribed form, together with the prescribed fee, to the Head of Student and Academic Services Division.
- (5) Applications for credit from another institution must be accompanied by a verified copy of an academic record. If the original document is not in English, the academic record must be accompanied by an official English translation of the record. The University reserves the right to request an original copy of an academic record.
- (6) The policy on the level and amount of credit which may be awarded from a completed qualification is determined by the Academic Board and is set out below:
  - (a) Credit from a completed qualification is normally only available towards a bachelors degree.
  - (b) Credit is not normally awarded from a completed graduate or postgraduate qualification.
  - (c) Credit from a completed qualification will normally be limited to no more than one third of the completed qualification.
  - (d) Credit towards a University of Waikato bachelors degree from a completed qualification will normally be limited to no more than one third of the University of Waikato degree. For the purposes of this regulation, one third of a bachelors degree is considered to be 120 points at 100 and 200 levels, including a maximum of 60 points at 200 level. Where appropriate, the Dean may, at his or her discretion, permit 20 further points at 100 or 200 level to be credited towards a four-year bachelors degree where the Dean deems a paper to be relevant to the candidate's programme of study.
  - (e) Credit will not normally be awarded for 300 or 400 level papers required for a major in an undergraduate degree.
  - (f) No paper may count towards more than two qualifications.
- (7) The decision to award credit in individual cases will be made by the Dean of the Faculty or School of Studies concerned.
- (8) In making decisions on credit, the Dean will consider the relevance and level of the papers completed, the regulations of the University of Waikato qualification concerned, and the credit guidelines maintained by the Student and Academic Services Division.
- (9) Regardless of the total number of papers which an applicant has passed at other institutions, the total credit awarded will not be more than half of the total requirement of the University of Waikato qualification concerned, unless this is approved under subsections 14(10) or 14(11) of these regulations.
- (10) In individual cases, the Dean or delegated authority may vary subsection 14(9) of these regulations and award credit for up to two thirds of the University of Waikato qualification concerned.
- (11) In individual cases, the Education Committee, under delegated authority of the Academic Board, may award credit for more than two thirds of a University of Waikato qualification, or for more than half of an undergraduate degree that includes 300 and/or 400 level papers for a major.
- (12) Applicants wishing to appeal a Dean's decision on credit may apply to the Head of the Student and Academic Services Division.
- (13) The consideration of an appeal will involve the Dean concerned being requested to reconsider the decision. Further appeals against the outcome of a reconsideration will be referred to the Education Committee for consideration on behalf of the Academic Board.

**15. Completion of a University of Waikato qualification at another New Zealand university**

A candidate who, based on the assessment of the Dean of the candidate's Faculty or School of Studies, has completed the major part of a qualification at the University of Waikato and then moved to another district may, in some cases, complete the University of Waikato qualification by taking the remaining papers at another university in New Zealand. Prior approval of the specific papers, in writing, must be obtained from the Head of the Student and Academic Services Division of this University and the prescribed charge paid. The candidate must advise the Registrar of the other university of the purpose of the enrolment and the papers concerned must be taken on a Certificate of Proficiency (COP) basis at that university. The candidate's academic record will not be transferred.

**16. Completion of a qualification of another New Zealand university at the University of Waikato**

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





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## Bachelors Degree Regulations

- [Bachelor of Arts \(BA\)](#)
- [Bachelor of Business Analysis – Financial \(BBA\(Fin\)\)](#)
- [Bachelor of Communication Studies \(BCS\)](#)
- [Bachelor of Computer Graphic Design \(BCGD\)](#)
- [Bachelor of Computing and Mathematical Sciences \(BCMS\)](#)
- [Bachelor of Education \(BEEd\)](#)
- [Bachelor of Electronic Commerce \(BECOM\)](#)
- [Bachelor of Engineering \(BE\)](#)
- [Bachelor of Environmental Planning \(BEP\)](#)
- [Bachelor of Laws \(LLB\)](#)
- [Bachelor of Management Studies \(BMS\)](#)
- [Bachelor of Māori and Pacific Development \(BMPD\)](#)
- [Bachelor of Media and Creative Technologies \(BMCT\)](#)
- [Bachelor of Music \(BMus\)](#)
- [Bachelor of Science \(BSc\)](#)
- [Bachelor of Science \(Technology\) \(BSc\(Tech\)\)](#)
- [Bachelor of Social Sciences \(BSocSc\)](#)
- [Bachelor of Social Work \(BSW\)](#)
- [Bachelor of Sport and Leisure Studies \(BSpLS\)](#)
- [Bachelor of Teaching \(BTchg\)](#)
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## Bachelors Degree with Honours Regulations

- [Bachelor of Arts with Honours \(BA\(Hons\)\)](#)
- [Bachelor of Business Analysis with Honours – Financial \(BBA\(Hons\)\(Fin\)\)](#)
- [Bachelor of Communication Studies with Honours \(BCS\(Hons\)\)](#)
- [Bachelor of Computer Graphic Design with Honours \(BCGD\(Hons\)\)](#)
- [Bachelor of Computing and Mathematical Sciences with Honours \(BCMS\(Hons\)\)](#)
- [Bachelor of Electronic Commerce with Honours \(BCom\(Hons\)\)](#)
- [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\(Hons\)\)](#)
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## Masters Degree Regulations

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[Master of Arts \(MA\)](#)

[Master of Arts \(Applied\) \(MA\(Applied\)\)](#)

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

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

[Master of Computer Graphic Design \(MCGD\)](#)

[Master of Counselling \(MCouns\)](#)

[Master of Disability and Inclusion Studies \(MDInS\)](#)

[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 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 Sport and Leisure Studies \(MSpLS\)](#)



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## Higher Degree Regulations

- [Master of Philosophy \(MPhil\)](#)
- [Doctor of Philosophy \(PhD\)](#)
- [Doctor of Education \(EdD\)](#)
- [Doctor of Juridical Science \(SJD\)](#)
- [Doctor of Musical Arts \(DMA\)](#)
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## Certificate Regulations

- [Certificate of Attainment in English Language \(CertAttainEngLang\)](#)
- [Certificate of Attainment in Foundation Studies \(CertAttainFoundSt\)](#)
- [Certificate of University Preparation \(CUP\)](#)
  
- [Certificate \(Cert\)](#)
  
- [Graduate Certificate \(GradCert\)](#)
  
- [Postgraduate Certificate \(PGCert\)](#)
- [Postgraduate Certificate in Counselling in Counselling Supervision \(PGCertCouns\(CounsSup\)\)](#)
- [Postgraduate Certificate in Counselling in Family Counselling \(PGCertCouns\(FamCouns\)\)](#)



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[Graduate Diploma of Teaching \(GradDipT\)](#)

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

[Postgraduate Diploma in Computer Graphic Design \(PGDipCGD\)](#)

[Postgraduate Diploma in the Practice of Psychology \(PGDipPracPsych\)](#)

[Postgraduate Diploma in Psychology \(Clinical\) \(PGDipPsych\(Clin\)\)](#)

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## Specialisations

Specialisations provide you with another opportunity to shape your qualification to your interests and needs. They can be used to broaden your knowledge, allow you to focus on an aspect related to your first major, or perhaps provide some cohesion to your elective papers in an area of interest to you. Specialisations meet all of the requirements for a qualification but provide for further specialisation in or beyond the major (bachelors degree), subject (honours or masters degree, graduate certificate, graduate diploma, postgraduate certificate, or postgraduate diploma) or field (undergraduate certificate or undergraduate diploma).

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

### SPECIALISATIONS AT DEGREE LEVEL

Specialisations at degree level allow students to include complementary study within their overall programme of study. For example, including a language specialisation in a Bachelor of Tourism degree creates a specialised programme in the area of international tourism.

Specialisations available at degree level are:

Advanced Pedagogy	BEd
Agribusiness	BBA(Fin), BCMS, BMS, BSc and BSc(Tech)
Agriculture and Biosystems	BCMS, BMS, BSc and BSc(Tech)
Chinese Language	BA, BBA(Fin), BCS, BECom, BMS, BSocSc and BTour
Creative Writing	BA and BMCT
French Language	BA, BBA(Fin), BCS, BECom, BMS, BSocSc and BTour
German Language	BA, BBA(Fin), BCS, BECom, BMS, BSocSc and BTour
Management Education Abroad	BBA(Fin), BCS, BECom, BMS and BTour
Japanese Language	BA, BBA(Fin), BCS, BECom, BMS, BSocSc and BTour
Māori, Pacific and Indigenous Tourism	BTour
Science International	BSc and BSc(Tech)
Spanish Language	BA, BBA(Fin), BCS, BECom, BMS, BSocSc and BTour
Te Pūtaiao me ngā Take Māori	BSc and BSc(Tech)
Te Reo Māori Language	BBA(Fin), BCS, BECom, BMS and BTour
Technology	BEd

### SPECIALISATIONS AT MAJOR OR SUBJECT LEVEL

Specialisations at major or subject level allow students to focus in depth on a particular aspect of that subject. For example, within a Computer Science major, specialisations in Applied Computing, Artificial Intelligence, Computer Technology, Data Mining, Games and Multimedia, Information Systems, Internet Applications, Networks, or Software Development are available.

Specialisations available at major or subject level are listed under the subject entries in this Calendar.

### SPECIALISATIONS AT FIELD LEVEL

Specialisations at field level allow students to focus in depth on a particular aspect of that field. For example, within a Diploma of Management, specialisations in Electronic Commerce, Financial Analysis, or Management Studies are available.

Specialisations available at field level are:

Electronic Commerce	Cert(Mgt) and Dip(Mgt)
Financial Analysis	Cert(Mgt) and Dip(Mgt)
Hospitality Management	Dip(Tour)
Management Studies	Cert(Mgt) and Dip(Mgt)
Tourism Management	Dip(Tour)



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## Undergraduate Diploma and Certificate Fields

### ARTS

[American Studies](#)  
[Anthropology](#)  
[Chinese](#)  
[Creative Practices](#)  
[Creative Technologies](#)  
[Design Media](#)  
[Education Studies](#)  
[English](#)  
[English as a Second Language](#)  
[Ethics](#)  
[French](#)  
[Geography](#)  
[German](#)  
[History](#)  
[International Languages and Culture](#)  
[Japanese](#)  
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[Mathematics](#)  
[Music](#)  
[New Zealand Studies/Akoranga Aotearoa](#)  
[Philosophy](#)  
[Political Science](#)  
[Psychology](#)  
[Religious Studies](#)  
[Screen and Media Studies](#)  
[Spanish](#)  
[Theatre Studies](#)  
[Treaty of Waitangi Studies/Akoranga Te Tiriti o Waitangi](#)  
[Writing Studies](#)

### COMMUNICATION STUDIES

[Management Communication](#)  
[Marketing](#)  
[Public Relations](#)

### EDUCATION

This field is comprised of the undergraduate papers listed [here](#).

### ENVIRONMENTAL PLANNING

[Environmental Planning](#)

### LAW

[Law](#)

### MANAGEMENT

[Accounting](#)  
[Agribusiness](#)  
[Applied Computing](#)  
[Economics](#)  
[Electronic Business](#)



Electronic Commerce  
Finance  
Hospitality Management  
Human Resource Management  
International Management  
Management Communication  
Marketing  
Public Relations  
Strategic Management  
Supply Chain Management  
Tourism Management

#### **MĀORI AND PACIFIC DEVELOPMENT**

Māori and Pacific Development  
Māori Cultural Studies/Tikanga Māori  
Māori Language/Te Reo Māori  
Māori Media and Communication  
New Zealand Studies/Akoranga Aotearoa  
Treaty of Waitangi Studies/Akoranga Te Tiriti o Waitangi

#### **SCIENCE**

Animal Behaviour  
Biochemistry  
Biological Sciences  
Biotechnology  
Chemistry  
Computer Science  
Earth Sciences  
Electronics  
Engineering  
Environmental Planning  
Environmental Sciences  
Materials and Processing  
Mathematics  
PHIL102 and PHIL208  
Physics  
Psychology (Science papers only)  
Statistics

#### **SOCIAL SCIENCES**

Anthropology  
Economics  
Education Studies  
English as a Second Language  
Environmental Planning  
Ethics  
Geography  
History  
Human Development  
Industrial Relations and Human Resource Management  
Labour Studies  
Linguistics  
Māori and Pacific Development  
Māori Cultural Studies/Tikanga Māori  
Pacific Studies  
Philosophy  
Political Science  
Population Studies  
Psychology  
Public Policy  
Social Policy  
Sociology  
Tourism Studies  
Women's and Gender Studies

#### **SPORT AND LEISURE STUDIES**

Sport and Leisure Studies

**TOURISM**

- [Geography](#)
- [Hospitality Management](#)
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- [Tourism Management](#)

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## Enrolment for Individual Paper Credit (IPC)

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

### REGULATIONS GOVERNING ENROLMENT FOR INDIVIDUAL PAPER CREDIT (IPC)

1. A candidate who enrolls on an IPC basis is liable for all fees and charges prescribed for the paper(s) and must meet any requirements specified in the prescription and paper outline.
2. Enrolment on an IPC basis is subject to the approval of the Dean or Director 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 Environmental Research Institute (ERI)

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

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



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## The Institute for Business Research (IBR)

The Institute for Business Research supports external research that connects with the business community.

The Institute aims to provide research leadership to underpin the economic, social and cultural development of the Waikato/Bay of Plenty regions and New Zealand; develop a wide range of intellectual and professional skills needed to advance the complex needs of a contemporary business and enhance international connectedness leveraging from the Faculty of Management's Triple Crown international accreditation.

Current strengths include research relating to agribusiness, particularly supply chains; financial analysis and business performance; economic impact analysis; innovation; and the business of health.

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



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## The Institute of Educational Professional Learning and Development

The Institute of Educational Professional Learning and Development provides professional learning and development in the broad field of education, both nationally and internationally. This involves both short and long term programmes in areas such as educational leadership, coaching and mentoring, curriculum development, assessment and evaluation, information technology and eLearning, adult education, pedagogy, and policy development. The Institute engages in the delivery of the 'content' of professional learning but is also concerned with the 'practice' of professional learning. Its work connects professional practice to research and qualifications. A significant portion of the Institute's activities involves partnerships with iwi and other educational providers.



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## The National Institute for Demographic and Economic Analysis (NIDEA)

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

- New Zealand 2050 (A structurally ageing New Zealand).
- New Zealand's regions and communities (A regionally diverse New Zealand)
- New Zealand's individuals, families and households (A socially informed New Zealand)
- New Zealand's oceanic and global context (A globally engaged New Zealand)
- NIDEA Demographic Laboratory (A statistically numerate New Zealand)

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

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## Te Kotahi Research Institute for Innovation, Well-being and Inspiration (IWI)

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

The Institute aims to:

- Undertake research that will accelerate development and lead to social, economic, environmental and cultural well-being
- Apply matauranga Māori, and diverse Maori perspectives, to disciplinary knowledge in order to develop innovative research approaches
- Build strong iwi-university research collaborations drawing especially on the iwi of Te Ropu Manukura
- Work with the Waikato-Tainui Endowed College to enhance research collaborations with Waikato-Tainui and the Kīngitanga
- Foster future focussed projects with a 25 year and beyond timeframe
- Build a vibrant research community that attracts doctoral students, international scholars, university researchers and community leaders
- Grow new research leaders who can work across disciplines and with communities
- Translate knowledge into iwi, regional and national policy and practice outcomes
- Support iwi based implementation that derives from our research

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





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## Wilf Malcolm Institute of Educational Research (WMIER)

The Wilf Malcolm Institute of Educational Research was established by the University to undertake, support and disseminate research relating to the broad field of education. The Institute 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.

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



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## Centre for Biodiversity and Ecology Research (CBER)

The Centre for Biodiversity and Ecology Research facilitates a coordinated, integrated approach to biodiversity and ecology research, consultancy, education and advocacy. CBER'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. CBER 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.

CBER hosts a Foundation for Research Science and Technology funded Outcome Based Investment (OBI) focusing on lake restoration and FRST-funded projects on urban ecological restoration and resilience of forest remnants. The lake restoration OBI focuses on harmful algal blooms and pest fish management. Our key research partners are Landcare Research, Geological and Nuclear Sciences, and Scion. Major end-users include the Department of Conservation, NZ Fish and Game, the Ministry for the Environment, Environment Bay of Plenty, and Environment Waikato.

For more information, visit the Centre for Biodiversity and Ecology Research website: [cber.bio.waikato.ac.nz](http://cber.bio.waikato.ac.nz), and Lake Ecosystem Restoration New Zealand website: [www.LERNZ.co.nz](http://www.LERNZ.co.nz).



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## Centre for Environmental, Resources and Energy Law (CEREL)

The University of Waikato hosts a substantial concentration of academic expertise in environmental, natural resources and energy law. The Centre for Environmental, Resources and Energy Law (CEREL) facilitates teaching and research in those fields, by providing a nexus for research activity, promoting and participating in University initiatives for multidisciplinary research, and attracting high-quality postgraduate and undergraduate students. The research programme of the Centre is organised around the themes of: water; energy efficiency, petroleum and minerals; Maori and indigenous environmental governance, coastal and marine environment, and international environmental law.



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## International Centre for Terrestrial Antarctic Research (ICTAR)

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

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



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## Management Research Centre (MRC)

The Management Research Centre is a self-funded business research arm of the Waikato Management School. Over the 30 years it has been in operation the MRC has forged a strong link between the University and the business community through the practical business services offered.

The MRC provides research and information services to professional, state and business organisations throughout New Zealand. The Centre carries out financial benchmarking and business performance comparison surveys for a wide range of industry groups in New Zealand. The annual NZ Business Benchmarking Survey, run for over 28 years, is the MRC's flagship service. The survey reports financial benchmarks for over 330 business categories, and is recognised by business practitioners and industry commentators as the accepted standard for benchmarking SMEs in New Zealand.

For more information, visit the website: [www.management.ac.nz/mrc/](http://www.management.ac.nz/mrc/).



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## The Māori and Indigenous Governance Centre

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



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## Centre for Māori and Pacific Development Research (CMPDR)

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.

For more information, visit the website: [www.waikato.ac.nz/smpd/departments/cmpdr](http://www.waikato.ac.nz/smpd/departments/cmpdr).



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## Mediarena Centre for Research

The Mediarena Centre for Research in Participatory Cultures and Creative Technologies brings together a transdisciplinary community of researchers to work on a broadly-based programme of research, aligned with international-scale issues, and concerned with the emergence, impact and futures of technologically-enabled participatory cultures, i.e. the widespread shift from cultural consumption to cultural production, triggered by 'new media'. The Mediarena Centre operates across the creative arts and creative practice-based research fields, including screen and media studies, aspects of computing and performance genres, design, and Māori creative practices, developing a collaborative high-level research focus across that field as a whole. Particular research interests of the Centre include the creation of a more open and more democratic media and cultural space, given the increasingly low barriers to creative expression and civic engagement through 'new media' and related practices; the nature of new social connections between creator and consumer, between co-creators, between media and audience, and between arts and communities; and emerging social practices using creative technologies. The Mediarena Centre has a research and development facility in the basement of S-block.

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





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## Centre for Open Software Innovation (COSI)

The Centre for Open Software Innovation provides a focus for open software development at the University, promoting and supporting the principles of open development, and showcasing exemplars of open software. The Centre's research programme is directed by four goals:

- to inspire and extend open development practice in computer science
- to innovate systems, theories and tools to improve software processes and products
- to excel at core science theory and practice as the foundation for innovation
- to be community leaders at local, national and international levels through effective advocacy, communication and openness.

COSI maintains a software repository that acts as an active work storage space allowing for comprehensive and systematic scientific testing that is lacking in most current software development.

For more information, visit the website: [cosi.cms.waikato.ac.nz](http://cosi.cms.waikato.ac.nz).



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## Centre for Science and Technology Education Research (CSTER)

The Centre for Science and Technology Education Research (Pokapo Rangahau Pūtaiao me te Mātauranga Hangarau) is jointly administered by the Faculty of Science and Engineering, and the Faculty 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.

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



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## Waikato Centre for Advanced Materials (WaiCAM)

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

- 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
- to organise workshops, seminars and research discussions on advanced materials on a regular basis
- to promote the research and postgraduate student training capabilities of the University of Waikato in the areas of materials, nationally and internationally
- to establish partnerships and strengthen linkages with New Zealand industry and other materials research groups in New Zealand and overseas.

For more information, visit the website: [sci.waikato.ac.nz/waicam](http://sci.waikato.ac.nz/waicam).



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## Audience Research Unit (ARU)

The Audience Research Unit aims to provide a forum for interrogating established audience research traditions within the humanities and social sciences. We address in our own practice the opportunities for new forms of qualitative and quantitative research into the contemporary mediascape, and our focus is on theoretically-informed, multi-disciplinary research activities. While the ARU is based within the Screen and Media Studies programme in the Faculty of Arts and Social Sciences, we have associates within other disciplines and faculties.



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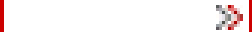
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## Coastal Marine Group (CMG)

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

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



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## Honey Research Unit (HRU)

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.

For more information, visit the website: [bio.waikato.ac.nz/honey](http://bio.waikato.ac.nz/honey).



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## Learning, Behaviour and Welfare Research Unit (LBWRU)

The research activity of this group is aimed at advancing the understanding of human and animal behaviour. The research includes application of psychological principles to human behaviour problems and the improvement of animal welfare. Animal models of human learning have a long tradition in the behavioural sciences, and many of the advances in behavioural therapies, especially with children with severe developmental disability have their basis in laboratory research that was conducted with non-human animals. Several members of this Unit actively research areas where there is direct cross over between the experimental analysis of behaviour with animals to the applied analysis of behaviour with humans, such as in the areas of reinforcer preference, self-control, and stimulus generalisation.



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## Māori and Psychology Research Unit (MPRU)

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

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

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





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## New Zealand Music Research Group

The discipline of music has strong links to other fields such as history, philosophy, aesthetics, politics, science and technology as well as other arts. NZMRG enables cross-disciplinary research as well as encouraging specialist investigations purely into music. Although there is a particular focus on musical issues related to New Zealand, there is also an international range to the investigations.



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## Public History Research Unit (PHRU)

The Public History Research Unit aims to facilitate and promote research in public history, to provide a supportive environment for the development of research capabilities in public history and to position the University of Waikato as a centre of public history research expertise, both locally and internationally. The Unit also manages commissioned public history research projects. It provides professional advice on how to plan historical and other heritage-related projects. The Unit has the capacity to bring together a range of professionals, including historians, heritage consultants, archaeologists, architects, planners, editors, artists, designers, and publishers, to work on special project needs. The Unit is supported by the Faculty of Arts and Social Sciences.



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## Text and Translation Research Unit (TTRU)

Text and translation research is a broad concept which includes many disciplines within its practice, and comprises a wide range of areas of research and scholarship. The disciplines involved are associated with the interpretation, translation, production, editing, dissemination, preservation and transmission of texts. Research may range from the study of alphabets and handwriting styles, the composition, textual editing and compilation of manuscripts and books, the language and editing of electronic resources, and the techniques of manuscript preservation. It includes the practices involved in oral composition and the analysis of written texts; the study of texts in their original language and the translation of texts from one language to another.



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## Thermophile and Microbial Biochemistry and Biotechnology Unit (TRU)

The Thermophile and Microbial Biochemistry and Biotechnology Unit carries out research primarily on microorganisms 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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## Traffic and Road Safety Research Group (TARS)

Founded in the Department of Psychology in 1993, the Traffic and Road Safety Research Group has established an international reputation and is an independent provider of quality research for a wide range of public and private organisations, including the NZ Automobile Association Driver Education Foundation, Road Safety Trust, New Zealand Transport Agency, the New Zealand Police, the Accident Compensation Corporation, and local and regional road controlling authorities.

TARS has conducted leading-edge research into truck driver fatigue, distractions produced by cell phones, perceptions of risk, eye movement behaviour, safety at intersections, the design of road worker's safety vests, patterns of driving behavior in New Zealand, the design of overtaking lanes, the effectiveness of road signs, urban threshold design, and many other topics.

TARS' research output has ranged from improvements to specific intersections to development of a nation-wide novice driver education and training programme. It has established a state-of-the-art research capability which includes innovative technologies for field study of behaviour as well as the most advanced driving simulator laboratory in New Zealand. These factors have established TARS as New Zealand's pre-eminent centre for road safety research.

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



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## Waikato Applied Statistics Unit

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



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## WAND Network Research Group (WAND)

The WAND Network Research Group undertakes contract research and consulting in the telecommunications and computer networks field. The Group has a particular specialisation in network measurement, modelling and simulation. The Group also has expertise in wireless sensor networks, rural wireless, VHDL design and simulation, and cluster-based parallel computation.

For more information, visit the website: [wand.cs.waikato.ac.nz/](http://wand.cs.waikato.ac.nz/).

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## Analytical Chemistry Services

The Chemistry Department offers a variety of analytical services to external agencies. Facilities include atomic absorption, infrared, ultra-violet, luminescence, electron spin resonance and nuclear magnetic resonance (NMR) spectroscopy for both solution and solid-state, along with differential scanning calorimetry, particle sizing, and X-ray powder diffraction. Gas chromatography with FID detection (GC-FID) and with mass spectrometric detection (GC-MS) and high performance liquid chromatography (HPLC) are available and the department also houses an FTIR microscope. Further mass spectrometry options are available through the Waikato Mass Spectrometry Facility and natural abundance stable isotope and radiocarbon facilities are available within the Faculty of Science and Engineering. The Chemistry Department also has equipment and expertise for sampling, analysis and geochemical/environmental interpretation of waters and sediments.

For more information, visit the website: [chem.waikato.ac.nz/services/](http://chem.waikato.ac.nz/services/).



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## Waikato DNA Sequencing Facility

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

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

For more information, visit the website: [bio.waikato.ac.nz/sequence/](http://bio.waikato.ac.nz/sequence/).



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## Waikato Mass Spectrometry Facility

This facility is part of the Chemistry Department within the Faculty of Science and Engineering and is a Bruker Daltonics Centre of Excellence. A range of mass spectrometry services is available to staff and students as well as to external institutions and industrial clients; these include High Resolution API MS, MALDI-TOF, LCMS, ICP-MS (with liquid or laser ablation sample introduction) and GC-MS.

For more information, visit the website: [www.mass-spec.co.nz/](http://www.mass-spec.co.nz/).



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## Waikato Radiocarbon Dating Laboratory

The Waikato Radiocarbon Dating Laboratory is a national facility, offering radiocarbon dates by both radiometric methods (liquid scintillation spectrometry by Perkin Elmer Quantulus) and accelerator mass spectrometry. The Laboratory is funded from external commercial dating services and research grants (Marsden and FRST), and supports Faculty 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.

For more information, visit the website: [www.radiocarbon dating.com/](http://www.radiocarbon dating.com/).

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## Waikato Stable Isotope Unit

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

For more information, visit the website: [bio.waikato.ac.nz/isotope/](http://bio.waikato.ac.nz/isotope/).

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## The University Library

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 assist students and researchers with finding the information they need for their study or research, and to teach them to find information for themselves.

The University Library comprises not only the buildings on campus but virtual access to library resources throughout the world. The Law Library and the Central Library are located within the Student Centre which is located at the centre of the campus, and the Education Library is located in building TL in the nearby Faculty 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 and internet access
- 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 Service Desks.

Librarians offer many general and course-specific tutorials as requested by academic staff. They also hold drop-in tutorials in the Library each semester. Subject Librarians offer one-to-one research consultations for academic staff and postgraduate students.

For more information, visit the Library website: [www.waikato.ac.nz/library](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) 838-4051 or (07) 838-4466 followed by the extension given below:

Central Library	<a href="mailto:library@waikato.ac.nz">library@waikato.ac.nz</a>	ext. 8198
Education Library	<a href="mailto:libyeduc@waikato.ac.nz">libyeduc@waikato.ac.nz</a>	ext. 4530
Law Library	<a href="mailto:libylaw@waikato.ac.nz">libylaw@waikato.ac.nz</a>	ext. 8628

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## Information and Technology Services

Information and Technology Services (ITS) is a division 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 ITS services are operated on a cost recovery basis. ITS comprises: ICT Procurement, Client Services, Information Systems, Infrastructure, Waikato Print and Web Team.

ICT Procurement provides a centralised point for all ICT related procurement and 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 Services team supports all computer users on campus through the ITS Service Desk and the Student Centre. Specific computer user support is coordinated through the ITS Service Desk and resolved on first contact or escalated on to the ICT Support Team in ITS, other sections of ITS, or one of the Faculty-based support teams as appropriate. All teaching room audio-visual, conferencing and general AV support is coordinated by the ITS Service Desk team and delivered by the ICT Support Team.

The Information Systems Group (ISG) provides project services comprising the selection and implementation of off-the-shelf software solutions to business needs, bespoke development of software solutions in response to specific business needs, as well as business as usual services comprising second and third level support for corporate systems such as Oracle Financials, Project Accounting, Alesco HRM, Jade SMS, SASE Web, UniOrder, UniMarket, TMA, Anfield, JobTrack, etc. The project services provided comprise advanced business process, solutions architecture and product support services for the selection, implementation and operational management of the University's corporate systems. In the discharge of its responsibilities, ISG provides the following value-add services: Advice/Consultancy, Information Management, Project Management, Business Process Redesign, Solutions Architecture, Software Development, Training and Systems Integration.

ITS Infrastructure is the group responsible for the design, installation and ongoing maintenance and security of the core technology underlying the University's ICT Systems. This technology includes the University's corporate servers, virtualised server environments, centralised storage resources, communications and computer rooms, the University network (wired and wireless, LAN and WAN) and the University phone systems.

Infrastructure is comprised of two groups, Systems and Development who develop, maintain and administer ICT Infrastructure computer services for the University Community. Network Administration and Development who design and implement the University's computer networks and phone systems.

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 provides 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.

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

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## Student and Academic Services

### 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 can be made online, close on 1 October each year for the following year's accommodation. 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 \$95 and \$105 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

#### 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 student lounge with computer access for international students' use. International Student Advisers are available to see students and appointments can be made at Waikato International; phone +64 7 838 4176, email [info@waikato.ac.nz](mailto:info@waikato.ac.nz), website [www.waikato.ac.nz/students/international](http://www.waikato.ac.nz/students/international).

#### 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 Health Service or by phoning the Receptionist on (07) 838-4037. A Counsellor is available in Tauranga at the Windermere campus. Appointments can be made at Reception or by phoning (07) 577-0620.

#### Chaplaincy

An Ecumenical (Interdenominational) Chaplain works 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. Staff travel to the Windermere campus to meet with Tauranga students on request.

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 to all students who pay the Student Services Levy. If a student does not have a Community Services Card, a fee of \$15.00 will be charged for each visit to the Student Health Service. Other ancillary charges may also apply. Students are eligible to use the Student Health Service between the following dates:

Summer School 1 enrolment only	9 January 2012 to 27 February 2012
A Semester enrolment only	5 March 2012 to 1 July 2012
B Semester enrolment only	16 July 2012 to 11 November 2012
Summer School 2 enrolment only	12 November to 23 December 2012

With proof of re-enrolment, full year or B Semester students are eligible to use the Student Health Service until the beginning of A semester in 2013.

### **Careers and Employment Centre**

The Careers Office is located in the Student Services building. Staff are available to discuss career prospects and help students make their career choices. Visits by employers are arranged throughout the year, and a series of Careers Fairs are held which promote 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 Information Centre**

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 in the Student Centre, Level 2 of the Library, 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). Tauranga students can also obtain this information at the Windermere campus.

### **Postgraduate Studies Office**

The Postgraduate Studies Office is responsible for all administration associated with research degrees, namely the MPhil, doctoral degrees (PhD, EdD, and SJD) and higher doctorates (DLit, DSc, and LLD). It supports the Postgraduate Research 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: [www.waikato.ac.nz/sasd/postgraduate](http://www.waikato.ac.nz/sasd/postgraduate).







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## Waikato Pathways College

Waikato Pathways College comprises the University's foundation and bridging programmes, continuing education activities, English language teaching to students with English as an additional language, entrepreneurial non-formal educational activity, and international study groups. The College has a key role in contributing to the distinctiveness, excellence and international connectedness of the University.

### CONTINUING EDUCATION

Continuing Education is an integral part of the College and the wider University, functioning as a key liaison between the University and the Community. Non-assessed programmes are developed in conjunction with University academic staff to share advanced knowledge and to disseminate research to the community.

### SHORT BRIDGING COURSES

Continuing Education is also responsive to the needs and aspirations of adults wishing to study by providing a range of bridging and refresher programmes. These courses are for those wishing to return to or begin University study. Varied in length, timing and content, these courses are designed to suit the needs and commitments of a range of adult learners to ensure they are prepared for tertiary study. Completion of bridging courses can assist with special admission to the University, or to gain support for entry into qualifications requiring competency standards. Courses offered include New Start, Bridging for Women, Bridging for Māori, QuickStart and Science Foundation.

Science Foundation offers subject-specific bridging programmes in the areas of biology, chemistry, physics and mathematics. Science Foundation runs in February prior to Semester A. These pre-entry courses are suitable for those with UE who need to brush up their science and maths before enrolling in degree level study in the Faculty of Science and Engineering. Bridging Mathematics for Psychology is also offered.

### RESEARCH BASED COURSES

A wide variety of short courses covering all areas of University endeavour is offered through the year through the Centre for Continuing Education. The University has a responsibility to share its research findings in the community and expert lecturers are engaged to present one-off seminars or mini lecture series. These presentations inform and reflect on the latest University research, and discussion among the community participants is encouraged. Popular subjects include the Arts, History, Ecology, Writing, Māori culture, Education, and current global issues.

### GENERAL ENGLISH

General English programmes offer an exciting opportunity for people from around the world to learn everyday English in an English-speaking environment, integrating aspects of New Zealand culture. General English programmes from elementary to advanced levels are offered in Hamilton. Students at intermediate level and above can choose special afternoon study options including: Listening, Speaking and Pronunciation; Reading, Writing and Grammar; Business English; News and Current Affairs. General English is a full-time programme of 23 hours per week or part-time for 15 hours per week. Students can start any Monday (except New Zealand public Holidays).

### INTERNATIONAL STUDY GROUPS

Study programmes are customised for visiting international groups and combine English with almost any other activity or specialist area. Programmes run for a minimum of two weeks and with a minimum of 10 students (students must be 16 years or older). Groups and Study Tour programmes are held in both Hamilton and Tauranga and include the following: English plus Specialised Training (based on any of the degree programmes at the University of Waikato); English and New Zealand Life and Culture (offering a choice of activities such as weekend trips to Rotorua, Waitomo Caves, snow skiing, horse riding, jet boating, kayaking, hot pools, farm visits, black water rafting, indoor rock climbing); English with a University Focus (experience of life at the University of Waikato Hamilton or Tauranga campuses and including meeting students and staff, and attending university lectures); English and International Business Focus (lectures on international business at the Waikato Management School, for students with at least an upper intermediate level of English).

### ACADEMIC ENGLISH

The Certificate in Attainment in English Language (CAEL) is a full-time course with 23 hours of tuition each week for approximately 12 weeks. There are four intakes each year and at the start of each intake new students are tested and placed in an appropriate level from Elementary to Advanced. On successful completion of the course, students receive a University of Waikato Certificate of Attainment in English Language. Intermediate to Advanced certificates are endorsed with 'Academic English'. All students study a core programme in the morning which helps students improve their reading, writing, listening and speaking skills. Higher level classes focus on skills needed for successful university study such as academic writing, listening and note-taking, academic reading, and oral presentation skills. In the afternoon, there is a compulsory Language Skills programme for students in the lower levels (elementary and pre-intermediate). Students in the intermediate to advanced courses can choose one of the following afternoon options: IELTS Preparation, Business English, Reading and Writing, Speaking and Pronunciation. Attaining specific grades in the upper levels of the programme gives students the English language entry requirement to enter University degree programmes. For more information, see [Pathways Programmes](#).

### INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS) OFFICE

The University of Waikato is the IELTS testing centre for the Waikato region. IELTS is designed to assess the language proficiency of candidates who need to study or work in English. Second language learners can sit the IELTS test at either our Hamilton or Tauranga centres. Further information is available on the website: [www.waikato.ac.nz/pathways](http://www.waikato.ac.nz/pathways).

**CERTIFICATE OF ATTAINMENT IN FOUNDATION STUDIES.**

See [Pathways Programmes](#)

**CERTIFICATE OF UNIVERSITY PREPARATION**

This programme is offered in collaboration with Wintec. For more information, see [Pathways Programmes](#).

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

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## The Research Hub

The Research Hub is the University's 'one-stop-shop' for research and development. It brings together staff from the Research Office (UNILink) and WaikatoLink (technology development and commercialisation) to form a single centre for providing University research and commercial services to business and the community. The Hub is located on the Ground Floor, B Block, Gate 5, Hillcrest Road, Hamilton.

### 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.

For more information, visit the UNILink website: [www.waikato.ac.nz/research/unilink](http://www.waikato.ac.nz/research/unilink).

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## WaikatoLink

WaikatoLink Limited is the commercialisation and knowledge transfer office of the University of Waikato. As a wholly-owned subsidiary of the University, WaikatoLink works closely with academics and researchers to manage, protect and commercialise their intellectual property. Our core role is to support the development of new ideas and technologies, and contribute to knowledge dissemination by translating commercially-useful research into valuable products or services.

Commercialisation can be a valuable pathway for knowledge transfer. It makes leading-edge research relevant to society by allowing wider groups of people to benefit from new technologies and innovations. Academics and their faculties can also benefit from commercialising their research - commercial pathways can lead to continued research funding, growth of research teams, connections and partnerships with industry, and financial returns to inventors for successful commercialisation (see the University of Waikato's [Policy on Sharing of Benefits from Commercialisation of Intellectual Property](#) for more information).

WaikatoLink provides services to University of Waikato academics and researchers for both commercially-oriented and research-oriented projects. Some of our key services are outlined below:

### MARKET INTELLIGENCE

WaikatoLink can carry out market research and patent searching to support University projects. This can be useful in gaining insight into the market environment and answering questions such as:

- Who else is carrying out research in this area?
- Can this idea be patented?
- Are there any similar technologies already in the market?
- What companies might be interested in this technology?

### INTELLECTUAL PROPERTY (IP) MANAGEMENT AND ADVICE

WaikatoLink's in-house legal team facilitate the University's patent filings and manage the existing patent portfolio. Our team can also provide advice in many areas including: IP ownership, IP protection, contract negotiation and IP strategy development.

### BUSINESS DEVELOPMENT SUPPORT

WaikatoLink's commercial team work closely with academics and researchers to develop business cases and project development plans to guide the strategic direction of their project, as well as securing investment from external sources.

### TECHNOLOGY DEVELOPMENT SUPPORT

Some commercially-focussed projects may be eligible for technical support to help progress technologies quickly. If your project is deemed eligible and resources are available, we can hire a student to work with you on technical developments.

### TECHNOLOGY MARKETING

Our commercial team can assist in promoting University research by helping develop the following materials: technology profiles, research posters, profiles of academics, videos and research group websites.

### INDUSTRY CONNECTIONS

WaikatoLink has strong regional, national and international networks that can be useful in providing relevant connections relating to your research field. The relationships built from these connections can potentially form the foundations for research collaborations, research contracts, industry partnerships and investment opportunities.

### COMMERCIALISATION FUNDING

WaikatoLink has access to a number of commercialisation funding sources, which support technical, commercial and IP-related development. One such source is the PreSeed Accelerator Fund (PSAF), which is Government funding that is intended to support proof-of-concept or prototype development.

### COMMERCIALISATION WORKSHOPS

WaikatoLink runs workshops throughout the year to discuss commercialisation, intellectual property and partnering. The following workshops will be offered in 2012:

- Commercialisation Workshop - Creating Value from innovation: A full-day workshop delivered by Nigel Slaughter, GM Commercial at WaikatoLink.

Proposed dates for 2012:  
Thursday 14 June  
Thursday 25 October

- IP Awareness Seminar: A 2-hour seminar delivered by Jessica King, Commercial IP Manager at WaikatoLink.

Proposed dates for 2012:  
Tuesday 17 April  
Wednesday 29 August

For more information, please contact Lisa vanden Berg ([lvandenberg@waikatolink.co.nz](mailto:lvandenberg@waikatolink.co.nz))

If you would like any more information about WaikatoLink or any of our services, please visit our website or contact us directly:

Website: [www.waikatolink.co.nz](http://www.waikatolink.co.nz)

Physical Address: Level 1, Core Facilities Building, Waikato Innovation Park, Ruakura Road, Hamilton. Phone: (07) 858 5172, Fax: (07) 857 0781.

### THE HOTHOUSE

The HotHouse was established by WaikatoLink to enable the University of Waikato's brightest students to apply their skills and knowledge to support WaikatoLink's commercialisation projects. The HotHouse is responsible for carrying out early stage feasibility studies, market research, patent searching and technology development to support the commercialisation process.

The HotHouse employs senior students and graduates from various faculties including:

- Science and Engineering
- Management
- Computing and Mathematical Sciences
- Computer Graphic Design
- Law

Part-time employment with the HotHouse is a great opportunity for students to gain practical industry experience while they are studying. Recently, WaikatoLink has also hosted interns from the Waikato Management School, through a Management Internship course. If you are interested in opportunities with the HotHouse, please contact Bram Smith ([bsmith@waikatolink.co.nz](mailto:bsmith@waikatolink.co.nz)).

