



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

2007 Calendar

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

The University Calendar is the official document of record for the University of Waikato. It contains information such as regulations, policies and a catalogue of the papers offered in 2007.

[Important Dates](#)
[University Overview and Charter](#)
[Staff and Honours](#)
[Delegation of Powers Statute](#)
[Vice-Chancellor's Special Powers](#)
[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Qualification Regulations](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[General Services](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)

Important Notice

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

Unless specifically stated otherwise, all policies, procedures, statutes and regulations printed in this Calendar are effective from 1 January 2007 and supersede those in any prior Calendar. Matters concerning enrolment and examinations apply to the academic year for which the student is formally enrolled for the relevant paper(s).

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

Candidates will have their overall programmes of study confirmed as meeting the requirements for the award of a qualification on the basis of the relevant regulations in the Calendar in their final year of study. However, if the regulations have changed since the candidate first enrolled for the qualification, the relevant Dean may decide in individual cases, under the [Personal Programmes of Study Regulations](#) and the [Delegation of Powers Statute 2006](#), to vary or waive particular requirements. Students who are uncertain about whether papers passed under previous regulations will meet current requirements should consult the relevant Chairperson of Department or Dean.

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

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[& REQUESTS](#)



The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:44:07 2023
URL: <http://calendar.waikato.ac.nz/archive/2007/index.html>
This page has been reformatted for printing

Login

In this section

2023 Calendar

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

[Important Dates](#)

[University Overview and Charter](#)

[Staff and Honours](#)

[Delegation of Powers Statute](#)

[Vice-Chancellor's Special Powers](#)

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Qualification Regulations](#)

[Schedule of Papers](#)

[General Regulations and Procedures](#)

[General Services](#)

[Research Institutes, Centres, Groups and Units](#)

[Academic, Consultancy and Service Units](#)

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.

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Research

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International

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| Copyright & Legal Statement





Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) [Waikato Home](#) > [Calendar](#) > [2007 Calendar](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Admission, Enrolment and Fees

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[Admission Statute](#)

[Criteria for Admission to Particular Qualifications](#)

[Limitations Statute](#)

[Enrolment](#)

[Change of Enrolment Regulations](#)

[Regulations Governing Payment of Fees and Charges](#)

[Table of Fees and Charges](#)

[International Students](#)

[Intermediate Programmes for Other Universities](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:44:34 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/admission/index.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) [Waikato Home](#) > [Calendar](#) > [2007 Calendar](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Research, Assessment and Graduation

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[Student Research Regulations](#)

[Human Research Ethics Regulations](#)

[Dissertations and Theses](#)

[Assessment Regulations](#)

[Policy on the Use of Māori for Assessment Graduation](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:44:38 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/assessment/index.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) [Waikato Home](#) > [Calendar](#) > [2007 Calendar](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Staff and Honours

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[The Council](#)
[The Academic Board](#)
[Former Chancellors of the University of Waikato](#)
[Former Vice-Chancellors of the University of Waikato](#)
[Honorary Doctors of the University of Waikato](#)
[Recipients of the University of Waikato Medal](#)
[Emeritus Professors](#)
[Honorary Fellows of the University of Waikato](#)
[Staff of the University](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:44:42 2023
URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/index.html>
This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

University Overview and Charter

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[The University of Waikato](#)

[The University of Waikato at Tauranga](#)

[The Faculty and Schools of Studies](#)

[The University of Waikato Charter](#)

[The University's Commitment to the Treaty of Waitangi](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:44:46 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/organisation/index.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) [Waikato Home](#) > [Calendar](#) > [2007 Calendar](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Schedule of Papers

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[Prescriptions for Papers](#)

[Keys](#)

Papers by Subject (Catalogue of Papers)

The University of Waikato at Tauranga

Summer School Papers

Off Campus Papers

[Articulation Agreements](#)

Foundation and Bridging Programmes

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:44:51 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/prescriptions/index.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) [Waikato Home](#) > [Calendar](#) > [2007 Calendar](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

General Regulations and Policies

Contents

[Admission, Enrolment
and Fees](#) [Student Discipline Regulations](#)
[Research, Assessment
and Graduation](#) [Student Complaints Policy](#)
[Staff and Honours](#) [Computer Systems Regulations](#)
[University Overview and
Charter](#) [Library Regulations](#)
[Miscellaneous Regulations](#)
[Environmental Policy](#)

[Schedule of Papers](#)

[General Regulations and
Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy
and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:44:55 2023
URL: <http://calendar.waikato.ac.nz/archive/2007/policies/index.html>
This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Qualification Regulations

Contents

[Admission, Enrolment
and Fees](#)

These regulations apply to candidates beginning their studies in 2007. Candidates who first enrolled in a qualification prior to 2007 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 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 subject or specified programme during the candidate's absence, the Dean may prescribe a specific programme of study which will be deemed to satisfy the requirements for completion of the qualification.

[Research, Assessment
and Graduation](#)
[Staff and Honours](#)
[University Overview and
Charter](#)
[Schedule of Papers](#)
[The Degrees, Diplomas and Certificates Statute](#)
[Personal Programmes of Study Regulations](#)
[General Regulations and
Policies](#)
[Bachelors Degree Regulations](#)
[Graduate Degree Regulations](#)
[Qualification Regulations](#)
[Higher Degree Regulations](#)
[Diploma Regulations](#)
[Research Centres](#)
[Certificate Regulations](#)
[Undergraduate Diploma and Certificate Fields](#)
[Academic, Consultancy
and Service Units](#)
[Enrolment for Individual Paper Credit \(IPC\)](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:44:59 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/index.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Research Centres

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

- [Antarctic Research Unit](#)
- [Centre for Biodiversity and Ecology Research](#)
- [Centre for Labour and Trade Union Studies](#)
- [Centre for Māori and Pacific Development Research](#)
- [Centre for New Zealand Jurisprudence](#)
- [Centre for Research in Animal Biology](#)
- [Centre for Science and Technology Education Research](#)
- [Honey Research Unit](#)
- [International Global Change Institute](#)
- [Management Research Centre](#)
- [Te Mātāhauariki Research Institute](#)
- [Population Studies Centre](#)
- [Thermophile and Microbial Biochemistry and Biotechnology Unit](#)
- [Waikato Centre for Advanced Materials](#)
- [Waikato Centre for Applied Statistics](#)
- [Wilf Malcolm Institute of Educational Research](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:45:03 2023
URL: <http://calendar.waikato.ac.nz/archive/2007/researchcentres/index.html>
This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Academic, Consultancy and Service Units

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[Centre for Continuing Education](#)

[Language Institute](#)

[Waikato DNA Sequencing Facility](#)

[Waikato Radiocarbon Dating Laboratory](#)

[Waikato Stable Isotope Unit](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:45:08 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/academicconsultancy/index.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) [Waikato Home](#) > [Calendar](#) > [2007 Calendar](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

General Services

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[The University Library](#)
[The Teaching and Learning Development Unit](#)
[Information and Technology Services](#)
[Student and Academic Services](#)
[The International Centre](#)
[The Research Office](#)
[WaikatoLink](#)
[Campus Services Limited](#)
[Waikato Students' Union](#)
[Golden Key International Honour Society](#)
[The University of Waikato Foundation](#)
[The University of Waikato Alumni Association](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:45:12 2023
URL: <http://calendar.waikato.ac.nz/archive/2007/generalinfoservices/index.html>
This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) [Waikato Home](#) > [Calendar](#) > [2007 Calendar](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Important Dates

Contents

[Admission, Enrolment and Fees](#)

[Principal Dates](#)
[Teaching and Assessment Periods](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:45:16 2023
URL: <http://calendar.waikato.ac.nz/archive/2007/dates/index.html>
This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Full Table of Contents

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

[Important Dates](#)

[Principal Dates](#)
[Teaching and Assessment Periods](#)

[University Overview and Charter](#)

[The University of Waikato](#)
[The University of Waikato at Tauranga](#)
[The Faculty and Schools of Studies](#)
[The University of Waikato Charter](#)
[The University's Commitment to the Treaty of Waitangi](#)

[Staff and Honours](#)

[The Council](#)
[The Academic Board](#)
[Former Chancellors of the University of Waikato](#)
[Former Vice-Chancellors of the University of Waikato](#)
[Honorary Doctors of the University of Waikato](#)
[Recipients of the University of Waikato Medal](#)
[Emeritus Professors](#)
[Honorary Fellows of the University of Waikato](#)
[Staff of the University](#)

[The University of Waikato Delegation of Powers Statute](#)

[Vice-Chancellor's Special Powers](#)

[Admission, Enrolment and Fees](#)

[Admission Statute](#)
[Criteria for Admission to Particular Qualifications](#)
[Limitations Statute](#)
[Enrolment](#)
[Change of Enrolment Regulations](#)
[Regulations Governing Payment of Fees and Charges](#)
[Table of Fees and Charges](#)
[International Students](#)
[Intermediate Programmes for Other Universities](#)

[Research, Assessment and Graduation](#)

[Student Research Regulations](#)
[Human Research Ethics Regulations](#)
[Dissertations and Theses](#)
[Assessment Regulations](#)
[Policy on the Use of Māori for Assessment](#)
[Graduation](#)

[Qualification Regulations](#)

[The Degrees, Diplomas and Certificates Statute](#)
[Personal Programmes of Study Regulations](#)
[Bachelors Degree Regulations](#)
[Graduate Degree Regulations](#)
[Higher Degree Regulations](#)
[Diploma Regulations](#)
[Certificate Regulations](#)

[Undergraduate Diploma and Certificate Fields
Enrolment for Individual Paper Credit \(IPC\)](#)

[Schedule of Papers](#)

[Keys](#)
[Prescriptions for Papers](#)
Papers by Subject (Catalogue of Papers)
The University of Waikato at Tauranga
Summer School Papers
Off Campus Papers
[Articulation Agreements](#)
Foundation and Bridging Programmes

[General Regulations and Policies](#)

[Student Discipline Regulations](#)
[Student Complaints Policy](#)
[Computer Systems Regulations](#)
[Library Regulations](#)
[Parking and Traffic Regulations](#)
[Environmental Policy](#)
[Miscellaneous Regulations](#)

[General Services](#)

[The University Library](#)
[The Teaching and Learning Development Unit](#)
[Information and Technology Services](#)
[Student and Academic Services](#)
[The International Centre](#)
[The Research Office](#)
[WaikatoLink](#)
[Campus Services Limited](#)
[Waikato Students' Union](#)
[Golden Key International Honour Society](#)
[The University of Waikato Foundation](#)
[The University of Waikato Alumni Association](#)

[Research Centres](#)

[Antarctic Research Unit](#)
[Centre for Biodiversity and Ecology Research](#)
[Centre for Labour and Trade Union Studies](#)
[Centre for Maori and Pacific Research and Development](#)
[Centre for New Zealand Jurisprudence](#)
[Centre for Research in Animal Biology](#)
[Centre for Science and Technology Education Research](#)
[Honey Research Unit](#)
[International Global Change Institute](#)
[Management Research Centre](#)
[Te Mātāhauariki Research Institute](#)
[Population Studies Centre](#)
[Thermophile and Microbial Biochemistry and Biotechnology Unit](#)
[Waikato Centre for Advanced Materials](#)
[Waikato Centre for Applied Statistics](#)
[Wilf Malcolm Institute of Educational Research](#)

[Academic, Consultancy and Service Units](#)

[Centre for Continuing Education](#)
[Language Institute](#)
[Waikato DNA Sequencing Facility](#)
[Waikato Radiocarbon Dating Laboratory](#)
[Waikato Stable Isotope Unit](#)

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& [REQUESTS](#)

 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:45:20 2023
URL: <http://calendar.waikato.ac.nz/archive/2007/toc.html>
This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) [Waikato Home](#) > [Calendar](#) > [2007 Calendar](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Important Dates

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[Principal Dates](#)

[Teaching and Assessment Periods](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:45:24 2023
URL: <http://calendar.waikato.ac.nz/archive/2007/dates/index.html>
This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

University Overview and Charter

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[The University of Waikato](#)

[The University of Waikato at Tauranga](#)

[The Faculty and Schools of Studies](#)

[The University of Waikato Charter](#)

[The University's Commitment to the Treaty of Waitangi](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:45:28 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/organisation/index.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) [Waikato Home](#) > [Calendar](#) > [2007 Calendar](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Staff and Honours

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[The Council](#)
[The Academic Board](#)
[Former Chancellors of the University of Waikato](#)
[Former Vice-Chancellors of the University of Waikato](#)
[Honorary Doctors of the University of Waikato](#)
[Recipients of the University of Waikato Medal](#)
[Emeritus Professors](#)
[Honorary Fellows of the University of Waikato](#)
[Staff of the University](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:45:33 2023
URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/index.html>
This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

The University of Waikato Delegation of Powers Statute

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

1. This statute may be cited as the Delegation of Powers Statute 2006.
2. The powers of the Council with regard to the determination of detailed regulatory statements governing the following matters are delegated to the Academic Board, in accordance with its terms of reference, under Section 182(2)(b) of the Education Act 1989:
 - 2.1 Programmes of study and training
 - 2.2 Entrance to the University or to any paper of study for any degree or other academic qualification and managed entry
 - 2.3 Limitations on enrolment and managed entry
 - 2.4 The admission, attendance and discipline of students
 - 2.5 Examinations and other forms of paper assessment
 - 2.6 The appointment of examiners, assessors and moderators
 - 2.7 The granting of fellowships, scholarships, bursaries and prizes
 - 2.8 The award of honorary degrees and other academic distinctions
 - 2.9 The use of key support services including computer and library services
 - 2.10 Any other academic matter.
3. Under Section 222(2) of the Education Act 1989, the Academic Board delegates to the following committees the powers and duties defined in the terms of reference of those committees:
 - 3.1 Academic Programmes Committee
 - 3.2 Admission Appeals Committee
 - 3.3 Boards of Examiners
 - 3.4 Boards of Studies of the Faculty or Schools of Studies
 - 3.5 Animal Ethics Committee
 - 3.6 Human Research Ethics Committee
 - 3.7 Postgraduate Studies Committee
 - 3.8 Research Committee
 - 3.9 Scholarships Committee
 - 3.10 Student Discipline Committee
 - 3.11 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 authority to approve the personal programmes of study of individual students enrolled in their Faculty/Schools.
 - 4.1 The Academic Board also delegates to the Deans authority to approve variations and waivers of regulations governing qualifications for which individual students are enrolled in their Faculty/Schools. The Deans are required to submit to the Academic Board an annual summary report of decisions taken under this authority.
 - 4.2 Students may appeal to the Admission Appeals Committee against decisions by Deans concerning admission.
 - 4.3 In respect of decisions by Deans under this authority concerning matters other than admission, students may appeal to the Academic Programmes Committee.

5. Under Section 222(2) of the Education Act 1989, the Academic Board delegates authority to appoint moderators and assessors to the chief examiner of a paper except where a statutory requirement exists in which case this authority is delegated to the Dean of the Faculty or School.

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

6. Under Section 222(2) of the Education Act 1989, the Academic Programmes Committee delegates to the Deputy Vice-Chancellor 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 Director of the Student and Academic Services Division the authority to approve eligibility for admission to the University for any person under 16 years of age on the first day of semester in which he or she wishes to enrol.

8. Under Section 222(1) of the Education Act 1989, the Council delegates to the following committees the powers and duties defined in the terms of reference of those committees:

- 8.1 Finance Committee
- 8.2 Honours Committee
- 8.3 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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& [REQUESTS](#)



The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:45:37 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/delegationofpowers.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Vice-Chancellor's Special Powers

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

1. The Vice-Chancellor may give such direction, or make such provision as he or she thinks fit for the relief of undue hardship where it is shown to his or her satisfaction
 - (a) that an alteration or amendment to statutes or regulations involving a change in a course of study or in examination requirements has caused a candidate hardship, or
 - (b) that official advice has been given and acted upon, and it is later found that a candidate's course is not in accordance with the governing regulations and hardship would be caused if the candidate were to be compelled to comply with the full requirements of the regulations.
2. The Vice-Chancellor may, in consultation with the relevant Dean, give such direction or make such provision as he or she thinks fit where it is shown to his or her satisfaction that an unusual and particular case has arisen concerning a student's enrolment, in consideration of which no relevant provisions or regulations currently apply. The Vice-Chancellor will report to the Academic Board any decisions made under the provisions of this section.
3. The candidate may appeal against the decision of the Vice-Chancellor to the Council, which may make such provision as it thinks fit.

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:45:41 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/vcsp.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) [Waikato Home](#) > [Calendar](#) > [2007 Calendar](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Admission, Enrolment and Fees

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[Admission Statute](#)

[Criteria for Admission to Particular Qualifications](#)

[Limitations Statute](#)

[Enrolment](#)

[Change of Enrolment Regulations](#)

[Regulations Governing Payment of Fees and Charges](#)

[Table of Fees and Charges](#)

[International Students](#)

[Intermediate Programmes for Other Universities](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:45:45 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/admission/index.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) [Waikato Home](#) > [Calendar](#) > [2007 Calendar](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Research, Assessment and Graduation

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[Student Research Regulations](#)
[Human Research Ethics Regulations](#)
[Dissertations and Theses](#)
[Assessment Regulations](#)
[Policy on the Use of Māori for Assessment Graduation](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:45:50 2023
URL: <http://calendar.waikato.ac.nz/archive/2007/assessment/index.html>
This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Qualification Regulations

Contents

[Admission, Enrolment
and Fees](#)

These regulations apply to candidates beginning their studies in 2007. Candidates who first enrolled in a qualification prior to 2007 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 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 subject or specified programme during the candidate's absence, the Dean may prescribe a specific programme of study which will be deemed to satisfy the requirements for completion of the qualification.

[Research, Assessment
and Graduation](#)
[Staff and Honours](#)
[University Overview and
Charter](#)
[Schedule of Papers](#)
[The Degrees, Diplomas and Certificates Statute](#)
[Personal Programmes of Study Regulations](#)
[General Regulations and
Policies](#)
[Bachelors Degree Regulations](#)
[Graduate Degree Regulations](#)
[Qualification Regulations](#)
[Higher Degree Regulations](#)
[Diploma Regulations](#)
[Research Centres](#)
[Certificate Regulations](#)
[Undergraduate Diploma and Certificate Fields](#)
[Academic, Consultancy
and Service Units](#)
[Enrolment for Individual Paper Credit \(IPC\)](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:45:54 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/index.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Schedule of Papers

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[Prescriptions for Papers](#)

[Keys](#)

Papers by Subject (Catalogue of Papers)

The University of Waikato at Tauranga

Summer School Papers

Off Campus Papers

[Articulation Agreements](#)

Foundation and Bridging Programmes

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:45:58 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/prescriptions/index.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) [Waikato Home](#) > [Calendar](#) > [2007 Calendar](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

General Regulations and Policies

Contents

[Admission, Enrolment
and Fees](#) [Student Discipline Regulations](#)
[Research, Assessment
and Graduation](#) [Student Complaints Policy](#)
[Staff and Honours](#) [Computer Systems Regulations](#)
[University Overview and
Charter](#) [Library Regulations](#)
[Miscellaneous Regulations](#)
[Environmental Policy](#)

[Schedule of Papers](#)

[General Regulations and
Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy
and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:46:02 2023
URL: <http://calendar.waikato.ac.nz/archive/2007/policies/index.html>
This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) [Waikato Home](#) > [Calendar](#) > [2007 Calendar](#)

[Site Index](#) | [Text Only](#)

You are currently viewing the archived 2007 Calendar

General Services

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

- [The University Library](#)
- [The Teaching and Learning Development Unit](#)
- [Information and Technology Services](#)
- [Student and Academic Services](#)
- [The International Centre](#)
- [The Research Office](#)
- [WaikatoLink](#)
- [Campus Services Limited](#)
- [Waikato Students' Union](#)
- [Golden Key International Honour Society](#)
- [The University of Waikato Foundation](#)
- [The University of Waikato Alumni Association](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:46:06 2023
URL: <http://calendar.waikato.ac.nz/archive/2007/generalinfoservices/index.html>
This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) [Waikato Home](#) > [Calendar](#) > [2007 Calendar](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Research Centres

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

- [Antarctic Research Unit](#)
- [Centre for Biodiversity and Ecology Research](#)
- [Centre for Labour and Trade Union Studies](#)
- [Centre for Māori and Pacific Development Research](#)
- [Centre for New Zealand Jurisprudence](#)
- [Centre for Research in Animal Biology](#)
- [Centre for Science and Technology Education Research](#)
- [Honey Research Unit](#)
- [International Global Change Institute](#)
- [Management Research Centre](#)
- [Te Mātāhauariki Research Institute](#)
- [Population Studies Centre](#)
- [Thermophile and Microbial Biochemistry and Biotechnology Unit](#)
- [Waikato Centre for Advanced Materials](#)
- [Waikato Centre for Applied Statistics](#)
- [Wilf Malcolm Institute of Educational Research](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:46:10 2023
URL: <http://calendar.waikato.ac.nz/archive/2007/researchcentres/index.html>
This page has been reformatted for printing



Archived 2007 Calendar



SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Academic, Consultancy and Service Units

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[Centre for Continuing Education](#)

[Language Institute](#)

[Waikato DNA Sequencing Facility](#)

[Waikato Radiocarbon Dating Laboratory](#)

[Waikato Stable Isotope Unit](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:46:15 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/academicconsultancy/index.html>

This page has been reformatted for printing

[Login](#)

[In this section](#)

Qualification Regulations

These regulations apply to candidates beginning their studies in 2023. Candidates who first enrolled in a qualification prior to 2023 are eligible to complete that qualification either under the regulations which applied at the time of first enrolment or the regulations which apply at the time of re-enrolment. Candidates who are resuming their studies for a qualification after an extended absence are advised to consult the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies concerned at the time of re-enrolment regarding the requirements for completion. However, where there have been significant changes in the structure of a qualification or content of the major or specified programme during the candidate's absence, the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies may prescribe a specific programme of study which will be deemed to satisfy the requirements for completion of the qualification.