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## U Leisure

U Leisure is a limited liability joint venture company of equal shareholding between the Waikato Students' Union and the University of Waikato. It manages the University's commitment to sport, recreation and leisure on campus and runs a number of major community events. The company operates across four areas - recreation, leisure, events and asset management.

### RECREATION MANAGEMENT

The Rec Centre provides an extensive range of recreational opportunities on campus.

Services offered include:

- personal training and exercise consultancy with qualified trainers
- sport consultancy and rehabilitation with specialised consultants
- the latest group exercise classes, including Bums Tums Thighs, REV Indoor Cycling and Body Blast classes
- activity courses as diverse as Zumba Fitness, Pilates Matwork, Yoga, Kickboxing, Hip Hop and Healthy Back courses

A continuous investment in the Rec Centre also ensures the greatest variety of services and facilities of any gym in the region, while offering the best value for money memberships.

Facilities offered include:

- two heated endless pools; ideal for swim training, aqua jogging, aquatic therapy and other deep water exercise
- Express Zone for a time-efficient workout
- REV indoor cycling studio
- squash courts, with bookings available online
- fully equipped sports hall
- group exercise room, with over 30 classes to choose from
- weights and cardio areas, with an extensive range of equipment

There is also a sports hall, activities room and meeting room available for hire.

For more information, visit the Rec Centre website: [www.reccentre.co.nz](http://www.reccentre.co.nz), phone (07) 838-4177, email [reccentre@uleisure.co.nz](mailto:reccentre@uleisure.co.nz), or visit the Rec Centre at Gate 1 Knighton Road.

### LEISURE MANAGEMENT

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.

For facility bookings, contact University of Waikato Sport, email [uow sport@uleisure.co.nz](mailto:uow sport@uleisure.co.nz). For pool enquiries, email [pool@uleisure.co.nz](mailto:pool@uleisure.co.nz).

### Facilities

#### *Fields - Cricket, Touch, Rugby and Soccer*

The University of Waikato fields are the biggest of any New Zealand university.

During the summer months there are six touch fields, four mini soccer fields and four artificial cricket wickets. Plus there is a 3 lane covered cricket net training facility. During winter there are two soccer fields and two rugby fields, with excellent night light towers for training.

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

There are eight tennis courts during the summer months (reduced to five over winter) and four floodlit netball courts during winter. Two squash courts are available at the Pavilion via 24 hour key access. Keys are available from the Rec Centre.

#### *Pool*

The complex includes a 50 metre outdoor leisure pool and dive pool. The season operates from December to the end of March and the pools are accessible through 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 University club sport.

### UoW Sport

UoW Sport provides an umbrella framework to University of Waikato sports clubs, representative teams and individual athletes. Clubs include traditional sports such as rugby, netball, hockey, soccer, rowing and cricket, and other less traditional clubs such as snow, ski and alpine, scuba and handball.

Joining a sports club is easy. You can either sign up on Clubs Day, which is held on the first Wednesday of each semester or if you would like to

join the University of Waikato "Tribe" for the NZ Uni Games, contact UoW Sport at the Cowshed or contact [uow sport@uleisure.co.nz](mailto:uow sport@uleisure.co.nz).

For more information, visit [www.waikato.ac.nz/go/sport](http://www.waikato.ac.nz/go/sport).

### High Performance Sport and Performing Arts

The University is committed to supporting high performance athletes and performers across all disciplines and aims to provide opportunities for students to excel in both academic and sporting/performing arts endeavours.

The High Performance Sport Manager can offer assistance to students trying to balance their training, competitions and study, is available for liaising with academic staff, scholarship providers and sporting bodies, and provides support to all Hillary Scholars.

For more information, phone (07) 838-4264 or email [highperformance@waikato.ac.nz](mailto:highperformance@waikato.ac.nz).

### Workplace Wellness

Workplace Wellness is recognised internationally as being an integral part of work-life balance. The University Wellness programme managed by U Leisure is focused on empowering staff to make informed healthy life choices. This is achieved through an annual Step it Up Challenge, a twice yearly Wellness Week and wellness consultations.

For more information, visit the Workplace Wellness website: [www.staffwellness.co.nz](http://www.staffwellness.co.nz), phone (07) 858-5162 or email [wellness@uleisure.co.nz](mailto:wellness@uleisure.co.nz).

### EVENT MANAGEMENT

U Leisure is responsible for providing some of the city's largest events, including the REV Cycle Festival, Gallagher Great Race, the Great Race Ball, Round the Bridges and the New Zealand College Games.

For more information, phone (07) 838-4664 or email [events@uleisure.co.nz](mailto:events@uleisure.co.nz).

U Leisure also provides many of the University events on campus, including:

#### *Wallace Corporation University of Waikato Blues*

The Blues Awards recognise the achievements of individuals, teams, coaches, referees and administrators, and reward excellence in sport, creative and performing arts.

#### *Tertiary Challenge*

Tertiary Challenge is an inter-University student sporting competition scheduled in August.

#### *Varstonians Day*

Varstonians Day is an annual event, held on the last Saturday of June. Sports clubs invite ex-players of hockey, netball, rugby, soccer and rowing to come together, reminisce and watch the current teams play.

#### *Interhall Sport*

For current residents of the University of Waikato's halls of residence, Interhall Sport is designed to promote friendship, teamwork, wellbeing and enjoyment. There is a range of sport for each hall to enter teams throughout the year.

#### *ASB Social Sport*

ASB Social Sport offers indoor and outdoor social sport leagues throughout the year. Sports include netball, volleyball, soccer and touch. For more information, phone (07) 838 4312 or visit the ASB Social Sport website: [www.socialsport.co.nz](http://www.socialsport.co.nz).

#### *Uni Staff Golf Day*

Staff Golf Day is held every November at a local golf course. The day caters for all abilities and is a fun way for staff to socialise while benefiting from some low-impact exercise.

### ASSET MANAGEMENT

U Leisure leases space on campus to a variety of catering operators, businesses and groups. It also manages space in a number of buildings: Faculty of Education Café, Students' Union Building, Eastside, Oranga, Cowshed, Campus Shops, Rec Centre and the Don Llewellyn Sports Pavilion.

For more information, phone (07) 838-4442 or email [info@uleisure.co.nz](mailto:info@uleisure.co.nz).

### Rooms for Hire

Rooms in the Students' Union Building are available at a charge (internal or external); however there is no charge for official University clubs.

### Campus Cafés

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

- Bongo Café - Campus Shops
- The Kebab Express - Oranga ground floor
- Obello Café - Oranga ground floor
- Gaura Good Food - SUB ground floor
- Le Zat Café - Oranga ground floor
- Momento Café - Campus Shops
- MS2 Café - Management School
- Opus Bar & Café - WEL Energy Trust Academy of Performing Arts.



- [SOE Café - TC Level 1](#)
- [Station Café - Hillcrest Road](#)



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## Waikato Students' Union

The Waikato Students' Union is the voice of the student body on campus. The organisation is governed by a group of democratically elected students who speak passionately on behalf of students and their interests and have done so for over 40 years. The WSU is also the organisation that provides an advocacy service, has a network of over 50 clubs that students are able to join, puts on student based activities and are responsible for O-Week.

### ADVOCACY

The WSU Advocacy Service gives professional and confidential assistance free to students. The service deals with problems ranging from academic and financial troubles to employment, tenancy and accommodation difficulties.

### CLUBS AND OTHER SERVICES

The WSU takes care of students' sporting, cultural, political, religious and ethnic interests by providing services for clubs and help to students wanting to set up or join a club. Affiliated clubs can apply for grants for a project or to run an event. The WSU 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 and a Ticketmaster agency which sells tickets to various concerts.

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 U Leisure, which controls the 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.

For more information, visit the WSU website: [www.wsu.org.nz](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

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 375 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 40 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 based. The chapter is regularly involved with various local environmental efforts and other volunteer activities each year. Student members annually run the Daffodil Day fundraising at the University for the Cancer Society, and endeavour to engage both University and local school students in an academic sense by holding literacy based fundraising or volunteer efforts. In 2010 the Waikato chapter was awarded a silver rating based on the community service events and activities held in 2008.

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

For more information, visit the Golden Key International Honour Society website: [www.goldenkey.org](http://www.goldenkey.org).

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## The University of Waikato Foundation

The University of Waikato Foundation - Te Pou Taunaki - is an independent charitable trust, formed to support and fund the University of Waikato to help it take New Zealand ideas to the world. The Foundation raises funds to support the strategic objectives of the University.

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

For more information, visit the University of Waikato Foundation website: [www.waikato.ac.nz/foundation](http://www.waikato.ac.nz/foundation).

### Trustees

- Dr John Gallagher, CNZM, KStJ, JP, Patron
- Mr Alastair Calder, Chairman
- Rt Hon Jim Bolger, ONZ, Chancellor
- Professor Roy Crawford, Vice-Chancellor
- Mr Michael Crawford, Deputy Chairman
- Mr John Revington, Deputy Chairman
- Mr Mark Donovan
- Mr Pat Peoples
- Mr Richard Rowley
- Ms Adrienne von Tunzelmann
- Mr Ken Williamson, QSM, JP

### Secretary to the Foundation

Christine Brabender, Director of Development

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## Alumni

### THE UNIVERSITY OF WAIKATO ALUMNI RELATIONS PROGRAMME

The University delivers an annual programme of alumni events, publications and benefits to nourish an on-going relationship with its former students. There are currently over 34,000 Waikato alumni that the University is in touch with all over the world, and this number grows by around 3,500 each year.

The University has alumni representatives in cities around the globe who provide a local point of contact for overseas Waikato graduates. The list of alumni branch contacts and news of recent alumni activities is available at [alumni.waikato.ac.nz](http://alumni.waikato.ac.nz).

Alumni are encouraged to stay in touch and share news of their success with the University of Waikato via the alumni email address: [alumni@waikato.ac.nz](mailto:alumni@waikato.ac.nz).

### THE UNIVERSITY OF WAIKATO ALUMNI ASSOCIATION

The Alumni Association is a membership organisation founded in 1989 with the belief that tertiary education is not a short-term activity but rather a life-long link between students, graduates, staff and their University.

Membership in the Alumni Association is available for a Life Membership fee of \$150. The benefits of Life Membership include concession rates at the Rec Centre and the University Library.

The Constitution of the Alumni Association and the current roster of the Association's Committee are available at [alumni.waikato.ac.nz/association.shtml](http://alumni.waikato.ac.nz/association.shtml).

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## Principal Dates 2012

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### December 2011

- |          |    |  |
|----------|----|--|
| Thursday | 1  | Deadline for enrolment applications by all students enrolling in Summer School 1 papers  |
| Friday   | 16 | Deadline for enrolment applications by school leavers and recognised pathways programme students seeking a guaranteed offer for a 2012 programme |

### January 2012

- |         |    |  |
|---------|----|--|
| Monday  | 2  | <i>New Year's Holiday</i>  |
| Tuesday | 3  | <i>New Year's Holiday</i>  |
| Monday  | 9  | Summer School 1 begins   |
| Friday  | 27 | Deadline for enrolment applications for papers that commence during A semester (5 March to 15 July 2012) |
| Monday  | 30 | <i>Auckland Anniversary Day</i>  |
| Tuesday | 31 | Board of Studies, Faculty of Arts and Social Sciences  |

### February 2012

- |           |    |  |
|-----------|----|--|
| Wednesday | 1  | Board of Studies, Faculty of Education   |
| Thursday  | 2  | Board of Studies, Waikato Management Schools<br>Board of Studies, Faculty of Computing and Mathematical Sciences   |
| Friday    | 3  | Board of Studies, School of Maori and Pacific Development  |
| Monday    | 6  | <i>Waitangi Day</i>  |
| Tuesday   | 7  | Board of Studies, Faculty of Law   |
| Tuesday   | 14 | Academic Programmes Committee  |
| Monday    | 20 | Summer School 1 examinations and 2011 B semester Special Examinations begin  |
| Friday    | 24 | Summer School 1 examinations and 2011 B semester Special Examinations end<br>Deadline for completion of enrolment for papers that commence during A semester (5 March to 15 July 2012) |
| Wednesday | 29 | Finance Committee<br>Board of Studies, Faculty of Education  |

### March 2012

- |           |    |   |
|-----------|----|---|
| Thursday  | 1  | Board of Studies, Waikato Management School<br>Board of Studies, Faculty of Computing and Mathematical Sciences |
| Friday    | 2  | Board of Studies, School of Maori and Pacific Development   |
| Monday    | 5  | A Semester begins   |
| Tuesday   | 6  | Board of Studies, Faculty of Law  |
| Friday    | 9  | Confirmed Summer School 1 results available to students   |
| Wednesday | 14 | Council   |
| Tuesday   | 20 | Academic Programmes Committee   |
| Wednesday | 28 | Finance Committee   |

### April 2012

- |        |   |  |
|--------|---|--|
| Friday | 6 | <i>Good Friday</i>                             |
| Monday | 9 | <i>Easter Monday</i><br>Teaching Recess begins |

Tuesday	10	<i>University Holiday</i> Summer School 1 Special Examinations begin
Friday	13	Summer School 1 Special Examinations end
Tuesday	17	Academic Programmes Committee Academic Board
Wednesday	18	Graduation (Marae)
Friday	20	Teaching Recess ends Graduation (Tauranga)
Wednesday	25	<i>Anzac Day Holiday</i>
Thursday	26	Finance Committee
Monday	30	Graduation (Founders Theatre) begins

#### May 2012

Tuesday	1	Board of Studies, Faculty of Arts and Social Sciences Board of Studies, Faculty of Laws Board of Studies, Faculty of Science and Engineering
Wednesday	2	Board of Studies, Faculty of Education
Thursday	3	Graduation (Founders Theatre) ends Board of Studies, Faculty of Computing and Mathematical Sciences Board of Studies, Waikato Management School
Friday	4	Board of Studies, School of Māori and Pacific Development
Monday	7	Council
Friday	11	Open Day
Tuesday	15	Academic Programmes Committee
Wednesday	16	<i>Kingitanga Day</i>
Friday	25	Deadline for all applications for A semester Out-of-Time/Other Location and Special Arrangement examinations
Tuesday	29	Academic Board
Wednesday	30	Finance Committee

#### June 2012

Monday	4	<i>Queen's Birthday</i>
Friday	8	A Semester ends
Monday	11	Study week begins
Friday	15	Study week ends Deadline for all enrolment applications for papers that commence during B semester and Summer School 2 (16 July to 31 December 2012)
Monday	18	A semester examinations begin
Tuesday	19	Academic Programmes Committee
Wednesday	27	Finance Committee
Saturday	30	A semester examinations end

#### July 2012

Monday	2	Teaching recess begins
Tuesday	3	Board of Studies, Faculty of Arts and Social Sciences
Wednesday	4	Council Board of Studies, Faculty of Education
Thursday	5	Board of Studies, Waikato Management School Board of Studies, Faculty of Computing and Mathematical Sciences
Friday	6	Deadline for completion of enrolment for papers that commence during B semester and Summer School 2 (16 July to 31 December 2012) Board of Studies, School of Māori and Pacific Development
Monday	9	Special Consideration Committee

Tuesday	10	Board of Studies, Faculty of Science and Engineering Board of Studies, Faculty of Law
Friday	13	Teaching recess ends
Monday	16	B semester begins
Tuesday	17	Boards of Examiners Academic Programmes Committee
Monday	23	Confirmed A semester results available to students
Wednesday	25	Finance Committee
Tuesday	31	Academic Board

#### August 2012

Tuesday	21	Academic Programmes Committee
Wednesday	22	Council
Monday	27	Teaching recess begins A semester Special Examinations begin
Wednesday	29	Finance Committee
Friday	31	A semester Special Examinations end

#### September 2012

Friday	7	Teaching recess ends
Tuesday	18	Academic Programmes Committee
Tuesday	25	Board of Studies, Faculty of Law Board of Studies, Faculty of Arts and Social Sciences Board of Studies, Faculty of Science and Engineering
Wednesday	26	Finance Committee Board of Studies, Faculty of Education
Thursday	27	Board of Studies, Faculty of Computing and Mathematical Sciences Board of Studies, Waikato Management School
Friday	28	Board of Studies, School of Māori and Pacific Development

#### October 2012

Friday	5	Deadline for all applications for B semester Out-of-Time/Other Location and Special Arrangement examinations
Tuesday	9	Academic Board
Wednesday	10	Council
Tuesday	16	Graduation (Marae)
Wednesday	17	Graduation (Founders Theatre)
Friday	19	B and Y semesters end
Monday	22	Study week begins <i>Labour Day</i>
Tuesday	23	Academic Programmes Committee
Monday	29	B semester and full year examinations begin
Wednesday	31	Finance Committee

#### November 2012

Saturday	10	B semester and full year examinations end
Monday	12	Summer School 2 begins
Tuesday	13	Board of Studies, Faculty of Science and Engineering Board of Studies, Faculty of Law Board of Studies, Faculty of Arts and Social Sciences
Wednesday	14	Board of Studies, Faculty of Education
Thursday	15	Board of Studies, Waikato Management School Board of Studies, Faculty of Computing and Mathematical Sciences



Friday 16 Board of Studies, School of Māori and Pacific Development  
Monday 19 Special Consideration Committee  
Tuesday 20 Academic Board  
Tuesday 27 Board of Examiners  
Academic Programmes Committee  
Wednesday 28 Finance Committee

**December 2012**

Monday 3 Confirmed 2012 results available to students  
Wednesday 5 Council  
Friday 21 Summer School 2 ends

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## Teaching and Assessment Periods 2012

General Events	Week	Date			University Events
	1	2	1	12	University opens 4 January
<b>Summer School 1</b>	2	9	1	12	
	3	16	1	12	
	4	23	1	12	
Anniversary Day 30 January	5	30	1	12	
Waitangi Day 6 February	6	6	2	12	
	7	13	2	12	
	8	20	2	12	Examinations
	9	27	2	12	Enrolment
<b>A Semester</b>	10	5	3	12	
	11	12	3	12	
	12	19	3	12	
	13	26	3	12	
Good Friday 6 April	14	2	4	12	
Easter Monday 9 April	15	9	4	12	Teaching recess
University Holiday 10 April	16	16	4	12	Teaching recess
ANZAC Day 25 April	17	23	4	12	
	18	30	4	12	
	19	7	5	12	
	20	14	5	12	Kiŋitanga Day 16 May
	21	21	5	12	
	22	28	5	12	
Queen's Birthday 4 June	23	4	6	12	
	24	11	6	12	Study week
	25	18	6	12	Examinations
	26	25	6	12	Examinations
	27	2	7	12	Teaching recess
	28	9	7	12	Enrolment
<b>B Semester</b>	29	16	7	12	
	30	23	7	12	
	31	30	7	12	
	32	6	8	12	
	33	13	8	12	
	34	20	8	12	
	35	27	8	12	Teaching recess
	36	3	9	12	Teaching recess
	37	10	9	12	
	38	17	9	12	
	39	24	9	12	
	40	1	10	12	
	41	8	10	12	
	42	15	10	12	
Labour Day 22 October	43	22	10	12	Study week
	44	29	10	12	Examinations

	45	<b>5</b>	<b>11</b>	<b>12</b>	Examinations
<b>Summer School 2</b>	46	12	11	12	
	47	19	11	12	
	48	26	11	12	
	49	3	12	12	
	50	10	12	12	
	51	<b>17</b>	<b>12</b>	<b>12</b>	
Christmas Day 25 December	52	<b>24</b>	<b>12</b>	<b>12</b>	
	53	<b>30</b>	<b>12</b>	<b>12</b>	





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- [Bachelor of Management Studies \(BMS\)](#)
- [Bachelor of Māori and Pacific Development \(BMPD\)](#)
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- [Certificate of University Preparation \(CUP\)](#)
  
- [Certificate \(Cert\)](#)
  
- [Graduate Certificate \(GradCert\)](#)
  
- [Postgraduate Certificate \(PGCert\)](#)
- [Postgraduate Certificate in Counselling in Counselling Supervision \(PGCertCouns\(CounsSup\)\)](#)
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## Health and Social Research Centre (HSRC)

Located within the Faculty of Arts and Social Sciences, but with a wide cross-section of researchers as its affiliates, the new Health and Social Research Centre provides a focal point for health research in the University. The HSRC emphasises research into social and situational determinants of health, and brings together researchers from across the social sciences and humanities, and the physical sciences. Researchers work in interdisciplinary teams to generate innovations in health and social research, and to support allied health and community development professionals engaged in the delivery of health and social services. Through the delivery of research, the centre maintains relationships and links with external funding bodies, health providers and communities.



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## Vice-Chancellor's Office

### **Vice-Chancellor**

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

### **Deputy Vice-Chancellor**

Professor Alister Jones BSc *Otago* MSc PhD *Waik* DipT MRSNZ

### **Pro Vice-Chancellor (Māori)**

Professor Linda Smith BA MA PhD *Auck* DipT

### **Chief Financial Officer**

Andrew McKinnon BBS *Massey* CA

### **Assistant Vice-Chancellor (Executive)**

Helen Pridmore BA *Otago* MA *Cant* PDLD *USP*

### **Assistant Vice-Chancellor (Operations)**

Anna Bounds BEd *Canberra* MEd *Macq* GDIRP *RMIT*

### **Director of Development**

Christine Brabender BA *Northeastern Illinois*

### **Assistant to the Vice-Chancellor**

Sarah Knox BMS(Hons) *Waik* MSc *Bath* APR



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## Office of the Deputy Vice-Chancellor

### **Pro Vice-Chancellor (International)**

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

### **Pro Vice-Chancellor (Postgraduate)**

Professor C. Kay Weaver BA(Hons) PhD *Stir*

### **Pro Vice-Chancellor (Research)**

Professor Mark Apperley BE PhD *Auck* FNZCS

### **Pro Vice-Chancellor (Teaching and Learning)**

Professor Richard K. Coll BSc PhD *Cant* ScEdD *Curtin* MRSNZ FNZIC

### **Group Manager Research Office**

Jan Bates

### **Tauranga Liaison and Partnership Manager**

Nigel Calder BSocSc MEd PhD *Waik* TTC

### **Assistant to the Deputy Vice-Chancellor**

Jayne Perry



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## Office of the Pro Vice-Chancellor Māori

### Senior Advisor

Professor Pou Temara MA *Well* TTC

### Manager Strategy and Business Development

Joseph Macfarlane LLB LLM *Waik*

### DEPARTMENTS

- [Te Pua Wānanga Kite Ao](#)
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## Faculty of Arts and Social Sciences

### **Acting Dean**

David Lumsden BA Lond MA PhD Prin

### **Associate Dean (Academic)**

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

### **Associate Dean (Graduate and Post Graduate Studies)**

To be appointed

### **Associate Dean (Research)**

To be appointed

### **Faculty Manager**

Alan Frauenstein BSocSci Rhodes BPubAdmin(Hons) MPubAdmin Stell

### **Lecturer Shanghai (SISU) Programme**

Deborah Cain MSocSc Waik BA PhD Auck DipT

### **Student Services Manager**

Alison Lowery

### DEPARTMENTS

- [School of Arts](#)
- [School of Psychology](#)
- [School of Social Sciences](#)
- [National Institute for Demographic and Economic Analysis \(NIDEA\)](#)
- [Health and Social Research Centre](#)
- [Mediarena Centre for Research](#)
- [Audience Research Unit](#)
- [Learning, Behaviour and Welfare Research Unit](#)
- [Māori and Psychology Research Unit](#)
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## Faculty of Computing and Mathematical Sciences

**Dean**

Professor Geoff Holmes BSc(Hons) PhD S'ton

**Deputy Dean**

Associate Professor Stephen Joe BSc(Hons) MSc Massey PhD NSW

**Faculty Manager**

Hazel Leslie

**Technical Support Manager**

Mike Vallabh BCMS Waik

**DEPARTMENTS**

- [Computer Science](#)
- [Computer Graphic Design Group](#)
- [Mathematics](#)
- [Statistics](#)
- [Centre for Open Software Innovation](#)
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## Faculty of Education

### Dean

Professor Roger I. Moltzen BEd MEd PhD *Waik* DipT

### Deputy Dean

Russell H. Yates BEd *Massey* MEd *Waik* DipT

### Associate Dean (Organisation)

John Graham BA MA *Auck* DipT

### Te Kaiurungi

Karaitiana M. Tamatea BA BA(Hons) MA *Waik* HDipT

### Development Manager

Jan Martin BA DipEd *Massey* MEd *Waik* DipT

### Manager - Dean's Office

Melinda Ormond

### Academic Manager

To be appointed

### International Strategic Development Manager

Peter Letteney BA *Delaware* MEd *Pennsylvania*

## DEPARTMENTS

- [Arts and Language Education](#)
- [Human Development and Counselling](#)
- [Mathematics, Science and Technology Education](#)
- [Policy, Cultural and Social Studies in Education](#)
- [Professional Studies in Education](#)
- [Sport and Leisure Studies](#)
- [Centre for Teacher Education](#)
- [Services for Teachers in Schools](#)
- [Centre for Science and Technology Education Research](#)
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## Faculty of Law

### Dean

Professor Bradford Morse BA *Rutgers* LLB *BrCol* LLM *York*

### Associate Dean Graduate

Gay Morgan BA *Colorado* JD *San Diego* LLM *Yale*

### Associate Dean Māori

Linda Te Aho LLB *Auck* LLM *Waik*

### Associate Dean Research

Kate Diesfeld BA *Colgate* JD *San Diego*

### Associate Dean Undergraduate

Brenda Midson BA LLB MJur *Waik*

### Chairperson

Matiu Dickson BA LLB DipTchg *Auck* LLM *Waik*

### Administration Manager

Lyn Wood PGDipMngtSt *Waik*

### Manager - Finance and Resources

Brenda Markham BA *Waik*

### Professors

Barry Barton BA LLB(Hons) *Auck* LLM *BrCol*

Al Gillespie LLB LLM *Auck* PhD *Nott*

Nan Seuffert BA *Virginia* JD *Boston* LLM *Well* LLM *Columbia*

Margaret Wilson LLB(Hons) MJur *Auck* HonD *Waik* DCNZM

### Associate Professors

Claire Breen BCL *NUJ* LLM PhD *Nott*

Ruth Busch BA *Wis* JD *Conn*

Kate Diesfeld BA *Colgate* JD *San Diego*

### Senior Lecturers

Les Arthur BA *Waik* LLB MComLaw *Auck*

Trevor Daya-Winterbottom BA *CNA* MA *DeMont* FRSA

Matiu Dickson BA LLB DipTchg *Auck* LLM *Waik*

Anna Kingsbury BA *Auck* LLB MLIS *Well* LLM *Melb* LLM *NYU* PhD *La Trobe*

Joel Manyam LLB *Cant* DipEd *USP*

Brenda Midson BA LLB MJur *Waik*

Gay Morgan BA *Colorado* JD *San Diego* LLM *Yale*

Wayne Rumbles BA LLB LLM *Waik*

Linda Te Aho LLB *Auck* LLM *Waik*

### Lecturers

Juliet Chevalier-Watts LLB LLM PGCertEd *Southampton* *Solent*

Joseph Robert LLB LLM *Waik*

Harata Paterson BSocSc LLB LLM *Waik*

Sue Tappenden LLB(Hons) *CNA* LLM *London*

Doug Tennent BA *Massey* LLB LLM *Waikato*

Christina ter Haar BA LLB *Otago* LLM *Waik*

Firew Tiba LLB *Addis Ababa* LLM *Pret* LLM *Kyushu* PhD *HK*

Sadeq Ziaee Bigdeli LLM *Harvard* MILE *WTI*

### Diploma Coordinator

Marie Were LLB LLM PGCertTT *Waik*

### Honorary Professors

Sir David Baragwanath LLB *Auck* BCL *Oxf*

Margaret Bedggood QSO LLB *Otago* MA *NZ and Lond*



Hon. Eddie Durie HonD *Well, Waik and Massey*  
John Farrar LLB LLD *Lond PhD Brist*  
Alex Frame LLB *Auck LLM LLD Well*  
Michael Hahn LLB *Michigan Dr.iur.utr Heidelberg*  
Paul Hunt BA(Hons) MA *Camb MJur Waik HonD NSPH*  
Judge Peter Spiller BA LLB PhD *Natal LLM MPhil Camb PhD Cant PGCertTT Waik*

**Honorary Lecturers**

C. Doug Arcus LLB *Auck*  
Gerald D.G. Bailey QSO LLB *Cant HonD Waik*  
Judge Stephen Clark LLB *Auck GradDipDR Waik*  
Judge Craig Coxhead BSocSc LLB(Hons) LLM *Waik*  
Christine Grice LLB(Hons) *Cant CNZM*  
Judge Stephanie Milroy LLB *Auck LLM Waik*  
Judge Arthur Tompkins LLB *Cant LLM Camb*  
Judge Joe Williams LLB *Well LLM(Hons) BrCol*  
Judge David Wilson LLB *Auck*

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## Waikato Management School

### Dean

Professor Frank Scrimgeour BAgSc(Hons) *Cant BDiv Melb PhD Hawaii FMSSANZ*

### Associate Dean, Academic

Associate Professor John Tressler BEc(Hons) *JamesCook PhD Missouri*

### Associate Dean, Enterprise

Dr Peter Y.T. Sun BSc MPhil *Moratuwa PhD Waik*

### Associate Dean, International

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

### Associate Dean, Research

Professor Delwyn N. Clark BSc *Auck BMS DPhil Waik*

### Professor of Sustainability and Leadership

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

### Adjunct Professor

Neil Richardson MCom *NSW JD SouthernIllinois*

### Executive Director, Information Technology

John Creek BSc *Lond DipCompSc Waik*

### Academic and Accreditation Manager

Janice Johnson BTchg *Waik*

### Business Manager

Kama Scutts

### DEPARTMENTS

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- [Economics](#)
- [Finance](#)
- [Management Communication](#)
- [Management Systems](#)
- [Marketing](#)
- [Strategy and Human Resource Management](#)
- [Tourism and Hospitality Management](#)
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## Faculty of Science and Engineering

### Dean

Professor Bruce Clarkson BSc MSc DPhil *Waik TTC*

### Deputy Dean

Janis E. Swan MNZM BTEch MTech *Massey PhD Wat FNZIFST FIPENZ*

### Associate Dean (Graduate Studies)

Cam Nelson BSc(Hons) *Well PhD Auck FRSNZ*

### Associate Dean (Research)

Craig Cary BSc *FloridaT MSc SanDiegoSt PhD Calif*

### Associate Dean (Teaching and Learning)

Alison Campbell BSc(Hons) PhD *Massey TTC*

### Associate Dean (Engineering)

Professor Janis E. Swan MNZM BTEch MTech *Massey PhD Wat FNZIFST FIPENZ*

### Associate Dean (International)

Associate Professor Richard K. Coll BSc PhD *Cant ScEdD Curtin MRSNZ FNZIC*

### Professor in Coastal Science

Professor Chris Battershill BSc MSc(Hons) PhD *Auck*

### Professor

Professor Richard Price BSc(Hons) *ANU PhD Otago*

### Faculty Registrar

To be appointed

### Faculty Services Manager

Stephen Bergin

### DEPARTMENTS

- [Biological Sciences](#)
- [Chemistry](#)
- [Earth and Ocean Sciences](#)
- [School of Engineering](#)
- [The Environmental Research Unit](#)
- [Carbon Dating Unit](#)
- [Co-operative Education Unit](#)
- [Waikato DNA Sequencing Facility](#)
- [Waikato Stable Isotope Unit](#)
- [Centre for Biodiversity and Ecology Research](#)
- [Centre for Science and Technology Education Research](#)
- [International Centre for Terrestrial Antarctic Research](#)
- [Honey Research Unit](#)
- [Thermophile and Microbial Biochemistry and Biotechnology Unit](#)
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## Communications and External Relations

### Head

Lisa Finucane BA *Auck* APR FPRINZ

### Group Manager: Marketing

Justin Hare MA BA *Durh*

### Group Manager: Public Relations

Peta Goldsworthy CertJourn *ATI* NatDipJourn *TOPNZ*

### Group Manager: Recruitment

Clare Cramond BBS *Massey* LTCL



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## Facilities Management Division

**Director**

John Cameron BSocSc *Waik NZCB*

**Group Manager Facilities**

Tony Dicks BSc(Eng) *Natal MBA Durban-W PGDipHE Delft*

**Security Manager**

Ray Hayward

**Support Services Manager**

Hemi Dean

**Manager Wel Energy Trust Academy of Performing Arts**

Jeremy Bell MA *Camb*



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## Financial Services Division

**Manager Financial Management**

Graham Hunter NatCertBusSt Carrington Poly CA

**Manager Financial Operations**

Richard Ooi MBA Strath

**Manager Procurement**

Virginia Duncan DipMgt NZIM BBus Wintec



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## Human Resources Management Division

**Head**

Carole Gunn BA(Hons) MA Sus

**HR Manager**

Kathy Crawford



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## Information and Technology Services

### Head

Kevin Adamson BSc DipSci *Otago* BE *Lincoln(NZ)* MBA *Cant*

### ICT Procurement Manager

Garron Smith

### Client Support Manager

Bryce Nicholls NZCE

### Information Systems Manager

Milo Roth BETelE(Hons) *Bucharest* PGDipBusAdmin *Massey* MMS *Waik*

### Infrastructure Manager

Dougal Mair DipBusSt *Massey*

### Internet Services Manager

Shaun Nicholson BFA *Auck* GradDipMgt MA *Waik*

### Waikato Print Manager

Sally Sleigh BA HDipLib *Capetown* GradDipMgt *Waik*





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## Library

**University Librarian**

Ross Hallett MSc *Waik* DipLib *Well*

**Associate University Librarian Teaching and Research**

Rae Gendall DipILS *TOPNZ* TTC

**Associate University Librarian Collection Services**

Vye Perrone BA *Cant* MLIS *Well* PGCerteEd *Waik* ALIANZA



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## Student and Academic Services Division

### Head

Michelle Jordan-Tong BA *Waik*

### Group Manager: Academic Administration

Renee Boyer-Willisson BA *Otago* PGCertScriptWriting *Bath Spa UC*

### Group Manager: Accommodation and Conference Services

Margaret Taylor

### Group Manager: Student Administration

Mary-Jane Waddington BSocSc *Waik*

### Group Manager: Student Information Systems and Tauranga Support

Tania Mallett BSocSc(Hons) *Waik*

### Group Manager: Student Support Services

Elizabeth Weir BA *Waik* DipT

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## Regulations for the Degree of Bachelor of Arts (BA)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

### Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Faculty of Arts and Social Sciences or the School of Māori and Pacific Development and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and 400 levels, including at least 240 points above 100 level and 80 points above 200 level.
6. Candidates must complete the requirements of a major.
  - (a) *Faculty of Arts and Social Sciences majors*
    - Anthropology
    - Education Studies
    - English
    - Ethics
    - Geography
    - History
    - International Languages and Culture
    - Linguistics
    - Mathematics
    - Music
    - Philosophy
    - Political Science
    - Psychology
    - Screen and Media Studies
    - Theatre Studies
    - Writing Studies
  - (b) *School of Māori and Pacific Development majors*
    - Māori and Pacific Development
    - Māori Cultural Studies/Tikanga Māori
    - Māori Language/Te Reo Māori
    - Māori Media and Communication
7. To complete the requirements of a major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Calendar.
8. Candidates must also complete a supporting subject by gaining 70 points in a single subject other than the major, including at least 40 points above 100 level, except if taking a second major. In this case the requirement is satisfied within the overall programme requirements.
9. Candidates must complete at least 30 points from the papers listed in the appendices to these regulations, including 15 points chosen from Appendix A and 15 points chosen from Appendix B.
10. Candidates may complete a second major in any undergraduate major.
11. To complete the requirements of a second major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Calendar.
12. Candidates may take up to 80 points from outside the field of the Degree.
13. Candidates may take a further 40 points from outside the field of the Degree if they are completing a second major from outside of the majors listed in section 6 of these regulations.
14. The field of the Degree comprises all of the majors listed in section 6 of these regulations as well as American Studies, Chinese, English as a Second Language, French, German, Japanese, New Zealand Studies/Akoranga Aotearoa, Religious Studies, Spanish and Treaty of Waitangi Studies/Akoranga Te Tiriti o Waitangi.

### Variations

15. The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
16. The Dean or delegated authority may vary or waive these regulations in individual cases.

### Transitional Arrangements

17. These regulations apply to all new applicants for the BA from 2011. Students who enrolled in the BA prior to 2011 may complete under the regulations listed in the 2010 Calendar.

## APPENDIX A

## Language and Culture

ARTS101	Old Worlds - New Worlds (15 points)
CHIN101	Chinese Language 1: Part A (15 points)
CHIN102	Chinese Language 2: Part B (15 points)
ESLA101	Academic Writing and Research (15 points)
ESLA102	Academic Oral Presentation (15 points)
FREN131	French for Beginners 1 (15 points)
FREN132	French for Beginners 2 (15 points)
GERM131	German for Beginners 1 (15 points)
GERM132	German for Beginners 2 (15 points)
JAPA101	Basic Japanese: Part A (15 points)
JAPA102	Basic Japanese: Part B (15 points)
JAPA131	Japanese for Beginners 1: Part A (15 points)
JAPA132	Japanese for Beginners 1: Part B (15 points)
LING131	Describing Language (15 points)
MAOR100	Te Reo Māori me ōna Tikanga: The Māori Language and its Customs (15 points)
MAOR101	Te Reo Māori: Intermediate 1 (15 points)
MAOR110	Te Reo Māori: Intermediate 2 (15 points)
MAOR111	Te Reo Māori: Introductory 1 (15 points)
MAOR112	Te Reo Māori: Introductory 2 (15 points)
SPAN131	Spanish for Beginners 1 (15 points)
SPAN132	Spanish for Beginners 2 (15 points)

## APPENDIX B

### Fundamental Arts and Humanities

ENGL104	Telling the Story (15 points)
HIST117	Global Histories: 1900 - the Present (15 points)
MPDV100	Introduction to Development Studies (15 points)
MUSI112	Introduction to Western Music (15 points)
PHIL150	The Big Questions: An Introduction to Philosophy (15 points)
POLS108	Political Life in the Ancient World: Citizens, Slaves and Emperors (15 points)
RELS101	Religion Today (15 points)
SMST102	Media Cultures (15 points)
THST101	On Stage: Theatre in New Zealand Theatres (15 points)
TIKA151	Te Raranga Kete: Introduction to Māori Fibre Arts (15 points)
TIKA157	Mahi Whakaari Tawhito: Performing Arts - An Ancient Perspective (15 points)
TIKA163	Te Ao Tawhito, Te Ao Hou: Introduction to Traditional and Contemporary Māori Society (15 points)
TIKA164	Mai Tuawhakarere ki te Ao Hurihuri: Introduction to Traditional and Contemporary Māori Society (15 points)
TTWA150	Te Tiriti o Waitangi: An Introduction to the Treaty of Waitangi (15 points)

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# Regulations for the Degree of Bachelor of Business Analysis - Financial (BBA(Fin))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and 400 levels, including at least 240 points above 100 level and 80 points above 200 level.
6. Candidates must complete at least 75 points from the papers prescribed in Appendix A to these regulations.
7. Candidates must demonstrate competency in computing, writing and employment skills as prescribed in the Waikato Management School Student Handbook.
8. Candidates must complete the requirements of the field, Financial Analysis, and a major.

## Majors

Accounting  
Economics  
Finance

9. To complete the requirements of the field, candidates must complete the compulsory papers prescribed for that field in Appendix B to these regulations.
10. To complete the requirements of a major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the Waikato Management School Student Handbook.
11. Candidates must also complete at least 40 points above 100 level in a subject or subjects other than the major.
12. Candidates may complete a second major in any undergraduate major.<sup>1</sup>
13. To complete the requirements of a second major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Calendar.
14. Candidates may take up to 80 points from outside the field of the Degree.
15. Candidates may take a further 40 points from outside the field of the Degree if they are completing a second major from outside of the majors listed in section 8 of these regulations.
16. The field of the Degree comprises all of the majors listed in section 8 of these regulations as well as the papers listed in the appendices to these regulations.

## Variations

17. The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
18. The Dean or delegated authority may vary or waive these regulations in individual cases.

## Note:

1. *Students completing a second major may count ECON200 Macroeconomics and the Global Economy (20 points) towards a first major in Economics and FINA201 Finance (20 points) towards a major in Accounting or Finance.*

## Appendix A

ACCT101 Accounting for Management (15 points)  
ECON100 Business Economics and the New Zealand Economy (15 points)  
ECON200 Macroeconomics and the Global Economy (20 points)  
FINA201 Finance (20 points)  
HRMG241 Organisational Behaviour (20 points)  
MCOM200 Management Communication (20 points)  
MKTG151 Introduction to Marketing (15 points)  
MNGT221 Business Law, Ethics, Sustainability and the Treaty of Waitangi (20 points)  
MSYS111 E-Business and Supply Chain Management (15 points)  
STMG191 Introduction to Management (15 points)  
STMG391 Strategic Management (20 points)

## Appendix B

### Compulsory Papers for the Financial Analysis Field

ACCT101 Accounting for Management (15 points)  
ECON100 Business Economics and the New Zealand Economy (15 points)  
ECON200 Macroeconomics and the Global Economy (20 points)

FINA201 Finance (20 points)  
MATH166 Management Mathematics (15 points)  
MSYS111 E-Business and Supply Chain Management (15 points)  
STAT160 Management Statistics (15 points)  
STMG191 Introduction to Management (15 points)

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# Regulations for the Degree of Bachelor of Communication Studies (BCS)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
5. Candidates must demonstrate competency in computing, writing and employment skills as prescribed in the Waikato Management School Student Handbook.
6. Candidates must gain 360 points at 100, 200, 300, and 400 levels, including at least 240 points above 100 level and 80 points above 200 level.
7. Candidates must complete the compulsory papers prescribed in the appendix to these regulations.
8. Candidates must complete the requirements of a major.