[The Degrees, Diplomas and Certificates Statute](#)

[Personal Programmes of Study Regulations](#)

[Bachelors Degree Regulations](#)

[Bachelors Degree with Honours Regulations](#)

[Masters Degree Regulations](#)

[Higher Degree Regulations](#)

[Certificate Regulations](#)

[Diploma Regulations](#)

[Specialisations](#)

[Undergraduate Diploma and Certificate Fields](#)

[Enrolment for Individual Paper Credit \(IPC\)](#)

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Study

Student Life

Research

Industry

International

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The University of Waikato Te Whare Wānanga o Waikato | Site Feedback & Requests
| Copyright & Legal Statement



Login

In this section

The University of Waikato Delegation of Powers Statute

1. Title

This is the University of Waikato Delegation of Powers Statute 2014.

2. Date of effect

(1) This Statute is effective from 1 January 2014.

(2) This Statute supersedes the University of Waikato Delegation of Powers Statute 2012.

3. Definitions

In this statute:

Academic Board means the University of Waikato Academic Board established by the Council under schedule 11, clause 18 of the Education and Training Act 2020

Council means the Council of the University of Waikato established under section 271 of the Education and Training Act 2020

staff means staff employed by the University of Waikato.

4. Purpose

(1) The purpose of this Statute is to set out the powers of delegation that exist in the University of Waikato under the Education and Training Act 2020, as set out in various policies, codes, regulations, committee constitutions and terms of reference, employment agreements and separate agreements made between the relevant parties.

(2) The powers of the Council and the Vice-Chancellor to delegate under this Statute are subject to the provisions of the Education and Training Act 2020

5. Delegations by the Council

- (1) The Council may from time to time delegate any of its functions or powers to the Vice-Chancellor or to a committee.
- (2) The Academic Board is established by the Council under schedule 11, clause 18 of the Education and Training Act 2020 to exercise powers delegated to it by the Council.
- (3) A delegation by the Council does not affect or prevent the performance of any function or the exercise of any power by the Council or affect the responsibility of the Council for the actions of the Vice-Chancellor or any committee under the delegation.

6. Delegations by the Vice-Chancellor

- (1) The Vice-Chancellor may from time to time delegate any of their functions or powers to the Academic Board.
- (2) The Vice-Chancellor may also from time to time delegate any of their functions or powers to staff, either
 - (a) as set out in the relevant employment agreements
 - (b) in separate agreements made with staff from time to time
 - (c) through the establishment of advisory committees to the Vice-Chancellor
 - (d) through the determination of codes, policies and regulations.
- (3) Where the function or power was originally delegated to the Vice-Chancellor by the Council, a delegation by the Vice-Chancellor under section 6(1) or (2) above is subject to the prior approval of the Council.
- (4) A delegation by the Vice-Chancellor does not affect or prevent the performance of any function or exercise of any power by the Vice-Chancellor, or affect the responsibility of the Vice-Chancellor for the actions of any staff member or committee under the delegation.

7. Delegations by the Academic Board and other committees

Where the Council or the Vice-Chancellor has delegated any functions or powers to the Academic Board or another committee, the Academic Board or other committee may, subject to the prior approval of the Council or the Vice-Chancellor, as the case may be, delegate those functions or powers to

- (a) a sub-committee, or
- (b) a staff member.

8. Details of Delegations

- (1) Delegations by the Council to the Vice-Chancellor are as set out in the Council's [Governance and Management Guidelines](#).
- (2) Delegations of functions and powers by the Council and the Vice-Chancellor to committees of the University, and by those committees to staff, are as set out in the constitutions and terms

of reference of those committees and published in the University of Waikato Committee Directory on the [Committees](#) page.

- (3) Delegations by the Council, the Academic Board and other committees and by the Vice-Chancellor through the determination of codes and policies are as set out in the provisions of those codes and policies and published in the [University of Waikato Official Information](#).
- (4) Delegations by the Vice-Chancellor to staff through the determination of regulations are as set out in the provisions of those regulations and published in the [University of Waikato Calendar](#).

9. Power to alter or revoke

The particular delegations made under this Statute may be altered or revoked at any time by the party that made that delegation at its sole discretion.

10. Reporting Requirements

- (1) The reporting requirements relating to the relevant delegated functions and powers are as set out in the particular policies, codes, regulations, committee terms of reference and staff agreements, and must be followed.
- (2) If no such reporting requirements exist, the staff member or committee to whom a function or power has been delegated must report as instructed by the party that delegated it.

11. Monitoring

- (1) Responsibility for monitoring the performance of functions and exercise of powers by the Vice-Chancellor under delegation by the Council rests with the Council.
- (2) Responsibility for monitoring the performance of functions and exercise of powers by staff under delegation by the Vice-Chancellor rests with the Vice-Chancellor.
- (3) The Senior Deputy Vice-Chancellor is responsible for ensuring that
 - (a) the University's committee framework provides for systematic reporting by committees against their delegated functions and powers as required in their terms of reference, and by staff to whom delegations have been made by those committees
 - (b) a programme of systematic monitoring of policy and regulatory compliance is in place in accordance with delegations of powers set down in the University's policy and regulatory frameworks.

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In this section

Important Dates

[Principal Dates](#)

[Teaching and Assessment Periods](#)

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| [Copyright & Legal Statement](#)





In this section

University Overview and Charter

[The University of Waikato](#)

[Divisions, Faculties and Schools of Studies](#)

[The University of Waikato Charter](#)

[The University's Commitment to the Treaty of Waitangi](#)

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| Copyright & Legal Statement



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In this section

Staff and Honours

[The Council](#)

[The Academic Board](#)

[Former Chancellors of the University of Waikato](#)

[Former Vice-Chancellors of the University of Waikato](#)

[Honorary Doctors of the University of Waikato](#)

[Recipients of the University of Waikato Medal](#)

[Recipients of Distinguished Alumni Awards](#)

[Emeritus Professors of the University of Waikato](#)

[Honorary Fellows of the University of Waikato](#)

[Staff of the University](#)

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In this section

Vice-Chancellor's Special Powers

1. The Vice-Chancellor may give such direction, or make such provision as they think fit for the relief of undue hardship where it is shown to their satisfaction
 - (a) that an alteration or amendment to statutes or regulations involving a change in a course of study or in examination requirements has caused a student hardship, or
 - (b) that official advice has been given and acted upon, and it is later found that a student's programme of study is not in accordance with the governing regulations and hardship would be caused if the student were to be compelled to comply with the full requirements of the regulations.
2. The Vice-Chancellor may, in consultation with the relevant Head of School, Director or equivalent, give such direction or make such provision as they think fit where it is shown to their satisfaction that an unusual and particular case has arisen concerning a student's enrolment, in consideration of which no relevant provisions or regulations currently apply.
3. The Vice-Chancellor will report to the Academic Board any decisions made under these special powers.
4. A student may appeal to Council against a decision by the Vice-Chancellor under these special powers.
5. The Council decides appeals and makes any provisions that it considers appropriate.

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About Us

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| Copyright & Legal Statement



Login

In this section

Admission, Enrolment and Fees

[Admission Statute](#)

[Criteria for Admission to Particular Qualifications](#)

[English Language Requirements for Admission](#)

[Limitations Statute](#)

[Enrolment](#)

[Change of Enrolment Regulations](#)

[Regulations Governing Payment of Fees and Charges](#)

[Table of Fees and Charges](#)

[International Students](#)

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| Copyright & Legal Statement



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In this section

Research, Assessment and Graduation

[Student Research Regulations](#)

[Ethical Conduct in Human Research and Related Activities Regulations](#)

[Dissertations and Theses](#)

[Assessment Regulations](#)

[Policy on the Use of Māori for Assessment](#)

[Graduation](#)

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[In this section](#)

Qualification Regulations

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[The Degrees, Diplomas and Certificates Statute](#)

[Personal Programmes of Study Regulations](#)

[Bachelors Degree Regulations](#)

[Bachelors Degree with Honours Regulations](#)

[Masters Degree Regulations](#)

[Higher Degree Regulations](#)

[Certificate Regulations](#)

[Diploma Regulations](#)

[Specialisations](#)

[Undergraduate Diploma and Certificate Fields](#)

[Enrolment for Individual Paper Credit \(IPC\)](#)

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In this section

Schedule of Papers

[Prescriptions for Papers](#)

[Keys](#)

[Papers by Subject \(Catalogue of Papers\)](#)

[The University of Waikato at Tauranga](#)

[Off Campus Papers](#)

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| Copyright & Legal Statement



Login

In this section

General Regulations and Procedures

[Student Discipline Regulations](#)

[Student Complaints Procedures](#)

[Library Regulations](#)

[Parking and Traffic Regulations](#)

[Miscellaneous Regulations](#)

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| Copyright & Legal Statement



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In this section

General Services

[School of Graduate Research - Scholarships](#)

[The University Library](#)

[Information and Technology Services](#)

[Student Services](#)

[Sport and Wellbeing](#)

[University of Waikato College](#)

[The Research & Enterprise Office](#)

[WaikatoLink](#)

[Waikato Students' Union](#)

[The University of Waikato Foundation](#)

[Alumni](#)

[Study Enquiries](#)



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| [Copyright & Legal Statement](#)



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In this section

Research Institutes, Centres, Units and Groups

Research Institutes

[The Environmental Research Institute: Te Pūtahi Rangahau Taiao \(ERI\)](#)

[The Institute of Professional Learning: Te Whai Toi Tāngata \(IPL\)](#)

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

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

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

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

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

Research Centres

[Ahuora Centre for Smart Energy Systems](#)

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

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

[Centre for Global Studies in Education: Te Pūtahi Mātauranga ki te Ao \(CGSE\)](#)

[Early Years Research Centre: He Kōhanga Toi Tangata](#)

[International Centre for Terrestrial Antarctic Research \(ICTAR\)](#)

[Medical Research Centre](#)

[The Māori and Indigenous Governance Centre: Te Mata Hautū Taketake \(MIGC\)](#)

[Technology, Environmental, Mathematics and Science Education Research Centre: He Rangahau Toi Tangata](#)

[Waikato Artificial Intelligence Initiative \(WAI\)](#)

[Waikato Centre for Advanced Materials and Manufacturing \(WaiCamm\)](#)

Research Units and Groups

Algal Biotechnology Group

Assessment Research Across the Years (ARAY)

Beijing Union University China-New Zealand Tourism Research Unit

Canadian-New Zealand Study Unit (CNZSU)

Coastal Marine Group (CMG)

Cyber Security Research Group (CROW)

Design Research Group (DRG)

Digital Library Group

Energy Informatics Group

Enterprise Innovation Unit

Formal Methods Group

Human-Computer Interaction Group

Information Systems and Databases Group (ISDG)

Lake Ecosystem Research New Zealand (LERNZ)

Leadership Unit

Machine Learning Group

Māori and Psychology Research Unit (MPRU)

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

Responsible and Sustainable Management Unit

Thermophile and Microbial Biochemistry and Biotechnology Research Unit (TMBBU)

Transport Research Group (TRG)

Unit for Postgraduate Education Research (UPER)

Visual-video Research Interest Group

Waikato Applied Statistics Unit

Waikato Biogeochemistry and Ecohydrology Research (WaiBER)

Waikato Engineering Education Research Unit (EERU)

Waikato Environmental Geochemistry Group (WEG)

Waikato Experimental Economics Lab (WEEL)

Waikato Gender Research Network (WGRN)

Waikato Picturebook Research Unit (WPRU)

Waikato Public Law & Policy Research Unit

Waikato Radiocarbon Dating Laboratory

Waikato Research Centre for Resilient Infrastructure and Sustainable Construction (WaiRISC)

Waikato Robotics, Automation and Sensing Group (WaiRAS)

Water and Resilience Research Group

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| Copyright & Legal Statement





In this section

Academic, Consultancy and Service Units

[Analytical Chemistry Services](#)

[Waikato Mass Spectrometry Facility](#)

[Waikato Radiocarbon Dating Laboratory](#)

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In this section

Personal Programmes of Study Regulations

These regulations apply to candidates beginning their studies in 2023. Candidates who first enrolled in a qualification prior to 2023 are eligible to complete that qualification either under the regulations which applied at the time of first enrolment or the regulations which apply at the time of re-enrolment. Candidates who are resuming their studies for a qualification after an extended absence are advised to consult the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies concerned at the time of re-enrolment regarding the requirements for completion. However, where there have been significant changes in the structure of a qualification or content of the major or specified programme during the candidate's absence, the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies may prescribe a specific programme of study which will be deemed to satisfy the requirements for completion of the qualification.

1. **Title**

These are the Personal Programmes of Study Regulations 2012.

2. **Date of effect**

These regulations are effective from 1 January 2013.

3. **Delegation of powers**

The powers and authority of the Academic Board referred to in these regulations have been delegated in certain matters under the [Delegation of Powers Statute 2014](#).

4. **Definitions**

In these regulations

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

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

restricted papers are either in effect the same papers e.g. one of which was taught in the past with a different paper code, or they share a significant amount of common content. Candidates may therefore receive credit for only one of the papers listed. Restricted papers may not necessarily be used to satisfy prerequisite or corequisite requirements

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

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

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

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

a **subject** is a grouping of papers with a common academic theme, defined in terms of the listings under individual subject headings in the University of Waikato [Catalogue of Papers](#). A department may offer more than one subject

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

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

a **supporting subject** means an additional subject to the major, usually of at least 60 points in a single minor subject

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

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

5. **Application**

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

6. **Admission and re-entry**

(1) In order to be eligible to be enrolled at the University of Waikato, candidates must meet the requirements of Section 255 of the Education and Training Act 2020.

- (2) The criteria for admission to the University of Waikato in a given year are determined by the Council and are set out in the [Admission Statute 2016](#).
- (3) The criteria for admission to a particular qualification in a given year are determined by the Academic Board and are set out in the [Criteria for Admission to Particular Qualifications](#) and the qualification regulations.
- (4) To ensure that a candidate is adequately prepared for a graduate qualification, the Academic Board will require relevant papers in the relevant subject or subjects of the qualifying bachelors degree to have been passed at grades which it deems appropriate.
- (5) Candidates are usually required to have majored in their bachelors degree in the main subject to be presented for a graduate degree. This requirement may be waived in cases where no more than one or two papers in a given subject are proposed to be incorporated into the candidate's graduate degree.
- (6) In exceptional circumstances, based on academic merit, candidates who have no more than 30 points left to complete the requirements of a qualifying degree may be permitted to enrol in a graduate degree, provided that they have completed all of the requirements of the major or main subject of the qualifying degree. The graduate degree will not be deemed to have been completed until the qualifying degree has also been completed.
- (7) The Academic Board may approve limitations on enrolment for programmes or papers due to insufficiency of staffing or resources. Limitations and the criteria for selection are published in the [Limitations Statute](#).
- (8) A candidate who has been awarded a particular qualification in one major or subject may only be re-admitted to the same qualification in another major or subject.
- (9) The criteria for re-entry for returning students are determined by the Academic Board and are set out in Part 3 of the [Criteria for Admission to Particular Qualifications](#).
- (10) In addition, the Academic Board may decline to re-enrol a candidate whose progress during the preceding year or years has not been to the satisfaction of the Academic Board.

7. Enrolment in a programme of study

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

requirements specified in the relevant prescription unless approved otherwise by the Academic Board.

- (5) Particular regulations governing qualifications may be varied or waived by approval of the Academic Board.

8. **Maximum student workload**

- (1) The normal maximum full-time student workload for an academic year (excluding C trimester) is 120 points.
- (2) For the purposes of calculating workload, a paper that runs for the duration of two full trimesters has a workload equivalent to half of its points value during each of the trimesters in which it is taught.
- (3) The normal maximum full-time student workload for C trimester is 45 points.
- (4) Approval of the Academic Board is required for a candidate to enrol in a programme of study which has a workload equivalent to more than the normal maximum full-time workload.

9. **Completion of a qualification**

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

10. **Eligibility for Honours or Distinction**

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

11. **Dissertations and theses**

- (1) The *Dissertations and Theses Regulations 2020* governing the presentation of dissertations and theses apply in these regulations and any dissertation or thesis required for a graduate qualification must be presented in accordance with these regulations.
- (2) Enrolment in a dissertation or thesis, or a qualification which requires the completion of a dissertation or thesis, is subject to the availability of a suitable supervisor for the dissertation or thesis.
- (3) For dissertations and theses, one or more supervisors will be appointed by the Academic Board. If the chief supervisor is also an examiner of the dissertation or thesis, at least one other examiner (who is not also a supervisor) will be appointed.
- (4) A dissertation or thesis must embody the results obtained by the candidate in an investigation relating to some branch of the subject or subjects being presented, or, with the approval of

the Academic Board, shall take some other form proposed by the candidate's supervisors and approved by the relevant Head of School or Dean concerned. The chief supervisor or sole supervisor will be required to certify that the dissertation or thesis embodies the candidate's own work carried out under the supervisor's direct supervision.

(5) Dissertations and theses are assessed in terms of the points value they represent.

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

- (1) The deadline for the submission of any dissertation or research report will be 4.00pm on the last working day of the paper occurrence which completes the candidate's enrolment in the total points required for the dissertation or research report.
- (2) The deadline for the submission of any thesis will be 11.59pm on the last day of the paper occurrence which completes the candidate's enrolment in the total points required for the thesis.
- (3) Candidates who expect that they will not submit their dissertation, thesis or research report by the due date may apply to the relevant Head of School or Dean or delegated authority for an extension of time without the requirement for re-enrolment, provided that the application for an extension is lodged prior to the deadline for submission.
- (4) Extensions will not normally be awarded for periods of more than 21 days beyond the relevant due date.
- (5) Candidates who do not submit their dissertation, thesis or research report by the due date, and who have not applied for and been awarded an extension, will be required to re-enrol for a minimum period to be determined by the relevant Head of School or Dean or delegated authority and will be liable for a further payment of tuition and any other fees and charges for the period of re-enrolment.

13. **Resubmission of dissertations and theses**

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

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

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

- (1) **Transfer credit** means credit towards a University of Waikato qualification for papers passed at another tertiary institution.
- (2) **Cross credit** means credit towards a University of Waikato qualification for papers passed towards another University of Waikato qualification.
- (3) A candidate who has passed papers at an appropriate level at the University of Waikato or another tertiary institution may apply for credit in respect of those papers towards a University of Waikato qualification.
- (4) Applications for credit must be submitted on the online qualification application, together with the prescribed fee.
- (5) Applications for credit from another institution must be accompanied by a verified copy of an academic record. If the original document is not in English, the academic record must be accompanied by an official English translation of the record. The University reserves the right to request an original copy of an academic record.
- (6) The policy on the level and amount of credit which may be awarded from a completed qualification is determined by the Academic Board and is set out below:
 - (a) Credit from a completed qualification is normally only available towards a bachelors degree.
 - (b) Credit is not normally awarded from a completed graduate or postgraduate qualification.
 - (c) Credit from a completed qualification will normally be limited to no more than one third of the completed qualification.
 - (d) Credit towards a University of Waikato bachelors degree from a completed qualification will normally be limited to no more than one third of the University of Waikato degree. For the purposes of this regulation, one third of a bachelors degree is considered to be 120 points at 100 and 200 levels, including a maximum of 60 points at 200 level. Where appropriate, the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies may, at their discretion, permit 20 further points at 100 or 200 level to be credited towards a four-year bachelors degree where the Pro Vice-Chancellor of the relevant Division or the Dean of Faculty of Māori and Indigenous Studies deems a paper to be relevant to the candidate's programme of study.
 - (e) Credit will not normally be awarded for 300 or 400 level papers required for a major in an undergraduate degree.

- (f) No paper may count towards more than two qualifications.
- (7) The decision to award credit in individual cases will be made by the Pro Vice-Chancellor of the relevant Division or the Dean of Faculty of Māori and Indigenous Studies.
- (8) In making decisions on credit, the Pro Vice-Chancellor of the relevant Division or the Dean of Faculty of Māori and Indigenous Studies will consider the relevance and level of the papers completed, the regulations of the University of Waikato qualification concerned, and the credit guidelines maintained by the Student Services.
- (9) Regardless of the total number of papers which an applicant has passed at other institutions, the total credit awarded will not be more than half of the total requirement of the University of Waikato qualification concerned, unless this is approved under subsections 14(10) or 14(11) of these regulations.
- (10) In individual cases, the Pro Vice-Chancellor of the relevant Division or the Dean of Faculty of Māori and Indigenous Studies or delegated authority may vary subsection 14(9) of these regulations and award credit for up to two thirds of the University of Waikato qualification concerned.
- (11) In individual cases, the Education Committee, under delegated authority of the Academic Board, may award credit for more than two thirds of a University of Waikato qualification, or for more than half of an undergraduate degree that includes 300 and/or 400 level papers for a major.
- (12) Applicants wishing to appeal a Pro Vice-Chancellor's or the Dean of the Faculty of Māori and Indigenous Studies decision on credit may apply to the Director of Student Services.
- (13) The consideration of an appeal will involve the Pro Vice-Chancellor or the Dean of the Faculty of Māori and Indigenous Studies concerned being requested to reconsider the decision. Further appeals against the outcome of a reconsideration will be referred to the Education Committee for consideration on behalf of the Academic Board.
15. **Completion of a University of Waikato qualification at another New Zealand university**
A candidate who, based on the assessment of the Pro Vice-Chancellor of the relevant Division or the Dean of Faculty of Māori and Indigenous Studies, has completed the major part of a qualification at the University of Waikato and then moved to another district may, in some cases, complete the University of Waikato qualification by taking the remaining papers at another university in New Zealand. Prior approval of the specific papers, in writing, must be obtained from the Director of Student Services of this University and the prescribed charge paid. The candidate must advise the Registrar of the other university of the purpose of the enrolment and the papers concerned must be taken on a Certificate of Proficiency (COP) basis at that university. The candidate's academic record will not be transferred.
16. **Completion of a qualification of another New Zealand university at the University of Waikato**

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

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[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Admission & Enrolment](#)
[Site Index](#) | [Text Only](#)

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viewing the archived
2007 Calendar

Admission Statute

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

1. **Title**
This is the Admission Statute 2005.
2. **Date of effect**
This statute is effective from 1 January 2006.
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 Continuing Education programmes or other 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) Provisional Entrance
 - (d) Special Admission
 - (e) 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.¹
 - (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 the NCEA at Level 3 in three or more approved subjects (in the same year) and failed to gain University Entrance is not eligible to be considered for Discretionary Entrance until the B semester of the following year.
- (2) Otherwise, a person is eligible to be considered for Discretionary Entrance if he or she
 - (a) is a New Zealand citizen or permanent resident; and
 - (b) will be, on the first day of the semester of enrolment, at least 16 years of age and under 20 years of age, and
 - (c) does not meet the University Entrance standard; and
 - (d) has received secondary schooling to at least New Zealand Year 12 level, (or its equivalent overseas), and earned at least 14 credits in an approved subject at Level 2 towards NCEA (or its equivalent); and
 - (e) has met the literacy and numeracy standards required for University Entrance, or their equivalents; and
 - (f)
 - (i) has not completed Year 13 at a New Zealand secondary school; or
 - (ii) has undertaken study in Year 13 at a New Zealand secondary school, but has not attempted to qualify for University Entrance.
- (3) Approval of an application for Discretionary Entrance is based on
 - (a) the applicant's submission
 - (b) the proposed programme of study
 - (c) the applicant's past academic achievements, and
 - (d) a statement from an adviser (such as a school principal or a vocational guidance officer) as to the applicant's preparedness for university study.
- (4) A person who wishes to apply for Discretionary Entrance must apply in writing as part of the formal enrolment application.
- (5) Applications for Discretionary Entrance are considered and decided by the Dean of the Faculty/School in which the applicant wishes to enrol, under delegated authority of the Academic Board.
- (6) If Discretionary Entrance is approved, the prescribed fee is payable by the student at enrolment.
- (7) A person whose application for Discretionary Entrance is declined by the relevant Dean may appeal the decision to the Admission Appeals Committee, which is a committee of Council.
- (8) 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.

7. **Provisional Entrance**

- (1) from 1993-2004: A person who has sat the NZUEBS examination in three or more subjects (in the same year) and failed to gain University Entrance is not eligible to be considered for Provisional Entrance until the B semester of the following year.
- (2) Otherwise, a person is eligible to be considered for Provisional Entrance if he or she
 - (a) is a New Zealand citizen or permanent resident
 - (b) will be, on the first day of the semester of enrolment, at least 16 years of age and under 20 years of age, and
 - (c) has gained Sixth Form Certificate in at least one subject, or an equivalent qualification.²
- (3) Approval of an application for Provisional Entrance is based on
 - (a) the applicant's submission
 - (b) the proposed programme of study
 - (c) the applicant's past academic achievements, and
 - (d) a statement from an adviser (such as a school principal or a vocational guidance officer) as to the applicant's preparedness for university study.
- (4) A person who wishes to apply for Provisional Entrance must apply in writing as part of the formal enrolment application.
- (5) Applications for Provisional Entrance are considered and decided by the Dean of the Faculty/School in which the applicant wishes to enrol, under delegated authority of the Academic Board.
- (6) If Provisional Entrance is approved, the prescribed fee is payable by the student at enrolment.
- (7) A person whose application for Provisional Entrance is declined by the relevant Dean may appeal the decision to the Admission Appeals Committee, which is a committee of Council.

- (8) A person whose application for Provisional Entrance is declined by the Admission Appeals Committee may make a further appeal to the New Zealand Qualifications Authority.
8. **Special Admission**
- (1) Applicants are eligible to be considered for Special Admission if they will be at least 20 years of age on the first day of the 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 apply in writing as part of the formal enrolment application.
 - (5) Applications for Special Admission are considered and decided by the Dean of the Faculty/School in which the applicant wishes to enrol, under delegated authority of the Academic Board.
 - (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, which is a committee of Council.
9. **Admission at entrance level or with credit from previous study**
- (1) A person may qualify for admission at entrance level, or with credit, on the basis of
 - (a) having been awarded a qualification which is deemed to be equivalent to University Entrance
 - (b) having completed previous tertiary study.
 - (2) A person who wishes to apply for admission under section 31 of this statute must apply in writing 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/School in which the applicant wishes to enrol, under delegated authority of the Academic Board.
 - (5) A person whose application for admission under section 31 of this statute is declined by the relevant Dean may appeal the decision to the Admission Appeals Committee, which is a committee of Council.
 - (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.
10. **Delegation of powers**
- (1) 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 2006.

Notes:

1. *The University of Waikato Certificate of Studies: English at Level 2 or Level 3 is recognised as meeting the literacy requirements of NCEA.*
2. *NCEA is not considered an equivalent qualification for the purposes of this statute. See Discretionary Entrance.*

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[Site Index](#) | [Text Only](#)

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2007 Calendar

Criteria for Admission to Particular Qualifications

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

On this page:

[Part 1: Admission to Bachelors Degrees](#)
[Part 2: Admission to Certificates and Diplomas](#)
[Part 3: Re-entry for Returning Students](#)
[Part 4: Admission for Transferring Students](#)
[Part 5: Exclusion for Unsatisfactory Progress from Particular Papers](#)
[Part 6: Appeals](#)

Part 1

Admission to Bachelors Degrees

1. Admission to the

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

Bachelor of Business Analysis (BBA)

Bachelor of Communication Studies (BCS)

Bachelor of Computing and Mathematical Sciences (BCMS)

Bachelor of Electronic Commerce (BECOM)

Bachelor of Liberal Studies (BLibS)

Bachelor of Management Studies (BMS)

Bachelor of Māori and Pacific Development (BMPD)

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

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

Bachelor of Social Sciences (BSocSc)

Bachelor of Sport and Leisure Studies (BSpLS)

Bachelor of Tourism (BTour) degrees

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

1.1 University Entrance²

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

1.2 Discretionary Entrance³

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

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

1.3 Special Admission

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

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

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

Bachelor of Liberal Studies (BLibS)

Bachelor of Māori and Pacific Development (BMPD)

Bachelor of Science (BSc) in the School of Science and Engineering

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

Bachelor of Social Sciences (BSocSc)

Bachelor of Sport and Leisure Studies (BSpLS) degrees

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

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

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted⁴ 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.^{5,7}

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 accepted⁴ into the qualifications listed above.

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

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

Applicants who have successfully completed Te Tīmatanga Hou certificate with no less than a C grade in any paper will be accepted⁴ into the qualifications listed above.

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

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

Bachelor of Business Analysis (BBA)

Bachelor of Communication Studies (BCS)

Bachelor of Computing and Mathematical Sciences (BCMS)

Bachelor of Electronic Commerce (BECom)

Bachelor of Management Studies (BMS)

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

Bachelor of Tourism (BTour) degrees

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

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

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted⁴ 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.^{5,6}

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 accepted⁴ into the qualifications listed above.

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

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

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

- (a) an overall B grade average, with no less than a C grade in

any paper; and

- (b) a B grade or better in TTTH0021 and CUPR021, will be accepted⁴ 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 School of Computing and Mathematical Sciences is available only to applicants who are chosen by the School's selection process. Applicants must have achieved a minimum of 14 credits at Level 2 in NCEA in Mathematics; in addition, applicants must submit a portfolio and attend an interview as part of the selection process.

Bachelor of Music (BMus) degree

In addition to satisfying the requirements for achieving university entrance, all applicants for the BMus must have

- (a) At least 20 credits at Level 2 in NCEA in Music, or
- (b) At least 14 credits at Level 3 in NCEA 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.

Admission to Teacher Education Programmes

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

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

2.1 **University Entrance**²

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

2.2 **Discretionary Entrance**³

Applicants will normally be granted Discretionary Entrance if they have gained a total of at least 80 credits in four approved subjects at Level 2 in the NCEA with a minimum grade of Merit in at least half of the achievement standards for each subject. Applicants must also have satisfied the numeracy and literacy requirements of university entrance. Applications must be supported by the applicant's school principal or the University's Student Recruitment Officers.

2.3 **Special Admission**

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

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

Bachelor of Music (BMus) degree

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

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

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted⁴ 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.⁵

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 accepted⁴ provided that they meet the additional criteria for their intended qualification set out in section 2.

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

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

Applicants who have successfully completed Te Tīmatanga Hou certificate with no less than a C grade in any paper will be accepted⁴ provided that they meet the additional criteria for their intended qualification set out in section 2.

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

2.6 **Admission at entrance level or with credit from previous study for Bachelor of Computer Graphic Design (BCGD) Admission to Teacher Education Programmes**

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

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

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted⁴ into the qualification provided that they are chosen through the selection process for their intended qualification as set out in section 2 and have achieved:

- (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.^{5,8}

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

2.6.3 *Admission from the University of Waikato Certificate of University Preparation*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B grade average, with no less than a C grade in any paper, will be accepted⁴ provided that they are chosen through the selection process for their intended qualification as set out in section 2.

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

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

Applicants who have successfully completed Te Tīmatanga Hou certificate and achieved an overall B grade average, with no less than a C grade in any paper, will be accepted⁴ provided that they are chosen through the selection process for their intended qualification as set out in section 2.

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

3. Admission to the

Bachelor of Engineering (BE) degree

3.1 **University Entrance**²

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 18 credits or more at Level 3 in one of either Mathematics with Calculus or Statistics and Modelling. Applicants must also gain at least 14 credits in Physics at Level 3 in the NCEA.

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

Entry into the BE in the above specified programmes will be guaranteed to applicants who gain University Entrance, including a minimum of 18 credits or more at Level 3 in the NCEA in one of either Mathematics with Calculus or Statistics and Modelling.

Applicants must also gain at least 14 credits in both Chemistry and Physics at Level 3 in the NCEA.

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 18 credits or more at Level 3 in the NCEA in one of either Mathematics with Calculus or Statistics and Modelling. Applicants must also gain at least 14 credits in two other approved subjects at Level 3 in the NCEA.

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

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

3.2 **Special Admission**

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

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

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

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

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

Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved:

- (a) an overall B grade average, including
- (b) a B grade in CAFS011 and
- (c) a B grade in CAFS004 or CAFS005
- (d) at least a C grade in every other paper and
- (e) a B grade in CAFS001 and CAFS002 to satisfy the minimum English language requirement for undergraduate study⁷

will be accepted⁴ into this specified programme.

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

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

Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved:

- (a) an overall B grade average, including
- (b) a B grade in CAFS010 and
- (c) a B grade in CAFS011 and
- (d) at least a C grade in every other paper and
- (e) a B grade in CAFS001 and CAFS002 to satisfy the minimum English language requirement for undergraduate study⁷

will be accepted ⁴ into this specified programme. Applicants not satisfying these requirements will be assessed on a case by case basis.

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

Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved:

- (a) an overall B grade average, including
- (b) a B grade in CAFS004 or CAFS005 and
- (c) at least a C grade in every other paper; and

(d) a B grade in CAFS001 and CAFS002 to satisfy the minimum English language requirement for undergraduate study⁷

will be accepted⁴ into this specified programme. Applicants not satisfying these requirements will be assessed on a case by case basis.

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

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

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

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

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

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

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B grade average, including a B grade in CUPR008 and at least a C grade in every other paper, will be accepted.⁴

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.⁴

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

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

Applicants who have successfully completed Te Tīmatanga Hou certificate and achieved an overall B grade average, including a B grade in each of 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.⁴

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.⁴

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** programmes⁹

The School of Law Admissions Committee will have regard to equity

considerations in making its decisions, but in all cases those offered places will have demonstrated their academic preparedness for the School's programme of study. The School does not set aside places for specific groups of applicants.

4.1 **University Entrance**²

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

4.2 **Discretionary Entrance**³

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

4.3 **Special Admission**

Applicants will be considered for Special Admission on a case by case basis, having regard to their level of schooling, other relevant study, interests and expertise, experience and skills, and other such information as is available with respect to their academic preparedness, including, where appropriate, the completion of Centre for Continuing Education bridging courses.

The School will afford priority to

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

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

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

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

Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved at least a B grade average overall, with a B grade or higher in CAFS003 will have guaranteed entry into the Bachelor of Laws programme. Other students are encouraged to apply and will be considered by the School of Law Admissions Committee on a case by case basis, taking account of their level of academic achievement.

4.4.3 *Admission from the University of Waikato Certificate of University Preparation*

Applicants who have successfully completed the Certificate of University Preparation with at least a B grade average overall, with B grades or higher in CUPR001 and CUPR002 or CUPR021 and CUPR022 and subsequently B grades or higher in all their B semester non-Law degree level papers, will have guaranteed entry into the Bachelor of Laws programme. Other students are encouraged to apply and will be considered by the School of Law Admissions Committee, on a case by case basis, taking account of their level of academic achievement.

4.4.4 *Admission from the Te Timatanga Hou programme*

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

Part 2

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 Postgraduate Certificate in School Principalship (PGCert(SchPrinc))

Applicants must have at least three years full-time equivalent teaching experience.

5.2 Postgraduate Certificate in Tertiary Teaching (PGCert(TerTchg))

Applicants must have at least two years full-time equivalent teaching experience in a tertiary setting.

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

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

Part 4

Admission for Transferring Students

11. Students wishing to transfer from one qualification to another need to meet the general requirements for re-entry for returning students listed in section 7.
12. Additional criteria apply in the case of transfer into the following qualifications.
13. **Transfer into the Bachelor of Business Analysis, Bachelor of Communication Studies, Bachelor of Electronic Commerce, Bachelor of Management Studies and Bachelor of Tourism degrees**

Students will not normally be considered unless they have successfully completed a full-time year of study and obtained a minimum B average.
14. **Transfer into Law programmes**
 - 14.1 The School Admissions Committee will have regard to equity considerations in making its decisions, but in all cases those offered places will have demonstrated their academic preparedness for the School's programme of study. The School does not set aside places for specific groups of applicants.
 - 14.2 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.⁷
 - 14.3 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.
15. **Transfer into the Bachelor of Sport and Leisure Studies**
 - 15.1 There are a limited number of places available for transferring students within the BSpLS degree and this may vary from year to year.
 - 15.2 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.

16. Transfer into the Bachelor of Liberal Studies

The range of papers available to students enrolled in the BLibS may be limited, particularly where the papers are intended for specialist and/or specific qualifications.

17. Transfer into Teacher Education programmes

17.1 Entry to the School of Education programmes in teacher education is available only to applicants who are chosen by the School's selection panels and who satisfy the requirements for admission to university.

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.⁵

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.

Part 6

Appeals

19. A person who

- (a) is qualified for admission to the university but who is not accepted into his or her choice of qualification, or
- (b) fails to meet the criteria for re-entry to their qualification, or
- (c) is excluded from a paper

may apply to the Dean of the Faculty/School in which the person wishes to enrol for a reconsideration of the Dean's decision.

20. A person whose application for reconsideration is declined by the relevant Dean may make a further appeal to the Admission Appeals Committee.

21. An appeal, comprising a written statement of the circumstances of the appeal, together with supporting evidence, if available, must be submitted by the student to the Director of the Student and Academic Services Division not more than seven days after the date on which notification of the relevant decision is received.

22. A decision by the Admission Appeals Committee is notified in writing, and is final.

Notes:

1. *Many of the degrees offered at the University of Waikato have prerequisites on their core papers. Applicants who have not achieved specified prerequisites through their study at Level 2 and Level 3 NCEA will be required to take additional papers or foundation courses in order to satisfy these prerequisites. Applicants in this situation are advised that not all papers undertaken may count towards the completion of the degree and that the programme of study may take an additional period of time.*
2. *Applicants who have achieved an equivalent to New Zealand university entrance through a qualification other than NCEA Level 3 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 Level 2 will have their admission assessed on a case by case basis.*
4. *Many of the degrees offered at the University of Waikato have prerequisites on their core papers. Applicants who have not achieved specified prerequisites through their Foundation Studies programme will be required to take additional papers or foundation courses in order to satisfy these prerequisites. Applicants in this situation are advised that not all papers undertaken may count towards the completion of the degree and that the programme of study may take an additional period of time.*
5. *All applicants for the BA, BCGD, BCMS, BLibS, BMPD, BMus, BSc (in the School of Computing and Mathematical Sciences), BSocSc, and BSpLS, whose admission is on the basis of study completed overseas, where the medium of instruction is not English, are required to provide evidence of a satisfactory level of competence in the use of English language. A TOEFL score of 550 (with at least 5 on the Test of Written English) or an IELTS score of 6.0 (with at least 6.0 in the written band) or above is considered to be evidence of such competence. Other evidence is considered on a case by case basis.*
6. *All applicants for the BBA, 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.