## Majors

Management Communication  
Marketing  
Public Relations

9. To complete the requirements of a major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the Waikato Management School Student Handbook.
10. Candidates must also complete at least 40 points above 100 level in a subject or subjects other than the major.
11. Candidates may complete a second major in any undergraduate major.<sup>1</sup>
12. To complete the requirements of a second major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Calendar.
13. Candidates may take up to 80 points from outside the field of the Degree.
14. Candidates may take a further 40 points from outside the field of the Degree if they are completing a second major from outside of the majors listed in section 8 of these regulations.
15. The field of the Degree comprises all of the majors listed in section 8 of these regulations as well as the papers listed in the appendix to these regulations.

## Variations

16. The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
17. The Dean or delegated authority may vary or waive these regulations in individual cases.

## Note:

1. *BCS students who take a second major from those listed in section 8 of these regulations may credit MCOM220 Communication Theory (20 points) towards the second major.*

## Appendix

### Compulsory Papers

LING132 Introduction to Linguistic Communication (15 points)  
MCOM102 Introduction to Communication in a Digital Age (15 points)  
MCOM122 Diversity Management and Communication (15 points)  
MCOM133 Introduction to Corporate Communication (15 points)  
MCOM220 Communication Theory (20 points)  
MKTG151 Introduction to Marketing (15 points)  
and 15 points chosen from  
MNGT100 Management and Sustainability (15 points)  
STMG191 Introduction to Management (15 points)



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# Regulations for the Degree of Bachelor of Computer Graphic Design (BCGD)

1. The University of Waikato [Personal Programmes of Study Regulations](#) apply in these regulations with respect to papers prescribed in the Computer Graphic Design entry in the University of Waikato Calendar as University of Waikato papers.
2. The UCOL Whanganui School of Design Academic Regulations apply in these regulations with respect to papers prescribed in the Computer Graphic Design entry in the University of Waikato Calendar as UCOL Whanganui School of Design papers.

## Admission

3. Candidates for the Degree must have
  - (a) qualified for admission to the University of Waikato and the UCOL Whanganui School of Design, and
  - (b) met any criteria set out in the Criteria for Admission to Particular Qualifications.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is three years.
5. Candidates must enrol in the Faculty of Computing and Mathematical Sciences of the University of Waikato and the UCOL Whanganui School of Design and follow an approved programme of study.
6. Candidates must complete a specified programme as prescribed in the Computer Graphic Design entry in the University of Waikato Calendar.

## Variations

7. The Chairperson of the Computer Graphic Design Joint Committee or delegated authority may vary or waive these regulations in individual cases.



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# Regulations for the Degree of Bachelor of Computing and Mathematical Sciences (BCMS)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is four years.
4. Candidates must enrol in the Faculty of Computing and Mathematical Sciences and follow an approved programme of study.
5. Candidates must gain 480 points at 100, 200, 300, and 400 levels, including at least 360 points above 100 level, 200 points above 200 level and 80 points above 300 level.
6. Candidates must complete the requirements of a major.  
Majors  
    Computer Science  
    Mathematics
7. To complete the requirements of a major, candidates must gain 180 points above 100 level in that major, including 120 points above 200 level and 60 points above 300 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Calendar.
8. Candidates must also gain at least 50 points from the other subjects within the field of the Degree, with at least 20 points above 100 level, and at least 50 points from a Faculty or School of Studies other than the Faculty of Computing and Mathematical Sciences, with at least 20 points above 100 level.
9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a second major, candidates must gain 180 points above 100 level in that major, including 120 points above 200 level and 60 points above 300 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Calendar.
11. Candidates may take up to 185 points from outside of the field of the Degree.
12. The field of the Degree comprises all of the majors listed in section 6 of these regulations as well as Statistics.

## Variations

13. The Dean or delegated authority may permit more than 185 points to be taken from outside of the field of the Degree in individual cases.
14. The Dean or delegated authority may vary or waive these regulations in individual cases.

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## Regulations for the Degree of Bachelor of Education (BED)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).
3. Candidates must have been selected by the Faculty of Education as a suitable person to be a teacher.

### Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is four years.
5. Candidates must enrol in the Faculty of Education and follow an approved programme of study.
6. Candidates must gain 480 points at 100, 200, and 300 levels, including at least 360 points above 100 level and at least 120 points above 200 level.
7. Candidates must complete the requirements of the major, Professional Education.
8. To complete the requirements of the major, candidates must comply with the requirements of a programme, details of which are prescribed in the Faculty of Education Teacher Education Handbook.

### Programmes

- Early Childhood<sup>1</sup>
  - Primary<sup>1</sup>
  - Secondary<sup>2</sup>
  - Qualified Teachers<sup>2</sup>
9. Candidates may not enrol in specific papers until they have passed certain programme requirements, as outlined in the Faculty of Education Teacher Education Handbook.
  10. Candidates must also complete at least 80 points above 100 level in an approved subject or subjects other than the major.
  11. Candidates may complete a second major in an approved subject.
  12. To complete the requirements of a second major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Calendar.
  13. Candidates may take up to 150 points from outside the field of the Degree.
  14. The field of the Degree is defined in Appendix A to these regulations.

### Variations

15. Candidates who have met the requirements set out by the New Zealand Teachers Council for registered teachers and who hold an NZQA approved level 5 or level 6 technology qualification prior to enrolment for the Degree may apply to the Dean of the Faculty of Education for exemption of up to 360 points at 100, 200 and 300 levels towards the Degree. Details of further exemptions available may be found in the Faculty of Education Teacher Education Handbook.
16. Candidates who have met the requirements for the award of qualifications listed in Appendix B to these regulations, prior to enrolment for the Degree, may apply to the Dean of the Faculty of Education for exemption of up to 240 points at 100 and 200 levels towards the Degree.
17. The Dean or delegated authority may vary or waive these regulations in individual cases.

### Notes:

1. *There will be no new intake into this programme in 2012.*
2. *Enrolment in this programme is limited to candidates who are eligible for the exemption of points as set out under section 15 or section 16 of these regulations.*

### Appendix A

The field of the Degree is defined as

- (a) the papers offered by the Faculty of Education with the following subject codes: ALED, HDCO, MBED, MSTE, PCSS, PROF, SPLS, TEAL, TEDE, TEHD, TEMS, TEPC, TEPS, TESP, and  
BIOL241 Microbiology: Form, Function and Metabolism (20 points)  
CHEM209 Chemistry: Human Perspectives (20 points)  
COMP223 Information Discovery (20 points)  
ENEL205 Analog Electronics and Circuit Analysis (20 points)  
ENGG180 Foundations of Engineering (15 points)  
ENGG282 Engineering Design (10 points)  
ENME380 Mechanical Engineering Design (20 points)  
ENME480 Advanced Product Development (10 points)  
ENMP211 Materials 1 (20 points)  
ENMP213 Mechanics of Materials 1 (20 points)  
ENMP214 Manufacturing Processes (10 points)  
ENMP215 Manufacturing Technology (10 points)  
ENMP221 Engineering Thermodynamics (20 points)

ENMP222 Biotechnology: Food and Bioresources (20 points)  
ENMP241 Environmental Technology 1 (20 points)  
ENMP282 Science and Engineering Management A (10 points)  
ENMP283 Science and Engineering Management B (10 points)  
ENMP301 Special Topics in Technology (20 points)  
ENMP322 Biotechnology (20 points)  
ENMP341 Environmental Technology 2 (20 points)  
ENMP381 Technological Innovation and its Management (20 points)  
TOMG206 Food and Beverage Management (20 points)  
TOMG216 Food and Beverage Management Placement (0 points)

**Appendix B**

To be confirmed

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# Regulations for the Degree of Bachelor of Electronic Commerce (BECOM)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and 400 levels, including at least 240 points above 100 level and 80 points above 200 level.
6. Candidates must complete the compulsory papers prescribed in the appendix to these regulations.
7. Candidates must demonstrate competency in computing, writing and employment skills as prescribed in the Waikato Management School Student Handbook.
8. Candidates must complete the requirements of a major.  
**Majors**
  - Accounting
  - Applied Computing
  - Electronic Business
  - Management Communication
  - Marketing
  - Public Relations
  - Strategic Management
  - Supply Chain Management
9. To complete the requirements of a major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the Waikato Management School Student Handbook.
10. Candidates must also complete at least 40 points above 100 level in a subject or subjects other than the major.
11. Candidates may complete a second major in any undergraduate major.
12. To complete the requirements of a second major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Calendar.
13. Candidates may take up to 80 points from outside the field of the Degree.
14. Candidates may take a further 40 points from outside the field of the Degree if they are completing a second major.
15. The field of the Degree comprises all of the majors listed in section 8 of these regulations as well as the papers listed in the appendix to these regulations.

## Variations

16. The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
17. The Dean or delegated authority may vary or waive these regulations in individual cases.

## Transitional Arrangements

18. These regulations apply to all new applicants for the BECOM from 2012. Students who enrolled in the BECOM prior to 2012 may complete under the regulations listed in the 2010 Calendar.

## Appendix

### Compulsory Papers

ACCT101 Accounting for Management(15 points)  
MCOM102 Introduction to Communication in a Digital Age (15 points)  
MKTG151 Introduction to Marketing (15 points)  
MSYS111 E-Business and Supply Chain Management (15 points)  
MSYS121 The World of Electronic Commerce (15 points)  
MSYS219 Industry Experience 1 (20 points)  
STMG191 Introduction to Management (15 points)



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## Regulations for the Degree of Bachelor of Engineering (BE)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

### Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is four years.
4. Candidates must enrol in the Faculty of Computing and Mathematical Sciences or the Faculty of Science and Engineering and follow an approved programme of study.
5. Candidates must gain at least 480 points at 100, 200, 300, and 400 level, with a maximum of 120 points at 100 level and including ENGG482 Engineering Design and Management Project (60 points).
6. Candidates must complete the requirements of a specified programme.
  - (a) *Faculty of Computing and Mathematical Sciences specified programme*
    - Engineering Science<sup>1</sup>
    - Software Engineering
  - (b) *Faculty of Science and Engineering specified programmes*
    - Chemical and Biological Engineering
    - Electronic Engineering
    - Materials and Process Engineering
    - Mechanical Engineering
7. To complete the requirements of a specified programme, candidates must pass the papers prescribed for that programme in the relevant subject entry in the University of Waikato Calendar.
8. Candidates must also satisfy the Dean of the Faculty of Computing and Mathematical Sciences and the Dean of the Faculty of Science and Engineering that they have completed a minimum of 800 hours of industrial experience relevant to their specified programme.

### Variations

9. The Dean of the Faculty of Computing and Mathematical Sciences and the Dean of the Faculty of Science and Engineering may waive up to one year of the degree of Bachelor of Engineering for candidates who have achieved exceptionally high grades in approved subjects in the National Certificate of Educational Achievement (NCEA) qualification at Level 3 or higher or in other qualifications considered by the Academic Board to be equivalent, provided that students substitute approved alternative papers of equal points value, in consultation with the relevant Dean.
10. Candidates who have completed the requirements for the award of the 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 the Faculty of Computing and Mathematical Sciences and the Dean of the Faculty of Science and Engineering for exemption of up to 240 points at 100 and 200 levels towards the Bachelor of Engineering.
11. The Dean or delegated authority may vary or waive these regulations in individual cases.

### Notes:

1. *There will be no new intake into this programme in 2012.*



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# Regulations for the Degree of Bachelor of Environmental Planning (BEP)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is four years<sup>1</sup>.
4. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
5. Candidates must gain 480 points at 100, 200, 300, and 400 levels, including at least 360 points above 100 level, 220 points above 200 level and 100 points above 300 level.
6. Candidates must complete the requirements of the specified programme in Environmental Planning as prescribed in the appendix to these regulations.
7. Candidates must also complete the requirements of a planning stream, as prescribed for that stream in the relevant subject entry in the University of Waikato Calendar.

## Variations

8. The Dean or delegated authority may vary or waive these regulations in individual cases.

## Note:

1. *Candidates who choose to withdraw from the BEP after completion of year three may be eligible to graduate with a BSocSc with a major in Geography.*

## Appendix

### Compulsory Papers

#### 100 level

ENVP106 Introduction to Environmental Planning (15 points)  
TTWA150 Te Tiriti o Waitangi: An Introduction to the Treaty of Waitangi (15 points)  
and 45 points chosen from  
BIOL102 The Biology of Organisms (15 points)  
ECON100 Business Economics and the New Zealand Economy (15 points)  
ECON110 Economics and Society (15 points)  
ENVS101 Environmental Science (15 points)  
ERTH103 Discovering Planet Earth (15 points)  
ERTH104 Earth and Ocean Environments (15 points)  
GEOG103 Resources and Environmental Sustainability (15 points)  
POLS100 Playing Politics: Conflict, Cooperation and Choice (15 points)  
SOCP102 Introduction to Social Policy (15 points)

#### 200 level

ENVP206 Principles of Environmental Planning (20 points)  
ENVP207 Spatial Analysis (20 points)  
ENVP217 Environmental Ethics for Planners (20 points)  
GEOG219 Māori Lands and Communities (20 points)

#### 300 level

ENVP305 Māori Planning and Resource Management (20 points)  
ENVP306 Planning in Aotearoa/New Zealand (20 points)  
ENVP308 Planning Methods and Environmental Appraisal (20 points)  
ENVP307 Planning for Sustainability (20 points)

#### 400 level

ENVP403 Legal Principles and Processes for Planners (20 points)  
ENVP404 Strategic Spatial Planning (20 points)  
ENVP405 Professional Skills (20 points)  
ENVP406 Advanced Planning Theory (20 points)  
ENVP408 Plan Interpretation and Consent Processing (20 points)

## Notes:

1. *Candidates who choose to withdraw from the BEP after completion of year three may be eligible to graduate with a BSocSc with a major in Geography.*

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## Regulations for the Degree of Bachelor of Laws (LLB)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

### Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is four years.
4. Candidates must enrol in the Faculty of Law and follow an approved programme of study.
5. Candidates must gain 480 points at 100, 200, 300, and 400 levels, including at least 360 points above 100 level and 240 points above 200 level. Candidates may take a single major in Law or a first major in Law and a second major in a subject from another Faculty or School of Studies.

### LLB with a Single Major in Law

6. Candidates must pass the following papers:
  - 6.1 Law 1
    - (a) LAWS103 Legal Method (20 points)
    - (b) LAWS106 Legal Systems and Societies (20 points)
    - LAWS107 Constitutional Law (20 points)
    - (c) 60 points at 100 level in subjects other than Law, including 30 points at 100 level in a single subject from outside the Faculty of Law.
  - 6.2 Law 2
    - (a) LAWS203 Jurisprudence (20 points)
    - LAWS204 Contracts (20 points)
    - LAWS206 Administrative Law (20 points)
    - LAWS207 Torts (20 points)
    - (b) 40 points above 100 level in a subject from outside the Faculty of Law.
  - 6.3 Law 3
    - (a) LAWS301 Crimes (20 points)
    - LAWS305 Corporate Entities (20 points) or LAWS426 Commercial Transactions (20 points)
    - LAWS306 Dispute Resolution (20 points)
    - LAWS307 Land Law (20 points)
    - LAWS308 Equity and Succession (20 points)
    - (b) 20 points at 400 level in Law.
  - 6.4 Law 4  
120 points at 400 level in Law.

### LLB with a First Major in Law and a Second Major in a Subject from Another Faculty or School of Studies

7. Candidates must pass the papers listed in sections 6.1(a), 6.2(a), and 6.3 of these regulations and must complete 80 points at 400 level in Law.
8. Candidates must also pass the requirements of an approved major from another Faculty or School of Studies, as prescribed in the relevant subject entry in the University of Waikato Calendar.
9. 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.

### Variations

10. Candidates who have completed the requirements for the award of a bachelors degree prior to enrolment for the degree of Bachelor of Laws may apply to the Dean of the Faculty of Law for exemption from the non-Law component of the Bachelor of Laws degree as set out in sections 6.1(b) and 6.2(b) of these regulations. Such candidates may take Law 1 and Law 2 concurrently.
11. The Dean or delegated authority may waive these regulations in individual cases.



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## Regulations for the Degree of Bachelor of Management Studies (BMS)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

### Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is four years.
4. Candidates for the Degree must enrol in the Waikato Management School and follow an approved programme of study.
5. Candidates must gain 480 points at 100, 200, 300, and 400 levels, including at least 360 points above 100 level, 200 points above 200 level and 80 points above 300 level.
6. Candidates must complete the compulsory papers prescribed in the appendix to these regulations.
7. Candidates must demonstrate competency in computing, writing and employment skills as prescribed in the Waikato Management School Student Handbook.
8. Candidates must complete the requirements of a major.

### Majors

- Accounting
  - Agribusiness
  - Economics
  - Electronic Business
  - Finance
  - Hospitality Management
  - Human Resource Management
  - International Management
  - Management Communication
  - Marketing
  - Public Relations
  - Strategic Management
  - Supply Chain Management
  - Tourism Management
9. To complete the requirements of a major, candidates must gain 120 points above 100 level (from at least six papers) in that major, including 60 points above 200 level (from at least three papers) of which at least 40 points must be above 300 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the Waikato Management School Student Handbook.
  10. Candidates may complete a second major in any undergraduate major. <sup>1</sup>
  11. To complete the requirements of a second major from
    - (a) within the Waikato Management School, candidates must gain 120 points above 100 level (from at least six papers) in that major, including 60 points above 200 level (from at least three papers) of which at least 40 points must be above 300 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Calendar. <sup>1</sup>
    - (b) outside the Waikato Management School, candidates must satisfy the requirements prescribed for that major in the University of Waikato Calendar.
  12. Candidates may take up to 120 points from outside the field of the Degree.
  13. The field of the Degree comprises all of the majors listed in section 8 of these regulations as well as the papers listed in the appendix to these regulations.

### Variations

14. The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
15. The Dean or delegated authority may vary or waive these regulations in individual cases.

### Note:

1. BMS students who take a second major from those listed in section 8 of these regulations may credit MNGT221 Business Law, Ethics, Sustainability and the Treaty of Waitangi (20 points) towards the second major.

## Appendix

### Compulsory Papers

ACCT101 Accounting for Management (15 points)  
ECON100 Business Economics and the New Zealand Economy (15 points)  
ECON200 Macroeconomics and the Global Economy (20 points)  
FINA201 Finance (20 points)  
HRMG241 Organisational Behaviour (20 points)  
MCOM200 Management Communication (20 points)

MKTG151 Introduction to Marketing (15 points)  
MNGT221 Business Law, Ethics, Sustainability and the Treaty of Waitangi (20 points)  
MSYS111 E-Business and Supply Chain Management (15 points)  
STAT160 Management Statistics (15 points)  
STMG191 Introduction to Management (15 points)  
STMG391 Strategic Management (20 points)  
xxxx499 Report of an Investigation (20 points)

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## Regulations for the Degree of Bachelor of Māori and Pacific Development (BMPD)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

### Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the School of Māori and Pacific Development and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and 400 levels, including at least 240 points above 100 level and 80 points above 200 level.
6. Candidates must complete the requirements of a major.

### Majors

Māori and Pacific Development  
Māori Cultural Studies/Tikanga Māori  
Māori Language/Te Reo Māori

7. To complete the requirements of a major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Calendar.
8. Candidates must also complete a supporting subject by gaining 70 points in a single subject other than the major, including at least 40 points above 100 level, except if taking a second major. In this case the requirement is satisfied within the overall programme requirements.
9. Candidates must gain at least 35 points from the core Māori and Pacific Development papers, at least 15 points in Te Reo Māori and at least 15 points in Tikanga Māori.
10. Candidates may complete a second major in any undergraduate major.
11. To complete the requirements of a second major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Calendar.
12. Candidates may take up to 80 points from outside the field of the Degree.
13. Candidates may take a further 40 points from outside the field of the Degree if they are completing a second major from outside of the majors listed in section 6 of these regulations.
14. The field of the Degree comprises all of the majors listed in section 6 of these regulations as well as New Zealand Studies/Akoranga Aotearoa and Treaty of Waitangi Studies/Akoranga Te Tiriti o Waitangi.

### Variations

15. The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
16. The Dean or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Bachelor of Media and Creative Technologies (BMCT)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Faculty of Arts and Social Sciences or the School of Māori and Pacific Development and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and 400 levels, including at least 240 points above 100 level and 80 points above 200 level.
6. Candidates must complete the compulsory papers prescribed in the appendix to these regulations.
7. Candidates must complete the requirements of a major.
  - (a) *Faculty of Arts and Social Sciences majors*
    - Creative Practices
    - Creative Technologies
    - Design Media
    - Screen and Media Studies
  - (b) *School of Māori and Pacific Development major*
    - Māori Media and Communication
8. To complete the requirements of a major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Calendar.
9. Candidates must also complete a supporting subject by gaining 70 points in a single subject other than the major, including at least 40 points above 100 level, except if taking a second major. In this case the requirement is satisfied within the overall programme requirements.
10. Candidates may complete a second major in any undergraduate major.
11. To complete the requirements of a second major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Calendar.<sup>1</sup>
12. Candidates may take up to 80 points from outside the field of the Degree.
13. Candidates may take a further 40 points from outside the field of the Degree if they are completing a second major from outside of the majors listed in section 7 of these regulations.
14. The field of the Degree comprises all of the majors listed in section 7 of these regulations.

## Variations

15. The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
16. The Dean or delegated authority may vary or waive these regulations in individual cases.

## Note:

1. *BMCT students who take a second major from those listed in section 7 of these regulations may credit CRPC301 Creative Technologies and Creative Practice Project (20 points) towards the second major.*

## Appendix

### Compulsory Papers

CGRD161 Effective Visual Communication (15 points)  
CRPC101 Creative Technologies and Creative Practice (15 points)  
CRPC301 Creative Technologies and Creative Practice Project (20 points)  
SMST101 Digital Screens (15 points)

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## Regulations for the Degree of Bachelor of Music (BMus)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).
3. Candidates must be accepted by the Chairperson of Music or delegated authority.

### Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is three years.
5. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
6. Candidates must gain 360 points at 100, 200, 300, and 400 levels, including at least 240 points above 100 level and 80 points above 200 level.
7. Candidates must complete at least three streams of Music study by passing papers at 100, 200, and 300 levels in each stream. Candidates taking Performance must complete four streams. Compulsory papers and stream requirements are prescribed in the Music entry in the University of Waikato Calendar.

### Streams

- Chamber Music
  - Composition
  - Digital Music
  - Māori Musical Instruments in Traditional and Contemporary Contexts
  - Māori Song and Dance in Traditional and Contemporary Contexts
  - Performance
  - Performance Techniques
  - Popular Music
  - Western Music History
8. Candidates may take up to 70 points from subjects other than Music.
  9. Candidates must gain at least 90 points at 100 or 200 level across three streams before taking Music papers above 200 level.

### Variations

10. The Dean or delegated authority may vary or waive these regulations in individual cases.

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## Regulations for the Degree of Bachelor of Science (BSc)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

### Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Faculty of Computing and Mathematical Sciences or the Faculty of Science and Engineering and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and 400 levels, including at least 240 points above 100 level and 80 points above 200 level.
6. Candidates must complete the requirements of a major.
  - (a) *Faculty of Computing and Mathematical Sciences majors*
    - Computer Science
    - Mathematics
    - Statistics
  - (b) *Faculty of Science and Engineering majors*
    - Animal Behaviour
    - Biochemistry
    - Biological Sciences
    - Biotechnology
    - Chemistry
    - Earth Sciences
    - Electronics
    - Environmental Planning
    - Environmental Sciences
    - Materials and Processing
    - Physics
    - Psychology
7. To complete the requirements of a major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Calendar.
8. Candidates must gain at least 105 points at 100 level across at least four of the majors listed in section 6 of these regulations.
9. Candidates must also complete at least 40 points above 100 level in a subject or subjects other than the major, except if taking a second major. In this case the requirement is satisfied within the overall programme requirements.
10. Candidates may complete a second major in any undergraduate major.
11. To complete the requirements of a second major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Calendar.
12. Candidates may take up to 80 points from outside the field of the Degree.
13. Candidates may take a further 40 points from outside the field of the Degree if they are completing a second major from outside of the majors listed in section 6 of these regulations.
14. The field of the Degree is defined in the appendix to these regulations.

### Variations

15. The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
16. The Dean or delegated authority may waive the requirement of section 8 of these regulations to complete a second major in a subject outside the field of the Degree.
17. The Dean or delegated authority may vary or waive these regulations in individual cases.

### Appendix

The field of the Degree is defined as

- (a) the papers offered by the Faculty of Computing and Mathematical Sciences, and
- (b) the papers offered by the Faculty of Science and Engineering, with the exception of AGRI202 Sustainable Agriculture (20 points) and ENGG201 Introduction to Engineering for Manufacturing (20 points), and
- (c) the Philosophy papers PHIL102 Introduction to Logic (15 points) and PHIL208 Understanding Science: How and Why it Works (20 points), and
- (d) the following Psychology papers:
  - PSYC102 Social and Developmental Psychology (15 points)

PSYC103 General and Experimental Psychology (15 points)  
PSYC206 Animal Behaviour: Principles and Applications (20 points)  
PSYC208 Psychological Research: Analysis, Design and Measurement (20 points)  
PSYC225 Behavioural Psychology and Learning (10 points)  
PSYC226 The Psychology of Perception (10 points)  
PSYC227 Physiological Psychology (10 points)  
PSYC230 Cognitive Psychology (10 points)  
PSYC307 Research Methods (20 points)  
PSYC314 Behaviour Analysis (20 points)  
PSYC338 Abnormal Psychology (10 points)  
PSYC340 Applied Cognition Psychology (10 points)  
PSYC341 Visual Neuroscience and its Applications (10 points)  
PSYC344 Physiology of Human Performance and Development (10 points)  
PSYC389 Directed Study (10 points)  
PSYC390 Directed Study (20 points)

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# Regulations for the Degree of Bachelor of Science (Technology) (BSc(Tech))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is four years.
4. Candidates must enrol in the Faculty of Science and Engineering and follow an approved programme of study.
5. Candidates must gain 480 points at 100, 200, 300, and 400 levels, including at least 360 points above 100 level and 80 points, other than from Industry papers, above 200 level.
6. Candidates must complete the requirements of a major.

### Majors

- Animal Behaviour
  - Biochemistry
  - Biological Sciences
  - Biotechnology
  - Chemistry
  - Computer Science
  - Earth Sciences
  - Electronics
  - Environmental Planning
  - Environmental Sciences
  - Materials and Processing
  - Physics
7. To complete the requirements of a major, candidates must gain 120 points above 100 level in that subject, including 60 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Calendar.
  8. Candidates must gain at least 105 points at 100 level from at least four of the majors listed in section 6 of these regulations.
  9. Candidates must also complete at least 40 points above 100 level in a subject or subjects other than the major, except if taking a second major. In this case the requirement is satisfied within the overall programme requirements.
  10. Candidates must gain at least 35 points in management, as prescribed in the Faculty of Science and Engineering Undergraduate Handbook.
  11. Candidates must gain 80 points above 100 level, including 60 points above 200 level, in placement papers which comprise 12 months' project work in industry or an applied field. Placement papers cannot count towards a major.<sup>1</sup>
  12. Candidates may complete a second major in any undergraduate major.
  13. To complete the requirements of a second major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Calendar.
  14. Candidates may take up to 120 points from outside the field of the Degree.
  15. The field of the Degree is defined in the appendix to these regulations.

### Variations

16. The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
17. The Dean or delegated authority may waive the requirement of section 8 of these regulations to complete a second major in a subject outside the field of the Degree.
18. The Dean or delegated authority may vary or waive these regulations in individual cases.

### Note:

1. *The Dean will endeavour to arrange a placement that will allow candidates to undertake the project but will not guarantee to do so. Individual projects and supervisory arrangements are subject to the approval of the Dean.*

## Appendix

The field of the Degree is defined as

- (a) the papers offered by the Faculty of Computing and Mathematical Sciences, and
- (b) the papers offered by the Faculty of Science and Engineering, with the exception of AGRI202 Sustainable Agriculture (20 points) and ENGG201 Introduction to Engineering for Manufacturing (20 points), and
- (c) the Philosophy papers PHIL102 Introduction to Logic (15 points) and PHIL208 Understanding Science: How and Why it Works (20 points), and
- (d) the following Psychology papers:
  - PSYC102 Social and Developmental Psychology (15 points)

PSYC103 General and Experimental Psychology (15 points)  
PSYC206 Animal Behaviour: Principles and Applications (20 points)  
PSYC208 Psychological Research: Analysis, Design and Measurement (20 points)  
PSYC225 Behavioural Psychology and Learning (10 points)  
PSYC226 The Psychology of Perception (10 points)  
PSYC227 Physiological Psychology (10 points)  
PSYC230 Cognitive Psychology (10 points)  
PSYC307 Research Methods (20 points)  
PSYC314 Behaviour Analysis (20 points)  
PSYC338 Abnormal Psychology (10 points)  
PSYC340 Applied Cognition Psychology (10 points)  
PSYC341 Visual Neuroscience and its Applications (10 points)  
PSYC344 Physiology of Human Performance and Development (10 points)  
PSYC389 Directed Study (10 points)  
PSYC390 Directed Study (20 points)

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## Regulations for the Degree of Bachelor of Social Sciences (BSocSc)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

### Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and 400 levels, including at least 240 points above 100 level and 80 points above 200 level.
6. Candidates must complete the requirements of a major.

### Majors

Anthropology  
Economics  
Education Studies  
Environmental Planning  
Ethics  
Geography  
History  
Human Development  
Industrial Relations and Human Resource Management  
Labour Studies  
Linguistics  
Māori and Pacific Development  
Māori Cultural Studies/Tikanga Māori  
Philosophy  
Political Science  
Population Studies  
Psychology  
Public Policy  
Social Policy  
Sociology  
Tourism Studies  
Women's and Gender Studies

7. To complete the requirements of a major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Calendar.
8. Candidates must also complete a supporting subject by gaining 70 points in a single subject other than the major, including at least 40 points above 100 level, except if taking a second major. In this case the requirements of a supporting subject are satisfied within the overall programme requirements.
9. Candidates must complete at least 35 points, including at least 20 points above 100 level, from the methodology papers listed in the appendix to these regulations.
10. Candidates may complete a second major in any undergraduate major.
11. To complete the requirements of a second major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Calendar.
12. Candidates may take up to 80 points from outside the field of the Degree.
13. Candidates may take a further 40 points from outside the field of the Degree if they are completing a second major from outside of the majors listed in section 7 of these regulations.
14. The field of the Degree comprises all of the majors listed in section 7 of these regulations as well as Asian Studies, English as a Second Language, Pacific Studies, and Social Science Research.

### Variations

15. The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
16. The Dean or delegated authority may vary or waive these regulations in individual cases.

### Appendix

#### Methodology Papers

ECON204 Quantitative Methods for Economics and Finance (20 points)  
GEOG228 Information Technology and Cartography (20 points)

GEOG301 Research in Geography, Tourism and Environmental Planning (20 points)  
HIST206 History in Practice: Historical Methods and Research (20 points)  
LBST202 Labour Market Structures and Policies (20 points)  
LING231 General Linguistics (20 points)  
PHIL103 Critical Reasoning (15 points)  
PHIL208 Understanding Science: How and Why it Works (20 points)  
POLS100 Playing Politics: Conflict, Co-operation and Choice (15 points)  
PSYC208 Psychological Research: Analysis, Design and Measurement (20 points)  
PSYC307 Research Methods (20 points)

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## Regulations for the Degree of Bachelor of Social Work (BSW)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

### Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is four years.
4. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
5. Candidates must gain 480 points at 100, 200, 300, and 400 levels, including at least 360 points above 100 level and 120 points above 200 level.
6. Candidates must complete a specified programme as prescribed in the Social Work entry in the University of Waikato Calendar.

### Variations

7. The Dean or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Bachelor of Sport and Leisure Studies (BSpLS)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

## Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Faculty of Education and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and 400 levels, including at least 240 points above 100 level and 80 points above 200 level.
6. Candidates must complete at least 75 points at 100 level from Sport and Leisure Studies papers, including the compulsory papers prescribed in the appendix to these regulations.
7. Candidates must complete the requirements of the major, Sport and Leisure Studies.
8. To complete the requirements of a major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the Sport and Leisure Studies entry in the University of Waikato Calendar.
9. Candidates must also complete at least 70 points, including at least 40 points above 100 level, in a subject or subjects other than the major.
10. Candidates may complete a second major in any undergraduate major.
11. To complete the requirements of a second major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Calendar.
12. Candidates may take up to 120 points from outside the field of the Degree.
13. The field of the Degree comprises the papers prescribed for the subject in the Sport and and Leisure Studies entry in the University of Waikato Calendar.

## Variations

14. The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
15. The Dean or delegated authority may vary or waive these regulations in individual cases.

## Appendix

### Compulsory Papers

- SPLS101 Social and Cultural Aspects of Sport and Leisure (15 points)
- SPLS102 Concepts of Sport and Leisure (15 points)
- SPLS103 Physical Activity, Fitness and Lifestyle (15 points)

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## Regulations for the Degree of Bachelor of Teaching (BTchg)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).
3. Candidates must have been selected by the Faculty of Education as a suitable person to be a teacher.

### Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is three years.<sup>1</sup>
5. Candidates must enrol in the Faculty of Education and follow an approved programme of study.
6. Candidates must gain 360 points at 100, 200, and 300 levels, including at least 240 points above 100 level and 80 points above 200 level.
7. Candidates must complete the requirements of the major, Professional Education.
8. To complete the requirements of the major, candidates must comply with the requirements of a programme, details of which are prescribed in the Faculty of Education Teacher Education Handbook.

### Programmes

- Early Childhood
  - Early Childhood Ki Taiao
  - Primary
  - Primary Kākano Rua
  - Secondary
  - Qualified and Registered Teachers
9. Candidates must meet programme requirements, including prerequisites for specific papers, as outlined in the Faculty of Education Teacher Education Handbook.<sup>2</sup>

### Variations

10. The Dean or delegated authority may vary or waive these regulations in individual cases.

### Note:

1. Candidates are normally expected to complete the requirements of the Degree within six consecutive years of first enrolling in it.
2. For example, the New Zealand Teachers Council stipulates that candidates may have two attempts to successfully pass a Practicum. Students who fail a Practicum twice will not be allowed to continue with the Degree.

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## Regulations for the Degree of Bachelor of Tourism (BTour)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

### Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Faculty of Arts and Social Sciences (for the Tourism and Hospitality Management field) or the Waikato Management School (for the Tourism and Hospitality Management field) and follow an approved programme of study.
5. Candidates enrolled in the Waikato Management School must demonstrate competency in computing, writing and employment skills as prescribed in the Waikato Management School Student Handbook.
6. Candidates must gain 360 points at 100, 200, 300, and 400 levels, including at least 240 points above 100 level and 80 points above 200 level.
7. Candidates must pass the compulsory papers prescribed in Appendix A to these regulations.
8. Candidates must complete the requirements of a field and a major.
  - (a) *Tourism and Hospitality Management (THMgt) field, with majors*
    - Hospitality Management
    - Tourism Management
  - (b) *Tourism and Society (T&Soc) field, with majors*
    - Geography
    - Tourism Development
9. To complete the requirements of a field, candidates must complete the compulsory papers prescribed for that field in Appendix B to these regulations.
10. To complete the requirements of a major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Calendar or Waikato Management School Student Handbook.
11. Candidates must also complete at least 40 points above 100 level in a subject or subjects other than the major.
12. Candidates may complete a second major in any undergraduate major.<sup>1</sup>
13. To complete the requirements of a second major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Calendar.
14. Candidates may take up to 80 points from outside the field of the Degree.
15. Candidates may take a further 40 points from outside the field of the Degree if they are completing a second major from outside of the majors listed in section 8 of these regulations.
16. The field of the Degree comprises all of the majors listed in section 8 of these regulations as well as the papers listed in the appendices to these regulations.

### Progression Requirements

17. Candidates must gain at least 60 points at 100 level before enrolling in papers above 100 level, and at least 180 points at 100 and 200 level before enrolling in papers above 200 level.

### Variations

18. The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
19. The Dean or delegated authority may vary or waive these regulations in individual cases.

### Note:

1. *Students completing a single major may not count compulsory papers towards the major. Students completing a second major may credit the compulsory Work Placement or Directed Study towards the first major.*

## Appendix A

### Compulsory Papers

TOMG101 Introduction to Tourism and Hospitality (15 points)  
TOST100 Touring Places; Placing Tourism (15 points)  
and 20 points chosen from  
FASS396 Work Placement (20 points)  
MNGT396 Work Placement (20 points)  
TOMG390 Directed Study (20 points)  
TOST390 Directed Study (20 points)

## Appendix B

### Compulsory Papers for the Tourism and Hospitality Management Field

STMG191 Introduction to Management (15 points)



and 45 points chosen from

ACCT101 Accounting for Management (15 points)

ECON100 Business Economics and the New Zealand Economy (15 points)

MKTG151 Introduction to Marketing (15 points)

MSYS121 The World of Electronic Commerce (15 points)

**Compulsory Papers for the Tourism and Society Field**

ANTH102 New Zealand and the Pacific (15 points)

GEOG101 People and Place: Introduction to Social and Cultural Geography (15 points)

GEOG103 Resources and Environmental Sustainability (15 points)

TIKA163 Te Ao Tawhito, Te Ao Hou: Introduction to Traditional and Contemporary Māori Society (15 points)

TOST203 Tourism in Society (20 points)

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*The University of Waikato - Te Whare Wānanga o Waikato*

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## Regulations for Conjoint Degrees

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Every candidate must have met the admission requirements of each of the component degrees.
3. Admission may be at initial enrolment or after the candidate has passed or been credited with papers towards either component degree, but the candidate must not have been awarded either of the component degrees. Candidates cannot enrol in the BCMS(Hons), BE(Hons), LLB(Hons) or BMS(Hons) at initial enrolment but are eligible to be considered for admission on successful completion of the Honours admission requirements.

### Requirements for the Degrees

4. Candidates must enrol in a Faculty and/or School of Studies and follow an approved programme of study.
5. Each year and part of enrolment for the conjoint degrees are subject to the approval of the Deans of the Faculty and/or School of Studies in which the component degree is taken, and will depend on satisfactory progress in the previous levels and years of study.
6. Candidates must enrol in at least one paper for each of the component degrees each year, unless the requirements of one component degree have already been completed.
7. Each paper must be taken towards one component degree.
8. Only when all of the requirements of both component degrees have been satisfied may the two degrees be awarded.
9. Graduates of a conjoint degree programme may not cross-credit any of the papers contributing to the component degrees towards another University of Waikato qualification. Candidates enrolling in a conjoint degree programme will not be eligible to credit papers from a completed bachelors degree, graduate diploma or postgraduate diploma.

### Bachelor of Arts (BA) component

10. Candidates must gain 270 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 60 points above 200 level.
11. Candidates must complete the requirements of a major, as specified in sections 6 and 7 of the BA regulations.
12. Candidates must complete the requirements of a supporting subject, as specified in section 8 of the BA regulations.
13. Candidates may complete a second major in any undergraduate major, as specified in sections 9 and 10 of the BA regulations.
14. Candidates may take up to 60 points from outside the field of the Degree.
15. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.
16. The field of the Degree is as specified in section 13 of the BA regulations.

### Bachelor of Business Analysis - Financial (BBA(Fin)) component

17. Candidates must gain 270 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 60 points above 200 level.
18. Candidates must complete at least 75 points in the papers prescribed in Appendix A of the BBA(Fin) regulations.
19. Candidates must demonstrate competency in computing, writing and employment skills, as prescribed in the Waikato Management School Student Handbook.
20. Candidates must complete the requirements of the field, Financial Analysis, as prescribed in sections 8 and 9 of the BBA(Fin) regulations.
21. Candidates must complete the requirements of a major, as specified in sections 8 and 10 of the BBA(Fin) regulations.
22. Candidates must complete 40 points above 100 level in a subject or subjects other than the major.
23. Candidates may complete a second major in any undergraduate major, as specified in sections 12 and 13 of the BBA(Fin) regulations.
24. Candidates may take up to 60 points from outside the field of the Degree.
25. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.
26. The field of the Degree is as specified in section 16 of the BBA(Fin) regulations.

### Bachelor of Communication Studies (BCS) component

27. Candidates must gain 270 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 60 points above 200 level.
28. Candidates must complete the compulsory papers prescribed in the appendix to the BCS regulations.
29. Candidates must demonstrate competency in computing, writing and employment skills, as prescribed in the Waikato Management School Student Handbook.
30. Candidates must complete the requirements of a major, as specified in sections 8 and 9 of the BCS regulations.
31. Candidates may complete a second major in any undergraduate major, as specified in sections 11 and 12 of the BCS regulations.
32. Candidates may take up to 60 points from outside the field of the Degree.
33. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.
34. The field of the Degree is as specified in section 15 of the BCS regulations.