7. *All applicants for the BE, BSc (in the School of Science and Engineering), and the BSc(Tech) whose admission is on the basis of study completed overseas, where the medium of instruction is not English, are required to provide evidence of a satisfactory level of competence in the use of English language. A TOEFL score of 550 or an IELTS score of 6.0 (with no less than 6.0 in any band) is considered to be evidence of such competence. Other evidence is considered on a case by case basis.*
8. *All applicants to Teacher Education programmes whose admission is on the basis of study completed overseas, where the medium of instruction is not English, are required to provide evidence of a satisfactory level of competence in the use of English language. A TOEFL score of 600 (with at least 5 on the Written Test of English) or an IELTS score of 6.5 (with at least 6.0 in the written band) or above is considered to be evidence of such competence. Other evidence is considered on a case by case basis.*
9. *All applicants to the School of Law must provide evidence of a satisfactory level of competence in the use of the English language. 14 credits in English at NCEA Level 3, 18 credits in English at NCEA Level 2, a TOEFL score of 600 (with at least 5 on the Test of Written English) or an IELTS score of 6.5 (with at least 6.0 in the written band) or above is considered to be evidence of such competence. Other evidence is considered on a case by case basis.*

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 [BACK TO TOP](#)

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[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Admission & Enrolment](#)
[Site Index](#) | [Text Only](#)

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viewing the archived
2007 Calendar

Limitations Statute

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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

Schedule of Limitations on Enrolments for 2007

Faculty of Arts and Social Sciences

Applied Linguistics: APPL571-07A (HAM) Academic Writing for ESL Graduate Students

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

Music: MUSI140-07A (HAM) Music and Computers

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

Music: MUSI240-07B (HAM) Screen Music Composition

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

Music: MUSI340-07A (HAM) Digital Composition

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

Music: MUSI522-07Y (HAM) Acoustic and Electroacoustic Composition Studies

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

Music: MUSI528-07Y (HAM) Performance Studies

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

Psychology: All Graduate papers

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

Postgraduate Diploma in Psychology (Clinical)

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

Postgraduate Diploma in Psychology (Community)

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

Screen and Media Studies: SMST112-07A (HAM) & 07B (HAM) Video Production 1
100 students per semester selected by the Chairperson of Screen and Media Studies on order of application to enrol.

Screen and Media Studies: SMST210-07C (HAM) Small Studio Production 1
60 students selected by the Chairperson of Screen and Media Studies on order of application to enrol.

Screen and Media Studies: SMST212-07A (HAM) & 07B (HAM) Video Production 2
40 students per semester selected by the Chairperson of Screen and Media Studies on order of application to enrol.

Screen and Media Studies: SMST310-07A (HAM) Small Studio Production 2
20 students selected by the Chairperson of Screen and Media Studies on order of application to enrol.

Screen and Media Studies: SMST312-07A (HAM) & 07B (HAM) Video Production 3
30 students per semester selected by the Chairperson of Screen and Media Studies on order of application to enrol.

Screen and Media Studies: SMST318-07A (HAM) Animation Studies
30 students selected by the Chairperson of Screen and Media Studies on order of application to enrol.

Screen and Media Studies: SMST517-07B (HAM) Theory and Practice of Editing for the Screen
15 students selected by the Chairperson of Screen and Media Studies on order of application to enrol.

School of Computing and Mathematical Sciences

Computer Science: COMP125-07A (HAM) & 07B (HAM) Visual Computing
25 students per semester selected by the Dean of the School of Computing and Mathematical Sciences on the basis of an interview and a portfolio of work.

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

School of Education

Arts and Language Education: ALED120-07A (HAM) Music in Action
24 students selected by the Chairperson of Arts and Language Education on the basis of experience and competence in music performance.

Arts and Language Education: ALED200-07A (HAM) Creative Photography
20 students selected by the Chairperson of Arts and Language Education on order of application to enrol.

Arts and Language Education: ALED221-07S (TGA) Music in Action 2
40 students selected by the Chairperson of Arts and Language Education on the basis of experience and competence in music performance.

Arts and Language Education: TEAL225-07A (HAM) Music Education 2
28 students with a Professional Education major selected by the Chairperson of Arts and Language Education on order of application to enrol.

Human Development: HDCO540-07B (BLK) Working with Groups
24 students selected on the basis of academic background and professionally-based criteria by a selection committee appointed by the Director of Counsellor Education.

Human Development: HDCO541-07C (BLK) Counselling Skills
16 students selected on the basis of academic background and professionally-based criteria by a selection committee appointed by the Director of Counsellor Education

Human Development: HDCO542-07C (HAM) Counselling Practicum
16 students selected on the basis of academic background and professionally-based

criteria by a selection committee appointed by the Director of Counsellor Education

Human Development: HDCO543-07B (BLK) Narrative Family Therapy

20 students selected on the basis of academic background and professionally-based criteria by a selection committee appointed by the Director of Counsellor Education

Human Development: HDCO544-07C (BLK) Discourse and Counselling Psychologies

30 students selected on the basis of academic background and professionally-based criteria by a selection committee appointed by the Director of Counsellor Education

Human Development: HDCO545-07C (BLK) Professional Practice of Counselling

16 students selected on the basis of academic background and professionally-based criteria by a selection committee appointed by the Director of Counsellor Education

Human Development: HDCO546-07B (BLK) Mediation and Facilitation

20 students selected on the basis of academic background and professionally-based criteria by a selection committee appointed by the Director of Counsellor Education

Human Development: HDCO547-07Y (BLK) Counselling Supervision

20 students selected on the basis of academic background and professionally-based criteria by a selection committee appointed by the Director of Counsellor Education

Human Development: HDCO548-07Y (BLK) Supervision Practice

16 students selected on the basis of academic background and professionally-based criteria by a selection committee appointed by the Director of Counsellor Education

Human Development: HDCO549-07S (BLK) Counselling and Contexts

20 students selected on the basis of academic background and professionally-based criteria by a selection committee appointed by the Director of Counsellor Education

Human Development: HDCO560-07C (BLK) Advanced Relationship and Family Counselling 1

20 students selected on the basis of academic background and professionally-based criteria by a selection committee appointed by the Director of Counsellor Education

Science and Technology Education: STER513-07C (HAM) Environmental Education

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

Sport and Leisure Studies: SPLS105-07B (HAM) Dance as a Leisure Activity

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 Bachelor of Sport and Leisure Studies or the conjoint Bachelor of Teaching/Bachelor of Sport and Leisure Studies.

Sport and Leisure Studies: SPLS208-07A (HAM) Choreographing Dance

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

Sport and Leisure Studies: SPLS209-07A (HAM) Adventure Programming

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

Sport and Leisure Studies: SPLS212-07B (HAM) Physical Activity and Disability

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

Sport and Leisure Studies: SPLS213-07A (HAM) Principles and Practices for Outdoor Leaders

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 Bachelor of Sport and Leisure Studies or the conjoint Bachelor of Teaching/Bachelor of Sport

and Leisure Studies.

Sport and Leisure Studies: SPLS214-07B (HAM) Dance and Movement Education
30 students selected by the Chairperson of Sport and Leisure Studies on order of application to enrol, with priority given to students enrolled for the Bachelor of Sport and Leisure Studies or the conjoint Bachelor of Teaching/Bachelor of Sport and Leisure Studies.

Sport and Leisure Studies: SPLS308-07A (HAM) Dance Performance
30 students selected by the Chairperson of Sport and Leisure Studies on order of application to enrol, with priority given to students enrolled for the Bachelor of Sport and Leisure Studies or the conjoint Bachelor of Teaching/Bachelor of Sport and Leisure Studies.

Sport and Leisure Studies: SPLS309-07B (HAM) Professional Skills for Outdoor Education and Adventure Settings
30 students selected by the Chairperson of Sport and Leisure Studies on order of application to enrol, with priority given to students enrolled for the Bachelor of Sport and Leisure Studies or the conjoint Bachelor of Teaching/Bachelor of Sport and Leisure Studies.

School of Law

Law: LAWS458-07B (HAM) Advocacy
20 students selected by the Dean of Law on order of application to enrol, with priority given to students on the basis of previous academic merit and/or involvement in competitions.

School of Māori and Pacific Development

Te Tohu Paetahi Programme for the BA or BMPD
35 students per stream selected on the basis of academic and language background by an interview panel appointed by the Chairperson of Te Aka Reo.

Tikanga Māori: TIKA151-07A (HAM) & 07S (BLK) Te Raranga Kete: Flax Weaving
50 students per semester selected by the Chairperson of Te Aka Tikanga on order of application to enrol, with priority given to students enrolled in the School of Māori and Pacific Development.

Tikanga Māori: TIKA241-07A (HAM) Te Ao Oro: The Māori World of Sound
20 students selected by the Chairperson of Te Aka Tikanga on order of application to enrol.

Tikanga Māori: TIKA251-07B (HAM) Raranga Whakairo: Patterned Flax Weaving
30 students selected by the Chairperson of Te Aka Tikanga on order of application to enrol, with priority given to students enrolled in the School of Māori and Pacific Development.

School of Science and Engineering

Biological Sciences: BIOL226-07C (BLK) Flora of Aotearoa/New Zealand
30 students selected by the Chairperson of Biological Sciences on order of application to enrol.

Biological Sciences: BIOL314-07A (HAM) Marine Biology and Monitoring
48 students selected by the Chairperson of Biological Sciences on order of application to enrol, with priority given to students enrolled for the Marine Sciences programme in the Bachelor of Science.

Waikato Management School

Accounting: All Graduate papers
25 students selected by the Course Convenor on order of application to enrol.

Economics: ECON100-07A (HAM), 07B (HAM) & 07S (HAM) Business Economics and the New Zealand Economy
400 students per semester selected by the Chairperson of Economics on order of application to enrol.

Executive Education

The Centre for Corporate and Executive Education reserves the right to restrict enrolments in papers to 40, on order of application to enrol, in the interest of protecting the quality of the learning experience for students.

Finance: FINA415-07B (HAM) Computer Modelling in Finance

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

Human Resource Management: HRMG241-07S (HAM) Organisational Behaviour

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

Management: MNGT501-07S (HAM) Research Methods in Management Studies

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

Marketing: MKTG151-07S (HAM) Introduction to Marketing and International Management

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

Marketing: MKTG451-07B (HAM) Applied Marketing Strategy

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

Marketing: MKTG541-07A (HAM) Directed Study in Marketing Strategy

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

Marketing: MKTG542-07A (HAM) Directed Study in Market Research

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

Marketing: MKTG545-07A (HAM) Directed Study in Consumer Behaviour

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

Social Enterprise: SCEN501-07A (NET) Social Enterprise in Context

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

Social Enterprise: SCEN502-07B (NET) Management and Social Enterprise

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

Social Enterprise: SCEN503-07A (NET) & 07B (NET) Practicum: Management in a Not-for-Profit Organisation

20 students per semester selected by the Convenor of Social Enterprise on order of application to enrol.

Social Enterprise: SCEN504-07A (NET) Issues in Third Sector Research

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

Strategic Management: STMG191-07S (HAM) Introduction to Management

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

Strategic Management: STMG391-07S (HAM) Strategic Management

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

Strategic Management: STMG588-07A (NET) International Business Strategy

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

Tourism Management: TOMG206-07A (HAM) Food and Beverage Management

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

Tourism Management: TOMG207-07B (HAM) Accommodation Management

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

Tourism Management: TOMG216-07A (HAM) Food and Beverage Management Placement

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

Tourism Management: TOMG217-07B (HAM) Accommodation Management Placement

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

Tourism Management: TOMG461-07A (HAM) Adventure Tourism - Product Design, Pricing and Management

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

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[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Admission & Enrolment](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Enrolment

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

Applications to Enrol

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

New Students

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

Friday 1 December 2006 for Summer School papers and A semester or full-year papers

Friday 22 June 2007 for students enrolling in B semester papers only.

Domestic applications will still be considered after these dates.

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

Friday 1 December 2006 for Summer School papers and A semester or full-year papers

Tuesday 1 May 2007 for students enrolling in B semester papers only.

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

Continuing and Returning Students

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

Friday 1 December 2006 for Summer School papers

Friday 12 January 2007 for A semester or full-year papers

Friday 22 June 2007 if enrolling for B semester papers only.

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

Enrolment Dates

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

Friday 22 December 2006 for Summer School papers

Friday 23 February 2007 for A semester and full-year papers

Friday 6 July 2007 for B semester papers only.

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

Late enrolments will not normally be accepted after

Friday 5 January 2007 for Summer School papers

Friday 9 March 2007 for A semester and full-year papers

Friday 20 July 2007 for B semester papers only.

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& [REQUESTS](#)

[BACK TO TOP](#)

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Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Admission & Enrolment](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Change of Enrolment Regulations

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

1. **Title**
These are the Change of Enrolment Regulations 2003.
2. **Date of Effect**
These regulations are effective from 1 January 2004.
3. **Definitions**
In these regulations
change of enrolment means any of the following changes to the programme of study in which a student has originally enrolled for a given teaching period:
 - the **addition** of a paper, with payment of the prescribed fees
 - the **deletion** of a paper, with refund of the prescribed fees (the paper is deleted from the student's academic record)
 - **withdrawal** from a paper, without refund of any fees (the paper remains on the student's academic record, annotated as 'withdrawn')
 - **change** of qualification, major subject or specified programme.**iWaikato** means the computer system, accessible to enrolled students, which enables them to apply for change of enrolment on the internet (unless indicated otherwise in these regulations)
4. **Application**
These regulations apply to papers at 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 <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 School of Studies/Faculty.
8. **Procedure for change of enrolment**
 - (1) Applications for change of enrolment must be submitted to the School of Studies/Faculty that the student is enrolled in for consideration. They may be submitted either on an Application to Change Enrolment form, available from The Gateway and the Schools of Study/Faculty or, unless indicated otherwise in specific circumstances in these regulations, through the iWaikato system.
 - (2) Absence from classes or failure to submit items for assessment does not constitute withdrawal from a paper. A student who does not withdraw from a paper using the procedures outlined in these regulations remains enrolled for the paper and remains liable for any prescribed fees.
 - (3) Attendance at classes and submission of items for assessment does not constitute enrolment in that paper.
 - (4) A student who wishes to apply to withdraw completely from all papers must do so on a Change of Enrolment form; it is not possible to withdraw completely using iWaikato.
9. **Timeframe for change of qualification, major subject or specified programme**
Provided that no changes are made to the selection of papers, a student may apply to change a qualification, major subject or specified programme at any time.
10. **Deadlines for adding, and deleting papers**

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

Type of Paper	Deadline
Summer School papers and C, D etc. papers with teaching periods shorter than 17 weeks	5.00pm on the first Friday of the relevant teaching period
A semester and full-year papers	5.00pm on the second Friday of A semester (9 March 2007)
B semester papers	5.00pm on the second Friday of B semester (20 July 2007)
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 11 of these regulations.

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

- (1) Unless exceptional circumstances apply (as provided for under section 12 of these regulations), a student who withdraws from a paper after the deadline for deletion (see section 10 of these regulations) is not entitled to a refund of the fees for that paper; if the fees have not been paid, the student remains liable for them.
- (2) A student who wishes to withdraw from a paper under this section must do so on an Application to Change Enrolment form; it is not possible to withdraw from papers after the deadline for deletions using iWaikato.
- (3) A student may withdraw from an undergraduate paper (0, 100, 200, 300, or 400 levels and School of Education 700 level) after the deadline for deletion (see section 10 of these regulations) up until the following dates:

Type of Paper	Deadline
Summer School papers and C, D etc. papers with teaching periods shorter than 17 weeks	5.00pm on the third Friday of the relevant teaching period
A semester and full-year papers	5.00pm on the sixth Friday of A semester (6 April 2007)
B semester papers	5.00pm on the sixth Friday of B semester (17 August 2007)
C, D etc. papers with teaching weeks of 17 weeks or longer	5.00pm on the sixth Friday of the relevant teaching period

- (4) A student may withdraw from a graduate paper (500 or 700 level, excluding School of Education 700 level) after the deadline for deletion (see section 10 of these regulations) at any time before the start of the examination or, if the paper is internally assessed, at any time before the due date for the final item of assessment.

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

Note: Part 4 of the Assessment Regulations 2005 sets out the University's provisions for special consideration in assessment. Students considering withdrawal from papers because of exceptional circumstances beyond their control are encouraged to seek advice first from their School of Studies or Faculty, or from the Assessment Office in The Gateway, about whether they might be entitled to special consideration under the Assessment Regulations 2005.

- (1) If, after the deadline for deletion or withdrawal, a student considers that he or she is unable to complete a paper because of exceptional circumstances beyond his or her control, the student may apply in writing to the Director of Student and Academic Services for late deletion or withdrawal.
- (2) The application must be submitted to the Director of Student and Academic Services and must include an account, with appropriate evidence if available, of the circumstances that prompted the application.

- (3) Applications under this section are considered and decided by the Director of Student and Academic Services.
- (4) If the application is approved, the Director of Student and Academic Services may also approve, at his or her discretion, a credit of some or all of the student's fees.

13. Appeals

- (1) A student may appeal against any decision taken under these regulations.
- (2) An appeal, comprising a written statement of the circumstances of the appeal, and supporting evidence if available, must be submitted in writing to the Director of Student and Academic Services not more than seven days after the date on which the student receives notification of the relevant decision.
- (3) Appeals under this section are considered and decided by the Deputy Vice-Chancellor 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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&[amp](#); [REQUESTS](#)

 [BACK TO TOP](#)

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Last modified: Thu May 6 01:31:47 2021

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SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Admission & Enrolment](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations Governing Payment of Fees and Charges

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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 2003](#) are followed.
4. Unless the Director of Finance determines otherwise, where a student defaults on a payment and does not pay the outstanding amount within 28 days of the due date that student's enrolment will be cancelled.
5. Cancellation of a student's enrolment does not discharge any outstanding debt.
6. Unless special arrangements are agreed by the Director of Finance, the following penalties apply in addition to the cancellation of the student's enrolment while a debt remains outstanding:
 - (a) The student is not entitled to use the Library, attend lectures, participate in laboratory classes, or otherwise make use of university facilities
 - (b) The student's academic results are withheld
 - (c) The student may not re-enrol at this university
 - (d) The student is not entitled to have his or her academic record transferred to any other institution
 - (e) The award of any qualification is deferred
 - (f) The student's outstanding debt may be referred to a debt recovery agency for collection. The University also reserves the right to recover any additional costs in relation to this debt collection from the student.
7. A student whose enrolment is cancelled for reasons of non-payment of fees may subsequently apply for reinstatement of enrolment, provided
 - (a) the application is submitted to the Director of Finance within four weeks of the date of the cancellation
 - (b) all outstanding fees, charges, and surcharges are paid before or at the time that the application is submitted, and
 - (c) the service charge for the reinstatement of enrolment after cancellation, as prescribed in the Table of Fees and Charges, is paid.
8. An enrolment that is reinstated under this section is deemed to have been continuous.
9. The tuition and resource fees for a particular paper fall due on the payment date for the 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) semester, A semester and B semester.
13. 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 2003](#)).
14. All fees and charges other than tuition and resource fees fall due as part of the students' first payment.
15. A surcharge of 10% will be levied on any fees outstanding after a given payment date.

Appeals

16. A student may appeal to the Vice-Chancellor against any decision by the Director of Finance under these regulations.

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 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

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Page Generated: Tue Nov 21 02:56:14 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/admission/paymentfeescharges.html>

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SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Admission & Enrolment](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Table of Fees and Charges

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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

Fees

Tuition and Resource Fees

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

Charges (GST inclusive)

Admission Applications

Provisional/Discretionary Entrance	\$50.00
Special Admission	\$50.00
Admission (see the Admission Statute 2005)	
- 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, 25 cents a day	

Notes:

1. The maximum fine charged for any single overdue book or any single failure to respond to a recall notice within the required period specified in sections 10(1) and 10(2) of the [Library Regulations 2006](#) shall be limited to \$30.00.
2. Library fines and invoices may be paid at the Circulation Desk.
3. Borrowing facilities will be withheld from students and Approved Borrowers whose fines at any time exceed \$5.00, and from other Library borrowers whose fines exceed \$50.00.
4. The borrower has the right to appeal to the Vice-Chancellor against any fines imposed, and such appeal shall proceed as the Vice-Chancellor determines.
5. These fines and charges shall apply to all Library borrowers.

Miscellaneous Services

Application for credit	\$50.00
Application for credit from overseas study prior to enrolment	\$100.00

Application for cross-credit from a completed degree	\$50.00
Application for approval to take papers elsewhere for a Waikato qualification	
- within New Zealand	\$50.00
- overseas	\$50.00
Reinstatement of enrolment after cancellation	\$50.00
Charge for issuing a replacement cheque	\$18.00
RPL (Recognition of Prior Learning)	
- Challenge Examination (per paper)	\$200.00
- Administration fee (per application)	\$50.00
Examination Charges	
Review of grade under the Assessment Regulations 2005 - per paper	\$50.00
Scripts, Transcripts and Certificates	
Replacement identity card	\$10.00
Academic transcripts	
- first copy	\$10.00
- each additional copy or if faxed on behalf, if requested at the same time as the first copy	\$5.00
Replacement degree/diploma or other qualification certificate	\$100.00
All other official letters of certification	\$10.00
Resubmission of thesis (MPhil & PhD)	\$100.00
Late Enrolment Charges	
Charge after deadline to complete enrolment (see Enrolment for the prescribed deadlines after which this charge applies)	\$100.00
Student Discipline Appeal Charges	
Appeal to the Pro Vice-Chancellor against a discipline decision under the Student Discipline Regulations 2006	\$50.00
Appeal to the Council against a discipline decision under the Student Discipline Regulations 2006	\$200.00
International Students Refund Administration Charge	
Refund of pre-paid tuition fees administration charge (see International Students for the Pre-Paid Tuition Fees Policy)	10%
Other Charges	
Building levy	\$24.00
<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 Director, Student and Academic Services Division, on the appropriate form not later than 31 July 2007.</i>	
Campus Services Ltd levy	\$24.00
Waikato Students' Union Fee	TBA
Student Services Levy (compulsory)	
All students studying internal papers (Hamilton and Block)	
- full year	\$95.00
- one semester	\$60.00
All students studying at Tauranga	
- full year	\$50.00
- one semester	\$35.00
All NET and Distance students	\$35.00
Student Health Service User Charges	
Domestic Students without a Community Services Card (per consultation)	\$15.00
Language Institute International Students using the Student Health Service where no Student Services Levy has been paid (per consultation).	\$40.00

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Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:56:18 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/admission/tableoffeesandcharges.html>

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SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Admission & Enrolment](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

International Students

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

The following information is a general guide for international students wishing to enrol at the University of Waikato. Further information and application forms are available from the International Centre, first floor, Student Union Building, Hamilton campus.

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

Code of Practice

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

Admission

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

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

Permanent residents of Australia and New Zealand, Australian citizens, and students from the Cook Islands, Tokelau or Niue who are New Zealand citizens, are treated as New Zealand students and do not need to apply for admission as international students. Enquiries should be directed to the Student and Academic Services Division in the The Gateway.

Intending applicants should note the following general points:

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

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

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

- 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
- an iBT (Internet Based TOEFL) score of 79-80 with a Writing score of 20.

All other evidence is considered on a case by case basis.²

Admission to BCS, BECom, BMS and BTour

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

- 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
- an iBT (Internet Based TOEFL) score of 79-80 with a Writing score of 20.

All other evidence is considered on a case by case basis.²

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

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

- a TOEFL score of 550, or
- an IELTS score of 6.0 (in all sections of the test), or
- an iBT (Internet Based TOEFL) score of 79-80 with a Writing score of 20.

All other evidence is considered on a case by case basis.²

Admission to BTchg and LLB

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

- a TOEFL score of 600 (with at least 5 on the Test of Written English), or
- an IELTS score of 6.5 (with at least 6.0 in the written band), or
- an iBT (Internet Based TOEFL) score of 79-80 with a Writing score of 20.

All other evidence is considered on a case by case basis.²

Admission to graduate programmes

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

- an IELTS score of at least 6.5 overall (including at least 6.0 or better in the writing band), or
- a TOEFL score of 600 plus a TWE (Test of Written English) of 5 or better, or
- an iBT (Internet Based TOEFL) score of 100 with a Writing score of 22.

However, some qualifications, such as the LLD, SJD, MBA, PGDipSLT, MA(Applied) in Applied Linguistics and MSc in Biological Sciences, require a higher score. The English language proficiency requirements for admission to particular qualifications are at the discretion of the Dean concerned.

Admission to graduate Law qualifications

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

- a TOEFL score of 600 (with at least 5.5 on the Test of Written English), or
- an IELTS score of 6.5 (with at least 6.0 in the written band), or
- an iBT (Internet Based TOEFL) score of 100 with a Writing score of 22.

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

Admission to GradDipTchg

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

- a TOEFL score of 600 (with at least 5 on the Test of Written English), or
- an IELTS score of 7.0 (with no less than 7.0 in any band), or
- an iBT (Internet Based TOEFL) score of 100 with a Writing score of 22.

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

Notes:

1. *Many of the degrees offered at the University of Waikato have prerequisites on their core papers. Applicants who have not achieved specified prerequisites through their study will be required to take additional papers or foundation courses in order to satisfy these prerequisites. Applicants in this situation are advised that not all papers may count towards the completion of the degree and that the programme may take an additional period of time.*
2. *Scores from the computer-based TOEFL test will be considered on a case by case basis. Generally, a computer-based TOEFL score of 213 and an essay writing score of 4.5 will be considered acceptable for admission.*

Tuition Fees and Charges

1. International students are required to pay full cost tuition fees as published in the Fees and Charges Book for the relevant year. Students should refer to the [Table of Fees and Charges](#) for other fees and charges that may be applicable.
2. Application for credit from overseas study prior to enrolment \$100.00.
3. Application for credit from overseas study after enrolment \$50.00.
4. The New Zealand Government has cultural agreements with the French and German Governments that allow French and German students to pay domestic tuition fees at postgraduate level in New Zealand. The agreement with the German Government also allows German students in receipt of a German Academic Exchange Scholarship (DAAD) to study in New Zealand at undergraduate level and pay domestic tuition fees.
5. New international PhD students are eligible for domestic fees for their PhD studies. Conditions apply. For more information see the [Postgraduate Studies Office website](#).

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\$10,000.
4. The University is required to report to the INZ those students who are not fulfilling the requirements of their student permit.

Pre-paid Tuition Fees Policy

As indicated above, international students are required by the 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 Director, Student and Academic Services Division.
2. Students are required to supply a verified copy of their passport and student permit, and a copy of their University of Waikato receipt(s) with their application for a refund.
3. The University of Waikato will notify 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, in the event that approval is given for the student to withdraw on compassionate or medical grounds.

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& [REQUESTS](#)



The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:56:24 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/admission/internationalstudents.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Admission & Enrolment](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Intermediate Programmes for Other Universities

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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

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

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[BACK TO TOP](#)

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SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Assessment](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Student Research Regulations

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

Preamble

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

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

Student Research Regulations 2000

1. Title

These are the Student Research Regulations 2000.

2. Date of Effect

These regulations are effective from 1 January 2001.

3. Definitions

plagiarism means presenting as one's own work the work of another, and includes the copying or paraphrasing of another person's work in an assessment item without acknowledging it as the other person's work through full and accurate referencing; it applies to research and to assessment (as defined in the Assessment Regulations 2005) presented through a written, spoken, electronic, broadcasting, visual, performance or other medium

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

student means a student enrolled at the University of Waikato

University means the University of Waikato

4. Application

These regulations apply to research undertaken by a student as an element of a paper or thesis of the University at any level of study.

5. Ethical conduct in research

A student engaged in research

- must fairly and fully represent results as he or she honestly perceives them, without falsifying data, fabricating data, claiming results where none have been obtained, or fraudulently changing records
- must not commit or condone plagiarism
- must be scrupulously honest in the ascription of authorship, and must not list authors without their permission or attribute work to others who have not in fact contributed to the research
- must conform with professional standards and codes of ethics relevant to the discipline
- must exercise integrity and good faith in every aspect of research practice.

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

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

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

- (3) The IBSC is responsible for
 - (a) ensuring that all approved activities involving GMOs on university premises have been reported to ERMA
 - (b) ensuring that activities involving GMOs take place in approved designated areas
 - (c) providing information to students and staff about their responsibilities under the *Hazardous Substances and New Organisms Act 1996* and the *ERMA Regulations*.
 - (4) A student engaged in an activity on university premises involving GMOs must comply with any instruction concerning that activity by the IBSC.
7. **Research using live animals**
- (1) Users of live animals for teaching, research or the production of biologically active agents have ethical and legal responsibility for the welfare of those animals.
 - (2) The Animal Ethics Committee is established by the Vice-Chancellor in accordance with the requirements of the Animal Welfare Act 1999, and is responsible for
 - (a) ensuring that any experimental procedure involving live animals complies with the Animal Welfare Act 1999 and the University's Code of Ethical Conduct for the Use of Animals for Teaching and Research
 - (b) initiating investigations into any suspected non-compliance with the Animal Welfare Act 1999 or the University's Code of Ethical Conduct for the Use of Animals for Teaching and Research
 - (c) arbitrating in disputes about use of live animals for teaching and research.
 - (3) A student involved in the use of animals for research must comply with
 - (a) the University's Code of Ethical Conduct for the Use of Animals for Teaching and Research, or
 - (b) any other instruction by the Animal Ethics Committee.

8. **Breaches**

A breach of these regulations is misconduct under the [Student Discipline Regulations 2006](#).

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 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

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SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Assessment](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Human Research Ethics Regulations

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

Preamble

Any member of the University community who undertakes research is expected to conduct the research in a manner that conforms with ethical standards set down by the University, by relevant professional bodies nationally and internationally, and in many cases by the law of the country in which the research is undertaken. These regulations apply to all human research undertaken in the name of the University of Waikato. Students are referred also to the University's Student Discipline Regulations 2006. Staff are referred also to the University's Staff Code of Conduct and Code of Ethics for Academic Staff.

Note: The University's Human Research Ethics Regulations are currently under review.

Human Research Ethics Regulations

1. **Title**
These are the Human Research Ethics Regulations 2005.
2. **Purpose**
The purpose of these regulations is to explain the standards of ethical conduct required in University research involving human participants, and the procedures that apply for the maintenance and monitoring of those standards.
3. **Date of effect**
These regulations are effective from 8 March 2005.
4. **Definitions**
In these regulations
research means an inquiry of an investigative, experimental or critical nature which is driven by a question, hypothesis or intellectual position capable of rigorous assessment, and the findings of which are open to scrutiny and formal evaluation; it includes any intellectual or creative work published, exhibited, presented or performed in a written, spoken, electronic, broadcasting, visual, performance or other medium
research refers specifically to human research, which means an activity in which a live human being or a group of live human beings participates in the research, whether by observation, questioning, participation in an experiment, or by other means; it includes teaching that involves the participation of a human being or group of human beings for the demonstration of procedures or phenomena; (ethical aspects of research using live animals is covered by the University's Code of Ethical Conduct for the Use of Animals for Teaching and Research)
researcher means the person conducting the research.
5. **Application**
These regulations apply to
 - (a) staff of the University of Waikato,
 - (b) students of the University of Waikato, and
 - (c) any other person authorised to undertake research in association with the University of Waikato.
6. **Responsibility for ethics in human research**
 - (1) A researcher is responsible for identifying a research project as human research and, if it is identified as human research, for ensuring that it complies with these regulations.
 - (2) If a researcher is a student, the staff member responsible for supervising the student's research must take all reasonable steps to ensure that the student complies with these regulations.

7. **Value of research and public interest**

- (1) A researcher must be able to justify to his or her peers the goals and methodology of the research in terms of its reasonably anticipated benefits balanced against any foreseeable risk to the participants.
- (2) A researcher must not refuse to make available the findings of the research in the public domain unless this has been agreed in writing by the Deputy Vice-Chancellor or by a person to whom authority is delegated in writing by the Deputy Vice-Chancellor, and notified to the chairperson of the Human Research Ethics Committee.

8. **Informed consent of participants**

- (1) A researcher must not involve a person in research unless the person has understood the nature of his or her involvement and freely agreed to it in accordance with the principles outlined in this section.
- (2) A researcher must not use coercion to obtain the agreement, and must not use inducement to obtain the agreement except in accordance with section 16 of these regulations.
- (3) A researcher must be able to justify the research on the basis of an explicitly formulated principle of trust between the researcher and the participant that is capable of peer review by a relevant professional body.
- (4) Unless section 9 of these regulations applies, a researcher must adhere to the following principles with respect to informed consent of participants:
 - (a) A researcher must inform participants of their right to complain if they feel that their trust has been abused, and must also inform them of the process for making a complaint.
 - (b) If the research involves manipulation of, or intervention in, the physical or psychological state of a participant, the participant's consent, or, if subsection (d) applies, the consent of the person with legal responsibility for the participant, must be recorded in writing or on tape.
 - (c) Because much social science research involves collectives, a researcher must recognise the complexities of relationships between individuals and collectives. In some cultures it is common for the leader of a collective to make a decision in respect of participation on behalf of its members. If an individual in a collective wishes to participate or not to participate in the research, in spite of a decision taken on behalf of the collective, the individual's wishes must be respected and all reasonable care taken to ensure that those wishes are also respected by other members of the collective.
 - (d) If a prospective participant is, because of age or infirmity, judged incapable of giving informed consent, the researcher must obtain the consent from the person who has legal responsibility for the prospective participant's welfare, taking particular care to protect the participant's interests and also taking into account any potential conflict of interest between him or her and the person whose consent is required.
 - (e) A researcher who seeks the consent of another person on behalf of a prospective participant under subsection (d) must make all reasonable effort to involve the prospective participant him or herself in the process and the decision about consent.
 - (f) A researcher must inform prospective participants of their right to
 - (i) decline to participate in the research
 - (ii) decline to answer particular questions or engage in particular activities
 - (iii) withdraw completely from the research at any time
 - (iv) withdraw any information they have provided at any time before completion of data collection.
 - (g) Where research participants are asked to answer questionnaires that might identify them, answer questions in a formal interview, or undergo formal tests, or where they are subjected to formal observation and recording procedures, the process for obtaining informed consent, and the form of the consent, should be similarly formal and recorded in writing or on tape.
 - (h) Where the research methods and consent process are to be formal, the researcher must, before inviting prospective participants to participate
 - (i) make them aware of the nature of the research
 - (ii) make them aware of the form in which the findings will be published
 - (iii) provide them with all information relevant to the decision to participate.
 - (i) A researcher must provide the information under subsection (h)

plainly and in the language that is appropriate for the prospective participants.

- (j) Where less formal research methods are involved or where the participation is more collective or anonymous, informed consent may be less personalised and less explicit (see section 9 of these regulations).
 - (k) A researcher must inform participants of their right of access to any data that may have been collected from or about them.
9. **Large random sample surveys and similar research instruments**
- (1) A researcher who intends to conduct structured interviews involving large numbers of people sampled randomly and anonymously is not required to adhere to all the principles concerning informed consent outlined in section 8(4) of these regulations if the research instrument makes adherence to all these principles impractical or undesirable and if such a requirement is likely to impact adversely on the researcher's ability to maximise the response rate in order to generate reliable information.
 - (2) However, the researcher must declare and justify an intention not to adhere to the principles in section 8(4) of these regulations in the application for approval submitted under section 21 of these regulations, and must provide the following information, as a minimum, to a participant before the interview:
 - (a) the anticipated length of the interview
 - (b) the general purpose of the research
 - (c) an assurance that the participant will not be identified in any publication or dissemination of research findings.
10. **Archiving of data and privacy and storage of personal information**
- (1) All data used for published research must be archived indefinitely and made available for secondary analysis, unless an intention to do otherwise is declared and justified in the application for approval submitted under section 21 of these regulations.
 - (2) Where the research is conducted in New Zealand, the researcher must comply with the Privacy Act 1993 and the Official Information Act 1982, and must adhere to the following principles consistent with that legislation:
 - (a) Participants and informants must not be publicly identified or identifiable without their explicit consent
 - (b) Participants must be informed (unless section 9 of these regulations applies) that they will not be identified in any publication or dissemination of the research findings without their explicit consent
 - (c) Researchers must take all reasonable precautions to prevent unauthorised use, access, modification or disclosure of personal information
 - (d) Data identifying participants must not be kept for longer than required for the purpose for which it is collected (see subsection (1))
 - (e) Except in circumstances specified in the relevant legislation, personal information may be used only for the purpose for which it is collected.
 - (3) Where the research is conducted in a country other than New Zealand, the researcher must comply with any legislation that applies in that country with respect to privacy and storage of personal information.
 - (4) Even where the research is conducted in a country other than New Zealand, the researcher must comply as far as possible with the spirit of the Privacy Act 1993 and the Official Information Act 1982; however, if there are contradictions between the legislation of New Zealand and the other country, the legislation of the other country must prevail.
 - (5) A researcher must include in an application submitted under section 21 of these regulations a statement about the conditions under which, and the period for which, any personal information collected for the research is to be stored.
11. **Minimisation of risk**
- (1) A researcher must make particular effort to identify physical, psychological, social or cultural risk to participants before seeking their consent to participation in research.
 - (2) A researcher must minimise both the risk to a participant and the potential for negative consequences of the risk.
 - (3) 'Risk' in this context includes pain, stress, emotional distress, fatigue, embarrassment, cultural dissonance and exploitation.
 - (4) Unless it would be impractical or undesirable to do so in the terms described in section 9 of these regulations, a researcher must consult participants to ascertain any risk that they themselves may identify or concerns that they themselves may have.

- (5) If, during the course of the research, it is apparent to the researcher that the risk to the participant is greater than originally envisaged, the researcher must inform the participant and re-evaluate the research in terms of the principles outlined in this section.

12. Limitation of deception

- (1) Deception of participants conflicts with the principle of informed consent, but in some areas of research it may be necessary to withhold information about the purpose of the research or the procedures involved.
- (2) Research involving deception of participants will be approved only if the researcher demonstrates, through the approval procedures explained in section 21 of these regulations, that the deception is absolutely essential to the goals of the research.
- (3) A researcher who undertakes research involving deception of a participant must ensure that the participant is provided with an explanation of the true purpose of the research and the reason for the deception as soon as practicable after the participation.

13. Social and cultural sensitivity

- (1) A researcher must respect the cultural, social and language preferences and sensitivities of the participant.
- (2) Where the research is aimed at individuals or groups who are significantly different in culture from the researcher, the researcher must consult a qualified person before the research begins about appropriate procedures and approaches to the research, and about informing the participant or community concerned of the research findings.

14. Exploitation of relationships

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

15. Respect for property rights

- (1) A researcher must ensure that procedures or publications associated with the research do not infringe legally or culturally determined property rights.
- (2) Property rights in this context may apply to land, goods, works of art and craft, spiritual treasures, information and intellectual property.
- (3) A researcher must identify and address any issues associated with property rights and ownership of data at the time he or she seeks informed consent.

16. Payment for participation

A researcher must not pay participants for their participation, or arrange for participants to be paid, in money, goods, services, prizes, favours or in any other form of remuneration, either directly or indirectly, unless the payment is approved by the appropriate approving authority under section 21 of these regulations.

17. Professional codes of ethics

A researcher must ensure that the research complies with any ethical or scientific code or standard established by any professional organisation relevant to the research.

18. Observation and research in schools and early childhood centres

- (1) A researcher involved in observation and research in a school or early childhood centre must comply with the guidelines in Appendix 11.
- (2) The Human Research Ethics Committee may amend the guidelines in Appendix 1 on the recommendation of the Board of Studies of the School of Education.

19. Declaration of conflict of interest

- (1) A researcher must, in an application submitted under section 21 of these regulations, declare any conflict of interest.
- (2) 'Conflict of interest' in this context means
 - (a) unfair professional, commercial or personal advantage
 - (b) position in relation to the research or the participants that could appear to affect the researcher's impartiality in the research
 - (c) direct or indirect pecuniary interest.
- (3) If research is commissioned or sponsored, the researcher must ensure that the commission or the sponsorship

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

- (a) if it concerns a student, as misconduct under the Student Discipline Regulations 2006
- (b) if it concerns a staff member, as a breach of the Staff Code of Conduct
- (c) if it concerns a person other than a student or staff member, as the Vice-Chancellor thinks fit.