### Bachelor of Computer Graphic Design (BCGD) component

35. Candidates must gain 270 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 60 points above 200

level.

36. Candidates must complete the requirements of the specified programme, Computer Graphic Design, as specified in section 6 of the BCGD regulations.

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

37. Candidates must gain 360 points at 100, 200, 300 and 400 levels, including at least 270 points above 100 level, 175 points above 200 level and 60 points above 300 level.
38. Candidates must complete the requirements of a major, as specified in sections 6 and 7 of the BCMS regulations.
39. Candidates must gain at least 50 points from the other subjects within the field of the Degree, with at least 20 points above 100 level.
40. Candidates may complete a second major in any undergraduate major, as specified in sections 9 and 10 of the BCMS regulations.
41. Candidates may take up to 140 points from outside the field of the Degree.
42. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.
43. The field of the Degree is as specified in section 12 of the BCMS regulations.

*Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons)) component*

44. Candidates must gain 360 points at 100, 200, 300, 400 and 500 levels, including at least 270 points above 100 level, 180 points above 200 level and 90 points at 500 level.
45. Candidates must complete the requirements of a major, as specified in sections 7 and 8 of the BCMS(Hons) regulations.
46. Candidates must include either COMP520 Report of an Investigation (45 points) or MATH520 Report of an Investigation (45 points).
47. Candidates must gain at least 50 points from the other subjects within the field of the Degree, with at least 20 points above 100 level, and at least 50 points from a Faculty or School of Studies other than the Faculty of Computing and Mathematical Sciences, with at least 20 points above 100 level.
48. Candidates may complete a second major in any undergraduate major, as specified in sections 11 and 12 of the BCMS(Hons) regulations.
49. Candidates may take up to 140 points from outside the field of the Degree.
50. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.
51. The field of the Degree is as specified in section 14 of the BCMS(Hons) regulations.
52. The Degree may be awarded with a level of Honours, as specified in sections 15-18 of the BCMS(Hons) regulations.

*Bachelor of Electronic Commerce (BECOM) component*

53. Candidates must gain 270 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 60 points above 200 level.
54. Candidates must complete the compulsory papers prescribed in the appendix to the BECOM regulations.
55. Candidates must demonstrate competency in computing, writing and employment skills, as prescribed in the Waikato Management School Student Handbook.
56. Candidates must complete the requirements of a major, as specified in sections 8 and 9 of the BECOM regulations.
57. Candidates may complete a second major in any undergraduate major, as specified in sections 11 and 12 of the BECOM regulations.
58. Candidates may take up to 60 points from outside the field of the Degree.
59. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.
60. The field of the Degree is as specified in section 15 of the BECOM regulations.

*Bachelor of Engineering (BE) component<sup>1</sup>*

61. For purposes of IPENZ accreditation the total points that must be achieved for the BE component of a conjoint qualification will normally be 480 points, including ENGG482 Engineering Design and Management Project (60 points), however the points requirement may be reduced depending on the second degree taken for the conjoint qualification. Students considering a conjoint qualification which includes the BE should consult with the Faculty of Science and Engineering.
62. Candidates must complete the requirements of a specified programme, as specified in sections 6 and 7 of the BE regulations.
63. Candidates must also satisfy the Dean of the Faculty of Computing and Mathematical Sciences or the Dean of the Faculty of Science and Engineering that they have completed a minimum of 800 hours of industrial experience relevant to their specified programme.

*Bachelor of Engineering with Honours (BE(Hons)) component<sup>1</sup>*

64. For purposes of IPENZ accreditation the total points that must be achieved for the BE(Hons) component of a conjoint qualification will normally be 480 points, including ENGG492 Honours Research and Management Project (60 points), however the points requirement may be reduced depending on the second degree taken for the conjoint qualification. Students considering a conjoint qualification which includes the BE(Hons) should consult with the Faculty of Science and Engineering.
65. Candidates must complete the requirements of a specified programme, as specified in sections 7 and 8 of the BE(Hons) regulations.
66. Candidates must also satisfy the Dean of the Faculty of Computing and Mathematical Sciences or the Dean of the Faculty of Science and Engineering that they have completed a minimum of 800 hours of industrial experience relevant to their specified programme.
67. The Degree may be awarded with a level of Honours, as specified in sections 10-12 of the BE(Hons) regulations.

*Bachelor of Environmental Planning (BEP) component*

68. Candidates must gain 415 points at 100, 200, 300 and 400 levels, including at least 340 points above 100 level, 220 points above 200 level and 100 points above 300 level.
69. Candidates must complete the requirements of the specified programme in Environmental Planning, as specified in section 6 of the BEP regulations.
70. Candidates must also complete the requirements of a planning stream, as specified in section 7 of the BEP regulations.

*Bachelor of Laws (LLB) component*

71. Candidates must gain 380 points at 100, 200, 300 and 400 levels, including at least 320 points above 100 level and 240 points above 200 level.
72. Candidates must complete the requirements of the major, Law, as specified in section 6 of the LLB regulations.

*Bachelor of Laws with Honours (LLB(Hons)) component*

73. Candidates must gain 440 points at 100, 200, 300, 400 and 500 levels, including at least 380 points above 100 level and 300 points above 200 level.
74. Candidates must complete the requirements of the major, Law, as specified in section 9 of the LLB(Hons) regulations.
75. The Degree may be awarded with a level of Honours, as specified in sections 13-16 of the LLB(Hons) regulations.

*Bachelor of Management Studies (BMS) component*

76. Candidates must gain 360 points at 100, 200, 300 and 400 levels, including at least 270 points above 100 level, 150 points above 200 level and 60 points above 300 level.
77. Candidates must complete the compulsory papers prescribed in the appendix to the BMS regulations.
78. Candidates must demonstrate competency in computing, writing and employment skills, as prescribed in the Waikato Management School Student Handbook.
79. Candidates must complete the requirements of a major, as specified in sections 8 and 9 of the BMS regulations.
80. Candidates may complete a second major in any undergraduate major, as specified in sections 10 and 11 of the BMS regulations.
81. Candidates may take up to 90 points from outside the field of the Degree.
82. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.
83. The field of the Degree is as specified in section 13 of the BMS regulations.

*Bachelor of Management Studies with Honours (BMS(Hons)) component*

84. Candidates must gain 390 points at 100, 200, 300, 400 and 500 levels, including at least 300 points above 100 level, 180 points above 200 level and 90 points at 500 level.
85. Candidates must complete the compulsory papers prescribed in the appendix to the BMS(Hons) regulations.
86. Candidates must demonstrate competency in computing, writing and employment skills, as prescribed in the Waikato Management School Student Handbook.
87. Candidates must complete the requirements of a major, as specified in sections 9 and 10 of the BMS(Hons) regulations
88. Candidates must gain 90 points at 500 level in one or two of the subjects listed as majors for the Degree in section 9 of the BMS(Hons) regulations, including at least 30 points at 500 level in any of the candidate's BMS major(s).
89. Candidates may complete a second major in any undergraduate major, as specified in sections 13 and 14 of the BMS(Hons) regulations.
90. Candidates may take up to 90 points from outside the field of the Degree.
91. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.
92. The field of the Degree is as specified in section 16 of the BMS(Hons) regulations.
93. The Degree may be awarded with a level of Honours, as specified in sections 17-19 of the BMS(Hons) regulations.

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

94. Candidates must gain 270 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 60 points above 200 level.
95. Candidates must complete the requirements of a major, as specified in sections 6 and 7 of the BMPD regulations.
96. Candidates must complete the requirements of a supporting subject, as specified in section 8 of the BMPD regulations.
97. Candidates must gain at least 35 points from the core Māori and Pacific Development papers, at least 15 points in Te Reo Māori and at least 15 points in Tikanga Māori.
98. Candidates may complete a second major in any undergraduate major, as specified in sections 10 and 11 of the BMPD regulations.
99. Candidates may take up to 60 points from outside the field of the Degree.
100. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.
101. The field of the Degree is as specified in section 14 of the BMPD regulations.

*Bachelor of Media and Creative Technologies (BMCT) component*

102. Candidates must gain 270 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 60 points above 200 level.
103. Candidates must complete the requirements of a major, as specified in sections 7 and 8 of the BMCT regulations.
104. Candidates must complete the requirements of a supporting subject, as specified in section 9 of the BMCT regulations.
105. Candidates may complete a second major in any undergraduate major, as specified in sections 10 and 11 of the BMCT regulations.
106. Candidates may take up to 60 points from outside the field of the Degree.
107. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.
108. The field of the Degree is as specified in section 14 of the BMCT regulations.

*Bachelor of Music (BMus) component*

109. Candidates must gain 270 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 60 points above 200 level.
110. Candidates must complete at least three streams of Music, as specified in section 7 of the BMus regulations.

*Bachelor of Science (BSc) component*

111. Candidates must gain 270 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 60 points above 200 level.
112. Candidates must complete the requirements of a major, as specified in sections 6 and 7 of the BSc regulations.
113. Candidates must gain at least 75 points at 100 level across at least three of the majors listed in section 6 of the BSc regulations.
114. Candidates may complete a second major in any undergraduate major, as specified in sections 10 and 11 of the BSc regulations.
115. Candidates may take up to 60 points from outside the field of the Degree.
116. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a

second major, with the permission of the Dean or delegated authority.

117. The field of the Degree is as specified in the appendix to the BSc regulations.

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

118. Candidates must gain 360 points at 100, 200, 300 and 400 levels, including at least 270 points above 100 level and 120 points above 200 level.

119. Candidates must complete the requirements of a major, as specified in sections 6 and 7 of the BSc(Tech) regulations.

120. Candidates must gain at least 75 points at 100 level across at least three of the majors listed in section 6 of the BSc(Tech) regulations.

121. Candidates must gain at least 35 points in management, as prescribed in the Faculty of Science and Engineering Undergraduate Handbook.

122. Candidates must gain 80 points above 100 level, including 60 points above 200 level, in placement papers which comprise 12 months' project work in industry or an applied field, as specified in section 11 of the BSc(Tech) regulations.

123. Candidates may complete a second major in any undergraduate major, as specified in sections 12 and 13 of the BSc(Tech) regulations.

124. Candidates may take up to 60 points from outside the field of the Degree.

125. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.

126. The field of the Degree is as specified in the appendix to the BSc(Tech) regulations.

*Bachelor of Social Sciences (BSocSc) component*

127. Candidates must gain 270 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 60 points above 200 level.

128. Candidates must complete the requirements of a major, as specified in sections 6 and 7 of the BSocSc regulations.

129. Candidates must complete the requirements of a supporting subject, as specified in section 8 of the BSocSc regulations.

130. Candidates must include at least 35 points from the methodology papers listed in the appendix to the BSocSc regulations.

131. Candidates may complete a second major in any undergraduate major, as specified in sections 10 and 11 of the BSocSc regulations.

132. Candidates may take up to 60 points from outside the field of the Degree.

133. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.

134. The field of the Degree is as specified in section 14 of the BSocSc regulations.

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

135. Candidates must gain 270 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 60 points above 200 level.

136. Candidates must complete the compulsory papers prescribed in the appendix to the BSpLS regulations.

137. Candidates must complete the requirements of the major, Sport and Leisure Studies, as specified in sections 7 and 8 of the BSpLS regulations.

138. Candidates may complete a second major in any undergraduate major, as specified in sections 10 and 11 of the BSpLS regulations.

139. Candidates may take up to 60 points from outside the field of the Degree.

140. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.

141. The field of the Degree is as specified in section 13 of the BSpLS regulations.

*Bachelor of Teaching (BTchg) component*

142. Candidates must gain 270 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 60 points above 200 level.

143. Candidates must complete the requirements of the major, Professional Education, as specified in sections 7 and 8 of the BTchg regulations.

144. Candidates may not enrol in specific papers until they have passed certain programme requirements, as outlined in the Faculty of Education Teacher Education Handbook.

*Bachelor of Tourism (BTour) component*

145. Candidates must gain 270 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 60 points above 200 level.

146. Candidates must complete the compulsory papers prescribed in the appendix to the BTour regulations.

147. Candidates enrolled in the Waikato Management School must demonstrate competency in computing, writing and employment skills, as prescribed in the Waikato Management School Student Handbook.

148. Candidates must complete the requirements of a field and a major, as specified in sections 8-10 of the BTour regulations.

149. Candidates may complete a second major in any undergraduate major, as specified in sections 12 and 13 of the BTour regulations.

150. Candidates may take up to 60 points from outside the field of the Degree.

151. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme or to take a second major, with the permission of the Dean or delegated authority.

152. The field of the Degree is as specified in section 16 of the BTour regulations.

*Variations*

153. The Deans or delegated authorities may vary or waive these regulations in individual cases.

154. Candidates undertaking a BTchg conjoint programme may include in the degree which is taken in partnership with the BTchg degree 80 points from outside the field of that degree in order to meet the requirements for Teaching Subject Studies.

*Notes:*

1. The range of degrees that may be taken in partnership with the BE or BE(Hons) without additional papers being required may be limited.

2. Not all conjoint combinations will be available in 2012.



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# Regulations for the Degree of Bachelor of Arts with Honours (BA(Hons))

1. [The Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Arts of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Faculty of Arts and Social Sciences or the School of Māori and Pacific Development and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Calendar:
  - (a) *Faculty of Arts and Social Sciences subjects*
    - Anthropology
    - Chinese
    - Education Studies
    - English
    - French
    - Geography
    - German
    - History
    - Japanese
    - Mathematics
    - Music
    - Philosophy
    - Political Science
    - Psychology
    - Screen and Media Studies
    - Theatre Studies
  - (b) *School of Māori and Pacific Development subjects*
    - Māori Cultural Studies/Tikanga Māori
    - Māori Language/Te Reo Māori
    - Māori Media and Communication
8. Candidates enrolled in the Faculty of Arts and Social Sciences must include at least 30 points in research, as prescribed in the relevant subject entry in the University of Waikato Calendar.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

## Award of Honours

12. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or
  - (d) Third Class Honours.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

## Variations

14. The Dean or delegated authority may vary or waive these regulations in individual cases.





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## Regulations for the Degree of Bachelor of Business Analysis with Honours - Financial (BBA(Hons)(Fin))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

### Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Business Analysis - Financial of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the Waikato Management School Student Handbook:

#### Subjects

- Accounting
  - Economics
  - Finance
8. Candidates may take up to 30 points from outside the field of the Degree.
  9. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
  10. 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.
  11. Candidates must submit a Portfolio of Achievement as prescribed in the Waikato Management School Student Handbook.

### Award of Honours

12. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or
  - (d) Third Class Honours.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

### Variations

14. The Dean or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Bachelor of Communication Studies with Honours (BCS(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Communication Studies of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the Waikato Management School Student Handbook:

### Subjects

- Management Communication
  - Marketing
  - Public Relations
8. Candidates must include at least 30 points in research, as prescribed in the Waikato Management School Student Handbook.
  9. Candidates may take up to 30 points from outside the field of the Degree.
  10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
  11. If a candidate fails a paper or papers (worth not more than 30 points in total), 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.
  12. Candidates must submit a Portfolio of Achievement as prescribed in the Waikato Management School Student Handbook.

## Award of Honours

13. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or
  - (d) Third Class Honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

## Variations

15. The Dean or delegated authority may vary or waive these regulations in individual cases.

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## Regulations for the Degree of Bachelor of Computer Graphic Design with Honours (BCGD(Hons))

1. The University of Waikato *Personal Programmes of Study Regulations* apply in these regulations with respect to papers prescribed in the Computer Graphic Design entry in the University of Waikato Calendar as University of Waikato papers.
2. The UCOL Whanganui School of Design Academic Regulations apply in these regulations with respect to papers prescribed in the Computer Graphic Design entry in the University of Waikato Calendar as UCOL Whanganui School of Design papers.

### Admission

3. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Computer Graphic Design, jointly awarded by the University of Waikato and the UCOL Whanganui School of Design, or for 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 of both institutions.
4. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 3 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Boards of both institutions may prescribe which must be completed either prior to or concurrently.

### Requirements for the Degree

5. The normal minimum period of enrolment for completion of the Degree is one year.
6. Candidates must enrol in the Faculty of Computing and Mathematical Sciences of the University of Waikato and the UCOL Whanganui School of Design and follow an approved programme of study.
7. Candidates must complete a specified programme as prescribed in the Computer Graphic Design entry in the University of Waikato Calendar, and must pass all papers on the first attempt.

### Award of Honours

8. In accordance with criteria approved for this purpose by the Academic Boards of both institutions, the Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or
  - (d) Third Class Honours.

### Variations

9. The Chairperson of the Computer Graphic Design Joint Committee or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates who have gained 360 points towards the degree of Bachelor of Computing and Mathematical Sciences, including 120 points above 200 level and all 100, 200, and 300 level compulsory papers prescribed for that degree, are eligible to be considered for admission to the degree of Bachelor of Computing and Mathematical Sciences with Honours. Admission is subject to the approval of the Dean of the Faculty of Computing and Mathematical Sciences.
3. Candidates who have been awarded the degree of Bachelor of Computing and Mathematical Sciences will not be admitted to this degree.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is four years.
5. Candidates must enrol in the Faculty of Computing and Mathematical Sciences and follow an approved programme of study.
6. Candidates must gain 480 points at 100, 200, 300, 400, and 500 levels, including at least 360 points above 100 level, 240 points above 200 level and 120 points at 500 level.
7. Candidates must complete the requirements of a major.

### Majors

Computer Science  
Mathematics

8. To complete the requirements of a major, candidates must gain 180 points above 100 level in that major, including 120 points above 200 level and 60 points at 500 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Calendar.
9. Candidates must include either COMP520 Report of an Investigation (45 points) or MATH520 Report of an Investigation (45 points).
10. Candidates must also gain at least 50 points from the other subjects within the field of the Degree, with at least 20 points above 100 level, and at least 50 points from a Faculty or School of Studies other than the Faculty of Computing and Mathematical Sciences, with at least 20 points above 100 level.
11. Candidates may complete a second major in any undergraduate major.
12. To complete the requirements of a second major, candidates must gain 180 points above 100 level in that major, including 120 points above 200 level and 60 points at 500 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Calendar.
13. Candidates may take up to 185 points from outside of the field of the Degree.
14. The field of the Degree comprises all of the majors listed in section 7 of these regulations as well as Statistics.

## Award of Honours

15. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division).
16. If awarded, the level of honours will be determined on the basis of candidates' grades in 500 level papers.
17. In order to be eligible for consideration for the award of honours, the 500 level papers must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding two calendar years, from the date of first admission to the honours programme.
18. Candidates who do not meet the standard required for the award of honours may, on the recommendation of the Faculty of Computing and Mathematical Sciences Board of Examiners, be awarded the degree of Bachelor of Computing and Mathematical Sciences.

## Variations

19. The Dean or delegated authority may permit more than 185 points to be taken from outside of the field of the Degree in individual cases.
20. The Dean or delegated authority may vary or waive these regulations in individual cases.

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## Regulations for the Degree of Bachelor of Electronic Commerce with Honours (BECOM(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Electronic Commerce 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 at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the Electronic Commerce entry in the Waikato Management School Student Handbook, including any compulsory papers.
8. Candidates may take up to 30 points from outside the field of the Degree.
9. The field of the Degree comprises the papers prescribed for the Degree in the Electronic Commerce entry in the Waikato Management School Student Handbook.
10. Candidates must submit a Portfolio of Achievement as prescribed in the Waikato Management School Student Handbook.

### Award of Honours

11. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or
  - (d) Third Class Honours.
12. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

### Variations

13. The Dean or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Bachelor of Engineering with Honours (BE(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates who have gained 360 points towards the degree of Bachelor of Engineering, comprising the papers prescribed at 100, 200, and 300 levels for one of the specified programmes listed under section 6 of the regulations for that degree, are eligible to be considered for admission to the degree of Bachelor of Engineering with Honours.
3. Candidates who have been awarded the degree of Bachelor of Engineering will not be admitted to this degree.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is four years.
5. Candidates must enrol in the Faculty of Computing and Mathematical Sciences or the Faculty of Science and Engineering and follow an approved programme of study.
6. Candidates must gain at least 480 points at 100, 200, 300, and 400 level, with a maximum of 120 points at 100 level and including ENGG492 Honours Research and Management Project (60 points).
7. Candidates must complete the requirements of a specified programme.
  - (a) *Faculty of Computing and Mathematical Sciences specified programme*
    - Engineering Science<sup>1</sup>
    - Software Engineering
  - (b) *Faculty of Science and Engineering specified programmes*
    - Chemical and Biological Engineering
    - Electronic Engineering
    - Materials and Process Engineering
    - Mechanical Engineering
8. To complete the requirements of a specified programme, candidates must pass the papers prescribed for that programme in the relevant subject entry in the University of Waikato Calendar.
9. Candidates must also satisfy the Dean of Computing and Mathematical Sciences and the Dean of Science and Engineering that they have completed a minimum of 800 hours of industrial experience relevant to their specified programme.

## Award of Honours

10. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division).
11. If awarded, the level of honours will be determined on the basis of candidates' grades in 300 and 400 level papers.
12. Candidates who do not meet the standard required for the award of honours may, on the recommendation of the Faculty of Computing and Mathematical Sciences or Faculty of Science and Engineering Board of Examiners, be awarded the degree of Bachelor of Engineering.

## Variations

13. The Dean or delegated authority may vary or waive these regulations in individual cases.

## Note:

1. *There will be no new intake into this programme in 2012.*

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# Regulations for the Degree of Bachelor of Laws with Honours (LLB(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates who have completed Law 1 and Law 2, as listed in sections 6.1 and 6.2 of the regulations for the degree of Bachelor of Laws, are eligible to be considered for admission to the degree of Bachelor of Laws with Honours.
3. Candidates who have been awarded the degree of Bachelor of Laws will not be admitted to this degree.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is four years.
5. Candidates must enrol in the Faculty of Law and follow an approved programme of study.
6. Candidates must gain 540 points at 100, 200, 300, 400, and 500 levels, including at least 420 points above 100 level and 300 points above 200 level. Candidates may take a single major in Law or a first major in Law and a second major in a subject from another Faculty or School of Studies.
7. Candidates must complete Law 5 within two years of the commencement of Law 4.
8. Candidates may not present a thesis or dissertation for the Degree without approval from the Dean of Law or delegated authority.

## LLB(Hons) with a Single Major in Law

9. Candidates must pass the following papers:

### 9.1 Law 1

- (a) LAWS103 Legal Method (20 points)
- (b) LAWS106 Legal Systems and Societies (20 points)  
LAWS107 Constitutional Law (20 points)
- (c) 60 points at 100 level in subjects other than Law, including 30 points at 100 level in a single subject from outside the Faculty of Law.

### 9.2 Law 2

- (a) LAWS203 Jurisprudence (20 points)  
LAWS204 Contracts (20 points)  
LAWS206 Administrative Law (20 points)  
LAWS207 Torts (20 points)
- (b) 40 points above 100 level in a subject from outside the Faculty of Law.

### 9.3 Law 3

- LAWS301 Crimes (20 points)  
LAWS305 Corporate Entities (20 points) or LAWS426 Commercial Transactions (20 points)  
LAWS306 Dispute Resolution (20 points)  
LAWS307 Land Law (20 points)  
LAWS308 Equity and Succession (20 points)  
20 points at 400 level in Law.

### 9.4 Law 4

- 120 points at 400 level  
Law 5

- 60 points at 500 level in Law.

## LLB(Hons) with a First Major in Law and a Second Major in a Subject from Another Faculty or School of Studies

10. Candidates must pass the papers listed in sections 9.1(a), 9.2(a), and 9.3 of these regulations and must complete 80 points at 400 level and 60 points at 500 level in Law.
11. Candidates must also pass the requirements of an approved major from another Faculty or School of Studies, as prescribed in the relevant subject entry in the University of Waikato Calendar.
12. 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.

## Award of Honours

13. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division).
14. If awarded, the level of honours will be determined on the basis of candidates' grades in Law 3, Law 4, and Law 5. Candidates' performance in Law 1 and Law 2 may be taken into account where additional clarification is required.
15. Candidates who do not meet the standard required for the award of honours may, on the recommendation of the Faculty of Law Board of Examiners, be awarded the degree of Bachelor of Laws.
16. Candidates who fail to display a sufficient aptitude in any of the Law 5 papers may, on the recommendation of the Faculty of Law Board of Examiners, have their eligibility for honours terminated or be awarded the degree of Bachelor of Laws.

## Variations

17. The Dean or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Bachelor of Management Studies with Honours (BMS(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

## Admission

2. Candidates who have gained 380 points towards the degree of Bachelor of Management Studies, including all the compulsory papers at 100, 200, and 300 level 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.
3. Candidates who have been awarded the degree of Bachelor of Management Studies will not be admitted to this degree.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is four and a half years.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6. Candidates must gain 520 points at 100, 200, 300, 400, and 500 levels, including at least 400 points above 100 level, 240 points above 200 level, and 120 points at 500 level. A maximum of 30 points at 500 level may be taken from subjects outside the Waikato Management School.
7. Candidates must complete the compulsory papers prescribed in the appendix to these regulations.
8. Candidates must demonstrate competency in computing, writing and employment skills as prescribed in the Waikato Management School Student Handbook.
9. Candidates must complete the requirements of a major.

## Majors

- Accounting
  - Agribusiness
  - Economics
  - Electronic Business
  - Finance
  - Hospitality Management
  - Human Resource Management
  - International Management
  - Management Communication
  - Marketing
  - Public Relations
  - Strategic Management
  - Supply Chain Management
  - Tourism Management
10. To complete the requirements of a major, candidates must gain 120 points above 100 level (from at least six papers) in that major, including 60 points above 200 level (from at least three papers) of which at least 40 points must be above 300 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the Waikato Management School Student Handbook.
  11. Candidates must gain 120 points at 500 level in one or two of the subjects listed as majors for the Degree in section 9 of these regulations, including at least 30 points at 500 level in any of the candidate's BMS major(s).
  12. The 500 level points referred to in section 11 of these regulations must be passed within two consecutive years.
  13. Candidates may complete a second major in any undergraduate major<sup>1</sup>.
  14. To complete the requirements of a second major from
    - (a) within the Waikato Management School, candidates must gain 120 points above 100 level (from at least six papers) in that major, including 60 points above 200 level (from at least three papers) of which at least 40 points must be above 300 level<sup>1</sup>.
    - (b) outside the Waikato Management School, candidates must satisfy the requirements prescribed for that major in the University of Waikato Calendar.
  15. Candidates may take up to 120 points from outside the field of the Degree.
  16. The field of the Degree comprises all of the majors listed in section 9 of these regulations as well as the papers listed in the appendix to these regulations.
  17. Candidates must submit a Portfolio of Achievement as prescribed in the Waikato Management School Student Handbook.

## Award of Honours

18. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division).
19. If awarded, the level of honours will be determined on the basis of candidates' grades in 500 level papers.
20. Candidates who do not meet the standard required for the award of honours may, on the recommendation of the Waikato Management School Board of Examiners, be awarded the degree of Bachelor of Management Studies.

## Variations

21. The Dean or delegated authority may vary or waive these regulations in individual cases.

*Note:*

1. *BMS(Hons) students who take a second major from those listed in section 9 of these regulations may credit MNGT221 Business Law, Ethics, Sustainability and the Treaty of Waitangi (20 points) towards the second major.*

## **APPENDIX**

### **Compulsory Papers**

ACCT101	Accounting for Management (15 points)
ECON100	Business Economics and the New Zealand Economy (15 points)
ECON200	Macroeconomics and the Global Economy (20 points)
FINA201	Finance (20 points)
HRMG241	Organisational Behaviour (20 points)
MCOM200	Management Communication (20 points)
MKTG151	Introduction to Marketing (15 points)
MNGT221	Business Law, Ethics, Sustainability and the Treaty of Waitangi (20 points)
MSYS111	E-Business and Supply Chain Management (15 points)
STAT160	Management Statistics (15 points)
STMG191	Introduction to Management (15 points)
STMG391	Strategic Management (20 points)
and one of	
xxxx499	Report of an Investigation (20 points)
xxxx599	Report of an Investigation (30 points)

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# Regulations for the Degree of Bachelor of Music with Honours (BMus(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Music of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in Music at levels considered appropriate by the Academic Board, and
  - (c) in the case of Performance candidates, passed an audition.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the Music entry in the University of Waikato Calendar, including any compulsory papers, with an emphasis on either Composition or Performance.
8. Candidates must include at least 30 points in research, as prescribed in the Music entry in the University of Waikato Calendar.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the Music entry in the University of Waikato Calendar.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

## Award of Honours

12. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or
  - (d) Third Class Honours.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

## Variations

14. The Dean or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Degree of Bachelor of Science with Honours (BSc(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Science or Bachelor of Science (Technology) of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and, normally, have completed the requirements in the minimum time for completion of that degree, and
  - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding two calendar years, from the date of first enrolment in the Degree.
5. Candidates must enrol in the Faculty of Computing and Mathematical Sciences or the Faculty of Science and Engineering and follow an approved programme of study.<sup>1</sup>
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Calendar:
  - (a) *Faculty of Computing and Mathematical Sciences subjects*
    - Computer Science
    - Mathematics
    - Statistics
  - (b) *Faculty of Science and Engineering subjects*
    - Biological Sciences
    - Chemistry
    - Earth Sciences
    - Materials and Processing
    - Physics
    - Psychology
8. Candidates must include at least 30 points in research, as prescribed in the relevant subject entry in the Calendar.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. Where a candidate fails a paper, 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

12. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or
  - (d) Third Class Honours.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

## Variations

14. The Dean or delegated authority may vary or waive these regulations in individual cases.

## Note:

1. *Admission to the BSc(Hons) in the subjects offered by the Faculty of Science and Engineering is by invitation only from the Chairperson of the relevant department. Students interested in undertaking the BSc(Hons) in the Faculty of Science and Engineering should consult the Faculty of Science and Engineering Graduate Handbook for more information, and then the relevant Chairperson of Department.*



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# Regulations for the Degree of Bachelor of Social Sciences with Honours (BSocSc(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Social Sciences of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Calendar:

### Subjects

Anthropology  
Demography  
Economics  
Education Studies  
Geography  
Health Development and Policy  
History  
Human Development  
Labour Studies  
Māori Cultural Studies/Tikanga Māori  
Philosophy  
Political Science  
Psychology  
Public Policy  
Resources and Environmental Planning  
Social Policy  
Sociology  
Women's and Gender Studies

8. Candidates must include at least 30 points in research, as prescribed in the relevant subject entry in the University of Waikato Calendar.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

## Award of Honours

12. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or
  - (d) Third Class Honours.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

## Variations

14. The Dean or delegated authority may vary or waive these regulations in individual cases.



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# Regulations for the Degree of Bachelor of Sport and Leisure Studies with Honours (BSpLS(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Sport and Leisure Studies of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Faculty of Education and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the Sport and Leisure Studies entry in the University of Waikato Calendar, including any compulsory papers.
8. Candidates may take up to 30 points from outside the field of the Degree.
9. The field of the Degree comprises the papers prescribed for the Degree in the Sport and Leisure Studies entry in the University of Waikato Calendar.
10. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

## Award of Honours

11. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or
  - (d) Third Class Honours.
12. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

## Variations

13. The Dean or delegated authority may vary or waive these regulations in individual cases.



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# Regulations for the Degree of Bachelor of Teaching with Honours (BTchg(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Teaching of the University of Waikato, or
  - (b) completed the requirements of a qualification considered by the Academic Board to be equivalent.<sup>1</sup>
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Faculty of Education and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the Teaching entry in the University of Waikato Calendar, including any compulsory papers.
8. Candidates may take up to 30 points from outside the field of the Degree.
9. The field of the Degree comprises the papers prescribed for the Degree in the Teaching entry in the University of Waikato Calendar.
10. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

## Award of Honours

11. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or
  - (d) Third Class Honours.
12. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

## Variations

13. The Dean or delegated authority may vary or waive these regulations in individual cases.

## Note:

1. For the purpose of section 2(b) of these regulations, the Academic Board normally requires that the candidate shall
  - i) have completed, at a satisfactory level of achievement, an appropriate teaching qualification, and
  - ii) have completed the equivalent of three years of full-time study and have passed the equivalent of 360 points, including 80 points at 300 level.

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# Regulations for the Degree of Bachelor of Tourism with Honours (BTour(Hons))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

## Admission

2. Candidates for the degree must have
  - (a) qualified for the award of the degree of Bachelor of Tourism of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Faculty of Arts and Social Sciences or the Waikato Management School and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Calendar or the Waikato Management School Student Handbook:
  - (a) *Faculty of Arts and Social Sciences subject*  
Tourism Development
  - (b) *Waikato Management School subject*  
Tourism and Hospitality Management
8. Candidates must include at least 30 points in research, as prescribed in the relevant subject entry in the University of Waikato Calendar or Waikato Management School Student Handbook.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), 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.
12. Candidates enrolled in the Waikato Management School must submit a Portfolio of Achievement as prescribed in the Waikato Management School Student Handbook.

## Award of Honours

12. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or
  - (d) Third Class Honours.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

## Variations

14. The Dean or delegated authority may vary or waive these regulations in individual cases

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# Regulations for the Degree of Master of Applied Psychology (MAppPsy)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Social Sciences of the University of Waikato with a major in Psychology or for a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in Psychology at levels considered appropriate by the Academic Board, and
  - (c) satisfactorily completed 20 points at 300 level in Behaviour Analysis, Community Psychology, Organisational Psychology or equivalent. Candidates who have not met this requirement may be enrolled in the Bachelor of Social Sciences with Honours in Psychology in the first instance, with the possibility of transferring to the Master of Applied Psychology under the provisions of section 11 of these regulations.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is two years, or, in the case of candidates for whom an exemption from up to 120 points has been approved under the provisions of section 11 of these regulations, one year. The requirements of the Degree must be completed within eight consecutive years of first enrolling for the Degree, or, in the case of candidates for whom an exemption from up to 120 points has been approved under the provisions of section 11 of these regulations, a lesser time may be required.
5. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
6. Candidates must gain 240 points at 500 level or above, including any compulsory papers prescribed in the Psychology entry in the University of Waikato Calendar, in one of the following specified programmes:

### Specified programmes

Behaviour Analysis  
Community Psychology  
Organisational Psychology

7. Candidates must include
  - (a) a dissertation equivalent to 60 points, or
  - (b) a thesis equivalent to 90 points, or
  - (c) a thesis equivalent to 120 points.
8. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

## Award of Honours

9. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division).
10. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 240 points completed by the candidate while enrolled for the Degree, including any failed paper.

## Variations

11. Candidates who have completed the degree of Bachelor of Social Sciences with Honours of the University of Waikato in Psychology or for a qualification considered by the Academic Board to be equivalent, may be exempted from up to 120 points for the Degree, provided that their overall graduate programme of study conforms with the requirements of the specified programme prescribed for the Degree.
12. The Dean or delegated authority may vary or waive these regulations in individual cases.



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## Regulations for the Degree of Master of Arts (MA)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Arts with Honours of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Faculty of Arts and Social Sciences or the School of Māori and Pacific Development and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Calendar:
  - (a) *Faculty of Arts and Social Sciences subjects*
    - Anthropology
    - Chinese
    - Education Studies
    - English
    - French
    - Geography
    - German
    - History
    - International Relations and Security Studies<sup>1</sup>
    - Japanese
    - Mathematics
    - Music
    - Philosophy
    - Political Science
    - Psychology
    - Screen and Media Studies
    - Theatre Studies
  - (b) *School of Māori and Pacific Development subjects*
    - Māori Cultural Studies/Tikanga Māori
    - Māori Language/Te Reo Māori
    - Māori Media and Communication
8. Candidates must include
  - (a) a dissertation equivalent to 60 points, or
  - (b) a thesis equivalent to 90 points, or
  - (c) a thesis equivalent to 120 points.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### Award of Honours

12. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division),  
or without honours.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

*Variations*

14. The Dean or delegated authority may vary or waive these regulations in individual cases.

*Note:*

1. *Students who wish to present International Relations and Security Studies for the Degree are normally required to have completed the Postgraduate Diploma in International Relations and Security Studies.*

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## Regulations for the Degree of Master of Arts (Applied) (MA(Applied))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of a university degree or a qualification considered by the Academic Board to be equivalent, and
  - (b) normally, qualified for the award of the Postgraduate Diploma in Second Language Teaching of the University of Waikato or for a qualification considered by the Academic Board to be equivalent.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the Applied Linguistics entry in the University of Waikato Calendar, including any compulsory papers.
8. Candidates may include
  - (a) a dissertation equivalent to 30 points, or
  - (b) a dissertation equivalent to 60 points, or
  - (c) a thesis equivalent to 90 points.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the Applied Linguistics entry in the University of Waikato Calendar.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### Award of Honours

12. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or without honours
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.
14. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than three years from the date of first enrolment in the Degree.

### Variations

15. The Dean or delegated authority may vary or waive these regulations in individual cases.

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## Regulations for the Degree of Master of Business Administration (MBA)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of a bachelors degree of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, or
  - (b) demonstrated to the Academic Board that they have adequate training, experience and ability to proceed with the MBA, or
  - (c) qualified for the award of the degree of Bachelor of Management Studies with Honours of the University of Waikato with at least Second Class Honours (first division) or for a qualification considered by the Academic Board to be equivalent, or
  - (d) qualified for the award of the Postgraduate Diploma in Management Studies with an average grade of at least B+, or for a qualification considered by the Academic Board to be equivalent, and
  - (e) produced sufficient evidence to satisfy the Academic Board of adequate training and experience in the field of management or administration, and
  - (f) be accepted by the Dean of the Waikato Management School, who will consult with the Director of the MBA Programme as appropriate, and
  - (g) be subject to the completion of any qualifying papers or additional work as may be required by the Academic Board, either prior to admission or concurrently.

### Requirements for the Degree

3. Candidates admitted under sections 2(a) or 2(b) of these regulations must gain 240 points at 500 level as prescribed for Part One and Part Two of the MBA programme in the Corporate and Executive Education entry in the University of Waikato Calendar.
4. Candidates admitted under section 2(c) of these regulations must gain 120 points at 500 level as prescribed for Part Two of the MBA programme in the Corporate and Executive Education entry in the University of Waikato Calendar.
5. Candidates admitted under section 2(d) of these regulations must gain 120 points at 500 level as prescribed for Part Two of the MBA programme in the Corporate and Executive Education entry in the University of Waikato Calendar. To obtain credit for Part One of the MBA programme the Postgraduate Diploma in Management Studies must be relinquished prior to conferral of the MBA.
6. Candidates admitted under sections 2(a) or 2(b) of these regulations must normally pass all of the papers prescribed for Part One with an average grade of at least B+ in order to be eligible to enrol in Part Two. <sup>1</sup>
7. 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.

### Award of Honours

8. The Degree may be awarded with Distinction.
9. Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree, including any failed paper.

### Variations

10. The Dean or delegated authority may vary or waive these regulations in individual cases.

### Notes:

1. *Candidates who are ineligible to enrol in Part Two may be eligible to graduate with a Postgraduate Diploma in Management Studies.*
2. *Prospective candidates should consult the Director of the MBA programme 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 Business and Management (MBM)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have

- (a) qualified for the award of a bachelors degree of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, or
- (b) qualified for the award of the degree of Bachelor of Management Studies with Honours of the University of Waikato with at least Second Class Honours (first division) or for a qualification considered by the Academic Board to be equivalent, and
- (c) be accepted by the Dean of the Waikato Management School, who will consult with the Director of the MBM Programme as appropriate, and
- (d) be subject to the completion of any qualifying papers or additional work as may be required by the Academic Board, either prior to admission or concurrently.

## Requirements for the Degree

3. Candidates admitted under section 2(a) of these regulations must gain 240 points at 500 level as prescribed for Part One and Part Two of the MBM programme in the Corporate and Executive Education entry in the University of Waikato Calendar.
4. Candidates admitted under sections 2(b) of these regulations must gain 120 points at 500 level as prescribed for Part Two of the MBM programme in the Corporate and Executive Education entry in the University of Waikato Calendar.
5. Candidates admitted under sections 2(a) of these regulations must normally pass all of the papers prescribed for Part One with an average grade of at least B+ in order to be eligible to enrol in Part Two.<sup>1</sup>
6. 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.

## Award of Honours

7. The Degree may be awarded with Distinction.
8. Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree, including any failed paper.

## Variations

9. The Dean or delegated authority may vary or waive these regulations in individual cases.

## Notes:

1. *Candidates who are ineligible to enrol in Part Two may be eligible to graduate with a Postgraduate Diploma in Management.*
2. *Prospective candidates should consult the Director of the MBM well before the commencement of the Degree programme to ensure that they have fulfilled the requirements for admission. The Director will set deadlines and entry test requirements as required.*



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# Regulations for the Degree of Master of Computer Graphic Design (MCGD)

1. The University of Waikato [Personal Programmes of Study Regulations](#) apply in these regulations with respect to papers prescribed in the Computer Graphic Design entry in the University of Waikato Calendar as University of Waikato papers.
2. The UCOL Whanganui School of Design Academic Regulations apply in these regulations with respect to papers prescribed in the Computer Graphic Design entry in the University of Waikato Calendar as UCOL Whanganui School of Design papers.