24. Appeal provision

- (1) A person may appeal to the Academic Board against any decision by the Human Research Ethics Committee under these regulations.
- (2) The Academic Board may determine its own procedures for hearing and deciding the appeal provided that they conform with the principles of natural justice, and may delegate authority to hear and decide an appeal on its behalf.
- (3) The decision of the Academic Board (or delegated authority) on an appeal is final.

Note:

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

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The University of Waikato - Te Whare Wananga o Waikato

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SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Assessment](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Dissertations and Theses

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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

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

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

Students may obtain details about style, general layout and important conventions to be followed in writing a thesis (referencing, bibliographies etc.) from their supervisor or Chairperson of Department. The University of Waikato Library publishes a [guide to the presentation and submission of dissertations and theses](#) which is available from the Library's Information Desk.

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 the Master of Philosophy
thesis means a piece of written work undertaken in accordance with the regulations for a first masters degree and equivalent to at least 90 points at 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/School in which the dissertation is undertaken, and published in the Faculty/School graduate handbook.
5. **Word limit for first masters theses**
Unless the Dean of the Faculty/School in which the thesis is undertaken approves otherwise in the case of an individual student or subject, the maximum word limit for a first masters thesis is 50,000 words.
6. **Word limit for Master of Philosophy (MPhil) theses**
Unless the Postgraduate Studies Committee approves otherwise in an individual case, the maximum word limit for an MPhil thesis is 50,000 words.
7. **Word limit for doctoral theses**
Unless the Postgraduate Studies Committee approves otherwise in an individual case, the maximum word limit is
 - (a) for a PhD thesis, 100,000 words
 - (b) for an EdD or SJD thesis, 60,000 words.
8. **Submission of dissertations**

- (1) When his or her dissertation is ready for examination, the student must submit two copies to the relevant Chairperson of Department.
 - (2) Dissertations are not required to be bound, but must be formatted and presented in accordance with relevant Faculty/School policy as published in the Faculty/School graduate handbook.
 - (3) The relevant Dean may agree to accept part or all of a dissertation solely in digital form, as prescribed in subsections 13(2) and 13(3) of these regulations.
9. **Print format of theses**
- (1) The thesis must be printed
 - (a) in 12 pt type
 - (b) in 1½ or double spacing
 - (c) on A4 paper of at least 60 gsm.
 - (2) The thesis may be printed on either one or both sides of the page.
 - (3) Margins for all pages (before binding), including those on which photographs or diagrams are mounted, must be as follows:
 - (a) inner 40mm
 - (b) outer 30mm
 - (c) top/bottom 20-25mm.
 - (4) Each bound copy of the thesis must include an abstract of no more than 500 words, immediately following the title page and written in a form suitable for publication.
10. **Submission of first masters theses**
- (1) When it is ready for examination, three bound copies of the thesis must be submitted by the student to the Assessment Office.
 - (2) The three copies must be fully bound as prescribed in section 12 of these regulations.
 - (3) The thesis must be accompanied by a declaration, signed by the student's chief supervisor, stating
 - (a) whether the thesis is, in the supervisor's opinion, ready for examination, and
 - (b) that the thesis embodies the student's own work, carried out under the supervisor's direct supervision.
 - (4) At the time of submission of the thesis in fully-bound form, the student must also submit a digital copy of the thesis, as prescribed in subsection 13(1) of these regulations.¹
 - (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, but in all other respects must be as prescribed in section 12 of these regulations.
 - (3) The thesis must be accompanied by a declaration, signed by the student's chief supervisor, stating
 - (a) whether the thesis is, in the supervisor's opinion, ready for examination, and
 - (b) that the thesis embodies the student's own work, carried out under

- the supervisor's direct supervision.
- (4) A student must substitute two fully-bound copies before he or she is entitled to have the relevant degree formally conferred.
 - (5) When the thesis is submitted in fully-bound form the student must also submit a digital copy of the thesis, as prescribed in subsection 13(1) of these regulations.¹
 - (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 Studies Committee may agree to accept part or all of a thesis solely in digital form, as prescribed in subsections 13(2) and 13(3) of these regulations.
 - (8) After a thesis has been examined and passed
 - (a) one of the fully-bound copies will be lodged permanently in the University Library,
 - (b) the digital copy will be lodged permanently in the University's digital repository,
 and, unless the Deputy Vice-Chancellor has approved an embargo under section 14 of these regulations, the printed and digital copies will be publicly accessible.
 - (9) A fully-bound copy of the thesis is retained by the relevant department.
- 12. Full binding of theses**
- (1) The cover of a fully-bound thesis must be black buckram.
 - (2) The binding must be either sewn or glued.
 - (3) The spine and cover of the binding must be lettered in gold with the initials and name of the author and the title or short title of the thesis.
 - (4) The final dimensions of the bound thesis must be
 - (a) width 210-215mm
 - (b) length 290-300mm.
- 13. Digital format**
- (1) The format for submission of
 - (a) the digital copy of a thesis required under subsection 10(6) of these regulations or
 - (b) the digital form of all, or part, of a dissertation or thesis provided for in subsections 13(2) and 13(3) of these regulations
 is set out in the University publication [Writing and Submitting a Dissertation or Thesis at the University of Waikato](#) which is available from the Library's Information Desk.
 - (2) The relevant Dean (in the case of a dissertation or first masters thesis) or the Postgraduate Studies Committee (in the case of an MPhil or doctoral degree) may agree to accept a dissertation or thesis solely in digital form, where the nature of the research is such that it is not appropriate for the dissertation or thesis to be submitted in a printed form. Approval of the use of digital format in this way should be sought by the candidate at an early stage of enrolment in the dissertation or thesis.
 - (3) The relevant Dean (in the case of a dissertation or first masters thesis) or the Postgraduate Studies Committee (in the case of an MPhil or doctoral degree) may agree to accept part of a dissertation or thesis solely in digital form, where there are tables of data or other information that are effectively appendices to the dissertation or thesis.
 - (4) Once examined and passed, a thesis, or part of a thesis, which is submitted solely in digital form will be publicly accessible through the University's digital repository, unless embargoed under section 14 of these regulations.
- 14. Embargoes**
- (1) Because freedom to exchange ideas and to publish acquired knowledge are fundamental to the purposes of a university, restrictions on freedom of access to dissertations and theses are acceptable only in very limited circumstances approved by the Deputy Vice-Chancellor.
 - (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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& [REQUESTS](#)

 [BACK TO TOP](#)

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[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Assessment](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Assessment Regulations

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

On this page:

[Part 1: General](#)
[Part 2: Conduct in Examinations](#)
[Part 3: Special Arrangements for Examinations](#)
[Part 4: Special Consideration for Missed Assessment, or Impaired Performance in Assessment](#)
[Part 5: Review of Grade and Return of Examination Script](#)
[Part 6: Grades and Annotations](#)
[Part 7: Breaches and Appeals](#)

Part 1

General

1. Title

These are the Assessment Regulations 2005.

2. Date of effect

These regulations are effective from 1 January 2006.

3. Definitions

In these regulations

assessment means the internal assessment (details of which are prescribed in the relevant paper outline) and, if one is offered, the examination that a student must undertake in order to be awarded a grade for the paper concerned

chief examiner means the person appointed by the relevant Dean as the chief examiner for the paper concerned; (the names of chief examiners are available from the Director of Student and Academic Services)

compulsory assessment item means an assessment item that is identified as compulsory in the relevant paper outline, and that a student must submit in order to be eligible to pass the paper

examination means the portion of the assessment for a paper that a student undertakes under formally supervised conditions, at a time and place notified by the Director of Student and Academic Services

examiner means the person or persons designated in the relevant paper outline as the lecturer or convenor of the paper concerned

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

paper outline means the document distributed by the relevant department providing detailed information about the nature and requirements of the paper

plagiarism means presenting as one's own work the work of another, and includes the copying or paraphrasing of another person's work in an assessment item without acknowledging it as the other person's work through full and accurate referencing; it applies to assessment presented through a written, spoken, electronic, broadcasting, visual, performance or other medium.

special examination means an examination prepared and scheduled for a student whose application for special consideration under section 17 of these regulations has been accepted as valid by the Special Consideration Sub-Committee

4. Application

These regulations apply to papers at 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](#) section of the University of Waikato Calendar.

6. **Eligibility to submit assessment**
A student must be enrolled for a paper in order to be eligible to submit assessment in it.
7. **Use of particular languages for assessment**
 - (1) Unless specified otherwise in the relevant paper outline, students must submit assessment in either English or Māori.
 - (2) The presentation of assessment in Māori is subject to the Policy on the Use of Māori for Assessment.
8. **Plagiarism and cheating**
 - (1) Guidelines for sourcing and referencing styles appropriate to particular disciplines are available from the Faculty/Schools of Studies and the Library.
 - (2) Plagiarism is prohibited.
 - (3) It is not a defence against a charge of plagiarism for a student to argue that he or she did not act intentionally in appropriating the writing or work of another person; however, the extent to which the student is judged to have plagiarised intentionally, and the level and standard of scholarship that might reasonably be expected of the student, may be factors in the determination of any disciplinary action to be taken against the student.
 - (4) Cheating in any matter connected with assessment is prohibited.
9. **Use of the same material for different assessment items**
Unless approved otherwise by the examiners of the papers concerned, a student must not submit as assessment material that is substantially the same as material submitted as assessment for a different paper.

Part 2

Conduct in Examinations

10. **Presence and identification at examinations**
 - (1) A student may attend an examination only if he or she is enrolled for the paper for which it is prescribed.
 - (2) A student may not enter an examination to begin an examination after the first 45 minutes.
 - (3) Except with the permission of the examination supervisor, a student may not leave an examination room during the first 45 minutes or during the last 15 minutes.
 - (4) Students undertaking an examination must sign their examination script and identify themselves to the examination supervisor by producing either
 - (a) their student identity card, or
 - (b) another form of photo identification that can be authenticated by the examination supervisor.
 - (5) A student may not leave the examination room during an examination with the intention of returning unless supervised during the period of absence by the examination supervisor.
11. **Conduct in the examination room**
 - (1) A student undertaking an examination must follow the instructions in the examination paper as well as any instructions given by the examination supervisor.
 - (2) A cell phone, pager or any other communications or electronic device that
 - (a) makes use of an audible alarm, or
 - (b) has facilities for transmission or reception of information
 is prohibited in the examination room, unless it is a computer authorised by an examiner under subsection 11(3) of these regulations.
 - (3) A student may not bring into the examination room any of the following items unless authorised in writing by the examiner:
 - (a) paper
 - (b) books
 - (c) calculators
 - (d) electronic dictionaries
 - (e) computers.
 - (4) If calculators, electronic dictionaries or computers are authorised under subsection 11(3) of these regulations, details of the type and the functions that may be used will be specified by the examiner.
 - (5) Items brought into an examination room may be subject to scrutiny and their use during the examination may be monitored.
 - (6) A student undertaking an examination must not
 - (a) communicate with another student during the examination
 - (b) share material in the examination room.
12. **Communications with others about examinations**
 - (1) A student must not communicate with the examiner about the content of an

examination between the time it is undertaken and the notification of confirmed grades.

- (2) A student who wishes to raise an issue about an examination between the time it is undertaken and the notification of confirmed grades may do so by contacting the Director of Student and Academic Services.

Part 3

Special Arrangements for Examinations

13. Applications and procedures

- (1) Applications under this Part are considered and decided by the Special Consideration Sub-Committee, which is a committee of the Academic Programmes Committee.
- (2) The times and places of examinations are notified by the Director of Student and Academic Services.
- (3) A student
 - (a) who has a learning or physical disability that is likely to affect his or her performance in an examination, or
 - (b) who, for any other reason that he or she considers to be compelling, requires a special arrangement to undertake an examination, may apply to undertake the examination at a different time, a different place, or under special conditions.
- (4) The application must be submitted to the Director of Student and Academic Services, on the prescribed form, as soon as practicable after the teaching of the paper has started and the need for the special arrangement has been identified.
- (5) If the need is identified too late to allow for a suitable arrangement to be made by the University, the student will be advised to apply for special consideration under Part 4 of these regulations.
- (6) An application under this Part must be supported by evidence as stipulated on the application form.
- (7) A student who makes an application under this Part may be requested by the Special Consideration Sub-Committee to undergo an evaluation by an independent professional person.
- (8) The University makes any arrangements and meets any costs for an evaluation under subsection 13(7) of these regulations.
- (9) If the Special Consideration Sub-Committee considers that
 - (a) the circumstances documented in the application are valid according to the criteria set down in subsection 13(3) of these regulations, and
 - (b) it is practicable to do so given the nature of the circumstances involved and the availability of resources,
 it will offer the student a special arrangement.

14. Conditions attached to special arrangements

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

Part 4

Special Consideration for Missed Assessment, or Impaired Performance in Assessment

15. Grounds for applications for special consideration

If, due to circumstances beyond his or her control (such as illness, injury, bereavement or trauma),

- (a) a student has been prevented from presenting internal assessment,
 - (b) a student's performance in internal assessment has been seriously impaired,
 - (c) a student has been prevented from undertaking an examination,
 - (d) a student's performance in an examination has been seriously impaired, or
 - (e) a student's ability to prepare for an examination in the two weeks immediately preceding the examination has been seriously impaired,
- the student may apply for special consideration.

16. Special consideration in respect of internal assessment

- (1) Applications for special consideration in respect of internal assessment are considered and decided by the examiner of the paper for which the assessment is prescribed.
 - (2) An application for special consideration in respect of internal assessment must be made in writing to the relevant examiner not later than three days after the date on which it is due.
 - (3) The application must be supported by evidence that is acceptable to the examiner; the evidence may be in the form of
 - (a) a medical certificate for an illness or injury affecting the period relevant to the particular assessment item, or
 - (b) evidence of any other circumstance and its effect on the student over the period relevant to the particular assessment item.
 - (4) If the examiner accepts that the circumstances documented in the application are valid, he or she may
 - (a) estimate a mark for the assessment item, or
 - (b) if it is practicable to do so, offer the student an opportunity to submit or repeat the original assessment item or to submit an alternative assessment item.
 - (5) A student may not be awarded estimated marks under subsection 16(4) of these regulations for more than 33% of the overall internal assessment for a paper.
 - (6) If the examiner does not offer any of the options under subsection 16(4) of these regulations, the student may apply under the Change of Enrolment Regulations 2003 to withdraw from the paper on medical or compassionate grounds.
 - (7) A student may appeal to the chief examiner against any decision by an examiner under this section.
 - (8) An appeal to the chief examiner must be made in writing by the student not more than seven days after he or she has received notification of the relevant decision by the examiner.
 - (9) Where an examiner is also the chief examiner, a student may appeal directly to the Director of Student and Academic Services under the provisions of section 24 of these regulations.
- 17. Special consideration in respect of examinations**
- (1) Applications for special consideration in respect of examinations are considered and decided by the Special Consideration Sub-Committee.
 - (2) In order to be eligible for special consideration in respect of an examination, a student must have submitted all compulsory items of internal assessment for the relevant paper.
 - (3) An application for special consideration in respect of an examination must be submitted to the Director of Student and Academic Services on the prescribed form not later than three days after the date of the examination.
 - (4) The application must be accompanied by evidence of the circumstances relating to the application.
 - (5) In the case of injury, illness, bereavement or trauma, the evidence required under subsection 17(4) of these regulations must be in the form of a report that relates to a consultation within 24 hours of the examination between the student and a medical practitioner, midwife, dental surgeon or psychologist, or between the student and a counsellor who is recognised for this purpose by the Special Consideration Sub-Committee. (Details of the names of counsellors recognised for this purpose are available from the Director of Student and Academic Services.)
 - (6) In the case of any circumstance other than those described in subsection 17(5) of these regulations, the evidence must be in the form of a statement of the nature and time of the circumstance, written by the student.
 - (7) The Director of Student and Academic Services may, at his or her discretion, request the student to submit a statutory declaration affirming details of the circumstances relating to the application.
 - (8) Where an application is accepted as valid by the Special Consideration Sub-Committee, the chief examiner will be requested by the Director of Student and Academic Services to consider the assessment of the student in the relevant paper.
 - (9) The chief examiner may at his or her discretion
 - (a) estimate a grade for the paper, or
 - (b) offer the student the opportunity to undertake a special examination.
 - (10) If the chief examiner does not estimate a grade for the paper under subsection 17(9) of these regulations, and it is not practicable to offer a special examination (either because of the nature of the assessment or the continuing circumstances of the student), the student may apply under the Change of Enrolment Regulations 2003 to withdraw from the paper on

medical or compassionate grounds.

- (11) Where a student demonstrates to the Director of Student and Academic Services that, because of circumstances beyond his or her control, he or she is not able to accept the offer of a special examination, the student may apply under the Change of Enrolment Regulations 2003 to withdraw from the paper on medical or compassionate grounds.

Part 5

Review of Grade and Return of Examination Script

18. Review of grade

- (1) A student who considers that a mistake has been made in the process of calculating or determining a grade for a paper may apply for a review of a grade.
- (2) An application for review of grade must be submitted by the student on the prescribed form, together with the prescribed fee, to the Director of Student and Academic Services not more than 14 days after receiving notification of the grade.
- (3) The application must be accompanied by all items of internal assessment for the relevant paper that have been returned to the student.
- (4) A review of grade involves a re-marking of all items of assessment that contribute to the final grade, and a re-calculation of marks.
- (5) A review of grade results in a grade either being left unchanged, raised or lowered.
- (6) The fee for a review of grade is refunded if the review results in a change of grade.

19. Return of examination script

- (1) A student may apply for a copy of his or her marked examination script.
- (2) An application for a copy of an examination script must be submitted to the Director of Student and Academic Services on the prescribed form, together with proof of identity, not later than three months after the date of the examination concerned.
- (3) Examination scripts are destroyed by the University after the three-month deadline has elapsed.

Part 6

Grades and Annotations

20. Grades

- (1) Grades are confirmed by Boards of Examiners or delegated authorities.
- (2) The schedule of grades used by the University and the range of marks represented by each grade is as follows:

Pass Grades

A+	85-100
A	80-84
A-	75-79
B+	70-74
B	65-69
B-	60-64
C+	55-59
C	50-54
RP	Restricted pass
P	Ungraded pass

Fail Grades

D	40-49
E	0-39
F	Ungraded fail

- (3) A “...” annotation is used on students’ academic records for theses and papers that may be undertaken over more than one year, and indicates that the enrolment is continuing into a subsequent year.
- (4) A restricted pass (“RP”) grade may be awarded at the discretion of a Board of Examiners or delegated authority for a paper in which the student has achieved
 - (a) borderline performance, or
 - (b) a D grade compensated by overall good performance in the relevant subject or the relevant subject and closely related subjects.

Note: A paper for which a Restricted Pass (RP) has been awarded will not be accepted as meeting the prerequisite requirements for any other paper unless the Dean of the Faculty/School in which the other paper is offered approves otherwise.

- (5) An IC annotation means “Incomplete”, and is awarded if a student
 - (a) does not submit a compulsory assessment item, or
 - (b) if an examination was prescribed, does not undertake the examination.
 - (6) An IC annotation is treated as a fail grade.
 - (7) The NC annotation means “No Credit” and indicates that credit for the paper has been refused as a direct consequence of a finding of misconduct.
21. **Conceded credit**
- (1) A Board of Examiners or delegated authority may award a conceded credit to a candidate for a bachelors degree who has
 - (a) undertaken the required number of papers for the degree,
 - (b) passed all compulsory papers, and
 - (c) passed all papers required for the major subject, or specified programme or stream,but who has narrowly failed one paper in the final year.
 - (2) The award of a conceded credit is based on the candidate’s performance in the bachelors degree as a whole as well as the paper in question.
 - (3) The conceded credit is attached to the degree as a whole (and does not affect the fail grade in the paper in question).
 - (4) A student may be awarded one conceded credit only in a bachelors degree.
22. **Notification of confirmed grades**
- (1) Confirmed grades are notified in writing by mail to the address indicated by the student as his or her examination address.
 - (2) Confirmed grades may also be published confidentially, using individual student identity numbers, by noticeboard and/or iWaikato (internet).