## Admission

3. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Computer Graphic Design with Honours, jointly awarded by the University of Waikato and the UCOL Whanganui School of Design, or
  - (b) qualified for the award of the Postgraduate Diploma in Computer Graphic Design, jointly awarded by the University of Waikato and the UCOL Whanganui School of Design, 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 of both institutions.
4. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 3 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

5. The normal minimum period of enrolment for completion of the Degree is one year.
6. Candidates must enrol in the Faculty of Computing and Mathematical Sciences of the University of Waikato and the UCOL Whanganui School of Design and follow an approved programme of study.
7. Candidates must complete a specified programme as prescribed in the Computer Graphic Design entry in the University of Waikato Calendar and must pass all papers on the first attempt.
8. Candidates must include a dissertation or thesis in their programme of study.

## Award of Honours

9. In accordance with criteria approved for this purpose by the Academic Boards of both institutions, the Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or without honours.

## Variations

10. The Chairperson of the Computer Graphic Design Joint Committee may vary or waive these regulations in individual cases.

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## Regulations for the Degree of Master of Counselling (MCouns)

- 1 The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of a bachelors degree of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
  - (b) provided evidence of at least two years' prior experience and/or professional preparation in counselling, and
  - (c) been selected as a suitable person for the Counselling programme.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is two years.
5. Candidates must enrol in the Faculty of Education and follow an approved programme of study.
6. Candidates must gain 240 points at 500 level from the papers offered for the Degree, including any compulsory papers prescribed in the Counselling entry in the University of Waikato Calendar.
7. The programme of study must comprise
  - (a) 120 points from the compulsory papers for the Degree, including a practicum, and a thesis equivalent to 120 points, or
  - (b) 120 points from the compulsory papers for the Degree, including a practicum, and a thesis equivalent to 90 points and a further 30 points from the prescribed papers, or
  - (c) 120 points from the compulsory papers for the Degree, including a practicum, and a dissertation equivalent to 60 points and a further 60 points from the prescribed papers, or
  - (d) 240 points from the prescribed papers, including at least 120 points from the compulsory papers for the Degree and including the practicum.<sup>1</sup>
8. Candidates must arrange their own practicum placement in order to meet the requirements of section 7 of these regulations. The arrangements must be approved by the Coordinator of Counsellor Education.
9. Candidates must pass the practicum component to be eligible for the award of the Degree.
10. If a candidate fails a paper or papers (worth not more than 30 points in total), 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.
11. 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 more than one paper will not be permitted to proceed with the Degree.

### Award of Honours

12. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or without honours
13. Candidates who fail a paper will not be eligible for the award of honours.

### Variations

14. Candidates who have completed the Postgraduate Diploma in Counselling of the University of Waikato or a qualification considered by the Academic Board to be equivalent, will be exempted from 180 points for the Degree.
15. Candidates may, with approval, substitute 60 points from other subjects listed in the University of Waikato Calendar in place of those prescribed for the Degree.
16. The Dean or delegated authority may vary or waive these regulations in individual cases.

### Notes:

1. *Candidates who complete a Master of Counselling by coursework alone would not ordinarily be permitted to apply for admission directly to doctoral study.*
2. *The intake for this programme is limited. Intending candidates should make enquiries regarding application and selection procedures to the Coordinator of Counselling Education by 31 October at the latest in the year prior to that in which they intend studying.*



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# Regulations for the Master of Disability and Inclusion Studies (MDInS)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the Postgraduate Diploma in Disability and Inclusion Studies of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Faculty of Education and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the Disability and Inclusion Studies entry in the University of Waikato Calendar, including any compulsory papers.
8. Candidates must include<sup>1</sup>
  - (a) a thesis equivalent to 90 points, or
  - (b) a thesis equivalent to 120 points.
9. Candidates who wish to take a dissertation or thesis must have completed or concurrently enrol in an approved paper in research methodology.
10. Candidates may take up to 30 points from outside the field of the Degree.
11. The field of the Degree comprises the papers prescribed for the Degree in the Disability and Inclusion Studies entry in the University of Waikato Calendar.
12. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

## Award of Honours

13. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or without honours.
14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.
16. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

## Variations

17. The Dean or delegated authority may vary or waive these regulations in individual cases.

## Note:

1. Candidates who had completed a Master of Disability and Inclusion Studies 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)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Teaching with Honours or the Postgraduate Diploma in Education 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 at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Faculty of Education and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the Education entry in the University of Waikato Calendar, including any compulsory papers.
8. Candidates must include<sup>1</sup>
  - (a) a thesis equivalent to 90 points, or
  - (b) a thesis equivalent to 120 points.
9. Candidates who wish to take a dissertation or thesis must have completed or concurrently enrol in an approved paper in research methodology.
10. Candidates may take up to 30 points from outside the field of the Degree.
11. The field of the Degree comprises the papers prescribed for the Degree in the Education entry in the University of Waikato Calendar.
12. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### Award of Honours

13. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or without honours.
14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.
16. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

### Variations

17. The Dean or delegated authority may vary or waive these regulations in individual cases.

### Note:

1. *Candidates who had completed a Master of Education 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)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the Postgraduate Diploma in Educational Leadership 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 at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Faculty of Education and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the Educational Leadership entry in the University of Waikato Calendar, including any compulsory papers.
8. Candidates must include <sup>1</sup>
  - (a) a thesis equivalent to 90 points, or
  - (b) a thesis equivalent to 120 points.
9. Candidates who wish to take a dissertation or thesis must have completed or concurrently enrol in an approved paper in research methodology.
10. Candidates may take up to 30 points from outside the field of the Degree.
11. The field of the Degree comprises the papers prescribed for the Degree in the Educational Leadership entry in the University of Waikato Calendar.
12. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### Award of Honours

13. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or without honours.
14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.
16. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

### Variations

17. The Dean or delegated authority may vary or waive these regulations in individual cases.

### Note:

1. Candidates who had completed a Master of Educational Leadership 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 Electronic Commerce (MECom)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Degree must have
    - (a) qualified for the award of the degree of Bachelor of Electronic Commerce of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, or
    - (b) qualified for the award of the degree of Bachelor of Electronic Commerce with Honours or for the award of a Postgraduate Diploma in a subject relevant for the Master of Electronic Commerce, or for a qualification considered by the Academic Board to be equivalent, and
      - (i) have completed a paper in research methods, and
      - (ii) have demonstrated their research and academic writing skills with the previous successful completion of a dissertation or significant research project at graduate level,and
  - (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is two years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(b) of the regulations is one year.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6. Candidates admitted under section 2(a) of these regulations must gain 240 points at 500 level. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level.
7. Candidates must complete the papers prescribed for the Degree in the Electronics Commerce entry in the Waikato Management School Student Handbook, including any compulsory papers.
8. Candidates admitted under section 2(a) of these regulations must complete a paper in research methods, as listed in the Waikato Management School Student Handbook, and 30 points of research in the first 120 points taken for the Degree.
9. Candidates must include
  - (a) a dissertation equivalent to 60 points, or
  - (b) a thesis equivalent to 90 points, or
  - (c) a thesis equivalent to 120 pointsin the last 120 points taken for the Degree.
10. Candidates admitted under section 2(a) of these regulations may take up to 60 points from outside the field of the Degree. Candidates admitted under section 2(b) of these regulations may take up to 30 points from outside the field of the Degree.
11. The field of the Degree comprises the papers prescribed for the Degree in the Electronic Commerce entry in the Waikato Management School Student Handbook.
12. Candidates admitted under section 2(a) of these regulations must pass all of the papers taken for the first 120 points for the Degree with an average grade of at least B+ in order to be eligible to continue with the Degree.<sup>1</sup>
13. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

## Award of Honours

14. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division),or without honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers presented for the Degree.

## Variations

16. The Dean or delegated authority may vary or waive these regulations in individual cases.

## Note:

1. Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Diploma.

*The University of Waikato - Te Whare Wānanga o Waikato*

*Last modified: Mon Dec 12 16:21:37 2011*

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## Regulations for the Degree of Master of Engineering (ME)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Engineering or Bachelor of Engineering with Honours of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Faculty of Computing and Mathematical Sciences or the Faculty of Science and Engineering and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must include
  - (a) a thesis equivalent to 90 points, or
  - (b) a thesis equivalent to 120 points.
8. The thesis must be taken in the subject Engineering.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree is defined in the appendix to these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### Award of Honours

12. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or without honours.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.
14. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding two calendar years, from the date of first enrolment in the Degree.

### Variations

15. The Dean or delegated authority may vary or waive these regulations in individual cases.

### Appendix

The field of the Degree is defined as

- (a) *Faculty of Computing and Mathematical Sciences subjects*
  - Computer Science
  - Mathematics
- (b) *Faculty of Science and Engineering subjects*
  - Electronics
  - Engineering
  - Materials and Processing
  - Physics

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## Regulations for the Degree of Master of Environmental Planning (MEP)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Social Sciences with Honours of the University of Waikato in Resources and Environmental Planning or for a qualification considered by the Academic Board to be equivalent, or
  - (b) qualified for the award of the Postgraduate Diploma of the University of Waikato in Environmental Planning or for a qualification considered by the Academic Board to be equivalent, or
  - (c) in exceptional circumstances, qualified for the award of 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, and
  - (d) satisfied the prerequisites for graduate study in Environmental Planning at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within five consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above, including two Practicum papers equivalent to 30 points each and a dissertation equivalent to 60 points, as prescribed for the Degree in the Environmental Planning entry in the University of Waikato Calendar.
7. Candidates must enrol for and undertake the requirements of the Degree in accordance with the guidelines contained in the Faculty of Arts and Social Sciences Graduate Handbook for the degree of Master of Environmental Planning.
8. The procedures and criteria for assessing the personal and professional competencies central to the satisfactory completion of the Degree are prescribed in the Faculty of Arts and Social Sciences Graduate Handbook for the degree of Master of Environmental Planning.
9. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### Award of Honours

10. The Degree may be awarded with Distinction.
11. Candidates who fail a paper will not be eligible for the award of honours.

### Variations

12. Candidates may replace the Practicum paper ENVP501 Environmental Planning: Practicum 1 (30 points) with an approved elective. Papers approved for the elective shall include any 500 level paper that, at the discretion of the Chairperson of Department or programme convenor, can be demonstrated to be relevant to planning.
13. The Dean or delegated authority may vary or waive these regulations in individual cases.

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## Regulations for the Degree of Master of Laws (LLM)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Laws or a combined Law degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Faculty of Law and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the Law entry in the University of Waikato Calendar, including any compulsory papers.
8. Candidates may include
  - (a) a dissertation equivalent to 30 points, or
  - (b) a dissertation equivalent to 60 points, or
  - (c) a thesis equivalent to 90 points, or
  - (d) a thesis equivalent to 120 points.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the Law entry in the University of Waikato Calendar.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### Award of Honours

12. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or without honours.
13. Candidates who fail a paper will not be eligible for the award of honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.
15. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding two calendar years, from the date of first enrolment in the Degree.

### Variations

16. Candidates who have qualified for the degree of Bachelor of Laws with Honours at the University of Waikato or for a qualification considered by the Academic Board to be equivalent, or who have otherwise provided evidence that satisfies the Academic Board of his or her ability to do so, may be permitted to take the Degree by 120 point thesis alone.
17. The Dean or delegated authority may vary or waive these regulations in individual cases.

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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))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Laws or a combined Law degree of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Faculty of Law and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the Law entry in the University of Waikato Calendar, including any compulsory papers.
8. Candidates may include
  - (a) a dissertation equivalent to 30 points, or
  - (b) a dissertation equivalent to 60 points, or
  - (c) a thesis equivalent to 90 points, or
  - (d) a thesis equivalent to 120 points.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the Law entry in the University of Waikato Calendar.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### Award of Honours

12. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or without honours.
13. Candidates who fail a paper will not be eligible for the award of honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.
15. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding two calendar years, from the date of first enrolment in the Degree.

### Variations

16. The Dean or delegated authority may vary or waive these regulations in individual cases.

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## Regulations for the Degree of Master of Management Studies (MMS)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Business Analysis, Bachelor of Communication Studies, Bachelor of Electronic Commerce, Bachelor of Management Studies or Bachelor of Tourism of the University of Waikato, or for a qualification considered by the Academic Board to be equivalent, or
  - (b) qualified for the award of the degree of Bachelor of Business Analysis with Honours, Bachelor of Communication Studies with Honours, Bachelor of Electronic Commerce with Honours, Bachelor of Management Studies with Honours or Bachelor of Tourism with Honours, or for the award of a Postgraduate Diploma in a subject relevant for the Master of Management Studies, or for a qualification considered by the Academic Board to be equivalent, and
  - (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is two years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(b) of the regulations is one year.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6. Candidates admitted under section 2(a) of these regulations must gain 240 points at 500 level. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level.
7. Candidates admitted under section 2(a) of these regulations must gain at least 120 points from one of the following subjects or interdisciplinary programmes, including any compulsory papers listed in the relevant subject entry in the Waikato Management School Student Handbook. Candidates admitted under section 2(b) of these regulations must gain at least 60 points from one of the following subjects or interdisciplinary programmes, including any compulsory papers listed in the relevant subject entry in the Waikato Management School Student Handbook.
  - (a) *Subjects*
    - Accounting
    - Agribusiness
    - Economics
    - Finance
    - Human Resource Management
    - International Management
    - Management Communication
    - Management Systems
    - Marketing
    - Public Relations
    - Strategic Management
  - (b) *Interdisciplinary programmes*
    - Applied Economics and Finance
    - Management and Sustainability
    - Social Enterprise
    - Tourism and Hospitality Management
8. Candidates must include
  - (a) a directed study or dissertation equivalent to 30 points, or
  - (b) a dissertation equivalent to 60 points, or
  - (c) a thesis equivalent to 90 points, or
  - (d) a thesis equivalent to 120 pointsin their main academic area and a research methodology paper worth at least 15 points, as prescribed in the Waikato Management School Student Handbook.<sup>1</sup>
9. Candidates admitted under section 2(a) of these regulations may take up to 60 points from outside the field of the Degree. Candidates admitted under section 2(b) of these regulations may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects and interdisciplinary programmes listed in section 7 of these regulations.
11. Candidates must submit a Portfolio of Achievement as prescribed in the Waikato Management School Student Handbook.
12. Candidates admitted under section 2(a) of these regulations must pass all of the papers taken for the first 120 points for the Degree with an average grade of at least B+ in order to be eligible to continue with the Degree.<sup>2</sup>

13. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

*Award of Honours*

14. The Degree may be awarded with
- (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division),
- or without honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers presented for the Degree.

*Variations*

16. The Dean or delegated authority may vary or waive these regulations in individual cases.

*Notes:*

1. *Candidates admitted under section 2(b) of these regulations may have fulfilled the requirement to complete a research methodology paper in their qualifying qualification.*
2. *Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Diploma.*

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## Regulations for the Degree of Master of Māori and Pacific Development (MMPD)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

### Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of a bachelors degree, and
  - (b) qualified for the award of the Postgraduate Diploma in Development Studies, Postgraduate Diploma in Te Reo Māori, or Postgraduate Diploma in Tikanga Māori of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
  - (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the School of Māori and Pacific Development and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Calendar:

#### Subjects

- Development Studies
  - Māori Cultural Studies/Tikanga Māori
  - Māori Language/Te Reo Māori
8. Candidates may include
    - (a) a dissertation equivalent to 60 points, or
    - (b) a thesis equivalent to 90 points, or
    - (c) a thesis equivalent to 120 points.
  9. Candidates may take up to 30 points from outside the field of the Degree.
  10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
  11. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### Award of Honours

12. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division), or without honours.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.
14. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding two calendar years, from the date of first enrolment in the Degree.

### Variations

15. The Dean or delegated authority may vary or waive these regulations in individual cases.

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## Regulations for the Degree of Master of Music (MMus)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Music with Honours of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in Music, at levels considered appropriate by the Academic Board, and
  - (c) been accepted by the Chairperson of Music.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.
4. Acceptance into the Degree is subject to the availability of a suitable supervisor for the programme of study required under section 7 of these regulations.

### Requirements for the Degree

5. The normal minimum period of enrolment for completion of the Degree is one year.
6. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
7. Candidates must gain 120 points at 500 level or above, comprising either
  - 7.1 MUSI514 Acoustic and Electroacoustic Composition Portfolio, or
  - 7.2 MUSI524 Advanced Performance.
8. A candidate whose work presented for the Degree under section 7 of these regulations is considered by examiners not to be of a pass standard will have his or her work returned for resubmission at a later date.

### Award of Honours

9. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division).
10. A candidate who has resubmitted his or her work under the provision of section 8 of these regulations will not be eligible for the award of honours.
11. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

### Variations

12. The Dean or delegated authority may vary or waive these regulations in individual cases.





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## Regulations for the Degree of Master of Science (MSc)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Computing and Mathematical Sciences, Bachelor of Science, or Bachelor of Science (Technology) of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, or
  - (b) qualified for the award of a Postgraduate Diploma of the University of Waikato in a relevant subject with an average grade of at least B, or for a qualification considered by the Academic Board to be equivalent,<sup>1</sup> or
  - (c) qualified for the award of the degree of Bachelor of Computing and Mathematical Sciences with Honours or Bachelor of Science with Honours of the University of Waikato with at least Second Class Honours (second division) or for a qualification considered by the Academic Board to be equivalent, or
  - (d) demonstrated to the Academic Board that they have adequate training, experience and ability to proceed with the degree, and
  - (e) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board, and
  - (f) be subject to the completion of any qualifying papers or additional work as may be required by the Academic Board, either prior to admission or concurrently.

### Requirements for the Degree

3. Candidates must enrol in the Faculty of Computing and Mathematical Sciences or the Faculty of Science and Engineering and follow an approved programme of study.
4. Candidates must gain 240 points at 500 level or above.
5. Candidates must complete the requirements of a subject.
  - (a) *Faculty of Computing and Mathematical Sciences subjects*
    - Computer Science
    - Mathematics
    - Statistics
  - (b) *Faculty of Science and Engineering subjects*
    - Biological Sciences
    - Chemistry
    - Earth Sciences
    - Electronics
    - Materials and Processing
    - Physics
    - Psychology
    - Science and Technology Education
6. To complete the requirements of a subject, candidates must gain at least 120 points in that subject, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Calendar.
7. Candidates must include
  - (a) a thesis equivalent to 90 points, or
  - (b) a thesis equivalent to 120 points, or
  - (c) a thesis equivalent to 150 points.
8. Candidates admitted under sections 2(a) or 2(d) of these regulations must
  - (a) gain 240 points at 500 level as prescribed in the relevant subject entry in the University of Waikato Calendar, and
  - (b) pass all of the papers taken for the first 120 points for the Degree with an average grade of at least B in order to be eligible to continue with the Degree.<sup>1, 2</sup>
9. Candidates admitted under sections 2(a) or 2(d) of these regulations may take up to 60 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 5 of these regulations.
11. Candidates admitted under sections 2(b) or 2(c) of these regulations will be granted exemption from up to 120 points for the Degree and must gain at least 120 points at 500 level as prescribed in the relevant subject entry in the University of Waikato Calendar.
12. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### Award of Honours

13. Candidates admitted under sections 2(a) or 2(d) of these regulations may be eligible for the award of Honours. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division),

or without honours.

14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree, including any failed paper.
16. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

*Variations*

17. The Dean or delegated authority may vary or waive these regulations in individual cases.

*Notes:*

1. *Some subjects require a higher grade average. Candidates should consult the appropriate subject convenors for advice.*
2. *Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Diploma in a relevant subject.*

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## Regulations for the Degree of Master of Science (Technology) (MSc(Tech))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Science (Technology) of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, or
  - (b) qualified for the award of the degree of Bachelor of Science of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, or
  - (c) qualified for the award of a Postgraduate Diploma of the University of Waikato in a relevant subject with an average grade of at least B, or for a qualification considered by the Academic Board to be equivalent,<sup>1</sup> or
  - (d) demonstrated to the Academic Board that they have adequate training, experience and ability to proceed with the degree, and
  - (e) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board, and
  - (f) be subject to the completion of any qualifying papers or additional work as may be required by the Academic Board, either prior to admission or concurrently.
3. In exceptional circumstances, candidates without the normal qualifications for admission may be considered for admission on the basis of relevant training and experience, normally comprising
  - (a) the completion of an appropriate technical qualification at a level considered satisfactory by the Academic Board, and
  - (b) the subsequent completion of at least two years of appropriate industrial or technical experience, and
  - (c) the completion of the management papers required under section 10 of the BSc(Tech) regulations.
4. Candidates who qualified for admission under section 2(b) of these regulations are required to pass, either prior to admission or concurrently, core undergraduate work placement and management papers as prescribed in the Faculty of Science and Engineering Undergraduate Handbook.

### Requirements for the Degree

5. Candidates must enrol in the Faculty of Science and Engineering and follow an approved programme of study.
6. Candidates must gain 240 points at 500 level or above.
7. Candidates must complete the requirements of a subject.

### Subjects

- Biological Sciences
  - Chemistry
  - Computer Science
  - Earth Sciences
  - Electronics
  - Materials and Processing
  - Physics
8. To complete the requirements of a subject, candidates must gain at least 120 points in that subject, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Calendar.
  9. Candidates must include
    - (a) a thesis equivalent to 90 points, or
    - (b) a thesis equivalent to 120 points, or
    - (c) a thesis equivalent to 150 pointsin the last 150 points taken for the Degree.
  10. Candidates admitted under sections 2(a), 2(b) or 2(d) of these regulations must
    - (a) gain 240 points at 500 level as prescribed in the relevant subject entry in the University of Waikato Calendar, and
    - (b) pass all of the papers taken for the first 120 points for the Degree with an average grade of at least B in order to be eligible to continue with the Degree.<sup>1, 2</sup>
  11. Candidates admitted under sections 2(a), 2(b) or 2(d) of these regulations may take up to 60 points from outside the field of the Degree.
  12. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
  13. Candidates admitted under section 2(c) of these regulations will be granted exemption from up to 120 points for the Degree and must gain at least 120 points at 500 level as prescribed in the relevant subject entry in the University of Waikato Calendar.
  14. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### Award of Honours

15. Candidates admitted under sections 2(a), 2(b) or 2(d) of these regulations may be eligible for the award of Honours. The Degree may be awarded with

- (a) First Class Honours, or
- (b) Second Class Honours (first division), or
- (c) Second Class Honours (second division),  
or without honours.

- 16. Candidates who fail a paper will not be eligible for the award of honours.
- 17. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree, including any failed paper.
- 18. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

*Variations*

- 19. The Dean or delegated authority may vary or waive these regulations in individual cases.

*Notes:*

- 1. *Some subjects require a higher grade average. Candidates should consult the appropriate subject convenors for advice.*
- 2. *Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Diploma in a relevant subject.*



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## Regulations for the Degree of Master of Social Sciences (MSocSc)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Degree must have
  - (a) qualified for the award of the degree of Bachelor of Social Sciences with Honours of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
  - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato Calendar:

#### Subjects

Anthropology  
Demography  
Economics  
Education Studies  
Geography  
Health Development and Policy  
History  
Human Development  
Labour Studies  
Māori Cultural Studies/Tikanga Māori  
Philosophy  
Political Science  
Psychology  
Public Policy  
Social Policy  
Sociology  
Women's and Gender Studies

8. Candidates must include
  - (a) a dissertation equivalent to 60 points, or
  - (b) a thesis equivalent to 90 points, or
  - (c) a thesis equivalent to 120 points.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

### Award of Honours

12. The Degree may be awarded with
  - (a) First Class Honours, or
  - (b) Second Class Honours (first division), or
  - (c) Second Class Honours (second division),or without honours.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

### Variations

14. The Dean or delegated authority may vary or waive these regulations in individual cases.

*The University of Waikato - Te Whare Wānanga o Waikato*

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# Regulations for the Degree of Master of Sport and Leisure Studies (MSPLS)

1 The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

- Candidates for the Degree must have
  - qualified for the award of the degree of Bachelor of Sport and Leisure Studies with Honours or the Postgraduate Diploma in Sport and Leisure Studies of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
  - satisfied the prerequisites for graduate study 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 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

## Requirements for the Degree

- The normal minimum period of enrolment for completion of the Degree is one year.
- Candidates must enrol in the Faculty of Education and follow an approved programme of study.
- Candidates must gain 120 points at 500 level or above.
- Candidates must complete the papers prescribed for the Degree in the Sport and Leisure Studies entry in the University of Waikato Calendar, including any compulsory papers.
- Candidates must include<sup>1</sup>
  - a thesis equivalent to 90 points, or
  - a thesis equivalent to 120 points.
- Candidates who wish to take a dissertation or thesis must have completed or concurrently enrol in an approved paper in research methodology.
- Candidates may take up to 30 points from outside the field of the Degree.
- The field of the Degree comprises the papers prescribed for the Degree in the Sport and Leisure Studies entry in the University of Waikato 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.

## Award of Honours

- The Degree may be awarded with
  - First Class Honours, or
  - Second Class Honours (first division), or
  - Second Class Honours (second division), or without honours.
- Candidates who fail a paper will not be eligible for the award of honours.
- Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.
- In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

## Variations

- The Dean or delegated authority may vary or waive these regulations in individual cases.

## Note:

- Candidates who had completed a Master of Sport and Leisure Studies by coursework alone would not ordinarily be permitted to apply for admission directly to doctoral study.

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## Master of Philosophy (MPhil)

The regulations below set down the requirements for award of the MPhil degree.

Formal policies and procedures related to enrolment and examination for the MPhil are set out in the [Higher Degrees Handbook](#), which also includes information about administrative matters and is available from the Postgraduate Studies Office and online.

Both the regulations set out below and the formal policies and procedures set out in the handbook are administered by the University's Postgraduate Research Committee.

### Regulations for the Degree of Master of Philosophy (MPhil)

- The Degree 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, an applicant 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 Research 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 Research Committee under delegated authority of the Academic Board.
- As one of the preconditions for the approval of an application, the Postgraduate Research Committee will establish that the necessary supervision and resources can be provided for the chosen topic.
- If at any time subsequent to the approval of an applicant the University encounters staffing or resource difficulties which impact on the availability of resources or supervision for his/her MPhil research, it will make all reasonable efforts, within budget and staffing constraints, to provide satisfactory arrangements so as not to cause any disadvantage. Because of the specialist nature of research and supervision at this level, under such circumstances a candidates conditions of enrolment may be subject to change.
- For each MPhil candidate, the Postgraduate Research Committee appoints a supervisory panel, each MPhil candidate must have a minimum of two supervisors, one of whom is a continuing staff member of the University and the chief supervisor.
- Applicants whose applications to enrol for the MPhil are approved by the Postgraduate Research 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 on a part-time basis or
  - a term approved by the Postgraduate Research Committee which represents a combination of full-time and part-time study.
- Enrolment is approved, in the first instance
  - for a maximum of two years if the candidate is enrolled on a full-time basis, or
  - for a maximum of four years if the candidate is enrolled on a part-time basis or
  - a term approved by the Postgraduate Research Committee which represents a combination of full-time and part-time study.
- Candidates are required to maintain continuous enrolment throughout the entire period of their degree.
- Candidates may apply to the Postgraduate Research Committee for extensions of enrolment.
- The Postgraduate Research 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.
- A candidate may apply to the Postgraduate Research 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.
- Candidates must submit six-monthly reports on the progress of their research work.
- 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.
- A candidate must indicate in the thesis any part that has been used or presented for any other degree.
- Candidates must comply with the [Dissertations and Theses Regulations 2006](#) which set out the University's requirements with respect to the submission and presentation of theses.
- The Postgraduate Research Committee appoints an examiner who is external to the University and not directly connected with the candidate or the candidate's research.
- The Postgraduate Research Committee makes a final decision on the award of the Degree. On the basis of the final report of the examiner, the Postgraduate Research Committee will resolve
  - that the thesis be accepted in its present form as fulfilling the requirements for the degree of Master of Philosophy, or
  - that the thesis be accepted as fulfilling the requirements for the degree of Master of Philosophy subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiner, to the satisfaction of the chief supervisor, or



- (c) that the thesis be accepted subject to the candidate completing substantial amendments to the satisfaction of the examiner or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks, or
  - (d) that an oral examination of the candidate be conducted, and a further report, based on the oral examination, be provided by the examiner to the Postgraduate Research 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.
20. A candidate will be permitted to revise and re-submit a thesis only once.
21. Applicants or candidates for the MPhil who wish to appeal a decision by the Postgraduate Research Committee, or who have a concern about supervision or any other aspect of their candidature, may raise the matter under the [Higher Degree Appeals and Complaints Regulations](#).
22. The Postgraduate Research Committee may vary or waive these regulations in individual cases. The Postgraduate Research Committee is required to report any decisions under this authority to the Research Committee.

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## Doctor of Philosophy (PhD)

The regulations below set down the requirements for award of the PhD degree.

Formal policies and procedures related to enrolment and examination for the PhD are set out in the [Higher Degrees Handbook](#), which also includes information about administration matters and is available from the Postgraduate Studies Office and online.

Both the regulations set out below and the formal policies and procedures set out in the handbook are administered by the University's Postgraduate Research Committee.

### Regulations for the Degree of Doctor of Philosophy (PhD)

- The Degree 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, an applicant 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 Research 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 Research Committee under delegated authority of the Academic Board.
- As one of the preconditions for the approval of an application to enrol, the Postgraduate Research Committee will establish that the necessary supervision and resources can be provided for the chosen topic.
- If at any time subsequent to the approval of an application the University encounters staffing or resource difficulties which impact on the availability of resources or supervision for his/her PhD research, it will make all reasonable efforts, within budget and staffing constraints, to provide satisfactory arrangements so as not to cause any disadvantage. Because of the specialist nature of research and supervision at this level, under such circumstances a candidates conditions of enrolment may be subject to change.
- For each PhD candidate, the Postgraduate Research Committee appoints a supervisory panel. Each PhD candidate must have a minimum of two supervisors, one of whom is a continuing staff member of the University and the chief supervisor.
- Applicants whose applications to enrol for the PhD are approved by the Postgraduate Research Committee must enrol in the relevant Faculty or School of Studies and, subject to satisfactory progress, pursue their research for
  - at least two years, if they are enrolled on a full-time basis, or
  - at least four years, if they are enrolled on a part-time basis, or
  - a term approved by the Postgraduate Research Committee which represents a combination of full-time and part-time study.
- Enrolment is approved, in the first instance for:
  - a maximum of four years if the candidate is enrolled on a full-time basis, or
  - a maximum of eight years if the candidate is enrolled on a part-time basis or
  - a term approved by the Postgraduate Research Committee which represents a combination of full-time and part-time study.
- Candidates are required to maintain continuous enrolment throughout the entire period of their degree.
- Enrolment of all new candidates for the PhD approved by the Postgraduate Research Committee is conditional for an initial period of six months. Confirmation of enrolment by the Postgraduate Research Committee after the initial period of six months is subject to the submission by the candidate of
  - an acceptable research plan, and
  - a report by the supervisors recommending confirmation of enrolment, and
  - evidence of ethical approval or a statement confirming that it is not required, in accordance with the [Ethical Conduct in Human Research and Related Activities Regulations 2008](#) and
  - a presentation about the proposed research to a confirmation of enrolment panel.
- Candidates may apply to the Postgraduate Research Committee for an extension to the conditional enrolment period of up to six months. If the candidate's enrolment is not confirmed within 12 months of initial enrolment it will be terminated, unless approved otherwise by the Postgraduate Research Committee.
- The Postgraduate Research 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.
- A candidate may apply to the Postgraduate Research 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.
- Following confirmed enrolment, candidates must submit six-monthly reports on the progress of their research work.

16. 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.
17. A candidate must indicate in the thesis any part that has been used or presented for any other degree.
18. Candidates must comply with the [Dissertations and Theses Regulations 2006](#) which set out the University's requirements with respect to the submission and presentation of theses.
19. The Postgraduate Research 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. At least one of the external examiners is based overseas.
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 Research 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 Research Committee may resolve
  - (a) that the thesis be accepted in its present form as fulfilling the requirements for the degree of Doctor of Philosophy, or
  - (b) that the thesis be accepted as fulfilling the requirements for the degree of Doctor of Philosophy, subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiners, to the satisfaction of the chief supervisor, or
  - (c) that the thesis be accepted subject to the candidate completing amendments to the satisfaction of the examiners or chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks of the oral examination, or
  - (d) that the thesis is not acceptable in its present form and should be returned to the candidate, who may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or
  - (e) that the thesis not be accepted for the degree of Doctor of Philosophy, but be accepted as fulfilling the requirements for the degree of Master of Philosophy, or
  - (f) that the candidate has failed to meet the required standard and that no degree be awarded.
22. A candidate may revise and re-submit a thesis only once.
23. A candidate may apply to the Postgraduate Research Committee at any time between enrolment and submission of the thesis to transfer from a PhD to an MPhil.
24. Applicants or candidates who wish to appeal a decision by the Postgraduate Research Committee, or who have a concern about supervision or any other aspect of their candidature may raise the matter under the [Higher Degree Appeals and Complaints Regulations](#), which can be found at the end of these Regulations.
25. The Postgraduate Research Committee may vary or waive these regulations in individual cases. The Postgraduate Research Committee is required to report any decisions under this authority to the Research Committee.

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## Doctor of Education (EdD)

The regulations below set down the requirements for award of the EdD degree.

Formal policies and procedures related to enrolment and examination for the EdD are set out in the [Higher Degrees Handbook](#), which also includes information about administration matters and is available from the Postgraduate Studies Office and online.

Both the regulations set out below and the formal policies and procedures set out in the handbook are administered by the University's Postgraduate Research Committee.

### Regulations for the Degree of Doctor of Education (EdD)

- The Degree is awarded to candidates who have successfully completed a programme of coursework and research in two parts as follows:
  - Part 1 - Research Portfolio  
Candidates must gain a pass grade in the paper DSOE995 Research Portfolio.
  - Part 2 - Thesis  
Candidates must undertake approved and supervised research, and present 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 EdD, applicants must have qualified for the award of a recognised teaching or allied professional qualification and must produce evidence of at least three years of competent service as an education practitioner. Applicants must also
  - 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 award of the degree of Master of Philosophy, or
  - have passed qualifying papers at a satisfactory level, or
  - in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Research Committee that he or she has adequate skills and knowledge to proceed with the proposed research.
- Applicants for the EdD must apply on the prescribed form which is available from the Postgraduate Studies Office.
- Applications to enrol for the EdD and the conditions of enrolment are subject to approval by the Postgraduate Research Committee under delegated authority of the Academic Board.
- As one of the preconditions for the approval of an application to enrol, the Postgraduate Research Committee will establish that the necessary supervision and resources can be provided for the chosen topic.
- If at any time subsequent to the approval of an application the University encounters staffing or resource difficulties which impact on the availability of resources or supervision for his/her EdD research, it will make all reasonable efforts, within budget and staffing constraints, to provide satisfactory arrangements so as not to cause any disadvantage. Because of the specialist nature of research and supervision at this level, under such circumstances a candidatesconditions of enrolment may be subject to change.
- Applicants whose applications to enrol for the EdD are approved by the Postgraduate Research Committee must enrol in the Faculty of Education and, subject to satisfactory progress, pursue their coursework and research for
  - at least three years, if they are enrolled on a full-time basis, or
  - at least six years, if they are enrolled on a part-time basis, or
  - a term approved by the Postgraduate Research Committee which represents a combination of full-time and part-time study.
- Enrolment is approved, in the first instance 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
  - a maximum of two years in Part 1 and a maximum of eight years in Part 1 and Part 2 if the candidate is registered on a part-time basis, or
  - a term approved by the Postgraduate Research Committee which represents a combination of full-time and part-time study.
- Initial enrolment is in Part 1. When the Dean of the Faculty of Education has confirmed that candidates have passed Part 1 to the prescribed standards, candidates may apply for enrolment in Part 2.
- On the recommendation of the Dean of the Faculty of Education, candidates who have completed Part 1 but whose results are not yet confirmed may be permitted to apply to the Postgraduate Research Committee for conditional enrolment in Part 2. Confirmation of enrolment by the Postgraduate Research Committee is subject to confirmation that the candidate has passed Part 1 to the prescribed standards.
- For each candidate who proceeds to Part 2 of the EdD, the Postgraduate Research Committee appoints a supervisory panel. Each EdD candidate must have a minimum of two supervisors, one of whom is a continuing staff member of the University and the chief supervisor.
- Candidates are required to maintain continuous enrolment throughout the entire period of their degree.
- Notwithstanding section 12 of these regulations, candidates may apply to the Postgraduate Research 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.
- Candidates may apply to the Postgraduate Research Committee for extensions of enrolment.
- The Postgraduate Research 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.
- Candidates enrolled for Part 2 of the EdD must submit six-monthly reports on the progress of their research work.
- 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.

18. Candidates must indicate in the thesis any component that has been used or presented for any other degree.
19. Candidates must comply with the [Dissertations and Theses Regulations 2006](#) which set out the University's requirements with respect to the submission and presentation of theses.
20. The Postgraduate Research 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.
21. Provided that at least half of the examiners recommend that the thesis be accepted, an oral examination of the candidate is conducted.
22. The Postgraduate Research 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 Research Committee will resolve
  - (a) that the thesis be accepted in its present form as fulfilling the requirements of Part 2 for the EdD, or
  - (b) that the thesis be accepted as fulfilling the requirements of Part 2 for the EdD subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiners, to the satisfaction of the chief supervisor, or
  - (c) that the thesis be accepted as fulfilling the requirements of Part 2 for the EdD subject to the candidate completing substantial amendments to the satisfaction of all the examiners or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks, or
  - (d) that the thesis is not acceptable in its present form and be returned to the candidate, who may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or
  - (e) that the thesis is not acceptable for the EdD but should be accepted as fulfilling the requirements of the degree of Master of Education or Master of Philosophy, or
  - (f) that the candidate has failed to meet the required standard and that no degree be awarded.
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 Faculty of Education to transfer to the Postgraduate Diploma of Education
24. Candidates may apply to the Dean of the Faculty of Education, at any time during Part 2 of the EdD before submission of the thesis, to transfer to the MEd.
25. Candidates may apply to the Postgraduate Research Committee, at any time during Part 2 of the EdD before submission of the thesis, to transfer to the MPhil.
26. Applicants or candidates for the EdD who wish to appeal a decision by the Postgraduate Research Committee, or who have a concern about supervision or any other aspect of their candidature, may raise the matter under the [Higher Degree Appeals and Complaints Regulations](#).
27. The Postgraduate Research Committee may vary or waive these regulations in individual cases. The Postgraduate Research Committee is required to report any decisions under this authority to the Research Committee.

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## Regulations for the Degree of Doctor of Juridical Science (SJD)

The regulations below set down the requirements for award of the SJD degree.

Formal policies and procedures related to enrolment and examination for the SJD are set out in the [Higher Degrees Handbook](#), which also includes information about administration matters and is available from the Postgraduate Studies Office and online. Both the regulations set out below and the formal policies and procedures set out in the handbook are administered by the University Postgraduate Research Committee.

- The Degree is awarded to candidates who have successfully completed a programme of coursework and research in two parts as follows:
  - Part 1 - Research Portfolio**  
Candidates must gain a pass grade in the paper LAWS995 Research Portfolio.
  - Part 2 - Thesis**  
Candidates must undertake approved and supervised research, and present 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 and is of publishable quality.
- To qualify to enrol for the SJD, applicants 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 award of the degree of Master of Philosophy, or
  - have passed qualifying papers at a satisfactory level, or
  - in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Research Committee that he or she has adequate skills and knowledge to proceed with the proposed research.
- Applicants for the SJD must apply on the prescribed form which is available from the Postgraduate Studies Office.
- Applications to enrol for the SJD and the conditions of enrolment are subject to approval by the Postgraduate Research Committee under delegated authority of the Academic Board.
- As one of the preconditions for the approval of an application to enrol, the Postgraduate Research Committee will establish that the necessary supervision and resources can be provided for the chosen topic.
- If at any time subsequent to the approval of an application the University encounters staffing or resource difficulties which impact on the availability of resources or supervision for his/her SJD research, it will make all reasonable efforts, within budget and staffing constraints, to provide satisfactory arrangements so as not to cause any disadvantage. Because of the specialist nature of research and supervision at this level, under such circumstances a candidates conditions of enrolment may be subject to change.
- Candidates whose applications to enrol for the SJD are approved by the Postgraduate Research Committee must enrol in the Faculty of Law and, subject to satisfactory progress, pursue their coursework and research for
  - at least three years, if they are enrolled on a full-time basis, or
  - at least six years, if they are enrolled on a part-time basis, or
  - a term approved by the Postgraduate Research Committee which represents a combination of full-time or part-time study.
- Enrolment is approved, in the first instance 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
  - a maximum of two years in Part 1 and a maximum of eight years in Part 1 and Part 2 if the candidate is registered on a part-time basis, or
  - a term approved by the Postgraduate Research Committee which represents a combination of full-time and part-time study.
- Initial enrolment is in Part 1. When the Dean of the Faculty of Law has confirmed that candidates have passed Part 1 to the prescribed standards, candidates may apply for enrolment in Part 2.
- On the recommendation of the Dean of the Faculty of Law, candidates who have completed Part 1 but whose results are not yet confirmed may be permitted to apply to the Postgraduate Research Committee for conditional enrolment in Part 2. Confirmation of enrolment by the Postgraduate Research Committee is subject to confirmation that the candidate has passed Part 1 to the prescribed standards.
- For each candidate who proceeds to Part 2 of the SJD, the Postgraduate Research Committee appoints a supervisory panel. Each SJD candidate must have a minimum of two supervisors, one of whom is a continuing staff member of the University and the chief supervisor.
- Candidates are required to maintain continuous enrolment throughout the entire period of their degree.
- Notwithstanding section 12 of these regulations, candidates may apply to the Postgraduate Research 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.
- Candidates may apply to the Postgraduate Research Committee for extensions of enrolment.
- The Postgraduate Research 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.
- Candidates enrolled for Part 2 of the SJD must submit six-monthly reports on the progress of their research work.
- 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.
- Candidates must indicate in the thesis any component that has been used or presented for any other degree.

19. Candidates must comply with the [Dissertations and Theses Regulations 2006](#) which set out the University's requirements with respect to the submission and presentation of theses.
20. The Postgraduate Research 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.
21. Provided that at least half of the examiners recommend that the thesis be accepted, an oral examination of the candidate is conducted.
22. The Postgraduate Research 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 Research 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 ten weeks, or
  - (d) that the thesis is not acceptable in its present form and be returned to the candidate, who may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or
  - (e) that the thesis is not acceptable for the SJD but should be accepted as fulfilling the requirements of the degree of Master of Laws or Master of Philosophy, or
  - (f) that the candidate has failed to meet the required standard and that no degree be awarded.
23. Candidates will be permitted to revise and re-submit a thesis only once.
24. Candidates who have completed Part 1 of the Degree, but who have not qualified to proceed to Part 2 may apply to the Dean of the Faculty of Law to transfer to the Master of Laws.
25. Candidates may apply to the Dean of the Faculty of Law, at any time during Part 2 of the SJD before submission of the thesis, to transfer to the LLM.
26. Candidates may apply to the Postgraduate Research Committee, at any time during Part 2 of the SJD before submission of the thesis, to transfer to the MPhil.
27. Applicants or candidates for the SJD who wish to appeal a decision by the Postgraduate Research Committee, or who have a concern about supervision or any other aspect of their candidature, may raise the matter under the [Higher Degree Appeals and Complaints Regulations](#).
28. The Postgraduate Research Committee may vary or waive these regulations in individual cases. The Postgraduate Research Committee is required to report any decisions under this authority to the Research Committee.



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## Doctor of Musical Arts (DMA)

The regulations below set down the requirements for award of the DMA degree.

Formal policies and procedures related to enrolment and examination for the DMA are set out in the [Higher Degrees Handbook](#), which also includes information about administration matters and is available from the Postgraduate Studies Office and online.

Both the regulations set out below and the formal policies and procedures set out in the handbook are administered by the University's Postgraduate Research Committee.

### Regulations for the Degree of Doctor of Musical Arts (DMA)

- The Degree is awarded to candidates who have successfully completed a programme of performance and research in two parts as follows:
  - Part 1 - Performance**

Candidates must

    - present one public recital in their first year, and
    - two public recitals and a seminar on their proposed research during their second year of study, and
    - give a public performance of a major concerto or equivalent during their third year of study, and
    - present a final research-based public recital, which will be examined.
  - Part 2 - Thesis**

Candidates must undertake approved and supervised research, and present 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 DMA, applicants must
  - have qualified for the award of a Master of Music (MMus) degree, and must have achieved at least second class honours (first division), and
  - pass an audition.
- Applicants for the DMA must apply on the prescribed form which is available from the Postgraduate Studies Office.
- Applications to enrol for the DMA and the conditions of enrolment are subject to approval by the Postgraduate Research Committee under delegated authority of the Academic Board.
- As one of the preconditions for the approval of an application to enrol, the Postgraduate Research Committee will establish that the necessary supervision and resources can be provided for the chosen research topic.
- If at any time subsequent to the approval of an application the University encounters staffing or resource difficulties which impact on the availability of resources or supervision of his/her DMA research, it will make all reasonable efforts, within budget and staffing constraints, to provide satisfactory arrangements so as not to cause any disadvantage. Because of the specialist nature of research and supervision at this level, under such circumstances, a candidate's conditions of enrolment may be subject to change.
- Candidates whose applications to enrol for the DMA are approved by the Postgraduate Research Committee must enrol in the Faculty of Arts and Social Sciences and, subject to satisfactory progress, pursue their performance and research for
  - at least three years, if they are enrolled on a full-time basis, or
  - at least six years, if they are enrolled on a part-time basis, or
  - a term approved by the Postgraduate Research Committee which represents a combination of full-time and part-time study.
- Enrolment is approved, in the first instance
  - for a maximum of four years in Part 1 and Part 2 if the candidate is registered on a full-time basis, or
  - for a maximum of eight years in Part 1 and Part 2 if the candidate is registered on a part-time basis, or
  - a term approved by the Postgraduate Research Committee which represents a combination of full-time and part-time study.
- Enrolment of all new candidates for the DMA approved by the Postgraduate Research Committee is conditional for an initial period of six months. Confirmation of enrolment by the Postgraduate Research Committee after the initial period of six months is subject to the submission by the candidate of
  - an acceptable research plan, and
  - a report by the supervisors recommending confirmation of enrolment, and
  - evidence of ethical approval or a statement confirming that it is not required, in accordance with the Ethical Conduct in Human Research and Related Activities Regulations 2008.
- The final full-length (90 minutes) research-based public recital for Part 1 will be assessed by a panel appointed by the University at the recommendation of the Convenor of Music consisting of an internal moderator (who is not the candidate's supervisor) and two external examiners of international repute. Overseas examiner(s) will receive a CD or DVD recording of the final performance.
- The panel will advise the Postgraduate Research Committee if the requirements of Part 1 have been met. If it is deemed that the final recital is not of an acceptable standard the panel may recommend to the Postgraduate Research Committee that the student re-present the recital after a further period of enrolment, or that the standard has not been met.
- For each DMA candidate the Postgraduate Research Committee appoints a supervisory panel. Each DMA candidate must have a minimum of two supervisors, one of whom is a continuing staff member of the University and the chief supervisor.
- Candidates are required to maintain continuous enrolment throughout the entire period of their degree.



14. Notwithstanding section 13 of these regulations, candidates may apply to the Postgraduate Research Committee for three-month periods of suspension of enrolment up to a maximum of one year. Candidates are not entitled to access supervision or any University resources during a period of suspension.
15. Candidates may apply to the Postgraduate Research Committee for extensions of enrolment.
16. The Postgraduate Research 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.
17. Candidates enrolled for the DMA must submit six-monthly reports on the progress of their research work.
18. The DMA thesis may consist of either published or unpublished material, or a combination of both, and must be presented within the term of enrolment.
19. Candidates must indicate in the thesis any component that has been used or presented for any other degree.
20. Candidates must comply with the [Dissertations and Theses Regulations 2006](#) which set out the University's requirements with respect to the submission and presentation of theses.
21. The Postgraduate Research 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.
22. Provided that at least half of the examiners recommend that the thesis be accepted, an oral examination of the candidate is conducted.
23. The Postgraduate Research 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 Research Committee will resolve
  - (a) that the thesis be accepted in its present form as fulfilling the requirements of Part 2 for the DMA, or
  - (b) that the thesis be accepted as fulfilling the requirements of Part 2 for the DMA 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 DMA subject to the candidate completing substantial amendments to the satisfaction of all the examiners or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks, or
  - (d) that the thesis is not acceptable in its present form and 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 is not acceptable for the DMA but should be accepted as fulfilling the requirements of the degree of Master of Philosophy, or
  - (f) that the candidate has failed to meet the required standard and that no degree be awarded.
24. Candidates will be permitted to revise and re-submit a thesis only once.
25. Candidates may apply to the Postgraduate Research Committee, at any time during Part 2 of the DMA before submission of the thesis, to transfer to the Master of Philosophy.
26. Applicants or candidates for the DMA who wish to appeal a decision by the Postgraduate Studies Committee, or who have a concern about supervision or any other aspect of their candidature, may raise the matter under the [Higher Degree Appeals and Complaints Regulations](#).
27. The Postgraduate Research Committee may vary or waive these regulations in individual cases. The Postgraduate Research Committee is required to report any decisions under this authority to the Research Committee.

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## Regulations for the Degrees of Doctor of Laws (LLD), Doctor of Literature (DLit) and Doctor of Science (DSc)

1. The degree of Doctor of Laws, 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 Head 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 parts 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 [Table of Fees and Charges](#) section of 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 Head 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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# Higher Degree Appeals and Complaints Regulations

## HIGHER DEGREES OF THE UNIVERSITY OF WAIKATO COMPRISE THE FOLLOWING DEGREES:

- Master of Philosophy (MPhil)
- Doctor of Education (EdD)
- Doctor of Juridical Science (SJD)
- Doctor of Laws (LLD)
- Doctor of Literature (DLit)
- Doctor of Musical Arts (DMA)
- Doctor of Philosophy (PhD)
- Doctor of Science (DSc)

The regulations set out below are administered by the University's Postgraduate Research Committee.

1. These regulations apply to applicants and candidates for higher degrees at the University of Waikato.
2. Applicants or candidates for higher degrees who wish to appeal a decision by the Postgraduate Research Committee in relation to enrolment for the degree, whether at the conditional or confirmed stage of the enrolment process, or in relation to its examination, may do so in writing to the Research Committee.
3. An appeal under section 2 must comprise a written statement of the circumstances of, and grounds for, the appeal, together with supporting evidence, if available, and must be lodged with the Secretary to the Research Committee not more than 21 days from the date of notification of the decisions.
4. Where an appeal is lodged under section 2, the Research Committee may delegate authority to hear and decide on the appeal on its behalf to a sub-committee comprising:
  - (a) the Chair of the Research Committee (or nominee), and
  - (b) two members of the Research CommitteeThe Chair of the Research Committee must ensure that none of those considering the appeal is a party to the original decision.
5. A decision by, or on behalf of, the Research Committee on an appeal lodged under section 2 is notified to the applicant or candidate in writing, and is final.
6. Candidates for higher degrees who have a concern about supervision or any other aspect of their candidature (other than decisions in relation to enrolment for the degree or its examination) may, in the first instance, seek a resolution by raising the matter with his/her supervisor, Faculty/School postgraduate studies representative, or other relevant staff member (e.g. Chairperson of Department/School, Associate Dean (Postgraduate, Dean) in his/her Faculty/School.
7. Where it has not been possible to resolve the concern under section 6, the candidate may make a written complaint to the Chair of the Postgraduate Research Committee. If the Chair of the Postgraduate Research Committee is a party to the complaint, the candidate must address the written complaint to the Deputy Chair of the Postgraduate Research Committee.
8. A written complaint under section 7 must include an appropriately detailed explanation of the concern, together with supporting evidence if available, and must be lodged with the Secretary to the Postgraduate Research Committee.
9. A decision by the Chair or Deputy Chair of the Postgraduate Research Committee with respect to a complaint under section 7 will be notified in writing to the candidate within 21 days of the receipt of the written complaint.
10. A candidate who wishes to appeal a decision by the Chair, or Deputy Chair, of the Postgraduate Research Committee under section 9 may do so in writing to the Research Committee.
11. An appeal under section 10 must comprise a written statement of the circumstances of, and grounds for, the appeal, together with supporting evidence, if available, and must be lodged with the Secretary to the Research Committee within 21 days of the date of notification of the decision.
12. Where an appeal is lodged under section 10, the Research Committee may delegate authority to hear and decide on the appeal on its behalf to a sub-committee comprising:
  - (a) the Chair of the Research Committee (or nominee), and
  - (b) two members of the Research CommitteeThe Chair of the Research Committee must ensure that none of those considering the appeal is a party to the original complaint.
13. A decision by, or on behalf of, the Research Committee on an appeal lodged under section 10 is notified to the candidate in writing and is final.



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## Regulations for the Certificate of Attainment in English Language (CertAttainEngLang)

### Admission

1. There are no formal prerequisites for admission to the Certificate.
2. Admission to the Certificate is subject to the approval of the Director of the Waikato Pathways College.
3. The level at which admission is approved will be determined by the Director of the Waikato Pathways College and will depend on the student's proficiency in written and spoken English.

### Requirements for the Certificate

4. The Certificate is taught at eight levels. Every candidate must enrol in the Waikato Pathways College 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 endorsed with Academic English.
6. The prescription for each level of study for the Certificate is prescribed in the Pathways Programmes entry in the University of Waikato Calendar.
7. The programme of every candidate is subject to the approval of the Director of the Waikato Pathways College.
8. Every candidate must complete to the satisfaction of the Academic Board such class work, practical work, assignments, tests, and oral and written examinations as may be required.

### Credit Transfers

9. A candidate may apply for credit of one unspecified 100 level paper towards a bachelors degree in respect of the Certificate of Attainment awarded at Level 8. The application must be accompanied by the prescribed fee.



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## Regulations for the Certificate of Attainment in Foundation Studies (CertAttainFoundSt)

### Admission

1. There are no formal prerequisites for admission to the Certificate programme. However, candidates for the Certificate must produce evidence which satisfies the Director of the Waikato Pathways College that they are proficient in English language to the equivalent of IELTS 5.5 with a minimum of Level 5 in the Writing Band. Candidates must also have reached a standard of education at least equivalent to NCEA Level 2 in a New Zealand secondary school.
2. Every candidate for the Certificate must be accepted by the Director of the Waikato Pathways College.

### Requirements for the Certificate

3. The normal minimum period of enrolment for completion of the Certificate is two semesters.
4. Candidates must enrol in the Waikato Pathways College and follow an approved programme of study.
5. Candidates must gain 120 points, including 45 points from the three compulsory papers, as prescribed in the Pathways Programmes entry in the University of Waikato Calendar.
6. Every candidate for the Certificate must complete to the satisfaction of the Academic Board such class work, practical work, assignments, tests, and oral and written examinations as may be required.

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# Regulations for the Certificate of University Preparation (CUP)

## Admission

1. Candidates for the Certificate should normally have completed Year 13 in a New Zealand Secondary School or its equivalent.
2. Every candidate for the Certificate must be accepted by the Director of the Waikato Pathways College.

## Requirements for the Certificate

3. The normal minimum period of enrolment for completion of the Certificate is one semester full-time or its equivalent in part-time study. All study should be completed within one academic year.
4. Candidates must enrol in the Waikato Pathways College and follow an approved programme of study.
5. Candidates must gain 60 points, including any compulsory papers.
6. Candidates must complete the requirements of a stream, as set out in the appendix to these regulations. The programme of study must include 30 points from the compulsory papers listed under Part A and 30 points selected from the papers listed under Part B for the stream the candidate is enrolled in. Candidates may, on the basis of academic advice and approval, be permitted to choose elective papers from the other stream.

## Variations

7. The Director or delegated authority may vary or waive these regulations in individual cases.

## Appendix General Stream

### Part A: Compulsory Study Skills Papers

- CUPR001 Introduction to Study Skills (15 points)
- CUPR002 Introduction to Critical Thought and Expression (15 points)

### Part B: Elective Papers

- CAFS004 Mathematics with Calculus for Foundation Studies (15 points)
- CAFS005 Mathematics with Statistics for Foundation Studies (15 points)
- CAFS006 Accounting for Foundation Studies (15 points)
- CAFS007 Economics for Foundation Studies (15 points)
- CAFS014 Psychology for Foundation Studies (15 points)
- CUPR003 Bridging Arts (15 points)
- CUPR004 Bridging Social Sciences (15 points)
- CUPR005 Bridging Biology (15 points)
- CUPR006 Bridging Chemistry (15 points)
- CUPR007 Bridging Physics (15 points)
- CUPR008 Bridging Mathematics and Statistics (15 points)

### Huarahi Māori Stream

#### Part A: Compulsory Study Skills Papers

- CUPR021 Huarahi Māori Introduction to Study Skills (15 points)
- CUPR022 Huarahi Māori Introduction to Critical Thought and Expression (15 points)

#### Part B: Elective Papers

- CUPR023 Huarahi Māori Bridging Government and Society (15 points)
- CUPR024 Huarahi Māori Bridging Mathematics and Statistics (15 points)
- CUPR025 Bridging General Science (15 points)
- CUPR026 Te Huarahi Bridging Māori (15 points)

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## Regulations for the Certificate (Cert)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Certificate must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

### Requirements for the Certificate

3. The normal minimum period of enrolment for completion of the Certificate is one year.
4. Candidates for the Certificate must enrol in a Faculty or School of Studies and follow an approved programme of study.
5. Candidates must gain 120 points at 100 level or above in the Certificate fields listed in section 8 of these regulations.
6. Candidates must gain at least 90 points in one field.
7. Candidates must meet the field requirements, as set out in the appendix to these regulations.
8. The Certificate fields are<sup>1</sup>
  - Arts (Cert(Arts))
  - Communication Studies (Cert(CS))
  - Education (Cert(Education))<sup>2</sup>
  - Environmental Planning (Cert(EnvPlan))
  - Law (Cert(Law))<sup>2</sup>
  - Management (Cert(Mgt))
  - Māori and Pacific Development (Cert(MPD))
  - Science (Cert(Sc))
  - Social Sciences (Cert(SocSc))
  - Sport and Leisure Studies (Cert(SpLS))
  - Tourism (Cert(Tour))
9. The Certificate awarded will be endorsed in the field in which at least 90 points are gained.

### Variations

10. The Dean or delegated authority may vary or waive these regulations in individual cases.

### Notes:

1. The subjects and/or papers that comprise each Certificate field are set out in the Undergraduate Diploma and Certificate Fields listed on pages 269-270.
2. A Certificate is not offered in this field in 2012.

## Appendix

### Field Requirements

#### Communication Studies

1. Candidates must gain at least 75 points from the 100 level compulsory papers for the BCS.

#### Management

1. Candidates must complete a specialisation, as prescribed in the Waikato Management School Student Handbook.

#### Tourism

1. Candidates must gain at least 75 points from the compulsory papers for the BTour and one of the BTour degree fields, including either TOMG101 or TOST100.

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## Regulations for the Graduate Certificate (GradCert)

- The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

- Candidates for the Graduate Certificate must have
  - qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, or
  - demonstrated to the satisfaction of the Academic Board that they have adequate training, experience, and ability to proceed with the proposed programme.
- In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### Requirements for the Graduate Certificate

- The normal minimum period of enrolment for completion of the Graduate Certificate is one semester.
- Candidates must enrol in a Faculty or School of Studies and follow an approved programme of study.
- Candidates must gain 60 points at 100 level or above, including at least 40 points at 300 level or above, in the Graduate Certificate subjects.
- Candidates must gain at least 40 points from one of the subjects listed in Schedule A.
- The Graduate Certificate subjects are

#### Schedule A

Accounting (GradCert(Acc))  
Animal Behaviour (GradCert(AniBeh))<sup>1</sup>  
Anthropology (GradCert(Anth))  
Applied Computing (GradCert(AppComp))  
Biochemistry (GradCert(Biochem))<sup>1</sup>  
Biological Sciences (GradCert(BioSc))  
Biotechnology (GradCert(Biotech))<sup>1</sup>  
Chemistry (GradCert(Chem))  
Chinese (GradCert(Chin))  
Computer Graphic Design (GradCert(CGD))  
Computer Science (GradCert(CompSc))  
Creative Practices (GradCert(CreatePrac))  
Creative Technologies (GradCert(CreateTech))  
Design Media (GradCert(DesignMedia))  
Earth Sciences (GradCert(EarthSc))  
Economics (GradCert(Econ))  
Education Studies (GradCert(EdSt))  
Electronic Business (GradCert(EBus))  
Electronic Commerce (GradCert(ESCom))<sup>1</sup>  
Electronics (GradCert(Elec))  
Engineering (GradCert(Eng))<sup>1</sup>  
English (GradCert(Engl))  
Environmental Planning (GradCert(EnvPlan))  
Environmental Sciences (GradCert(EnvSc))<sup>1</sup>  
Ethics (GradCert(Ethics))  
Finance (GradCert(Fin))  
French (GradCert(Fren))  
Geography (GradCert(Geog))  
German (GradCert(Germ))  
History (GradCert(Hist))  
Hospitality Management (GradCert(HospMgt))<sup>1</sup>  
Human Development (GradCert(HumDev))  
Human Resource Management (GradCert(HRM))  
Industrial Relations and Human Resource Management (GradCert(IR&HRM))  
International Languages and Culture (GradCert(IntLang&Culture))  
International Management (GradCert(IntMgt))  
Japanese (GradCert(Jap))  
Labour Studies (GradCert(LabSt))  
Law (GradCert(Law))  
Linguistics (GradCert(Ling))  
Management (GradCert(Mgt))



Management Communication (GradCert(MgtComm))  
Māori and Pacific Development (GradCert(MPD))  
Māori Cultural Studies/Tikanga Māori (GradCert(Tikanga))  
Māori Language/Te Reo Māori (GradCert(ReoMāori))  
Māori Media and Communication (GradCert(MāoriMedia))  
Marketing (GradCert(Mrkt))  
Materials and Processing (GradCert(Mat&Proc))  
Mathematics (GradCert(Math))  
Music (GradCert(Mus))  
Philosophy (GradCert(Phil))  
Physics (GradCert(Phys))  
Political Science (GradCert(PolSc))  
Population Studies (GradCert(PopSt))  
Psychology (GradCert(Psych))  
Public Policy (GradCert(PP))  
Public Relations (GradCert(PR))  
Screen and Media Studies (GradCert(SMSt))  
Social Policy (GradCert(SocPol))  
Sociology (GradCert(Socy))  
Spanish (GradCert(Span))  
Sport and Leisure Studies (GradCert(SpLS))  
Statistics (GradCert(Stats))  
Strategic Management (GradCert(StratMgt))  
Supply Chain Management (GradCert(SCM))  
Theatre Studies (GradCert(TheatSt))  
Tourism Development (GradCert(TourDev))  
Tourism and Hospitality Management (GradCert(THMgt))  
Tourism Management (GradCert(TourMgt))<sup>1</sup>  
Tourism Studies (GradCert(TourSt))  
Women's and Gender Studies (GradCert(WomGenSt))  
Writing Studies (GradCert(WritSt))

**Schedule B**

English as a Second Language  
Pacific Studies  
Social Science Research  
Treaty of Waitangi Studies/Akoranga Te Tiriti o Waitangi

9. The Graduate Certificate awarded will be endorsed in the subject in which at least 40 points are gained.

**Variations**

10. The Dean or delegated authority may vary or waive these regulations in individual cases.

**Notes:**

1. A Graduate Certificate is not offered in this subject in 2012.



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## Regulations for the Postgraduate Certificate (PGCert)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Postgraduate Certificate must have
  - (a) qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, and have completed study at an advanced level in the subject to be taken for the Postgraduate Certificate, or
  - (b) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience, and ability to proceed with the proposed programme  
and
  - (c) satisfied the prerequisites for graduate study in the subject being taken for the Postgraduate Certificate.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### Requirements for the Postgraduate Certificate

4. The normal minimum period of enrolment for completion of the Postgraduate Certificate is one semester.
5. Candidates must enrol in a Faculty or School of Studies and follow an approved programme of study.
6. Candidates must gain 60 points at 500 level or above in one of the Postgraduate Certificate subjects.
7. The Postgraduate Certificate subjects are

Accounting (PGCert(Acc))  
Agribusiness (PGCert(AgBus))  
Anthropology (PGCert(Anth))  
Applied Linguistics (PGCert(AppLing))  
Biological Sciences (PGCert(BioSc))  
Business Research (PGCert(BusRes))  
Chemistry (PGCert(Chem))  
Chinese (PGCert(Chin))  
Computer Science (PGCert(CompSc))  
Counselling (PGCert(Couns))<sup>1</sup>  
Demography (PGCert(Dem))  
Development Studies (PGCert(DevSt))  
Disability and Inclusion Studies (PGCert(DInS))  
Earth Sciences (PGCert(EarthSc))  
Economics (PGCert(Econ))  
Education (PGCert(Ed))  
Education Studies (PGCert(EdSt))  
Educational Leadership (PGCert(EdLeadership))  
Electronic Commerce (PGCert(ESCom))  
Electronics (PGCert(Elec))  
Engineering (PGCert(Eng))<sup>1</sup>  
English (PGCert(Engl))  
Environmental Planning (PGCert(EnvPlan))  
Finance (PGCert(Fin))  
French (PGCert(Fren))  
Geography (PGCert(Geog))  
German (PGCert(Germ))  
Health Development and Policy (PGCert(HealthDevPol))  
History (PGCert(Hist))  
Human Development (PGCert(HumDev))  
Human Resource Management (PGCert(HRM))  
International Management (PGCert(IntMgt))  
International Relations and Security Studies (PGCert(IRSSt))  
Japanese (PGCert(Jap))  
Labour Studies (PGCert(LabSt))  
Law (PGCert(Law))  
Management (PGCert(Mgt))  
Management and Sustainability (PGCert(MgtStn))  
Management Communication (PGCert(MgtComm))  
Management Studies (PGCert(MgtSt))

Management Systems (PGCert(MgtSys))  
Māori Cultural Studies/Tikanga Māori (PGCert(Tikanga))  
Māori Language/Te Reo Māori (PGCert(ReoMāori))  
Māori Media and Communication (PGCert(MāoriMedia))  
Marketing (PGCert(Mrkt))  
Materials and Processing (PGCert(Mat&Proc))  
Mathematics (PGCert(Math))  
Music (PGCert(Mus))  
Philosophy (PGCert(Phil))  
Physics (PGCert(Phys))  
Political Science (PGCert(PolSc))  
Psychology (PGCert(Psych))  
Public Policy (PGCert(PP))  
Public Relations (PGCert(PR))  
School Principalship (PGCert(SchPrinc))<sup>2</sup>  
Science and Technology (PGCert(ScTech))  
Screen and Media Studies (PGCert(SMSt))  
Second Language Teaching (PGCert(SLT))  
Social Enterprise (PGCert(SocEnt))  
Social Policy (PGCert(SocPol))  
Social Science Research (PGCert(SocScRes))  
Sociology (PGCert(Socy))  
Sport and Leisure Studies (PGCert(SpLS))  
Statistics (PGCert(Stats))  
Strategic Management (PGCert(StratMgt))  
Tertiary Teaching (PGCert(TertTchg))<sup>2</sup>  
Theatre Studies (PGCert(TheatSt))  
Tourism and Hospitality Management (PGCert(THMgt))  
Women's and Gender Studies (PGCert(WomGenSt))

8. The Postgraduate Certificate awarded will be endorsed in the subject in which it is gained.
9. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Certificate.

#### Variations

10. The Dean or delegated authority may vary or waive these regulations in individual cases.

#### Notes:

1. A Postgraduate Certificate is not offered in this subject in 2012.
2. In addition to the admission requirements prescribed in section 2 of these regulations, candidates in this subject must meet additional criteria set out in Part 2 of the Criteria for Admission to Particular Qualifications.

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## Regulations for the Postgraduate Certificate in Counselling in Counselling Supervision (PGCertCouns(CounsSup)) and Postgraduate Certificate in Counselling in Family Counselling (PGCertCouns(FamCouns))

1. The *Personal Programmes of Study Regulations* apply in these regulations.

### Admission

2. Candidates for the Postgraduate Certificate must have

- (a) qualified for the award of a bachelors degree of the University of Waikato and a related professional qualification of at least one year's duration or a qualification considered equivalent by the Academic Board, and
- (b) satisfied the prerequisites for graduate study at levels considered appropriate by the Academic Board, including any prerequisite compulsory papers as prescribed in the Faculty of Education Graduate Studies in Education handbook or the Counselling entry in the University of Waikato Calendar, and
- (c) satisfied the requirements for selection to the specific endorsement sought, as stated in the Faculty of Education Graduate Studies in Education handbook or the Counselling entry in the University of Waikato Calendar.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### Requirements for the Postgraduate Certificate

4. The normal minimum period of enrolment for completion of the Postgraduate Certificate is one semester.
5. Candidates must enrol in the Faculty of Education and follow an approved programme of study.
6. Candidates must gain 60 points at 500 level from the papers prescribed for the Postgraduate Certificate, including any compulsory papers as prescribed in the Faculty of Education Graduate Studies in Education handbook or the Counselling entry in the University of Waikato Calendar.
7. The Postgraduate Certificate will be awarded with one of the following endorsements:  
Counselling Supervision (PGCertCouns(CounsSup))<sup>1</sup>  
Family Counselling (PGCertCouns(FamCouns))
8. Candidates who fail a paper may repeat it once. Candidates who fail more than one paper or who fail the same paper twice may not proceed with the Postgraduate Certificate.

### Credit Transfers

9. Candidates who have been awarded a Postgraduate Certificate may relinquish it for credit of up to 60 points towards an appropriate Faculty of Education postgraduate qualification, at the discretion of the Dean.

### Note:

1. There will be no new intake into the PGCertCouns(CounsSup) in 2012.



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## Regulations for the Diploma (Dip)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Diploma must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

### Requirements for the Diploma

3. The normal minimum period of enrolment for completion of the Diploma is one year.
4. Candidates must enrol in a Faculty or School of Studies and follow an approved programme of study.
5. Candidates must gain 120 points at 100 level or above, including 80 points at 200 level or above, in the Diploma fields listed in section 8 of these regulations.
6. Candidates must gain at least 80 points in one field.
7. Candidates must meet the relevant field requirements, as set out in the appendix to these regulations.
8. The Diploma fields are<sup>1</sup>
  - Arts (Dip(Arts))
  - Communication Studies (Dip(CS))
  - Education (Dip(Ed))
  - Environmental Planning (Dip(EnvPlan))
  - Law (Dip(Law))
  - Management (Dip(Mgt))
  - Māori and Pacific Development (Dip(MPD))
  - Science (Dip(Sc))
  - Social Sciences (Dip(SocSc))
  - Sport and Leisure Studies (Dip(SpLS))
  - Tourism (Dip(Tour))
9. The Diploma awarded will be endorsed in the field in which at least 80 points are gained.

### Variations

10. The Dean or delegated authority may vary or waive these regulations in individual cases.

### Notes:

1. *The subjects and/or papers that comprise each Diploma field are set out in the [Undergraduate Diploma and Certificate Fields](#).*

## Appendix

### Field Requirements

#### Communication Studies

1. Candidates must gain at least 80 points from subjects offered for the BCS.
2. At least 40 points at 200 level must be taken in one subject area offered for the BCS.
3. The following papers are compulsory:
  - MCOM102 Introduction to Communication in a Digital Age (15 points)
  - MCOM133 Introduction to Corporate Communication (15 points)
  - MCOM220 Communication Theory (20 points)
  - SMST102 Media Cultures (15 points)and at least 15 points from:
  - LING132 Introduction to Linguistic Communication (15 points)
  - MCOM122 Diversity Management and Communication (15 points)
  - MKTG151 Introduction to Marketing (15 points)

#### Law

1. The following papers are compulsory:
  - LAWS103 Legal Method (20 points)
  - LAWS106 Legal Systems and Societies (20 points)
  - LAWS201 Public Law A (20 points)
  - LAWS204 Contracts (20 points)
  - LAWS207 Torts (20 points)
2. Candidates must also complete an additional 20 points in Law at 200 level or above.
3. The Dean or delegated authority may permit up to 40 points to be taken from outside the field of the Diploma in individual cases.

#### Management

1. Candidates must complete a specialisation and demonstrate competency in computing and in writing, as prescribed in the Waikato Management School Student Handbook.

*The University of Waikato - Te Whare Wānanga o Waikato*

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## Regulations for the Graduate Diploma (GradDip)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Graduate Diploma must have
  - (a) qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, or
  - (b) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience and ability to proceed with the proposed programme.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### Requirements for the Graduate Diploma

4. The normal minimum period of enrolment for completion of the Graduate Diploma is one year.
5. Candidates must enrol in a Faculty or School of Studies and follow an approved programme of study.
6. Candidates must gain 120 points at 100 level or above, including at least 80 points at 300 level or above, in the Graduate Diploma subjects.
7. Candidates enrolled in the Waikato Management School must demonstrate competency in writing as prescribed in the Waikato Management School Student Handbook.
8. Candidates must gain at least 80 points from one of the subjects listed in Schedule A.
9. The Graduate Diploma subjects are

#### Schedule A

Accounting (GradDip(Acc))  
Adult Education and Training (GradDip(AdEdT))  
Agribusiness (GradDip(AgBus))  
Animal Behaviour (GradDip(AniBeh))<sup>1</sup>  
Anthropology (GradDip(Anth))  
Applied Computing (GradDip(AppComp))  
Biochemistry (GradDip(Biochem))<sup>1</sup>  
Biological Sciences (GradDip(BioSc))  
Biotechnology (GradDip(Biotech))<sup>1</sup>  
Chemistry (GradDip(Chem))  
Chinese (GradDip(Chin))  
Computer Graphic Design (GradDip(CGD))  
Computer Science (GradDip(CompSc))  
Creative Practices (GradDip(CreatePrac))  
Creative Technologies (GradDip(CreateTech))  
Design Media (GradDip(DesignMedia))  
Dispute Resolution (GradDip(DR))  
Earth Sciences (GradDip(EarthSc))  
Economics (GradDip(Econ))  
Education (GradDip(Ed))  
Education Studies (GradDip(EdSt))  
Electronic Business (GradDip(EBus))  
Electronic Commerce (GradDip(ECom))  
Electronics (GradDip(Elec))  
Engineering (GradDip(Eng))  
English (GradDip(Engl))  
Entrepreneurship and Innovation (GradDip(Entre&Inn))  
Environmental Planning (GradDip(EnvPlan))  
Environmental Sciences (GradDip(EnvSc))<sup>1</sup>  
Ethics (GradDip(Ethics))  
Finance (GradDip(Fin))  
French (GradDip(Fren))  
Geography (GradDip(Geog))  
German (GradDip(Germ))  
History (GradDip(Hist))  
Hospitality Management (GradDip(HospMgt))<sup>1</sup>  
Human Development (GradDip(HumDev))  
Human Resource Management (GradDip(HRM))  
Industrial Relations and Human Resource Management (GradDip(IR&HRM))

Information Technology (GradDip(InfoTech))  
International Management (GradDip(IntMgt))  
Japanese (GradDip(Jap))  
Labour Studies (GradDip(LabSt))  
Law (GradDip(Law))  
Linguistics (GradDip(Ling))  
Management (GradDip(Mgt))  
Management and Sustainability (GradDip(MgtStn))  
Management Communication (GradDip(MgtComm))  
Māori and Pacific Development (GradDip(MPD))  
Māori Cultural Studies/Tikanga Māori (GradDip(Tikanga))  
Māori Language/Te Reo Māori (GradDip(ReoMāori))  
Māori Media and Communication (GradDip(MāoriMedia))  
Marketing (GradDip(Mrkt))  
Materials and Processing (GradDip(Mat&Proc))  
Mathematics (GradDip(Math))  
Music (GradDip(Mus))  
New Zealand Legal Studies (GradDip(NZLegSt))  
Philosophy (GradDip(Phil))  
Physics (GradDip(Phys))  
Political Science (GradDip(PolSc))  
Population Studies (GradDip(PopSt))  
Psychology (GradDip(Psych))<sup>1</sup>  
Public Policy (GradDip(PP))  
Public Relations (GradDip(PR))  
Screen and Media Studies (GradDip(SMSt))  
Social Policy (GradDip(SocPol))  
Sociology (GradDip(Socy))  
Spanish (GradDip(Spanish))  
Sport and Leisure Studies (GradDip(SpLS))  
Statistics (GradDip(Stats))  
Strategic Management (GradDip(StratMgt))  
Supply Chain Management (GradDip(SCM))  
Theatre Studies (GradDip(TheatSt))  
Tourism Development (GradDip(TourDev))  
Tourism and Hospitality Management (GradDip(THMgt))  
Tourism Management (GradDip(TourMgt))<sup>1</sup>  
Tourism Studies (GradDip(TourSt))  
Women's and Gender Studies (GradDip(WomGenSt))  
Writing Studies (GradDip(WritSt))

*Schedule B*

English as a Second Language  
Pacific Studies  
Treaty of Waitangi Studies/Akoranga Te Tiriti o Waitangi

10. The Graduate Diploma awarded will be endorsed in the subject in which at least 80 points are gained.

*Variations*

11. The Dean or delegated authority may vary or waive these regulations in individual cases.

*Notes:*

1. A Graduate Diploma is not offered in this subject in 2012.





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## Regulations for the Graduate Diploma of Teaching (GradDipT)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Graduate Diploma must have
  - (a) satisfied the requirements of a university degree or another qualification recognised by the New Zealand Teachers Council as acceptable for provisional registration as a teacher in a primary or secondary school, and
  - (b) been selected as a suitable person to train as a teacher.

### Requirements for the Graduate Diploma

3. The normal minimum period of enrolment for completion of the Graduate Diploma is one year.
4. Candidates must enrol in the Faculty of Education and follow an approved programme of study.
5. Candidates must gain at least 120 points at 700 level.
6. The subject for the Graduate Diploma is Professional Education.
7. The programme of study of each candidate must comply with the requirements of a stream, details of which are prescribed in the Faculty of Education's handbooks for the current year. The streams are
  - Early Childhood
  - Primary
  - Secondary
8. Candidates must
  - (a) complete to the satisfaction of the Academic Board such classwork, practical work, assignments, tests, reports, and oral and written examinations as may be required in any paper being taken, and
  - (b) gain a pass in every paper presented for the Graduate Diploma, and
  - (c) complete the programme in one year
9. The Graduate Diploma will be awarded without classification as to honours or distinction.
10. The Graduate Diploma shall be endorsed to indicate the particular stream completed by the candidate from those defined in section 7 of these regulations.

### Variations

11. The Dean or delegated authority may vary or waive these regulations in individual cases.



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## Regulations for the Postgraduate Diploma (PGDip)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

### Admission

2. Candidates for the Postgraduate Diploma must have
  - (a) qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, and have completed study at an advanced level in the subject to be taken for the Postgraduate Diploma, or
  - (b) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience and ability to proceed with the proposed programme and
  - (c) satisfied the prerequisites for graduate study in the subject(s) being taken for the Postgraduate Diploma.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

### Requirements for the Postgraduate Diploma

4. The normal minimum period of enrolment for completion of the Postgraduate Diploma is one year.
5. Candidates must enrol in a Faculty or School of Studies and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above in the Postgraduate Diploma subjects.
7. Candidates must gain at least 90 points in one subject.
8. The Postgraduate Diploma subjects are

Accounting (PGDip(Acc))  
Agribusiness (PGDip(AgBus))  
Anthropology (PGDip(Anth))  
Applied Linguistics (PGDip(AppLing))  
Biological Sciences (PGDip(BioSc))  
Chemistry (PGDip(Chem))  
Chinese (PGDip(Chin))  
Computer Science (PGDip(CompSc))  
Counselling (PGDip(Couns))<sup>1</sup>  
Demography (PGDip(Dem))  
Development Studies (PGDip(DevSt))  
Disability and Inclusion Studies (PGDip(DInS))  
Earth Sciences (PGDip(EarthSc))  
Economics (PGDip(Econ))  
Education (PGDip(Ed))  
Education Studies (PGDip(EdSt))  
Educational Leadership (PGDip(EdLeadership))  
Electronic Commerce (PGDip(ESCom))  
Electronics (PGDip(Elec))  
Engineering (PGDip(Eng))<sup>1</sup>  
English (PGDip(Engl))  
Enterprise and Innovation (PGDip(Ent&Inn))<sup>1</sup>  
Entrepreneurship and Innovation (PGDip(Entre&Inn))  
Environmental Planning (PGDip(EnvPlan))  
Finance (PGDip(Fin))  
French (PGDip(Fren))  
Geography (PGDip(Geog))  
German (PGDip(Germ))  
Health Development and Policy (PGDip(HealthDevPol))  
History (PGDip(Hist))  
Human Development (PGDip(HumDev))  
Human Resource Management (PGDip(HRM))  
International Management (PGDip(IntMgt))  
International Relations and Security Studies (PGDip(IRSSt))  
Interpreting and Translating Māori (PGDip(Int&Trans))<sup>2</sup>  
Japanese (PGDip(Jap))  
Labour Studies (PGDip(LabSt))  
Language and Literacy Education (PGDip(LangLitEd))  
Law (PGDip(Law))

Management (PGDip(Mgt))  
Management and Sustainability (PGDip(MgtStn))  
Management Communication (PGDip(MgtComm))  
Management Studies (PGDip(MgtSt))  
Management Systems (PGDip(MgtSys))  
Māori Cultural Studies/Tikanga Māori (PGDip(Tikanga))  
Māori Language/Te Reo Māori (PGDip(ReoMāori))  
Māori Media and Communication (PGDip(MāoriMedia))  
Marketing (PGDip(Mrkt))  
Materials and Processing (PGDip(Mat&Proc))  
Mathematics (PGDip(Math))  
Mathematics Education (PGDip(MathEd))  
Music (PGDip(Mus))  
Personal Financial Planning (PGDip(PFinPlan))  
Philosophy (PGDip(Phil))  
Physics (PGDip(Phys))  
Political Science (PGDip(PolSc))  
Psychology (PGDip(Psych))  
Public Policy (PGDip(PP))  
Public Relations (PGDip(PR))  
Science Education (PGDip(ScEd))  
Science and Technology Education (PGDip(ScTechEd))  
Screen and Media Studies (PGDip(SMSt))  
Second Language Teaching (PGDip(SLT))  
Social Enterprise (PGDip(SocEnt))  
Social Policy (PGDip(SocPol))  
Social Science Research (PGDip(SocScRes))  
Sociology (PGDip(Socy))  
Sport and Leisure Studies (PGDip(SpLS))  
Statistics (PGDip(Stats))  
Strategic Management (PGDip(StratMgt))  
Technology Education (PGDip(TechEd))  
Theatre Studies (PGDip(TheatSt))  
Tourism and Hospitality Management (PGDip(THMgt))  
Women's and Gender Studies (PGDip(WomGenSt))

9. Candidates enrolled in the Waikato Management School must submit a Portfolio of Achievement as prescribed in the Waikato Management School Student Handbook.
10. The Postgraduate Diploma awarded will be endorsed in the subject in which at least 90 points are gained.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Diploma.