Part 7

Breaches and Appeals

23. Breaches

A breach of these regulations is misconduct under the Student Discipline Regulations 2006.

24. Appeals

- (1) A student may appeal against any decision taken under these regulations.
- (2) An appeal, comprising a written statement of the circumstances of the appeal, together with supporting evidence if available, must be submitted by the student in writing to the Director of Student and Academic Services not more than seven days after the date on which notification of the relevant decision is received.
- (3) Appeals under this section are considered and decided by the Deputy Vice-Chancellor by delegated authority of the Academic Programmes Committee.
- (4) A decision by the Deputy Vice-Chancellor is notified in writing, and is final.

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 [BACK TO TOP](#)

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[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Assessment](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Policy on the Use of Māori for Assessment

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

Statement of Principle

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

Exceptions

4. There are occasions when, due to the nature of the skills being tested, work submitted for assessment may be required to be in a particular language. In such cases that requirement shall be made explicit in writing, either in the relevant subject entry or prescription in the 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 Director of Student and Academic Services. This notice of intention is desirable to allow the University the time and opportunity to make proper arrangements for marking including, when necessary, translation and external assessment. If less than 14 days' notice is given, the material presented in Māori will still be accepted. The processing of it may, however, be delayed and the opportunity to have the script marked in the original language may be reduced.
6. Where a candidate who intends to present material in Māori has given the requested notice of intention, he or she will be informed as soon as reasonably possible, as to whether or not the assessment will be based on translation.

Potential for Delays

7. The University will do its best to make the results of an examination or item of internally assessed work presented in Māori available to the candidate within the ordinary time-frame. However the process of assessment in such cases, possibly including translation, may result in delays in the return of coursework or in the publication of results.

Māori-speaking Paper Examiners

8. The examination or internally assessed work will be assessed in Māori by the examiner for the paper if the examiner is considered by the Professor of Māori or his or her nominee to be linguistically competent to do so.

Co-examiners

9. If the examiner of the relevant paper is not competent to assess in Māori, a co-examiner, competent in both the subject under examination and in Māori, may be appointed to conduct the assessment of work presented in Māori in consultation with the examiner.

Translation

10. If no person is available in the circumstances to assess the work in Māori, a translator will be appointed by the Professor of Māori or nominee in agreement with the appropriate chief examiner. The translator will be asked not to correct errors in the original nor to make any embellishments: however ambiguities may be pointed out to the examiner. Where necessary the examiner may seek clarification of the translation of the paper from the translator but contact between the student and the translator is prohibited, as is contact between the student and the examiner. The assessment will then be carried out by the examiner of the paper on the basis of the translation.
The University intends that resort to translation be made only when reasonable efforts to find an examiner capable of assessing the work in its original language have been exhausted.
11. In the process of appointing a translator, the University will take all reasonable steps to ensure that the translator is competent in the relevant subject under examination, as well as in the Māori language.

External Assessment

12. If the internal assessment and/or examination script is to be subject to external assessment, the other institution undertaking the external assessment will be requested to indicate whether an external assessor is available to conduct the assessment in Māori. If not, a translation will be obtained for the purpose by the University according to the process explained in sections 10 and 11 of these regulations.

Return of Scripts

13. When any translation is relied upon in the assessment of an examination, a candidate making proper application for the return of a script shall receive also any translation made of the script. When assessed coursework is normally returned to the student, any translation used is likewise to be returned.

Appeals and Reconsiderations

14. An appeal against a decision regarding linguistic or subject competence made under the provisions of sections 8 and 11 of these regulations shall be to the appropriate Pro Vice-Chancellor whose decision shall be final.
15. The regulatory provisions for reconsideration of final grade together with the established appeal provisions will apply, with the addition that the Māori Language Commission is regarded by the Council as the final authority on the accuracy of a translation.

Oral Work

16. The details of this policy apply to written internally assessed work and to examinations. When oral work is assessable, the same principles should apply: however practicalities may necessitate more restricted policy details, such as a requirement on the candidate to give longer notice or a limitation on the use of Māori where oral work involves interaction with other candidates.

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& [REQUESTS](#)

 [BACK TO TOP](#)

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[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Assessment](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Graduation

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

The University will hold a number of graduation ceremonies in 2007. Graduation will take place in Hamilton during 20-28 April and 29-30 October. There will be a graduation ceremony in Tauranga on 13 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 2007 graduation ceremonies can be obtained from the Student and Academic Services Division in The Gateway.

Academic Dress

Academic regalia are as follows:

First Bachelors: Black gown; black hood with gold lining; black mortarboard.

Bachelors with Honours: Black gown; black hood with gold lining and gold border 5 cm in width; black mortarboard.

Masters: Black gown; gold hood with gold lining; black mortarboard.

MPhil: Black gown; crimson hood with crimson lining; black mortarboard.

PhD: Maroon gown; crimson hood with crimson lining; black Tudor bonnet.

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

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

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

Pro-Chancellor: Black gown with lining of gold satin; gold button and cord just above the sleeves which are lined with black satin; black Tudor bonnet with gold cord and tassel.

Replacement of Degree/Diploma Certificates

If a degree/diploma certificate has been damaged, destroyed, stolen or lost, application should be made to the Director, Student and Academic Services Division, to have the certificate replaced by forwarding a statutory declaration outlining the circumstances necessitating the replacement of the certificate. Included with the statutory declaration, if appropriate, should be the damaged certificate, or a police or insurance report.

The cost for a replacement certificate is specified in the [Table of Fees and Charges](#).

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:56:54 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/assessment/graduation.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

The Council

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

The University of Waikato Council is constituted under Part XV of the Education Act 1989.

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

Constitution and Membership

Four members appointed by the Minister of Education

Mr John Jackman (to 31.12.08)

Dr Brian Linehan (to 31.10.10)

Dr Rob Pringle (to 31.7.07)

Mr Graeme Weld (to 31.1.09)

Vice-Chancellor

Professor Roy Crawford

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

Professor Alexandra Barratt (to 31.12.10)

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

Mr Tony Dicks (to 31.12.10)

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

Mr John Gallagher (to 31.12.08)

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

Ms Jeanette Clarkin-Phillips (to 31.12.10)

One student member appointed

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

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

Ms Sehai Orgad (2007)

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

Professor Barry Barton (to 31.12.10)

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

Dr Apirana Mahuika (to 31.12.10)

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

Ms Eleanor Barton

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

Mr Tony Whittaker (to 31.12.08)

Rt Hon. Jim Bolger (to 31.12.10)

Secretary to Council

Jennifer Robbins

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& [REQUESTS](#)

 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:56:58 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/council.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

The Academic Board

Contents

[Admission, Enrolment
and Fees](#)
[Research, Assessment
and Graduation](#)
[Staff and Honours](#)
[University Overview and
Charter](#)
[Schedule of Papers](#)
[General Regulations and
Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy
and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

Ex Officio Members

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

Elected Members

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

Appointed Members

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

Co-opted Members

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

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:57:02 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/academicboard.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Former Chancellors of the University of Waikato

Contents

[Admission, Enrolment
and Fees](#)
[Research, Assessment
and Graduation](#)
[Staff and Honours](#)
[University Overview and
Charter](#)
[Schedule of Papers](#)
[General Regulations and
Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy
and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)

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

[2018 Calendar](#)
[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)
[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:57:07 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/chancellors.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Former Vice-Chancellors of the University of Waikato

Contents

[Admission, Enrolment
and Fees](#)

[Research, Assessment
and Graduation](#)

[Staff and Honours](#)

[University Overview and
Charter](#)

[Schedule of Papers](#)

[General Regulations and
Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy
and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

1964-1984	D.R. Llewellyn KNZM CBE JP DPhil <i>Oxf</i> DSc <i>Birm</i> HonD <i>Waikato</i> (Foundation Vice-Chancellor)
1985-1994	W.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 <i>Oxf</i> HonD <i>Waikato</i>

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:57:11 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/vicechancellors.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Honorary Doctors of the University of Waikato

Contents

[Admission, Enrolment
and Fees](#)
[Research, Assessment
and Graduation](#)
[Staff and Honours](#)
[University Overview and
Charter](#)
[Schedule of Papers](#)
[General Regulations and
Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy
and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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

2001	Neil Finn
2001	Tim Finn
2002	Ida Gaskin
2002	Michael King
2002	Michael MacRae Hanna
2002	Hirini Melbourne
2003	Tui Adams
2004	Margaret Anne Wilson
2004	David Gordon Edgar
2004	Caroline Bennett
2004	Apirana Tūāhae Mahuika
2004	Hare Wakakaraka Puke
2005	James Te Wharehuia Milroy
2005	Margaret Mahy
2006	Kenneth Owen Arvidson
2006	Jeffrey Alexander Jones
2006	Sir Howard Leslie Morrison
2006	Bryan Charles Gould
2006	Sir Edmund Percival Hillary

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& [REQUESTS](#)

 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:57:15 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/doctors.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Recipients of the University of Waikato Medal

Contents

[Admission, Enrolment
and Fees](#)

[Research, Assessment
and Graduation](#)

[Staff and Honours](#)

[University Overview and
Charter](#)

[Schedule of Papers](#)

[General Regulations and
Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy
and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

1992	Anthony Trevelyan Rogers QSO
1994	Cecil Douglas Arcus
1994	Kenneth Eric Jury
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

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:57:19 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/waikatomedal.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Emeritus Professors

Contents

[Admission, Enrolment
and Fees](#)

1980 P.W. Day MNZM MA *NZ and Oxf* HonD *Waikato*
1981 G.J. Schmitt CMG MA BCom *NZ DPA Well* FCA CMA

[Research, Assessment
and Graduation](#)

1985 J.G. Pendergrast MSc *NZ PhD DIC Lond*

[Staff and Honours](#)

1986 A. Zulauf DrRerNat Mainz PhD *Lond*

[University Overview and
Charter](#)

1988 J.D. McCraw MBE MSc *NZ DSc Well* FNZSSS CRSNZ

[Schedule of Papers](#)

1988 W.T. Roy MA *L'now* FRAS FRSA

[General Regulations and
Policies](#)

1990 J.T. Ward BSc(Econ) *Lond* MLitt *Oxf* PhD *Lond*

1990 R. Ziedins MA PhD *Melb*

1991 D.G. Bettison MA PhD Rhodes

[Qualification Regulations](#)

1993 B.S. Liley MSc *NZ PhD R'dg* FInstP CPhys FNZIP

1993 I.A. McLaren MA *NZ AM Chic* PhD *Well*

[Research Centres](#)

1993 J.E. Ritchie MA DipEd PhD *NZ* FBPsS FNZPsS FAAA

[Academic, Consultancy
and Service Units](#)

1999 K.M. Mackay BSc *Aberd* PhD *Camb* CChem FRSC FNZIC

1999 B.V. Smith BCA *Well* ACA CMA

1999 F.W. Marshall MA *NZ* DU DipdeCultFrCont *Paris* OPA

2002 M.J. Selby BA(Hons) MA DipEd DSc *Oxf* DPhil *Waikato*

2007 N. Alcorn QSO BA *Well* MA *Cant* PhD *Calif* DipEd *Massey* DipT FNZEAS

2007 G.M. Walker MA PhD *Glas*

[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:57:24 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/emeritusprofessors.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Honorary Fellows of the University of Waikato

Contents

[Admission, Enrolment
and Fees](#)

[Research, Assessment
and Graduation](#)

[Staff and Honours](#)

[University Overview and
Charter](#)

[Schedule of Papers](#)

[General Regulations and
Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy
and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

1994	Margaret Avery
1994	John Turner
1994	Guyon Wells OBE
1994	Graham Lamont
1994	Robert Katters
1997	Malcolm Carr
1999	Barry Parsonson
1999	Rachel Irwin
2000	Margaret McLaren
2000	Peter Ramsay
2000	Laurie Barber
2000	Hugh Barr
2002	Samuel Edwards
2002	David Mitchell
2002	Jill Mitchell
2006	Alan Hall
2006	Michael Hills ONZM
2006	David Coy

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:57:28 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/fellows.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#)

[Site Index](#) | [Text Only](#)

You are currently viewing the archived 2007 Calendar

Staff of the University

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

- [Vice-Chancellor's Office](#)
- [Faculty of Arts and Social Sciences](#)
- [School of Computing and Mathematical Sciences](#)
- [School of Education](#)
- [School of Law](#)
- [Waikato Management School](#)
- [School of Māori and Pacific Development](#)
- [School of Science and Engineering](#)
- [Corporate Services](#)
- [Human Resource Management Division](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:57:32 2023
URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/index.html>
This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [University Overview and Charter](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

The University of Waikato

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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

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

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

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

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

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

The Hamilton campus is home to the WEL Energy Trust Academy of Performing Arts, a high-technology facility for the performance of drama, music, dance, and Māori and other cultural performing arts. It is, at the same time, a vital teaching

facility for the University, and a world-class performance venue, which has been welcomed by the Hamilton and wider Waikato communities who share it.

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

The University of Waikato delivers teaching at Tauranga and has a strong relationship with the Bay of Plenty Polytechnic. The collaborative arrangements enjoyed by both institutions include the sharing of resources and services and joint provision of professional development and training opportunities for staff. Credit transfer arrangements between the two institutions are well-established. The University has recently affirmed its commitment to the community in the Bay of Plenty and to sustaining that commitment in a manner that is focused and directly aligned with its new Vision and its role as one of the key drivers of economic growth in the region. With this in mind, the University is aligning itself with the region's economic and growth strategies as a means of ensuring that its own strategies are coordinated and integrated with those of the Bay of Plenty community.

The University has a network of staircasing arrangements with other tertiary providers in the region, providing clear academic pathways through agreed articulation, credit and contractual teaching arrangements. As a result, students in the region can take advantage of tertiary opportunities that would not otherwise have been so accessible.

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

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

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

As part of our role in relation to life-long learning, the University's Centre for Continuing Education delivers each year, both in Hamilton and in Tauranga, an adult and community education programme that draws heavily on university scholarship and expertise. We have always regarded our community education programmes as a very important and valuable dimension of our academic provision and a significant dimension of our Charter commitments to our region, to equity of access and to kaupapa and tikanga Māori.

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

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& [REQUESTS](#)

 [BACK TO TOP](#)

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:57:36 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/organisation/theuniversityofwaikato.html>

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Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [University Overview and Charter](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

The University of Waikato at Tauranga

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)

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

Students are able to complete the Bachelor of Management Studies, Bachelor of Teaching (Early Childhood) and Bachelor of Teaching (Primary) degrees in Tauranga. In addition, the Bachelor of Tourism degree will be introduced in Tauranga from 2007. Students can also complete the Postgraduate Diploma in Management Studies, the Graduate Diploma of Teaching (Secondary) and the Te Tohu Paetahi programme in Tauranga. Students can also take papers towards Bachelor of Arts, Bachelor of Liberal Studies and Bachelor of Social Science degrees.

The range of papers taught is not as comprehensive as on the Hamilton campus.

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.

[2018 Calendar](#)
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[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:57:40 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/organisation/tauranga.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [University Overview and Charter](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

The Faculty and Schools of Studies

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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

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

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

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

The **School of Education** provides degree programmes in Education and Sport and Leisure Studies. Undergraduate programmes in teacher education lead to the award of the Bachelor of Teaching and Bachelor of Teaching with Honours degrees, while students already holding a degree may apply for a one-year Graduate Diploma of Teaching programme. Education Studies and Human Development papers also provide opportunities for the critical study of learning and the processes of education and schooling to students both within and outside the School of Education. Graduate and postgraduate qualifications are offered both for qualified

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

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

The Law Honours degree is designed to provide academically able students with the opportunity to pursue advanced legal research. Law can also be combined with a Bachelor of Arts, Bachelor of Social Sciences, Bachelor of Science or Bachelor of Management Studies degree in a conjoint programme. The School offers two LLM programmes, MPhil, PhD, SJD, and LLD degrees, and, in conjunction with the Waikato Management School, the Graduate Diploma in Dispute Resolution. Further information is available on the website: <http://www.waikato.ac.nz/law/>

Throughout its 35 years, **Waikato Management School** has distinguished itself among 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 inspiring the world with fresh understandings of sustainable success are 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 2004 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 leading three 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.

The Waikato Management School offers a portfolio of qualifications ranging from undergraduate to postgraduate certificates, diplomas and degrees. The Bachelor of Management Studies is a comprehensive four-year degree that is highly ranked by employers. The Bachelor of Electronic Commerce degree offers students a sound mix of management and technical skills while the Bachelor of Communication Studies teaches students strategic and creative communication solutions. The Bachelor of Tourism focuses students on developing a responsive approach to the needs of the tourism industry and the new Bachelor of Business Analysis - Finance is a specialised three-year degree that focuses on the quantitative areas of management. The Waikato Management School offers Honours degrees to top students, graduate and postgraduate diplomas across 27 subject areas and Masters degrees in Management Studies, Electronic Commerce and Business Administration. Further information is available on the website: <http://www.management.ac.nz/>

The **School of Māori and Pacific Development** offers programmes in Māori language and linguistics, culture, customs, creative, and performing arts, Treaty of Waitangi and development studies. Papers offered in the School lead to the award of the Bachelor of Arts or Bachelor of Māori and Pacific Development with a major in Māori and Pacific Development, Te Reo Māori, or Tikanga Māori. Te Tohu Paetahi is a BA and BMPD programme taught through the medium of Māori with the first year devoted largely to the learning of te reo Māori. The School also offers the Master of Arts, Master of Māori and Pacific Development, and a number of graduate and postgraduate certificates and diplomas. In addition, students can prepare for university study in Te Tīmatanga Hou and in the Huarahi Māori stream of the Certificate of University Preparation. These bridging programmes are designed primarily for Māori to provide the academic foundation needed for

success in degree level study. There is a strong, and growing, research culture and students may pursue research at masters and doctoral levels (for which a number of scholarships are available) as well as benefiting from opportunities to contribute to the School's externally funded research and development contracts. Further information is available on the website: <http://www.waikato.ac.nz/smpd/>

The **School of Science and Engineering** offers a range of innovative programmes for the undergraduate degrees of Bachelor of Engineering, Bachelor of Science, and the Bachelor of Science (Technology). The Bachelor of Engineering may be awarded with Honours. Graduate degrees offered include the Master of Engineering, Master of Science and Master of Science (Technology), as well as a range of diplomas. Over 104 students are enrolled in Master of Philosophy and Doctor of Philosophy degrees. The School also operates 12 academic centres and units including the Honey Research Unit, the Centre for Science and Technology Education Research, and the Carbon Dating Unit. Further information is available on the website: <http://sci.waikato.ac.nz/>

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& [REQUESTS](#)



The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:57:45 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/organisation/facultyandschools.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [University Overview and Charter](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

The University's Commitment to the Treaty of Waitangi

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

The University of Waikato is proud of the fact that, from the outset, it has been fully committed to the Treaty of Waitangi. In 2007, and in the context of excellence, relevance, and connectedness, we look to substantiate this commitment by:

- strengthening our relationship with Tainui as mana whenua,
- providing leadership in research, scholarship, and education relevant to the needs and aspirations of iwi and Māori communities,
- connecting the research strengths of the University with the research priorities of the iwi through the forum of Te Rōpū Manukura,
- supporting Māori student and staff communities with a focus on leadership and academic excellence,
- providing learning opportunities for staff, students, and the wider community to participate in exploring and celebrating our shared heritage and distinctive culture.

We are determined to build on our reputation and achievements as a leader in partnership with Māori, and we are determined to further enhance the relevance and value of the University to Māori communities and to the nation as a whole.

Tihe Mauri Ora.

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[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:57:49 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/organisation/commitmenttotow.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Schedule of Papers](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Prescriptions for Papers

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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.

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:

HIST145-07B(HAM) *History on Film*

HIST This is the subject code. In this case, History.

145 This is the level of the paper, followed by a unique identifier.

100 = 100 level

200 = 200 level

300 = 300 level

07B This is the year and semester in which the paper is taught.