*Award of Honours*

12. The Postgraduate Diploma may be awarded with Distinction.

*Variations*

13. The Dean or delegated authority may vary or waive these regulations in individual cases.

*Notes:*

1. A Postgraduate Diploma is not offered in this subject in 2012.
2. In addition to the admission requirements prescribed in section 2 of these regulations, candidates in this subject must meet additional criteria set out in Part 2 of the Criteria for Admission to Particular Qualifications.

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## Regulations for the Postgraduate Diploma in Computer Graphic Design (PGDipCGD)

1. The University of Waikato [Personal Programmes of Study Regulations](#) apply with respect to papers identified in the Computer Graphic Design entry in the University of Waikato Calendar as University of Waikato papers.
2. The UCOL Whanganui School of Design Academic Regulations apply with respect to papers identified in the Computer Graphic Design entry in the University of Waikato Calendar as UCOL Whanganui School of Design papers.

### Admission

3. Candidates for the Postgraduate Diploma must have
  - (a) qualified for the award of the degree of Bachelor of Computer Graphic Design, jointly awarded by the UCOL Whanganui School of Design and the University of Waikato, or for 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 Postgraduate Diploma programme.
4. Selection into the Postgraduate Diploma is on the basis of criteria approved for this purpose by the Academic Boards of both institutions.
5. 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 Postgraduate Diploma programme.

### Requirements for the Postgraduate Diploma

6. The normal minimum period of enrolment for completion of the Postgraduate Diploma is one year.
7. Candidates must enrol in the UCOL Whanganui School of Design and the Faculty of Computing and Mathematical Sciences of the University of Waikato and follow an approved programme of study.
8. Candidates must complete a specified programme as prescribed in the Computer Graphic Design entry in the University of Waikato Calendar and must pass all papers on the first attempt.

### Award of Honours

9. In accordance with criteria approved for this purpose by the Academic Boards of both institutions, the Postgraduate Diploma may be awarded with Distinction.

### Variations

10. The Chairperson of the Computer Graphic Design Joint Committee or delegated authority may vary or waive these regulations in individual cases.

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## Regulations for the Postgraduate Diploma in the Practice of Psychology (PGDipPracPsych)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

### Admission

2. Candidates for the Postgraduate Diploma must have
  - (a) qualified for the award of the degree of Master of Applied Psychology from the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and either
  - (b) specialised in the masters degree in the area of study of the proposed endorsement for the Postgraduate Diploma, or
  - (c) satisfied the Chairperson of Psychology that they have undertaken sufficient graduate taught and research papers to undertake the proposed endorsement.
3. Candidates must be in ongoing employment (paid or unpaid) in an organisation which provides them with the opportunity to practice significantly in the area of study of the proposed endorsement for the Postgraduate Diploma.
4. Candidates must be accepted by the Chairperson of the Psychology Department. Admission to the programme will depend in each individual case on
  - (a) the papers passed by the candidate for the masters degree and their relevance as qualifying papers, and
  - (b) evidence of the suitability of the candidate's current and ongoing employment, and
  - (c) the availability of suitable supervision.

### Requirements for the Postgraduate Diploma

5. The normal minimum period of enrolment for completion of the Postgraduate Diploma is one year.
6. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
7. In order to complete the requirements of the Postgraduate Diploma, candidates must
  - (a) gain 120 points in papers at 500 level, including any compulsory papers, as prescribed in the Psychology entry in the University of Waikato Calendar, and
  - (b) prior to completion of the qualification, produce evidence to the Chairperson of Psychology of having undertaken appropriate full-time practical work for a period equivalent to one year.
8. The Postgraduate Diploma will be awarded with one of the following endorsements:
  - Applied Behaviour Analysis (PGDipPracPsych(ABA))
  - Community Psychology (PGDipPracPsych(Comm))
  - Organisational Psychology (PGDipPracPsych(OrgPsych))

### Variations

9. The Dean or delegated authority may vary or waive these regulations in individual cases.

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# Regulations for the Postgraduate Diploma in Psychology (Clinical) (PGDipPsych(Clin))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

## Admission

2. Candidates for the Postgraduate Diploma must have
  - (a) normally completed the degree of Bachelor of Social Sciences with Honours of the University of Waikato in Psychology, or a qualification considered by the Academic Board to be equivalent, or
  - (b) been granted the right to proceed to the Postgraduate Diploma under the admission ad eundem statum regulations.
3. Candidates for the Postgraduate Diploma must
  - (a) be concurrently enrolled in one of the degrees of Master of Social Sciences, Master of Philosophy, or Doctor of Philosophy of the University of Waikato, or a qualification considered by the Academic Board to be equivalent, with a research topic approved by the Chairperson of the Department of Psychology, and shall complete the requirements of the concurrent degree before being eligible for the award of the Postgraduate Diploma, or
  - (b) have completed one of the degrees of Master of Social Sciences, Master of Philosophy or Doctor of Philosophy of the University of Waikato, or a qualification considered by the Academic Board to be equivalent, with a research topic approved by the Chairperson of the Department of Psychology.
4. The admission of every candidate for the Postgraduate Diploma shall require the approval of the Chairperson of the Psychology Department.

## Requirements for the Postgraduate Diploma

5. The normal minimum period of enrolment for completion of the Postgraduate Diploma is three years.
6. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
7. The programme of study of each candidate, including, where appropriate, the concurrent programme of study for the Bachelor of Social Sciences with Honours degree, shall require the approval of the Academic Board.
8. Every candidate for the Postgraduate Diploma shall
  - (a) complete 80 points as prescribed in the Psychology entry in the University of Waikato Calendar and shall pass the appropriate examinations, and
  - (b) undertake such practical and placement work as may be prescribed by the Academic Board, and
  - (c) undertake an internship of one year's duration (60 points) in a setting approved by the Academic Board or present evidence, satisfactory to the Academic Board, of equivalent training.
9. The University will endeavour to arrange placements which will allow a candidate to undertake the practical and placement work referred to in sections 8(b) and 8(c) of these regulations but cannot guarantee to make such arrangements in a given year. If an approved internship position cannot be arranged, placement of a student may be deferred, normally for a maximum of 12 months. As placements become available priority will be given to students for whom they have been deferred.
10. Every candidate must, before presenting himself or herself for the final examination for the Postgraduate Diploma, possess a certificate from the Chairperson of the Psychology Department that he or she has satisfactorily completed the requirements of sections 8(b) and 8(c) of these regulations.

The procedures and criteria for assessing the personal and professional competencies central to the satisfactory completion of the requirements referred to in sections 8(b) and 8(c) of these regulations shall be as prescribed from time to time in the department's graduate handbook and the appropriate course outlines.
11. Every candidate for the Postgraduate Diploma shall present himself or herself for such final oral, practical, or other examination as may be required by the Academic Board.

## Variations

12. The Dean or delegated authority may vary or waive these regulations in individual cases.



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## Te Pua Wānanga Kite Ao School of Māori and Pacific Development

### *Te Amokapua/Dean*

Professor Linda Smith BA MA PhD *Auck DipT*

### *Associate Dean*

Sandra L Morrison BA PGDipMPD MMPD *Waik CertCrim Well*

### *Manukura/Associate Professor*

Winifred Crombie MA *Edin MPhil CNAA PhD Lond RSA/Cambridge CTEFLA*

### *Pro Dean Academic*

Haupai Puke MA(Hons) *Auck DipT*

### *Research Officer*

Karyn McRae BSocSc *Waik*

### *Academic Programmes Manager*

Louise Tainui

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- [Te Aka Tikanga](#)
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- [Centre for Māori and Pacific Development Research](#)



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## School of Arts

### Chairperson

Alistair D. Swale BA *Cant* MA PhD *Kyoto*

### CHINESE

#### Senior Lecturer

Maria Galikowski BA(Hons) PhD *Leeds*

#### Lecturer

Xiaoning Wang BA *Shanghai* MA PhD *Waik*

### ENGLISH

#### Professor

Anne M. McKim MA *Dund* MA *Manit* PhD *Edin*

#### Associate Professor

Janice Pilditch BA *Massey* MA DPhil *Waik*

#### Senior Lecturers

Mark Houlahan BA MA *Auck* PhD *Tor* TTC

Kirstine Moffatt BA MA *Waik* PhD *Well*

Sarah Shieff BA MA PhD *Auck*

#### Research Associate

Norman Simms BA *Alfred* MA PhD *Wash*

### FRENCH

#### Senior Lecturers

William Jennings BSc BA MA PhD *Auck*

Nathalie Philippe BA MA *Sorbonne-Nouvelle* DEA *Bourgogne* PhD *Sorbonne*

#### Research Associate

Denis L. Drysdall MA DipEd Oxf DrIII<sup>ème</sup> Cycle *Sorbonne*

### GERMAN

#### Senior Lecturer

Norman P. Franke MA *Hamburg* PhD *Humboldt*

#### Senior Tutor

Beate Jones 1. and 2. Staatsexamen *Munich* MA *Waik*

### JAPANESE

#### Senior Lecturer

Akiko Nakayama BA MA *Tokyo* UFS PhD *Monash*

#### Lecturers

K. McNeil BSc *Auck* MSc DPhil *Waik*

Fumiko Nishimura BA MEd *Hiroshima* PhD *Waik*

#### Associate

Alistair D. Swale BA *Cant* MA PhD *Kyoto*

#### Research Associate

Kunyong Lee BA MA PhD *Kookmin*

### GENERAL AND APPLIED LINGUISTICS

#### Senior Lecturers

Roger Barnard BEd *Sus* MA *Lond* MA *Sur* PhD *S'ton* RSA/Cambridge DTEFLA

Ian Bruce BA *Cant* DipSLT *Massey* MA(Applied) PhD *Waik* KDS *Munich* RSA/Cambridge CTEFLA DipT

Diane Johnson BA MA PhD *Waik* DMEAV *Nice* DipT RSA/Cambridge CTEFLA



**Lecturer**

Julie Barbour MA *Auck* BA PhD *Waik* RSA/Cambridge CTEFLA

**Senior Tutors**

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

Anthea Fester BA SA DipSLT PGDipSLT MA(Applied) *Waik* HDipEd *W.Cape* RSA/Cambridge CTEFLA

**Research Associates**

James McLellan BA PGCertEd *Camb* MA *York(UK)* PhD *Curtin*

**MUSIC****Associate Professors**

Martin Lodge MA *Waik* MMus *Well* PhD *Syd*

Ian Whalley BA BMus *Well* MSocSc *Waik* APMT *NSWCon* AIRMT

**Senior Lecturers**

David Griffiths BMus MMus *Auck*

James Tennant BMus *Mich*

Michael Williams BA(Hons) GradDipT MMus *Waik* DipMus *MelbaMCM*

**Lecturers**

Katherine Austin BMus MMus *Auck* LRSM LTCL

Rachael Griffiths-Hughes BMus MMus *Auck* DMA *SUNY*

Lara Hall BMus AdvDipMus *Auck* MMus DMA *Mich*

**Research Associates**

William Dowdall GradDipMus *Cleveland*

Wayne Laird BA BMus DPhil *Auck*

Richard Nunns QSM HonDMus *Well* TTC AFL

Vir Param BA(Hons) MA *Delhi* CertAdStud *Guidhall* HonDLitt *W.Lond*

Bryan Sayer BA DipMus *Auck* LRSM LTCL ARCM(Hons) FIRMT

Peter Walls BMus MA(Hons) *Well* DPhil *Oxf*

**SCREEN AND MEDIA STUDIES****Professor**

Dan Fleming BA(Hons) PhD *Stirling*

**Associate Professor**

Geoff Lealand MA *Cant* PhD *BGSU(Ohio)*

**Senior Lecturers**

Ann Hardy MA DipJourn *Cant* DipFilm&TVProd *Middx* PhD *Waik*

Craig Hight MA PhD *Waik*

Stan Jones BA PhD *Hull*

Adrian Mabbott Athique BA(Hons) *Plym* PhD *W'gong*

Lisa Perrott BA(Hons) PhD *Waik* BMA *WaikPoly*

Gareth Schott BSc(Hons) *Glam* PGDipRM PhD *Cardiff*

Alistair D. Swale BA *Cant* MA PhD *Kyoto*

Bevan Yeatman BA MA PhD *Waik*

**Lecturers**

Ted Nannicelli BA *Emory* MFineArts *Temple* PhD *Kent*

**Research Associate**

William McArthur MSocSc DPhil *Waik*

**SPANISH****Senior Tutor**

Maria Blé-Herrero GradDipArts *Waik*

**THEATRE STUDIES****Senior Lecturers**

William Farrimond PhD *Copenhagen* CertEd *Oxon*

Gaye Poole BA(Hons) MA(Hons) *NSW*





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## School of Psychology

### Chairperson

Neville R. Robertson BA *Cant* MSocSc DipPsych(Com) PhD *Waik*

### Deputy Chairperson

To be appointed

### Professors

T. Mary Foster BSc MSc DipClinPsych PhD *Auck*

Darrin Hodgetts BA DipSocSc PhD *Massey*

Michael P. O'Driscoll BSc(Hons) *WAust* PhD *Flin*

### Associate Professors

Douglas Boer BSc MSc PhD *Alberta*

Samuel Charlton BA *SanJose* MA PhD *NewMexico*

Linda Waimarie Nikora BSocSc MSocSc PhD *Waik*

John A. Perrone BSc MSc PhD *Cant*

### Senior Lecturers

Lewis Bizo BSc PGDipSc PhD *Otago*

Carol Cornsweet Barber BA *Swarthmore* PhD *Vanderbilt*

Cate Cutis BA *Cant* BSocSc(Hons) PhD *Waik*

Robert B. Isler DipNatW PhD *Zürich*

Neville R. Robertson BA *Cant* MSocSc DipPsych(Com) PhD *Waik*

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

Jo Thakker PGDipPsych(Clin) PhD *Cant*

### Lecturers

Donald A.J. Cable BBS DipSocSc MA *Massey* PGCertPracPsych PhD *Waik*

Bridgette Masters BSocSc MSocSc PGDipPsych(Com) *Waik*

James McEwan BSocSc MSocSc DPhil *Waik*

Rebecca Sargisson BSocSc MSocSc *Waik* PhD *Otago*

Ottilie Stolte BSocSc BSocSc(Hons) MSocSc PhD *Waik*

### Research Fellow

Tess Moeke-Maxwell BSocSc(Hons) PhD *Waik*

### Senior Tutor

Kyle Smith MSocSc PGDipPsych(Clin) *Waik*

### Senior Research Officer

Mohi Rua BSocSc BSocSc(Hons) MSocSc PGDipPsych(Com) *Waik*

### Research Officer

Rosalind Case BSocSc BSocSc(Hons) MSocSc *Waik*

### Tutor

Sharon Old BSocSc *Waik*

### Honorary Lecturers

Jessica Clarke BSocSc MSocSc PGDipPsych(Clin) *Waik*

Adriaan Engelbrecht BA BA(Hons) BD PGDipTheo *Pret* MA *UNISA* PhD *P.Elizabeth*

John Fitzgerald MA *Keele* MSc(Clin) *Birm* PhD *Waik*

Averil Herbert BA MA *Cant* DipPsych(Clin) PhD *Waik*

Glen Kilgour BSocSc MSocSc DipPsych(Clin) *Waik*

Prasad Prasadarao BSc MA *And* MPhil PhD *NI Mental Health*

Philippa Thomas BA MSocSc DipPsych(Clin) *Waik*

### Associates

Helena Cooper-Thomas BSc(Hons) *Durh* MA(Applied Soc Psych) *Sask* PhD *Lond*

Stewart Forsyth MA PGDipPsych(Clin) *Auck*

Diane Gardner BA(Hons) *Adel* Mpsychol(Applied) *NSW* PhD *NSW/Syd*

Justine Winter BSocSc MSocSc PGDipPsych(Org Psych) *Waik*

### **Research Associates**

Shaun Awatere BMS MMS *Waik*  
Suzanne Barker-Collo BA *Manit* MA PhD *Lake*  
Giselle Byrnes BA MA *Waik* PhD *Auck*  
Kevin Dew BA BA(Hons) PhD *Well*  
Margaret Drew BA *Well* BSocSc(Hons) PhD *Waik*  
Shiloh Groot BSocSc BSocSc(Hons) *Waik*  
Kelly Hood BA MA PhD *Cant*  
Amy Jones BSocSc BSocSc(Hons) MSocSc *Waik*  
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### **Clinical Psychology Programme Associates**

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Jenny Gibbs MA *Cant*, DipPsych(Clin) *Waik*, Clinical Psychologist, Child Development Centre, Health Waikato  
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### **Community Psychology Programme Associates**

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Jacqueline Henry MSocSc(Hons) PGDipPsych(Com) *Waik*, Project Manager, Research Evaluation, Waikato District Health Board  
Ruth Louise Hungerford BSocSc MSocSc PGDipPsych(Com) *Waik*, Director, Momentum Research & Evaluation  
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Beth Neill BSocSc MSocSc PGDipPsych(Com) *Waik*, Senior Policy Analyst, Ministry of Social Development, Northland  
Patricia Te Wairere Ahiahi Young BSocSc MSocSc PGDipPsych(Com) *Waik*, Research, Evaluation, Training and Consultancy, Hamilton

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Trudy Pocock BEd BSocSc MSocSc PhD PGDipPracPsych(ABA) *Waik*, DipT Psychologist Ministry of Education

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## School of Social Sciences

### Chairperson

Associate Professor Michael Goldsmith BA *Auck* AM PhD *Ill*

### ANTHROPOLOGY

#### Associate Professor

Michael Goldsmith BA *Auck* AM PhD *Ill*

#### Senior Lecturers

Keith Barber BA MA PhD *Auck*

Judith Macdonald BA MA PhD *Auck*

Tom Ryan BA MA PhD *Auck* DEA *EHESS Paris*

#### Research Associate

Wendy E. Cowling BA(Hons) PhD *Macq*

Zuzana Obertova MSc PhD *Comenius Dr.rer.nat Eberhard-Karls*

Des Kahotea BA MA(Hons) *Auck* PhD *Waik*

Caroline Thomas BA MA(Hons) PGDHS *Auck* PhD *Waik*

### ENVIRONMENTAL PLANNING

#### Professor

Bob Evans BA *Sheff* PGDipTownPlanning *Kingston(UK)* MSc *Lond* PhD *Sus*

#### Associate Professor

Lex Chalmers BA MA *Auck* PhD *Brist*

#### Senior Lecturer

Russell Kirkpatrick BA MA PhD *Cant*

#### Lecturers

Angeline Greensill LLB BSocSc(Hons) *Waik* TTC

Kate Mackness BA *Otago* MPP *Auck*

Pip Wallace LLB *Auck* LLM(Hons) *Waik*

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Chris Dawson BSocSc(Hons) PGDipREP *Waik*

Mairi Jay MA *Manit* MA *BrCol* MA *Wat* PhD *Waik* MNZPI

Hamish G. Rennie BSc(Hons) *Otago* MA *Nfld* PhD *Waik*

Urlwyn Trebilco MSocSc PGDipREP *Waik* DipT MNZPI

### GEOGRAPHY

#### Professor

Robyn Longhurst BSocSc MSocSc PhD *Waik*

#### Associate Professors

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Lex Chalmers BA MA *Auck* PhD *Brist*

Lynda Johnston BA *Otago* MSocSc PhD *Waik*

#### Senior Lecturers

Lars Brabyn BA(Hons) BSc(Hons) PhD *Cant*

Russell Kirkpatrick BA MA PhD *Cant*

Colin McLeay BSocSc MSocSc *Waik* PhD *Macq*

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Angeline Greensill LLB BSocSc(Hons) *Waik* TTC

Pip Wallace LLB *Auck* LLM(Hons) *Waik*

#### Senior Tutors

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Diana L. Porteous BSocSc MSocSc *Waik* TTC

**Honorary Lecturers**

Nova Caie BSocSc(Hons) *Waik*

David J. Palmer BSc MSc PhD *Waik*

Geoff Rua'ine

**HEALTH DEVELOPMENT AND POLICY**

**Senior Lecturer**

Rachel Simon-Kumar BA MA *Kerala* MPhil *J.Nehru U.* PhD PGCertTT *Waik*

**HISTORY**

**Associate Professor**

Catharine Coleborne BA(Hons) MA *Melb* PhD *LaTrobe*

**Senior Lecturers**

James Beattie BA(Hons) PhD *Otago*

Raymond Richards BA(Hons) *Waik* MA *Maryland* PhD *Calif*

Rowland Weston BA(Hons) PhD *JamesCook* PGCertTT *Waik*

**Lecturer**

Nēpia Mahuika BTchg BA BA(Hons) MA *Waik*

**Teaching Fellow**

Nadia Gush BFA BA(Hons) MA *Cant* PhD *Well*

**Research Associates**

Ross Galbreath BSc(Hons) *Well* BA *Auck* PhD *Cant* DPhil *Waik*

Stephen Hamilton BA BA(Hons) *Waik* PhD *Auck*

Philip Hart BA(Hons) MA *Tas* PhD *ANU*

Rosalind McClean BA(Hons) *Otago* PhD *Edin*

Jane Moodie BSc(Hons) *Otago* BA MA PhD *Waik*

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Paul Star BA MA(Hons) *Camb* MA PhD *Otago*

Jonathan West BA MA PhD *Otago*

**LABOUR STUDIES**

**Senior Lecturer**

David J.M. Neilson MA *Cant* PhD *EAnglia*

**Lecturer**

William Cochrane BSocSc MSocSc *Waik*

**Senior Tutor**

Gemma Piercy BSocSc BSocSc(Hons) MSocSc *Waik*

**Research Associate**

Michael Law BA *Auck* DipEdSt *Waik* EdM *Rutgers*

**PHILOSOPHY**

**Senior Lecturers**

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

Justine Kingsbury BA(Hons) MA *Well* PhD *Rutgers*

Catherine Legg BA *Melb* MA *Monash* PhD *ANU*

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**Lecturer**

Ruth Walker BSocSc MSocSc *Waik* PhD *Auck*

**Research Associates**

Lee Churchman BA MA *Waik* PhD *Tor*

Peter J. Donovan BA MA *Well* BD *Otago* DPhil *Oxf*

Stephanie Gibbons BSocSc MSocSc *Waik*

Gerard O'Brien BA(Hons) *Oxf* PhD *NSW*

**POLITICAL SCIENCE AND PUBLIC POLICY**

**Professors**

Dov Bing BA *HebrewUniversityJerusalem* PhD *Auck* FRAS

Daniel G. Zirker BA MA *Montana* PhD *Alta*

**Associate Professor**

Priya A. Kurian BA *Madr* MA PhD *Purdue* PGCertTT *Waik*

**Senior Lecturers**

Patrick Barrett PGCertTT *Waik* BSW PhD *Massey*

Geoffrey Cupit BA(Hons) *Lanc* PhD *Liv*

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 *Waik*

**Associates**

Raewyn Emett BSocSc MA PhD *Waik*

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David McCraw BA *Auck* DipA MA PhD *Otago*

Wayne Robinson BA MA *Vic* PhD *Monash*

**Research Associate**

Matthew Gibbons BSocSc BSocSc(Hons) PhD *Waik*

**RELIGIOUS STUDIES****Professor**

G. Douglas Pratt BA MA *Auck* BD *Otago* BA *Waik* LTh NZ PhD *StAnd* DTheol *MCD*

**Honorary Lecturer**

Joan Taylor BA *Auck* BD *Otago* PhD *Edin*

**Research Associate**

Carolyn (Kim) King BSc *Liv* DPhil *Oxon* PhD *Waik*

**SOCIOLOGY****Senior Lecturers**

Jo Barnes BSc(Hons) *S'ton* MSc *Sur* PhD *Flin* PGCertTT *Waik*

Carolyn Michelle BSocSc MSocSc PhD *Waik*

David J.M. Neilson MA *Cant* PhD *EAnglia*

Rachel Simon-Kumar BA MA *Kerala* MPhil *J.Nehru U.* PhD PGCertTT *Waik*

**Lecturers**

Maxine Campbell BSocSc(Hons) PhD *Waik*

Kellie McNeill BSocSc BSocSc(Hons) MSocSc *Waik* GradDipT

**SOCIAL POLICY****Senior Lecturers**

Jo Barnes BSc(Hons) *S'ton* MSc *Sur* PhD *Flin* PGCertTT *Waik*

Rachel Simon-Kumar BA MA *Kerala* MPhil *J.Nehru U.* PhD PGCertTT *Waik*

**Lecturers**

Maxine Campbell BSocSc(Hons) PhD *Waik*

William Cochrane BSocSc MSocSc *Waik*

Kellie McNeill BSocSc BSocSc(Hons) MSocSc PhD *Waik* GradDipT

**Senior Tutor**

Gemma Piercy BSocSc BSocSc(Hons) MSocSc *Waik*

**SOCIAL SCIENCE RESEARCH****Senior Lecturer**

John Paterson BA(Hons) *Otago* MPhil *Waik* PhD *BrCol*

**SOCIAL WORK****Lecturers**

Sonya Hunt BSW MSW *Massey*

Kelly Smith BSocSc *Waik* MSW *Massey*

**TOURISM STUDIES****Associate Professor**

Lynda Johnston BA *Otago* MSocSc PhD *Waik*

**Senior Lecturer**



Ann-Marie d'Hauteserre MA PhD *Paris*

**WOMEN'S AND GENDER STUDIES**

**Senior Lecturers**

Carolyn Michelle BSocSc MSocSc PhD *Waik*

Rachel Simon-Kumar BA MA *Kerala* MPhil *J.Nehru U.* PhD PGCertTT *Waik*

**Lecturer**

Maxine Campbell BSocSc(Hons) PhD *Waik*

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



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## National Institute for Demographic and Economic Analysis (NIDEA)

### Director

Professor Natalie Jackson

### Professors

Richard D. Bedford QSO BA MA *Auck* PhD *ANU* FRSNZ  
Natalie Jackson DipNZIMR BSocSc MSocSc *Waik* PhD *ANU*  
Jacques Poot Drs *VU Amst* PhD *Well* HonFRNAAS

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Tahu Kukutai BA BA(Hons) MSocSc *Waik* MA PhD *Stanford*  
Shefali Pawar BEng *Pune*

### Post Doctoral Fellow

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Andrew Coleman PhD *Prin*  
Len Cook BA(Hons) *Otago* CBE  
Arunachalam Dharmalingam BSc MSc *Madur* PhD *ANU*  
Brian Easton BSc(Hons) DSc *Cant* BA *Well*  
Arthur Grimes PhD *LSE*  
Elsie Ho BSocSc MSocSc *HK* DPhil *Waik*  
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Anthony Raymont BS MB MA *Well* PhD *Auck*  
Janet Sceats MSc *LSHTM* PhD *Lond*  
Steven Stillman BA *Williamstown* MA PhD *Wash*  
Suzan van der Pas PhD *Amsterdam*



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## Health and Social Research Centre

### Directors

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## Mediarena Centre for Research

### Director

Dan Fleming BA(Hons) PhD *Stirling*



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## Audience Research Unit

### Director

Craig Hight MA PhD *Waik*

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## Learning, Behaviour and Welfare Research Unit

### Director

T. Mary Foster BSc MSc DipClinPsych PhD *Auck*

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## Public History Research Unit

**Director**

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## Māori and Psychology Research Unit

**Director**

Linda Waimarie Nikora BSocSc MSocSc PhD *Waik*





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## New Zealand Music Research Group

### Director

Martin Lodge MA *Waik* MMus *Well* PhD Syd

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## Text and Translation Research Unit

### Director

Janice Pilditch BA Massey MA DPhil Waik

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## Traffic and Road Safety Research Group

### Director

Robert B. Isler DipNatW PhD Zürich

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## Computer Science

### Chairperson

To be appointed

### Adjunct Professor

John G. Cleary BSc(Hons) MSc PhD *Cant*

### Professors

Mark Apperley BE PhD *Auck* FNZCS

Steve V. Reeves BSc(Hons) PhD *Birm* FBCS ITCP FNZCS

Ian H. Witten MSc *Calg* MA *Camb* PhD *Essex* CEng FACM FRSNZ MIEE MIEEE

### Associate Professors

David Bainbridge BEng(Hons) *Edin* PhD *Cant*

Sally Jo Cunningham BA BSc *Tennessee* PhD *Louisiana* FNZCS

Eibe Frank Dipl Inform *Karlsruhe* PhD *Waik*

Steve Jones BSc(Hons) PhD *Stirling*

Tony McGregor BSc(Hons) MSc *Massey* PhD *Waik*

Bernhard Pfahringer PhD *Vienna Tech*

Mark Utting MSc *Waik* PhD *NSW*

### Senior Lecturers

Annika Hinze Dipl Math Techn *Tu Berlin* PhD *FU Berlin* PGCertTT *Waik*

Te Taka Keegan DipCompEng *CIT* BA MA PhD *Waik*

Robi Malik MSc PhD *Kaiserslautern*

Masood Masoodian BSc(Hons) *Massey* PhD *Waik*

Michael Mayo BA(Hons) *Otago* PhD *Cant*

Richard Nelson BE(Hons) ME PhD *Cant*

David Nichols BSc(Hons) PhD *Lanc* PGCertTT *Waik* CEng MBCS CIP

William (Bill) J. Rogers BSc MSc *Waik*

Tony C. Smith MSc *Calg* PhD *Waik*

### Research Fellow

Shaoqun Wu BSc MSc *Waik*

### Senior Tutors

Tim Elphick BSc DipCompSc MCMS *Waik*

Nilesh Kanji BSc DipCompSc *Waik*

Bronwyn Poki BA(Hons) GradDipInfoTech *Waik*

Phillip Treweek BSc BA DipRelSt MCMS *Waik*

### Honorary Adjunct Professor

Ian D. Graham BSc *Lond* PhD *Camb* CEng

### Honorary Professors

Stefan R ugar Diplom-Physiker *Freie Berlin* Dr rer nat *TU Berlin*

Robert Spence BSc PhD DIC DSc *Lond* DrRCA FIEEE FREng

### Research Associates

Robert Akscyn MSc *Calif*

John Brine BA *Graceland* MEd PhD *Toronto*

J. Stephen Downie BA MLIS PhD *WOnt*

Mark Hall BCMS(Hons) PhD *Waik*

John Rose AB *WRU* PhD *CIT*

Lloyd A. Smith BMus MS PhD *N.Texas*





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## Computer Graphic Design Group

### Lecturers

- Simon Laing BCGD(Hons) MCGD *UCOL/Waik*
- Keith Soo DipMM NAFA BCGD(Hons) MCGD *UCOL/Waik*
- Claire Timpany BCGD(Hons) MCGD *UCOL/Waik*
- Emmanuel Turner PGDipCGD *Wang* MCGD *UCOL/Waik*
- Nicholas Vanderschantz BCGD(Hons) MCGD *UCOL/Waik*



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## Mathematics

### Chairperson

Dr Ian Hawthorn

### Professors

Kevin A. Broughan BSc MSc *Auck* MA PhD *CoI* MACM MIPENZ FNZMS  
Ian J.D. Craig BSc(Hons) PhD *Lond*  
Ernest G. Kalnins BSc(Hons) *Cant* MSc PhD *WOnt* FRSNZ

### Associate Professors

Stephen Joe BSc(Hons) MSc *Massey* PhD *NSW*  
Sean Oughton BSc(Hons) *Well* PhD *Del*

### Senior Lecturers

Nicholas Cavenagh BSc MSc PhD *Qld*  
Ian J. Hawthorn BSc(Hons) MSc *Auck* PhD *Minn*  
Yuri Litvinenko PhD *New Hampshire*  
Tim Stokes BSc(Hons) PhD *Tas*

### Research Associate

A. Ross Barnett BSc MSc *Well* DPhil *Oxon*



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## Statistics

### Chairperson

Dr Lyn Hunt

### Senior Lecturers

W.M. (Bill) Bolstad BA *Missouri* MSc *Stan* DPhil *Waik*

Lyn Hunt BSc MSc DPhil *Waik*

Murray A. Jorgensen BSc(Hons) *Cant* MA PhD *BrCol*

### Lecturers

Chaitanya Joshi BSc *Mumbai* MSc *IITK* PhD *TCD*

J.L. (Judi) McWhirter BSocSc MSocSc DPhil *Waik*

Steven Miller BCom BSc(Hons) PhD *Auck*

### Senior Tutors

Ray A. Littler BSc MSc *Auck* PhD *Monash*

Carolyn Munro BSc *Otago* GCertStat *Waik* DipT

### Honorary Lecturers

Harold Henderson BSc(Hons) *Massey* PhD *Cornell*

Hans Hockey BSc MSc *Waik*





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## Centre for Open Software Innovation

### Director

Ian H. Witten MSc *Calg* MA *Camb* PhD *Essex* CEng FACM FRSNZ MIEE MIEEE



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# Waikato Applied Statistics Unit

## Director

Ray A. Littler BSc MSc Auck PhD Monash



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## WAND Network Research Group

### Director

Tony McGregor BSc(Hons) MSc *Massey* PhD *Waik*

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## Arts and Language Education

### Chairperson

To be appointed

### Professor

Terry Locke BA MA PhD *Auck*

### Senior Lecturers

- Viv Aitken BA MPhil *Wales* PhD *Waik*  
Gail H. Cawkwell BEd MEd *Waik* TTC  
Nicola Daly BA *Massey* BA(Hons) *Well* PhD *LaTrobe*  
Rosemary J. De Luca MNZM BA MA *Auck* DipEdSt PhD *Waik*  
Sue Cheesman DipPhysEd *Otago* PGDipEd *Lond* MA *Sur* DipT  
Stephanie Dix BEd MEd *Waik* DipT  
Sue Dymock BSocSc MEd *Waik* PhD *Auck* DipT  
Margaret Franken BA(Hons) MA PhD *Well* DipT DipTESL  
Richard Hill BEd MA(Applied) EdD *Waik* DipT  
Judy Hunter DEd *Tor*  
Christoph Maubach PGDipMvnt&Dance MEd *Melb*  
Graham Price BA *Otago* MEd *Waik* DipT  
Donn K. Ratana MMVA *Massey* TTC  
David Whitehead BA MA *Massey* MPhil DPhil *Waik* GradDipRdgEd *Clare* DipT

### Lecturers

- E.M. Blakeney-Williams BEd MEd *Waik* DipT TTC  
Cheri Waititi BEd PGDipEd *Waik* TTC

### Senior Tutors

- Alison Annals BA MA *Waik*  
Chris Brough BEd PGDipEd *Waik* DipT  
Wendy Carss BEd MEd PGDipEd *Waik* DipT  
Yvonne James BA MA(Hons) *Well* DipSocSc DipSLT MA PGDipCogBehTher *Massey*  
Catherine Short BTchg *Waik* TTC



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# Human Development and Counselling

## Chairperson

Associate Professor Wendy Drewery

## Associate Professors

Lise Bird Claiborne BA BA(Hons) *Massey* PhD *ANU*  
Wendy J. Drewery BA MA *Auck* DipEdSt PhD *Waik*  
Deborah Fraser BEd(Hons) *Massey* PhD *Waik* DipT  
Monica Payne BSc(Hons) *Wales* PGCE PhD *Durh*  
John Winslade BA MA *Auck* PhD *Waik* DipEd *Massey* DipT

## Senior Lecturers

Kathleen J. Crocket BA *Well* PhD *Waik* DipGuidCouns *Massey* DipT  
Paul Flanagan BTheol *Otago* MCouns PGCertCouns *Waik* GradDipArts(Psych) *Massey* ATCL  
Carol Hamilton BA MEd *Well* PhD *Massey*  
Maria Kecskemeti MA *Szeged* MCouns PhD *Waik* DipTSpNeeds DipT  
Elmarie Kotze BA(SW) BA(Hons) DipOrtoped MEd *Pret* D.Litt et Phil *RandAfrikaans*  
Sally Peters BEd MEd PhD *Waik* DipNZFKU DipT

## Lecturer

Tina Williams BEd MEd *Waik* DipT



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## Mathematics, Science and Technology Education

### **Chairperson**

Dr Michael Forret

### **Associate Professor**

Jenny Young Loveridge BA(Hons) *Otago* PhD *Tor* DipT

### **Senior Lecturers**

Brenda Bicknell BA MEd PhD *Massey*  
Nigel Calder BSocSc MEd PhD *Waik* TTC  
Michael Forret BSc(Hons) *Aberd* DPhil *Waik* DipT  
Anne Hume BSc *Auck* MEd DipEdSt EdD *Waik* DipT  
Carol Murphy BEd(Hons) *Reading* MA (Ed) *S'ton* MSc *Exe*  
Kathy Saunders BSc *Auck* MScEd PhD *Curtin* DipT  
Sashi Sharma BEd *USP* MEd PhD *Waik*

### **Lecturers**

Judy Bailey BSc MEd *Waik* DipT  
Ngarewa Hawera BSocSc MEd *Waik* DipT  
John Lockley BSc MSc *Waik* DipT  
Louise Milne HDipT MEd *Waik* DipT  
Merylyn Taylor BEd *Waik* DipT

### **Honorary Lecturer**

Miles Barker BSc MSc *Auck* DipEd *Massey* DPhil *Waik* AdvDipT



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## Policy, Cultural and Social Studies in Education

### Chairperson

Logan Moss

### Professors

Tina Besley BA CertCounselling MEd *Cant* DipEd *Massey* PhD *Auck* DipT  
Susan C. Middleton BA BEdSt MA *Well* DipEd *Massey* PhD *Waik* DipT  
Michael Peters BA(Hons) *Wells* MA(Ph) PhD *Auck* DipT  
Martin Thrupp BA *Cant* MEd PhD *Well* DipT  
Brian Findsen BSocSc MA *Waik* EdD *NCSU* DipT

### Senior Lecturers

Philippa Hunter BA *Otago* MA *Waik* DipT  
L.C.I. Moss BA DipEd PGDA *Otago* DipT

### Lecturers

Basil Carryer BEd MEd *Waik* DipT  
Carl Mika LLB *Waik* MIndS *Awanuiarangi*  
Lynley Tulloch BA MEd *Massey*

### Senior Tutor

Jill Wynyard BTchg *Waik* TTC



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## Professional Studies in Education

### Chairperson

Russell Yates

### Professor

Margaret A. Carr BA MA *Well* PhD DipEdSt *Waik* DipNZFKU

### Associate Professors

Beverley Bell BSc *Well* MEd DPhil *Waik* DipEd *Massey* DipT

Margie Hohepa BA MA PhD *Auck*

Linda Mitchell BA MA *Lanc* PhD *Well*

Jane Strachan MEd DipCounselling PhD *Waik* DipPhEd *Otago* DipT

### Senior Lecturers

Ashley Brown BA BA(Hons) *Well* DipSchMgt *UIT* DipT

Jeanette Clarkin-Phillips BSocSc MEd *Waik* DipT

Kerry Earl BEd *Cant* MEd PGDipTM *Waik* DipT

Garry Falloon MEd *Massey* PhD *Curtin* HDipT AdvDipT

Jenny Ferrier-Kerr BEd MEd *Waik* HDipT

Anthony Fisher BA MA DipEP *Auck* PGDipStratMgt *Waik* DipT

Dianne Forbes BA(Hons) *Otago* MEdMgmt *Auck* DipT

Karen Guo BTchg PGDip(SLT) MA *Waik* PhD *Well*

Parepikake Kana DipEL MEdL *Waik* TTC

Jeremy Kedian BA BEd MEd HDipEd *Natal*

Rachel McNae BEd BLS PGDipEd PhD *Waik* DipT

Rosina Merry HDipT *Auck* AdvDipT MEd *Waik*

Michele Morrison BA BA(Hons) *Massey* PGDipEL MEd *Waik* DipT

Karaitiana M. Tamatea BA BA(Hons) MA *Waik* HDipT TTC

Bill Ussher BEd MEd GradDipEL PhD *Waik* DipT

Timote Vaioleti MBA CertGenSt PhD *Waik* DipT TTC ATC

Barbara M. Whyte BEd MEd *Waik* DipT RSA/Cambridge CTEFLA

Jayne White BEd PGDipArts *Otago* MA *Well* PhD *Monash*

Noeline Wright BA MA *Auck* DipEL EdD *Waik* DipT

Russell H. Yates BEd *Massey* MEd *Waik* DipT

### Lecturers

Amanda Bateman BSc(Econ) PhD *Wales*

Claire Davison MEd *Well* AdvDipT

Frances Edwards BSc *Waik* MA *Massey* MEd *CCHE*

Jill Farr BEd PGDipEd *Waik*

Janette Kelly BSocSc *Waik* MEd *Well* DipT

Moana Moleni BSocSc MEd PGDipEd *Waik* GradDipT

Koro Ngapo BA BA(Hons) MA(Hons) *Waik* AdvDipT

Vanessa Paki BEd PGDipEd MEd *Waik* DipT

Kim Williams BEd MA *Waik* DipT

### Senior Tutors

Sara Archard BTchg *Waik*

Toia Caulcutt BEd DipEI PGDipSpEd *Waik* DipT

Margaret Harding BA MA *Waik* DipT

### Teaching Fellow

Elizabeth Reinsfield BEd(Hons) *Leeds Met*

### Honorary Lecturers

Alan Hall BA MEd DipEdSt *Waik* AdvDipT

Catherine Lang MEd *Waik*

Judy McGee BEd MEd *Waik* TTC

### Associates

Peter Ballingall MA *Auck* DipT CTEFLA



Garry Casey TTC  
Wendy Lee CertContEd Waik DipT

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## Sport and Leisure Studies

### Chairperson

To be appointed

### Professors

Dawn Penney BA(Hons) *CNA* PhD *S'ton*  
Bevan C. Grant BEd MA *VicBC* PhD *Otago*

### Associate Professor

Robert Rinehart MA *CSUS* MSc *Arizona* PhD *UIUC*

### Senior Lecturers

Karen Barbour BSocSc MSocSc PhD *Waik* DipContDance *UnitecIT*  
Mike Brown BTheol BPEd *Otago* PhD *Qld*  
Margaret Cosgriff BPhEd *Otago* MSc *Minn* DipT  
Lorna Gillespie BTchLn MTchLn DipPhEd *Otago* DipT  
Iisahunter BHMS BA PhD *Qld* MEd *Deakin* DipT  
Kirsten Petrie BEd *Cant* MTchLn *CCE* EdD *Waik* DipT  
Clive C. Pope DipPhEd *Otago* MEd *Waik* PhD *OhioState* DipT  
Holly Thorpe BPhEd *Otago* PhD *Waik*

### Lecturers

Hamish Crockett BA BPhEd *Otago* BSPLS(Hons) *Waik* GradDipT  
Glenys Forsyth BPhEd(Hons) PhD *Otago*  
Lisa M. Hayes DipPhEd *Otago* MA *Well*  
Sharon Phillips BA *Rowan* MA *Kean* MPhil PhD *Columbia*  
Brett Smith BSc BPhEd MPhEd *Otago*

### Senior Tutors

Sherrin Jefferies BEd MEdL *Waik* DipT  
Wendy Neilson MNZM BEd MED *Waik* DipT



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## Centre for Teacher Education

### Director

Beverley Cooper BSc MSc *Waik* DipT

### Associate Director - Early Childhood

Jeanette Clarkin-Phillips BSocSc MEd *Waik* DipT

### Associate Director - Primary

Bill Ussher BEd MEd PhD GradDipEL *Waik* DipT

### Associate Director - Māori Education

Parepikake Kana DipEL MEdL *Waik* TTC

### Programme Coordinators

#### BTchg - Early Childhood

Jeanette Clarkin-Phillips BSocSc MEd *Waik* DipT

#### BTchg - Ki Taiao

Toia Caulcutt BEd PGDipSpEd *Waik* DipEI DipT HDipT

#### Graduate DipT - Early Childhood

Sara Archard BTchg *Waik*

Rosina Merry HDipT *Auck* AdvDipT MEd *Waik*

#### BTchg - Primary (Hamilton)

Kerry Earl BEd *Cant* MEd PGDipTEd *Waik* DipT

#### BTchg - Primary (Tauranga)

Barbara M. Whyte BEd MEd *Waik* DipT RSA/Cambridge CTEFLA

#### BTchg - Kākano Rua/Rūmaki

Parepikake Kana DipEL MEdL *Waik* TTC

#### BTchg - Primary Distance

Meryllyn Taylor BEd *Waik* DipT

#### Graduate DipT - Primary

Louise Milne HDipT MEd *Waik* DipT

Jill Wynyard BTchg *Waik* TTC

#### Conjoint Degree Programmes

Frances Edwards BSc *Waik* MEd CCHE MA PGDipSLT *Massey* RSA *Cambridge* CTEFLA DipT

#### Graduate DipT - Secondary (Hamilton)

Judy Bailey BSc MEd *Waik* DipT

#### Graduate DipT - Secondary (MMP)

Judy Bailey BSc MEd *Waik* DipT

Margaret Harding BA MA *Waik* DipT

#### Graduate DipT - Secondary (Tauranga)

Ashley Brown BA BA(Hons) *Well* DipSchMgt *UIT* DipT

#### Teaching Practicum - Early Childhood Coordinator

Toia Caulcutt BEd PGDipSpEd *Waik* DipEI DipT HDipT

#### Teaching Practicum - Primary Coordinator

Mark Weston BTchg *Waik*

#### Teaching Practicum - Secondary Coordinator

Joan Marie Kay BA MEdL *Waik* DipT

Associate Lecturers

Lee Boyd BEd PGDipEL*Waik* DipT

Barbara Cowie TTC HDipT  
Daryl Gibbs BTchg PGDipEL *Waik*  
Sheana Goudie BTchg *Waik* TTC HTC  
Shakeeb Kalaam BTchg *Waik*  
***Lyn Mather BEd Waik DipT***  
Phillippa Mears BEd *Waik* DipT  
Shirley Tyson TTC  
***Linda Watson BSc DipHort Massey DipT***

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## Services for Teachers in Schools

### Director

Jane Barnett BSc *Cant* PGDipTechEd MEdL *Waik* DipT

### Associate Director

Neil Couch AdvDipT PGDipEd *Waik* TTC

### EDUCATIONAL LEADERSHIP

#### Director

To be appointed

#### Manager

Jeremy Kedian BA BEd MEd HDipEd *Natal*

### PROFESSIONAL DEVELOPMENT CONTRACTS

#### Senior Research Fellow

Mere Berryman BEd MEd PhD *Waik*

#### Research Officer

Sandra Clapham BA *Friedrich-Schiller*



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## Centre for Science and Technology Education Research

### Director

Associate Professor John Williams

### Associate Professor

John Williams BA *PUC* MA PhD *Andrews* DipT

### Senior Lecturers

Chris Eames BSc MSc PhD *Waik*

Michael Forret BSc(Hons) *Aberd* PhD *Waik* DipT

Kathrin Otrell-Cass MSc *Salzburg* PhD *Waik*



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## National Centre for Adult Literacy and Numeracy

**Co-Directors**

Diana Coben BA *Manc* PhD *Kent* DipACE *Lond* FRSA FHEA  
Peter Waterhouse BA PhD *La Trobe* GradDipEdSt C. *Sturt*

**Professor**

Diana Coben BA *Manc* PhD *Kent* DipACE *Lond* FRSA FHEA



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## Student Learning

### Director

Marcia Johnson BA MA PhD *Tor*

### Senior Tutors

Katherine Brown BA PGDipSLT MA(Applied) PGDipSLT *Waik*  
Christina Gera BA PGDipSLT MA(Applied) *Waik* RSA/Cambridge CELTA  
Andrea Haines BA MEd *Waik* JP  
Maria Persson BTchg PGDipSLT *Waik*

### Tutor

Janet Harris BSocSc(Hons) *Hull* PGCertITBus *Humb* PGDipMathEd PGDipCertTT *Waik*





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## Teaching Development Unit

### Senior Lecturer

Dorothy Spiller BA MA DipEd *Natal*

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## Waikato Centre for eLearning

### eLearning Designers

Stephen Bright DipESL *Well* BA DipEd(Tech) MEd *Massey* PGCertEEEd *Waik* DipT

Nigel Robertson BSc *Lanc* MSc *C.Lans*

Stephen Harlow BSc PGCertEEEd *Waik* DipT

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## Wilf Malcolm Institute of Educational Research

### Director

Bronwen Cowie BSc MSc PhD *Waik* DipT

### Research Manager

Carolyn Jones BSocSc(Hons) *Waik* NZRN

### Emeritus Professors

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

Ted L. Glynn BA MA *Auck* PhD *Tor* DipGrad *Otago* FNZPsS FRSNZ

### Professors

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

Margaret A. Carr BA MA *Well* PhD DipEdSt *Waik* DipNZFKU

Bevan C. Grant BEd MA *VicBC* PhD *Otago*

Alister T. Jones BSc *Otago* MSc DPhil *Waik* DipT MRSNZ

Terry Locke BA MA PhD *Auck*

Clive McGee BA MA DPhil *Waik* DipT

Susan C. Middleton BA MA BEdSt *Well* DipEd *Massey* PhD *Waik* DipT

Roger I. Moltzen BEd MEd PhD *Waik* DipT

Dawn Penney BA(Hons) *CNA* PhD *S'ton*

Martin Thrupp BA *Cant* MEd PhD *Well* DipT

### Associate Professors

Bronwen Cowie BSc MSc PhD *Waik* DipT

Margie Hohepa BA MA PhD *Auck*

### Senior Research Fellows

Anne M. McKim MA *Dund* MA *Manit* PhD *Edin*

Mira Peter PhD *Connecticut*

### Research Fellows

JunJun Chen BEd *NENU* MEd *Groningen* PhD *Auck*

Elaine Khoo BEd(Hons) *Malaysia* MA *Vanderbilt* PhD *Waik*

### Senior Research Officers

Cathy Bunting BSc MSc PhD *Waik*

Diane Dinnis PhD *Edin*

Ann Harlow DipEd DipHSc DipGrad(Com Nutrition) *Otago* MEd *Waik*

Di Hartwell BSc *Otago* DipT

Noeline Wright BA MA *Auck* DipEL EdD *Waik* DipT

### Research Officer

Ariana Donaghy BSocSc MSocSc PGDip(SocScRes) *Waik*



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## Waikato Pathways College

### Director

Chelsea Blickem BSc(Econ)(Hons) *Cardiff* RSA/Cambridge CELTA CertHE *Unitec* MAAppLing(TESOL) *Macq*

### College and Business Development Manager

Lester Finch BEd MPhil PGDipSLT *Massey* DipT JP

## CONTINUING EDUCATION

### Advanced Teacher (Programme Leader)

Brian Findsen BSocSc MA *Waik* EdD *NCSU* DipT

## ENGLISH LANGUAGE PROGRAMMES

### Advanced Teacher (Programme Leader)

Chelsea Blickem BSc(Econ)(Hons) *Cardiff* RSA/Cambridge CELTA CertHE *Unitec* MAAppLing(TESOL) *Macq*

### Senior Teachers

Wendy Buchanan BA MA *Cant* PGDipSLT *Waik* RSA/Cambridge CELTA DipT  
Bill Charleston BA *Well* MA *Syd* DipEd *Massey* DipT DipRSA  
Mark Dawson-Smith CTEFLA *Camb* PGDipSLT *Waik*  
Liz Howell BA(Hons) *Manc* BA(Hons) *Lond* MA *Birm* PGCertEd *Lond* RSA DipTESOL EdD *Exeter*  
Biz Jens BEd *Massey* RSA/Cambridge CELTA PGDipSLT *Waik* DipT  
Kevin McDonald BA MA(Applied) GradDip GradDipMComm PGDipSLT *Waik* GradDipT  
Dianne Moffitt PGDipSLT *Waik* RSA/Cambridge CELTA TTC  
Tina Peresson BCom *Potchef* PGHDipEd *Randse* AdvDipEd *S.Af* RSA/Cambridge CEELT  
Meg Shovelton BA MA *Oxf* MEd *Manc* TESOL RSA/Cambridge DELTA CELTA  
Margaret Standing PGDipSLT MA(Applied) *Waik* TTC RSA/Cambridge CTEFA

### Teachers

Sue Beard-McGlone BA *Well* RSA/Cambridge CELTA DipT  
Kylie Cochrane BA *Waik* RSA/Cambridge CELTA  
Angela Crivelli BA PGDipSLT *Waik*  
Oliver Fletcher BA *Auck* MA *Lond* RSA/Cambridge CTEFLA  
Cynthia Gale BA *Auck* PGDipSLT *Waik* CTESOL  
Kathryn Henderson BA *Cant* PGDipSLT *Waik* License *Toulouse-le-Mirail* CTESOL  
Brendon Lee BLibSt *Waik* CELTA  
Mayme Oliver BA *Well* RSA/Cambridge CELTA  
Judith Stevens BA PGDipSLT MA(Applied) *Waik* CTESL *Massey*  
Kirsty Stoddart BA *Waik* Dip  
Jenny Webber BSc PGDipDevSt *Massey* CTESOL  
Caroline White BSocSc *Waik*  
Meelin Wong BCom *Otago* RSA/Cambridge CELTA

## BRIDGING PROGRAMMES

### Advanced Teacher (Programme Leader)

Tony Cartner BSc(Hons) PhD *Otago* MNZIC

### Senior Tutors

Anthony Billington BA BA(Hons) MA *Waik*  
Teresa Fernandez BSc DipEd *NU Singapore* MEd PhD *Waik*  
Stephen Gardyne BSc CertGenSt MSc *Waik* GradDipT  
Martin Gwengo BSc BEd MEd *S.Af* MEd *Auck* CertEd *Rhodesia*  
Yvonne Kuys BSc(Hons) BA MSc *Otago* PhD PGDipSLT *Waik* RSA/Cambridge CTEFLA GradDipT  
Dassia Watkins BA *Qld* BSocSc(Hons) *Waik* GradDipTED *AUT*

### Senior Teachers

Rose Granger BA *Cape Town* BA(Hons) *Transkei* MA *Stell* H.Ed *Natal* RSA/Cambridge CELTA  
Hala Rohorua BA MBA *S.Pac* PGCertBusRes PhD *Waik*

*The University of Waikato - Te Whare Wānanga o Waikato*

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## Accounting

### Chairperson

Professor Howard Davey

### Associate Chairperson

Dr Mary C.H. Low

### Professors

Howard B. Davey BA BBS MBA *Massey* PhD *Waik* CA ACIS FCA

Stewart R. Lawrence BSc(Hons)(Econ) *Lond* MSc *Warw* PhD *Waik* ACMA CA

### Associate Professors

Martin Kelly MBS *Massey* PhD *Waik* FCCA CA

Grant Samkin BCompt(Hons) SA MCom *Durban-Westville* DCompt SA CA

### Senior Lecturers

Clinton R. Alley BCA *Well* CA CMA

Muruges Arunachalam BAacct *Malaya* MSc *Stir* PhD *Waik*

Mary C.H. Low BA DipEd *USP* MMS DipAcc&Fin *Waik* CA

R. Helen Samujh BCom(Hons) *Otago* MEc *NE* PhD *SCross* CA

Stephen Schollum LLB MComLaw DipTownPlanning PhD *Auck*

Umesh Sharma BA BEd MA DipEd DipAcc&Fin DipEdAd *S'Pac* PhD *Waik*

### Senior Fellow

Jim Ryan MMS *Waik* CA

### Lecturers

Brennan G. Allen BCA *Well* MMS PhD *Waik*

Jacqueline Allen BMS GradDipEnvMgt MMS *Waik* CA

Andrea Bather LLB *Cant* LLM *Waik*

Alison McCourt LLB *CapeTown* LLM *Waik*

### Assistant Lecturer

Jagdeep Singh-Ladhar BA LLB BA(Hons) LLM *Waik*



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## Economics

### Chairperson

Dr Dan Marsh

### Adjunct Professors

Arthur Grimes PhD *LSE*  
Dave Mare PhD *Harv*  
Scott Rozelle BSc *Calif* MSc PhD *Cornell*

### Professors

John Gibson BAgSc *Cant* MAgSc *Lincoln* PhD *Stan*  
Mark Holmes BA *Essex* MSc *Lond* PhD *Dund*  
Philip McCann BA MA PhD *Camb*  
Jacques Poot Drs *VU Amst* PhD *Well*  
Riccardo Scarpa MA *WiscMadison* MSc *Wales* PhD *WiscMadison*

### Associate Professor

John Tressler BEc(Hons) *JamesCook* PhD *Missouri*

### Senior Lecturers

Sayeeda Bano MA *Patna and Alta* MPhil *JNehruU* PhD *SFraser*  
Michael Cameron BMS(Hons) PhD *Waik*  
Graeme Doole BSc MEcon *Massey* PhD *WAust*  
Steven Lim BSocSc *Waik* MEd *Monash* PhD *Adel*  
Dan Marsh MSc *Reading* MA *Oxf* PhD *Waik*  
Anna Strutt BSocSc(Hons) *Waik* PhD *Adel*

### Lecturer

Gazi Hassan BBus(Admin) *North South* MA(Econ) *Kent* MA *York(UK)*

### Research Associate

Brian Silverstone BCom MCom *Otago* MPhil *Waik*



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## Finance

### Chairperson

To be appointed

### Professor

Ed Vos BS *Wis* MBA *OhioState* PhD *Waik*

### Associate Professor

Stuart Locke BEc(Hons) *ANU* PhD *Tas* CA

### Senior Lecturers

Sazali Abidin BSc(BusAdm) *Hartford* MBA *Wales* PhD *Putra (Malaysia)*

Daniel Choi BSc *FuJenCatholic* MAsc *Wat* MA *Lanc* PhD *Stir*

Dani Foo BCom MCom *Auck* MBA PhD *Texas*

### Senior Fellow

Kurt Hess DiplIngETH *Switzerland* MBA *BrCol* PhD *Waik*

Krishna Reddy BA PGCertBusAdmin MBA *Massey* PhD *Waik*





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# Management Communication

## Chairperson

Dr Ted Zorn

## Adjunct Professor

George Cheney PhD *Purdue*

## Professors

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

David McKie MA *Glas* PGCE *Sheffield* PhD *Stir*

John Oetzel BA MPH *New Mexico* MA PhD *Iowa*

Juliet Roper BA *Otago* MMS PhD *Waik*

C. Kay Weaver BA(Hons) PhD *Stir*

Ted Zorn BA *Charleston* MA PhD *Kentucky*

## Associate Professors

Shiv Ganesh BA *Delhi* MA *Tata Inst.Soc.Scis* PhD *Purdue*

Debashish Munshi BA(Hons) *Calc* PhD *Waik*

## Senior Lecturers

Nittaya Campbell BSocSc DPhil *Waik* MA *Hawaii* DipTESL

Cheryl Cockburn-Wooten BA(Hons) *Glam* PGCE PhD *Wales*

Fabrice Desmarais BA(Hons) PhD *Waik*

Alison Henderson BA *Reading* MMS PGDipPR PhD *Waik*

Michele Schoenberger-Orgad BA *Well* DipArts *Auck* ML *Camb* PGDipComm PhD *Waik*

Mary Simpson BSW *Massey* PGDipComm PhD *Waik*

Margalit Toledano BA MA *Hebrew* PhD *Paris* APR

## Lecturer

Kirstie McAllum BA MA *Waik* DipT

## Research Fellow

Margaret Richardson BSocSc(Hons) GradDipSocSc MBA MSocSc PhD *Waik*



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## Management Systems

### Chairperson

To be appointed

### Professors

James L. Corner BSc *Virginia* MBA *Wyoming* PhD *ArizonaState*  
Robert J. McQueen BApSc(EE) *Wat* MBA *Harv* PhD *Waik*

### Associate Professors

Chuda B. Basnet BEng *Poona* MS *Montana State* PhD *Oklahoma State*  
Paul Childerhouse PhD *Wales*  
Eric Deakins BSc(Hons) MBA PhD *Plymouth*

### Senior Lecturers

John Buchanan BCom MCom PhD *Cant*  
Stuart Dillon BSc MMS PGDipMgtSys PhD *Waik*

### Lecturer

Karyn Rastrick BMS PhD *Waik*



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## Marketing

### Chairperson

To be appointed

### Professors

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 *Nth Carolina*

Lorraine Friend BS *Ohio* MS *ColoradoState* PhD *Otago*

Ron Garland BA MA *Otago* PhD *Massey*

Scott Koslow BA MBA *Mich* PhD *SCalif*

### Senior Lecturers

Mary FitzPatrick BEd DipEd PGDipMrkt PGCertTT PhD *Waik*

Mark Kilgour BMS MMS PhD *Waik*

Valentya Melnyk PhD *Tilburg*



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## Strategy and Human Resource Management

### Co-Chairpersons

To be appointed

### Adjunct Professor

Kerr Inkson MA *Aberd* MPhil *Lond* PhD *Otago*

### Professors

James Barker BA *Arkansas* MA *Purdue* PhD *Colorado*

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 *Waik*

Eva Collins BSc *PortlandState* MA *Essex* PhD *GWashington*

Jarrold Haar BMS MMS PGDipStratMgt PGDipOrgLdr PhD *Waik*

M.T. Humphries MSocSc DPhil DipMrkt *Waik*

Jens Mueller MBA *NorthernIllinois* LLM *GoldenGate* MSc(AdvMgmt) *Claremont* JD *WesternState*

Kathryn Pavlovich BA *Auck* DipMgt MMS PhD *Waik*

Joanna Scott-Kennel BMS MMS PhD *Waik*

### Senior Lecturers

Stephen Bowden BCom MCom *Cant* PhD *Ill*

Suzette Dyer BMS MMS PhD *Waik*

Jennifer Gibb BSocSc MSocSc PhD *Waik*

Peter Haynes BCom MPhil *Auck*

Glyn Jones BSc(Econ) *Wales* MA *Leeds*

J.E.F. Gilbert BA DipBIA PhD *Auck* MBA *Cran* *IT*

Paresha Sinha BSc *Gujar* MBusSt *Massey* PhD *Well*

Linda Twiname BSocSc MMS PhD *Waik*

### Honorary Professor

Jay B. Barney BS *Brigham Young* MA PhD *Yale*



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## Tourism and Hospitality Management

### Chairperson

Associate Professor Asad Mohsin

### Professors

Alison McIntosh PhD *QM Edin/Open(UK)*

Christopher Ryan BSc(Econ)(Hons) *Lond MEd Nott MPhil CNAA PhD Aston PhD Kensington CertEd Leic*

### Associate Professors

Tim Lockyer BSc(Hons) *BYHawaii MBS Massey DipEd Sur PhD Waik*

Asad Mohsin BSc *Delhi MBA PhD NTerritory*

### Senior Lecturers

Jenny Cave BA *Otago MMuS Tor PhD Waik*

Anne Zahra BCom MCom *NSW PhD Waik*

### Lecturer

Charlie Panakera BTech(Accy) *PNGTech DipBusAdmin MBA Massey*



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## Centre for Corporate and Executive Education

### Director

Dr Peter Y.T. Sun BSc MPhil *Moratuwa* PhD *Waik*

### Director Corporate and External Relations

Andrew Buchanan-Smart MBA MA PGCertBusResearch MMus MMS *Waik*

### Associate Director Operations

Meshweyla Macdonald BMS(Hons) LLB(Hons) MMS(Hons) *Waik*

### Associate Professor

Jens Mueller MBA *NIU/Illin* LLM *GoldenGate Calif* MSc(AdvMgmt) *Peter Drucker/Clairemont Calif* JurDr *Western State Calif*

### Adjunct Senior Fellow

Colleen Rigby BA(Hons) MA PhD *Natal*



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## The Institute for Business Research

### Director

Stuart Locke BEd(Hons) ANU PhD Tas CA

### Manager MRC

Michael Artinian BCom Otago GradDipMrkt Waik



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## Biological Sciences

### Chairperson

Associate Professor Brendan J. Hicks

### Adjunct Professor

P.L. Bergquist BSc MSc PhD NZ DSc *Auck* FRSNZ

### Professors

Craig Cary BSc *Florida/T MSc SanDiego/St* PhD *Calif*  
Roy M. Daniel BSc(Hons) PhD *Leic* FRSNZ FNZIC  
Roberta L. Farrell BSc *Missouri* MSc PhD *Ill* CNZM FRSNZ FIAWS  
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* FRSNZ  
J.R. Waas BSc(Hons) *Trent* PhD *Cant*

### Associate Professors

Vic Arcus BSc MSc *Waik* PhD *Camb*  
Brendan J. Hicks BSc MSc *Auck* PhD *Oregon State*  
Ian Hogg MAppSc *Canberra* BSc PhD *Tor*  
Nicholas Ling BSc MSc PhD *Auck*  
Ian R. McDonald BSc *Ulster* PhD *Liv*

### Senior Lecturers

Steve Bird BSc(Hons) PhD *Aberd*  
Alison Campbell BSc(Hons) PhD *Massey TTC*  
Michael Clearwater BSc MSc *Auck* PhD *Edin* DipT  
Kevin J. Collier BSc *Waik* PhD *Cant*  
Ray Cursons MSc PhD *Massey*  
Ian Duggan BSc MSc PhD *Waik*  
Chris Eames BSc MSc PhD *Waik*  
Chrissen E.C. Gemmill BS *Calif* PhD *Colorado*  
C.M. King BSc(Hons) *Liv* DPhil *Oxf* PhD *Waik*  
Daniel Laughlin BSc *CalvinColl* MSc *PSU* PhD *NAU*  
Ryan D. Martinus BSc MSc *Waik* PhD *Massey*  
Pawel K. Olszewski PhD *IPPAS/Minnesota*  
Linda Peters BSc BSc(Hons) *Well* PhD *Waik*  
C. Pilditch BSc MSc *Otago* PhD *Dal*

### Senior Research Fellows

Christopher Lusk PhD *Auck*  
Wei Ye BEng *Tsinghua* MSc *CAPM* PhD *ANU*

### Research Fellow

Susie Wood BSc(Hons) PhD *Well*

### Manager - DNA Sequencing Unit

John Longmore BSc(Tech) *Waik*

### Senior Tutor

Brydget Tulloch BSc MSc *Waik*

### Research Officers

Konrad Gorski MSc *WULS-SGGW* PhD *Wageningen*  
Craig Herbold PhD *UCLA*  
Joanne Hobbs BSc PhD *Leeds*  
Gregory Jacobson BSc MSc PhD *Waik*  
Charles K. Lee BSc *Nat Tsing Hua* PhD *Waik*  
Mathew Allan BSc MSc *Waik*  
Joanna McKenzie BSc MSc PhD *Waik*  
Deniz Özkundakci Diplom-Ingenieur *LHU* PhD *Waik*



**Honorary Professor**

Donald A. Cowan BSc MSc PhD *Waik*

**Honorary Lecturers**

Debra K. Berg MSc PhD *Minnesota*

Una V. Cassie-Cooper MA PhD *Auck*

Beverley R. Clarkson BSc MSc PhD *Waik*

Stephen R. Davis MSc PhD *Nott*

Nicholas B. Edgar BSc MSc GradDipMgt PhD *Waik*

Philippa Gerard BHortSc *Lincoln* DPhil *Waik*

Nicholas Gould BSc *Sus* MSc *Lanc* PGCertEd *Lough* PhD *Birm*

Stefan S. (Avi) Holzapfel MSc *FUBerlin* PhD *Waik/FUBerlin*

John Innes BSc MSc *Massey*

John R. Leathwick BForSc DSc *Cant*

Carolyn J. Lundquist BSc PhD *Davis*

Catherine J. Morrow BSc MSc *Waik* PhD *George Mason*

Gina Nicholas BSc MSc PhD *Waik*

Bjorn J. Oback BSc MSc *Giessen* PhD *Heidelberg*

Brett Ogilvie BSc MSc(Hons) *Otago* PhD *Essex*

Peter L. Pfeffer BSc BSc(Hons) PhD *CapeTown*

Colin G. Prosser BSc(Hons) PhD *WAust*

Monica Senna-Salerno MSc *Brazil* PhD *WAust*

Kerst Stelwagen BSc(Hons) *Leeuwarden* MSc PhD *Guelph*

Matt Stott BSc BSc(Hons) PhD *WAust*

Bill Vant BSc MSc(Hons) *Auck* MSc *Wales*

Piet Verburg MSc *Groningen* PhD *Wat*

**Research Associates**

Burkhard Büdel PhD *Marburg*

Seumas McCroskery BSc MSc *Waik* PhD *Auck*

Lee Morris BSc(Vet) *Syd* DVSc *Guelph*

Stephen Pointing BSc(Hons) MSc PhD *Portsmouth* PGCertEdMgt *Leic*

Hasinur Rahman BSc(Hons) MSc *Dhaka* PhD *Iwate*

Leopoldo G. Sancho PhD *Madrid*

Maria Saunders-Vasconce PhD *Eth*

Joanne Thwaites Kelly BSc MSc PhD *Waik*

Roman Türk DPhil *Vienna*

Michael R. van den Heuvel BSc(Hons) PhD *Wat*

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## Chemistry

### Chairperson

Associate Professor Marilyn Manley-Harris

### Professors

W. Henderson BSc(Hons) PhD *Leic* FNZIC  
B.K. Nicholson BSc(Hons) PhD *Otago* FNZIC  
A.L. Wilkins BSc(Hons) PhD *Otago* FNZIC

### Associate Professors

C.H. Hendy BSc MSc PhD *Well* MNZIC  
A.G. Langdon BSc MSc PhD *Well* FNZIC  
M. Manley-Harris BSc(Hons) *JamesCook* PhD *Montana*

### Senior Lecturers

M.R. Mucalo BSc MSc PhD *Auck* FNZIC  
M. R. Prinsep BSc(Hons) PhD *Cant* MNZIC  
G.C. Saunders MA PhD *Oxf* MNZIC

### Lecturer

J.R. Lane BSc(Hons) PhD *Otago* MNZIC

### Senior Tutor

C. Decker PhD *Waik*

### Honorary Lecturers

D. Bartle MBChB *Otago*  
P.J. Morris BSc MSc PhD *Well* MNZIC  
P. G. Robinson PhD *Auck*

### Research Associates

M. Antal MS PhD *Harvard*  
D. E. Kiely PhD *Connecticut*  
C.O. Miles MSc DPhil *Waik*  
I. Suckling BSc(Hons) *Well* PhD *BrCol*



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## Earth and Ocean Sciences

### Chairperson

Dr David Campbell

### Professors

Peter Kamp BSc MSc PhD *Waik*  
David J. Lowe BSc MSc PhD *Waik* FRSNZ FNZSSS  
Cam Nelson BSc(Hons) *Well* PhD *Auck* FRSNZ

### Associate Professors

Earl Bardsley BSc(Hons) MSc PhD *Otago*  
Roger Briggs BSc MSc PhD *Auck* FAusIMM  
Louise Schipper BSc MSc DPhil *Waik* FNZSSS FSSSA

### Senior Lecturers

Megan Balks BSc(Hons) *Massey* PhD *Waik* AMNZPI FNZSSS  
Karin Bryan BSc(Hons) *Tor* PhD *Dal*  
David Campbell BSc(Hons) PhD *Otago*  
Willem de Lange BSc MSc DPhil *Waik*  
Vicki Moon BSc MSc DPhil *Waik*

### Senior Research Fellows

Martin Aitkins BSc MSc PhD *Waik*  
Martin Danisik MSc *Bratislava* PhD *Tübingen*  
James Neale BEng MEng *Auck* PhD *NSW*

### Lecturers

Julia Mullarney BA MA *Camb* MSc *Brist* PhD *ANU*  
Adrian Pittari BSc(Hons) *Melb* PhD *Monash*

### Research Fellows

Jonas Hoffman-Jocke BE(Hons) PhD *Waik*  
Nicolas Rawlence PhD *Adel*  
Susanna Rutledge MSc(Ag) *Wageningen* PhD *Waik*

### Senior Tutors

Rochelle Hansen BSc MSc PhD *Waik*  
Natalie Miedema BSc MSc *Waik*

### Honorary Lecturers

Edmund J. Brown MSc PhD *Waik*  
Barry Campbell BSc *Auck* BSc(Hons) *Well* PGDipWLM *Otago*  
Giovanni Coco BSc *Catania* PhD *Plymouth*  
John C. Hadfield BSc DipAppSc MPhil *Waik*  
Reece Hill BSc *Waik* MSc(Applied) PhD *Lincoln*(NZ)  
Beat A. Huser PhD *Eth-Zurich*  
Peter McComb BSc PGDipSc *Otago* PhD *Waik*  
Chris D.A. McLay BSc MSc *Waik* PhD *Lincoln*  
Tim Payn BSc(Hons) *Nth Wales* PhD *Cant*  
Tony Petch BAgSc *Cant* DPhil *Waik*  
Peter L. Singleton MSc PhD *Waik*  
Bill Vant BSc MSc(Hons) *Auck* MSc *Wales*

### Research Associates

Austin Hendy BSc MSc *Waik* PhD *Cincinnati*  
Steven D. Hood BSc MSc PhD *Waik*  
Graham Sparling BSc(Hons) PhD *Sheffield* FNZSSS



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## School of Engineering

### Chairperson

Associate Professor Brian L. Gabbitas

### Professors

Jonathan Scott BSc BE MEngSc PhD *Syd* SMIEEE MAES FIEAust  
Moira L. Steyn-Ross BSc MSc PhD *Waik* MNZIP  
Janis E. Swan MNZM BTech MTech *Massey* PhD *Wat* FNZIFST FIPENZ  
Deliang Zhang BE *NorthEastUniTechnology* DPhil *Oxf* MTMS MRSNZ

### Associate Professors

Brian L. Gabbitas BSc PhD *Leeds* CEng MIMMM FIPENZ  
Sinniah Ilanko BSc MSc *Manc* PhD *W. Ont* MIPENZ  
Rainer Künnemeyer DiplPhys DrRerNat *Hanover* SMIEEE MIPENZ MSPIE  
Alan G. Langdon BSc MSc PhD *Well* FNZIC  
Kim L. Pickering BScEng *LondImp* PhD *Surrey* CEng IntPE FIPENZ MIMMM  
D. Alistair Steyn-Ross BSc MSc PhD *Waik* MRSNZ MNZIP

### Senior Lecturers

James K. Carson BE(Hons) ME *Cant* PhD *Massey*  
Michael Cree BSc(Hons) PhD *Cant* SMIEEE MACPSEM MNZIP  
Adrian Dorrington NZCertEng *AUT* MSc(Tech) PhD *Waik* MSPIE MIEEE  
Mike Duke BEng *SBankPoly* PhD *SBank* MISES MANZSES  
Nihal Kularatna BScEng *Ceyl* FIET FIE SMIEEE MIPENZ  
Giridhar Raghavan Nair BSc *Kerala* BSc(Eng) *Cochin* MTech PhD *IITDelhi*  
Howell Round BSc(Tech) *Waik* MSc *Sur* PhD *Cant* FNZIP FACPSEM SMIEEE MIPENZ  
Sadhana Talele BE ME *Poona* PhD *Waik* GradDipT FIETE  
Johan Verbeek BEng MEng PhD *Pret* MIPENZ  
Michael R.W. Walmsley BE PhD *Auck* MAICHE  
Marcus Wilson BA(Hons) *Camb* PhD *Brist* MInstP CPhys MNZIP

### Lecturers

Chi Kit Au BSc MSc PhD *HK*  
Mark Lay BSc MSc PhD *Waik*  
Rob Torrens BSc(Tech) MSc PhD *Waik*

### Research Officers

Stella Raynova MSc MPhil *Waik*  
Fei Yang PhD *HIT*

### Honorary Professor

Ian Brown BSc MSc PhD DSc *Well*

### Honorary Lecturers

Dale Carnegie BSc MSc PhD *Waik*  
Namasivayam Navaranjan BSc ME PhD *Cant*  
James W. Sleight MB ChB *CapeT* DipAppStats *Massey* MD *Auck* FANZCA

### Research Associates

Aamir Mukhtar MSc MPhil *Punjab* PhD *Waik*  
David Worsley BHB MBChB DipObs *Auck* FRACS FRANZCO



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## The Environmental Research Institute

**Interim Director**

Professor Bruce Clarkson BSc MSc DPhil *Waik TTC*

**Programme Leader Antarctic Ecosystems**

Craig Cary BSc *FloridaIT* MSc *SanDiegoSt* PhD *Calif*

**Programme Leader Coastal and Marine Ecosystems**

Professor Chris Battershill BSc MSc(Hons) PhD *Auck*

**Programme Leader Freshwater Ecosystems**

Professor David P. Hamilton BSc PhD *Otago*

**Programme Leader Terrestrial and Urban Ecosystems**

Professor Bruce Clarkson BSc MSc DPhil *Waik TTC*



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## Carbon Dating Unit

**Senior Research Fellow**

Alan G. Hogg MSc DPhil *Waik*

**Research Fellow**

Fiona Petchey DPhil *Waik*



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## Co-operative Education Unit

**Director and Associate Professor**

Richard K. Coll BSc PhD *Cant ScEdD Curtin MRSNZ FNZIC*

**Lecturers**

Mark C. Lay BSc MSc PhD *Waik*  
 Karsten E. Zegwaard BSc MSc(Tech) PhD *Waik*

**Senior Tutors**

Sue McCurdy BSc MSc *Waik*  
 Levinia Paku BSc MSc *Waik*  
 David Whyte BSc MSc(Tech) *Waik*





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## Waikato DNA Sequencing Facility

**Director**

Craig Cary BSc *Florida*IT MSc *SanDiego*St PhD *Calif*



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## Waikato Stable Isotope Unit

**Director**

Brendan J. Hicks BSc MSc Muck PhD Oregon State



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## Centre for Biodiversity and Ecology Research

### Director

Bruce Clarkson BSc MSc DPhil *Waik* TTC



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## International Centre for Terrestrial Antarctic Research

**Director**

Craig Cary BSc *Florida*IT MSc *San Diego*St PhD *Calif*



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## Honey Research Unit

**Joint Directors**

P.C. Molan MBE BSc(Hons) *Wales PhD Liv*

A.L. Wilkins BSc(Hons) PhD *Otago MNZIC*



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## Thermophile and Microbial Biochemistry and Biotechnology Unit

**Joint Directors**

Craig Cary BSc *Florida* T MSc *San Diego* St PhD *Calif*  
 R.M. Daniel BSc(Hons) PhD *Leic* FRSNZ FNZIC  
 H.W. Morgan BSc *Wales* MSc *Strath* PhD *Guelph* FRSNZ



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## Waikato Centre for Advanced Materials

### Director

Deliang Zhang BE *NorthEastUniTechnology* DPhil Oxf MTMS MRSNZ



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## Te Aka Reo

### **Pou/Chairperson**

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

### **Toi Huarewa/Professor**

Pou Temara MA *Well* TTC

### **Ngā Pūkenga Matua/Senior Lecturers**

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

Haupai Puke MA(Hons) *Auck* DipT

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

### **Ngā Pūkenga/Lecturers**

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

Hori Manuirangi BA MA PGDipInt&Trans *Waik* RSA/Cambridge CELTA

Enoka Murphy BA(Hons) MMPD *Waik*

Jackie Tuaupiki BA(Hons) MA *Waik*

### **Senior Tutors**

Rauhina Cooper BEd *Waik*

Hine Kuhukura Te Kanawa BEd *Waik* HDipT TTC

### **Honorary Professors**

Timoti Karetu QSO HonD *Waik*

Wharehuia Milroy QSO HonD *Waik*





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## Te Aka Tikanga

### **Pou/Chairperson**

Te Kahautu Maxwell BA MA *Waik*

### **Toi Huarewa/Professor**

Pou Temara MA *Well* TTC

### **Ngā Pūkenga Matua/Senior Lecturers**

Sandra L. Morrison BA PGDipMPD MMPD *Waik* CertCrim *Well*

Te Kahautu Maxwell BA MA *Waik*

### **Ngā Pūkenga/Lecturers**

Donna Campbell PGDipFA *Auck* MFA *Whitecliff*

Pania Melbourne BA MA *Waik*



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## Te Kotahi Research Institute for Innovation Te Mata Punenga o Te Kotahi

### Director

Professor Linda Smith BA MA PhD *Auck DipT*

### Deputy Director

Maui Hudson BHSc *AIT MHSc AUT*

### Business Manager

Herearoha Skipper BA PGDipMgSt MBA *Waik*

### Post Doctoral Research Fellows

Melanie Cheung PhD *Auck*

Mera Penehira MEd *Auck*



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## Centre for Māori and Pacific Development Research

**Toi Huarewa/Professor**

Ngahuia Te Awekotuku MNZM BA MA(Hons) Auck PhD Waik



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## Faculty of Science and Engineering

### Dean

Professor Bruce Clarkson BSc MSc DPhil *Waik TTC*

### Deputy Dean

Janis E. Swan MNZM BTEch MTech *Massey PhD Wat FNZIFST FIPENZ*

### Associate Dean (Graduate Studies)

Cam Nelson BSc(Hons) *Well PhD Auck FRSNZ*

### Associate Dean (Research)

Craig Cary BSc *FloridaT MSc SanDiegoSt PhD Calif*

### Associate Dean (Teaching and Learning)

Alison Campbell BSc(Hons) PhD *Massey TTC*

### Associate Dean (Engineering)

Professor Janis E. Swan MNZM BTEch MTech *Massey PhD Wat FNZIFST FIPENZ*

### Associate Dean (International)

Associate Professor Richard K. Coll BSc PhD *Cant ScEdD Curtin MRSNZ FNZIC*

### Professor in Coastal Science

Professor Chris Battershill BSc MSc(Hons) PhD *Auck*

### Professor

Professor Richard Price BSc(Hons) *ANU PhD Otago*

### Faculty Registrar

To be appointed

### Faculty Services Manager

Stephen Bergin

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