(HAM) This is the location where the paper is taught.

A **prerequisite** must be passed before a student may enrol in the paper for which the prerequisite is specified. For example, FREN231 *French Language Intermediate 1* is a prerequisite for FREN232 *French Language Intermediate 2*. Students may not enrol in FREN232 until they have passed FREN231. (A paper for which a Restricted Pass (RP) has been awarded will not be accepted as meeting the prerequisite requirements for any other paper unless the Dean of the Faculty/School in which the other paper is offered approves otherwise.)

A **corequisite** must be taken in association with the paper for which the corequisite is specified. For example ENEL324 *Optoelectronics* is a corequisite for ENEL382 *High Speed Communications*. You may enrol in ENEL382 only if either you have 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 comprise normally 17 or 18 weeks, and a Summer School (S), which is an intensive semester, comprising 7 or 8 weeks. The semester period includes teaching as well as any study weeks, and an examination period. The exact duration of semesters in a particular year is defined by week numbers in the [Teaching and Assessment Periods](#).

2007: A semester, weeks 9-25
 B semester, weeks 28-45
 Summer School, weeks 1-8 or 2-8

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

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

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 & [REQUESTS](#)



The University of Waikato - Te Whare Wananga o Waikato
 Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:57:53 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/prescriptions/prescriptionsforpapers.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Schedule of Papers](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Keys

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

On this page:

[Key to Paper Codes](#)

[Key to Semester Codes](#)

[Key to Location Codes](#)

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

Key to Paper Codes

Codes within the Faculty of Arts and Social Sciences

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

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

Codes within the School of Computing and Mathematical Sciences

CGRD Computer Graphic Design
 COMP Computer Science
 MATH Mathematics
 STAT Statistics

Codes within the School of Education

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

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

Codes within the School of Law

LAWS Law

Codes within the Waikato Management School

ACCT Accounting
 ECON Economics
 ENVR Environment and Management
 EXEC Executive Education
 FINA Finance
 HRMG Human Resource Management
 MCOM Management Communication
 MKTG Marketing
 MNGT Management
 MSYS Management Systems/Information Systems Management/Supply Chain Management
 SCEN Social Enterprise
 STMG Strategic Management
 TOMG Tourism Management

Codes within the School of Māori and Pacific Development

DEVS Development Studies
 MAOR Te Reo Māori / Māori Language

MPDV Māori and Pacific Development
 TIKA Tikanga Māori / Māori Cultural Studies
 TTHO Te Timatanga Hou
 TTWA Treaty of Waitangi Studies / Akoranga te Tiriti o Waitangi

Codes within the School of Science and Engineering

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

Key to Semester Codes

A Papers taught over weeks 9-25
 B Papers taught over weeks 28-45
 C, D, E etc. Papers taught in periods which do not correspond with normal semester periods
 S Papers taught over weeks 1-8 or 2-8
 Y Papers taught over weeks 9-45

Key to Location Codes

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

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 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:57:57 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/prescriptions/keys.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Schedule of Papers](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Articulation Agreements

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

On this page:

[School of Computing and Mathematical Sciences](#)
[School of Education](#)
[School of Māori and Pacific Development](#)
[School of Science and Engineering](#)
[Waikato Management School](#)
[STAR Papers](#)

The papers set out below will be offered in 2007 under articulation agreements at the institutions listed, subject to the confirmation of contractual arrangements. Full details of these papers are set out under the relevant subject entries of this Calendar.

School of Computing and Mathematical Sciences

Northland Polytechnic

Statistics

STAT121-07B (NLD) Introduction to Statistical Methods

Tairāwhiti Polytechnic

Computer Science

COMP124-07Y (TAI) He Tomokanga ki te Ao Rorohiko

Mathematics

MATH165-07Y (TAI) General Mathematics

Statistics

STAT121-07B (TAI) Introduction to Statistical Methods

School of Education

Tairāwhiti Polytechnic

Sport and Leisure Studies

SPLS101-07B (TAI) Sport and Leisure Industry in Aotearoa/New Zealand

SPLS102-07B (TAI) Concepts of Leisure

SPLS103-07B (TAI) Physical Activity, Fitness and Lifestyle

School of Māori and Pacific Development

Tairāwhiti Polytechnic

Te Reo Māori/Māori Language

MAOR111-07C (TAI) Te Reo Māori: Introductory 1
MAOR112-07C (TAI) Te Reo Māori: Introductory 2
MAOR211-07C (TAI) Te Reo Māori: Post-Introductory 1
MAOR212-07C (TAI) Te Reo Māori: Post-Introductory 2
MAOR213-07C (TAI) Te Reo Māori: Post-Intermediate 1
MAOR214-07C (TAI) Te Reo Māori: Post-Intermediate 2
MAOR290-07A (TAI) & 07B (TAI) Kaupapa Kōrero Motuhake: Directed Study
MAOR390-07A (TAI) & 07B (TAI) Ngā Āhuatanga o te Rangahau Kōrero Nehe: Directed Study

School of Science and Engineering

Tairawhiti Polytechnic

Biological Sciences

BIOL101-07B (TAI) Cellular and Molecular Biology
BIOL102-07A (TAI) The Biology of Organisms

Chemistry

CHEM101-07A (TAI) Chemical Concepts
CHEM102-07B (TAI) Chemical Change and Organic Compounds

Earth Sciences

ENVS101-07B (TAI) Environmental Science
ERTH103-07A (TAI) Discovering Planet Earth
ERTH104-07B (TAI) Earth and Ocean Environments

Physics

PHYS100-07A (TAI) Exploring Physics
PHYS103-07B (TAI) Physics for Scientists and Engineers 1

Waikato Management School

Tairawhiti Polytechnic

Economics

ECON200-07B (TAI) Macroeconomics and the Global Economy

Management Systems

MSYS111-07B (TAI) Information Systems and Supply Chain Management

Bay of Plenty Polytechnic

Economics

ECON200-07A (TGA) & 07B (TGA) Macroeconomics and the Global Economy

Management Systems

MSYS111-07A (TGA) & 07B (TGA) Information Systems and Supply Chain Management

Waiariki Institute of Technology

Economics

ECON200-07B (WIT) Macroeconomics and the Global Economy

Management Systems

MSYS111-07A (WIT) Information Systems and Supply Chain Management

STAR Papers

The papers listed below will be offered under [STAR funded agreements](#) with secondary schools in 2007, subject to the confirmation of contractual arrangements. Full details of these papers are set out under the relevant subject entries of this Calendar.

Chemistry

CHEM101-07A (SEC) Chemical Concepts
CHEM102-07B (SEC) Chemical Change and Organic Compounds

Computer Science

COMP103-07C (HAM) Introduction to Computer Science 1
COMP134-07D (HAM) Software Engineering 1

Economics

ECON110-07B (SEC) Economics, Media and Society

Law

LAWS105-07C (SEC) Introduction to New Zealand Law and Society

Mathematics

MATH101-07C (HAM) Introduction to Calculus
MATH101-07D (HAM) Introduction to Calculus
MATH102-07C (HAM) Introduction to Algebra
MATH102-07D (HAM) Introduction to Algebra

Philosophy

PHIL106-07C (SEC) Social and Moral Philosophy

Physics

PHYS103-07B (SEC) Physics for Scientists and Engineers 1

Te Reo Māori/Māori Language

MAOR101-07A (SEC) Te Reo Māori: Intermediate 1
MAOR110-07B (SEC) Te Reo Māori: Intermediate 2

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[Site Index](#) | [Text Only](#)

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Student Discipline Regulations

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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](#)
[Part 4: Provisions for Appeal](#)
[Part 5: Provisions to Delegate Authority](#)
[Part 6: Monitoring and Reporting](#)

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 cooperatively. 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 2006

Part 1

General

1. Title

These are the Student Discipline Regulations 2006.

2. Purpose

The purpose of these regulations is to

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

3. Date of effect

These regulations are effective from 1 January 2007.

4. Definitions

In these regulations

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

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

or supervised by a staff member

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

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

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

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 Director of Student and Academic Services.
- 8. Informal methods of dispute resolution**
- (1) As a matter of principle, the University encourages the use of informal methods for resolving disputes, although it is recognised that there are instances in which informal methods are not appropriate or will not be effective.
 - (2) Methods of seeking an informal resolution to a complaint include the following:
 - (a) the complainant discussing the issue with a third party but not proceeding further
 - (b) direct discussions between the parties
 - (c) the complainant writing a letter to the other party
 - (d) a third party representing the complainant's concerns on his or her behalf
 - (e) discussions between the parties, mediated by a third party
 - (f) the complainant changing his or her own position to avoid or accommodate the conflict.
 - (3) Within the University there is a network of trained staff and students to assist complainants with informal methods of dispute resolution; further information, including details of contact persons can be obtained from the Director of Student and Academic Services.
9. Students accused of misconduct subject to discipline procedures
- (1) A student against whom a complaint of misconduct is made, either by a member of the University or another person, is subject to the discipline procedures set down in Part 3 of these regulations.
 - (2) All authority under these regulations must be exercised in accordance with the principles of natural justice.
 - (3) Any person who is a party to a complaint of misconduct, or who provides information pertaining to a complaint of misconduct, may be required by the relevant authority to sign a statutory declaration in relation to any aspect of his or her testimony.
 - (4) If a person who is a party to a complaint of misconduct fails to respond to a communication by a relevant authority, provided the authority has made all reasonable effort to locate and contact that person and to provide adequate opportunity for a response, the authority may proceed to deal with the complaint at his or her discretion.

Part 3

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

10. Opportunity for preliminary advice

- (1) A person who considers that a student has committed misconduct may, if that person wishes, first seek preliminary advice from one of the following staff members:
 - (a) the Director of Student and Academic Services or another relevant divisional director
 - (b) the 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 Uni Rec Centre, to the Director of Student and Academic Services
 - (b) if it relates to student conduct in the Library, to the University Librarian
 - (c) if the complainant is an academic staff member and the complaint involves alleged plagiarism or cheating in a subject where authority has been delegated to a chief examiner under section 15, to the relevant chief examiner
 - (d) in cases other than (a) (b) or (c), to the 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 the student to repeat or complete additional assessment
 - (c) refuse or reduce credit for part or all of an individual item of assessment, or refuse credit for a paper as a whole.
 - (4) If, at any time during a summary jurisdiction process, a chief examiner considers that the penalties available to the 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
 - (b) two academic staff members, appointed by the Chairperson of the Student Discipline Committee from a pool of six nominated by the Academic Board, and
 - (c) two students, one of whom is enrolled at the graduate or postgraduate level, appointed by the Chairperson of the Student Discipline Committee from a pool of four students, two of whom are enrolled at the graduate or postgraduate level; the pool of four students is appointed by the 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 Science and Engineering may exclude from any laboratory in the School of Science and Engineering, for up to seven days, any student who, in his or her judgement, has committed misconduct in a laboratory in the School.

19. Authority of the University Librarian for discipline in the Library

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

20. Authority of the Director of Student and Academic Services for discipline in the halls of residence

- (1) The Director of Student and Academic Services has authority for order and discipline in the halls of residence and may give instructions as he or she thinks fit in accordance with that authority.
- (2) Any instructions by the Director of Student and Academic Services under subsection (1) must
 - (a) be notified individually to each resident to whom they apply, and
 - (b) be displayed permanently and conspicuously in an appropriate place in the relevant hall.
- (3) Where the Director of Student and Academic Services receives a complaint of misconduct in a hall of residence, he or she may
 - (a) refer the matter to the Residents' Discipline Committee of the hall in which the student resides, or
 - (b) offer summary jurisdiction to the student.
- (4) If the Director of Student and Academic Services offers summary

- jurisdiction, the student may choose either
- (a) to accept the offer of summary jurisdiction, or
 - (b) to have the matter referred to the relevant Residents' Discipline Committee.
- (5) A student who accepts summary jurisdiction by the Director of Student and Academic Services may write an answer to the complaint.
 - (6) The complainant and the student
 - (a) must be given the opportunity to appear and give evidence at a summary jurisdiction meeting with the Director of Student and Academic Services
 - (b) may be accompanied at the meeting by any other person to act as an adviser or support person, subject to any conditions that the Director of Student and Academic Services may impose.
 - (7) Where the student accepts the offer of summary jurisdiction by the Director of Student and Academic Services, the Director determines whether the student has committed misconduct on
 - (a) the evidence provided by the complainant and the student, and
 - (b) any other evidence, written or oral, that the Director may seek or accept at his or her discretion, provided that this evidence is disclosed to the student and he or she is given the opportunity to comment on it.
 - (8) The Director of Student and Academic Services may decide at any time to take no further action on a complaint of misconduct if, in his or her judgement,
 - (a) the evidence provided by the complainant is insufficient
 - (b) the subject matter of the complaint is trivial
 - (c) the complaint is frivolous, vexatious, or not made in good faith, or
 - (d) the complaint falls outside the scope of these regulations.
 - (9) If misconduct is substantiated, the Director of Student and Academic Services may take one or more of the following actions:
 - (a) issue to the student a warning containing a statement of the possible consequences if the act or behaviour that provoked the complaint is repeated
 - (b) require an undertaking as to future behaviour
 - (c) require the student to provide any appropriate and available remedy to relieve distress, or repair damage, or correct a mistake
 - (d) require the student to make a public or private apology, either written or spoken
 - (e) require the student to pay, by a given date, a sum of up to the equivalent of one week's board at the relevant hall
 - (f) require the student to undertake community service work in the relevant hall, of whatever nature the Director thinks fit
 - (g) exclude the student from the relevant hall for up to one year
 - (h) exclude the student from, or limit access to, a designated part or facility of the relevant hall for up to one year.
 - (10) Where a student accused of misconduct in a hall chooses to have the matter referred to the Residents' Discipline Committee, the committee must convene as soon as practicable to hear
 - (a) the evidence provided by the complainant and the student, and
 - (b) any other evidence, written or oral, that the Residents' Discipline Committee may seek or accept at its discretion, provided that this evidence is disclosed to the student and he or she is given the opportunity to comment on it.
 - (11) Written notice of the time, date and place of the hearing of the Residents' Discipline Committee, together with full details of the substance of the complaint, must be sent to the student against whom the complaint has been made at least seven days before the date of the hearing.
 - (12) The student answering the complaint may write an answer to the complaint.
 - (13) The complainant and the student
 - (a) must be given the opportunity to appear and give evidence at the Residents' Discipline Committee hearing
 - (b) may be accompanied at the hearing by another person to act as an adviser or support person, subject to any conditions that the Residents' Discipline Committee may impose.
 - (14) The Residents' Discipline Committee may recommend to the Director of Student and Academic Services at any time that no further action be taken on a complaint of misconduct if, in its judgement,
 - (a) the evidence provided by the complainant is insufficient
 - (b) the subject matter of the complaint is trivial, or
 - (c) the complaint is frivolous, vexatious, or not made in good faith.

- (15) If misconduct is substantiated, the Residents' Discipline Committee makes a recommendation to the Director of Student and Academic Services, who, having taken account of the advice of the Committee, may take one or more of the actions listed in subsection (9).
 - (16) The Director of Student and Academic Services must exercise his or her jurisdiction in the matter as expeditiously as possible.
 - (17) The outcome must be communicated to the complainant and the student as expeditiously as possible.
21. **Authority of the Director of Student and Academic Services for discipline in the Uni Rec Centre**
The Director of Student and Academic Services may, having taken account of the advice of the Manager of the Uni Rec Centre, suspend from membership or use of the Uni Rec Centre for up to one year, any student whom the Manager considers has committed misconduct in the Centre.
22. **Authority of the Vice-Chancellor**
- (1) The Vice-Chancellor may exclude a student from the University, or limit access to any designated part, system or facility of the University, if the student has been convicted of a criminal offence and if, in the Vice-Chancellor's judgement, the nature of the offence impinges detrimentally on the University or its staff or students.
 - (2) Whether or not there has been a formal complaint of misconduct, the Vice-Chancellor may, on suspicion of possible misconduct, initiate an investigation of the conduct of a student. Any investigation under this section and any procedure related to that investigation must be consistent with these regulations.
 - (3) If, having regard to the security of University property or the best interests of students and staff, the Vice-Chancellor is satisfied that the nature of a complaint is sufficiently serious, the Vice-Chancellor may suspend the student to whom the complaint relates from attendance at any class or programme, or from the campus, until the complaint has been investigated and settled.
23. **Authority of Council to withdraw or refuse to grant an academic award**
- (1) Council may withdraw or refuse to grant an academic award if it is satisfied that the candidate was guilty of misconduct in relation to the award while enrolled, or otherwise dishonest in relation to the award.
 - (2) Council must consult with the Academic Board before taking a decision under this section; the advice of the Academic Board must be based on a recommendation from the Student Discipline Committee.
 - (3) The principles and processes followed by the Student Discipline Committee in formulating its recommendation to the Academic Board must be consistent with the principles and procedures outlined in these regulations for the investigation and hearing of allegations of misconduct.
 - (4) The Academic Board must make all reasonable effort to ensure that the candidate concerned receives prior notification of the advice that it intends to give to Council and is given an opportunity to make a written submission directly to Council.
 - (5) Council may determine its own procedures for considering a matter under this section provided they conform with the principles of natural justice.
 - (6) A decision by Council under this section is final.
24. **Annotation of academic records and grades**
- (1) Where the assessment of a paper has been affected as a consequence of a finding of misconduct, the student's academic record will be annotated accordingly, either permanently or for a designated period of time, unless the relevant deciding authority decides that the seriousness of the misconduct does not warrant this.
 - (2) Where a student fails a paper as a direct consequence of a finding of misconduct, an NC (No Credit) grade will be awarded for that paper.

Part 4

Provisions for Appeal

25. Provision for appeal to the 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 is refunded in full if the appeal is upheld, or in part if the decision is varied in the student's favour.
- 26. Provision for appeal to Council**
- (1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to Council against any decision under these regulations
 - (a) by the Director of Student and Academic Services
 - (b) unless it is an appeal decision under section 25, by the 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 (Vice-Chancellor's Office), together with the prescribed fee; it must include a postal address and must be signed.
 - (3) An appeal must be received by the Secretary to Council not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.
 - (4) An appeal may be made only on one or more of the following grounds:
 - (a) that the process used for addressing the alleged misconduct was unfair
 - (b) that the decision reached was manifestly at odds with the evidence
 - (c) that the remedy imposed was manifestly at odds with the misconduct
 - (d) that significant new evidence has become available that could not have been reasonably obtained and presented during the initial process and that could have a material effect on the decision made.
 - (5) The Council may delegate authority to hear and decide appeals on its behalf to a sub-committee comprising:
 - (a) a staff member of the University, nominated by the Vice-Chancellor on the basis of his or her knowledge of legal processes, who is Chairperson, and
 - (b) two members of Council.
 - (6) At any appeal hearing
 - (a) the student must be given the opportunity to appear and give evidence and may be accompanied by any other person to act as an adviser or support person, subject to any conditions that the Council may impose.
 - (b) the complainant may be called upon to appear and give evidence.
 - (c) the authority that made the original discipline decision must be given the opportunity to appear and give evidence.
 - (7) The Council or the sub-committee may
 - (a) dismiss the appeal
 - (b) allow the appeal

- (c) vary the decision
 - (d) refer the complaint back to the authority that made the decision appealed from, for rehearing.
- (8) The Council or the sub-committee may not impose a penalty that could not otherwise be imposed under these regulations.
 - (9) The Council or the sub-committee must hear appeals as expeditiously as possible.
 - (10) The outcome of the appeal must be communicated to the student, the complainant and the authority that made the original discipline decision as expeditiously as possible.
 - (11) The decision of the Council or the sub-committee on an appeal is final.
 - (12) At the discretion of the Chancellor, the fee for an appeal is refunded in full if the appeal is upheld, or in part if the decision is varied in the student's favour.

Part 5

Provisions to Delegate Authority

27. Delegation of authority by the 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

- (a) The Chairperson of the Student Discipline Committee must submit an annual report to the Academic Board, including
- (b) 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
- (c) an outline of decisions by the Student Discipline Committee
- (d) an overview of decisions through tikanga processes
- (e) an outline of appeals heard by the Chairperson of the Student Discipline Committee or his or her delegate
- (f) an overview of student discipline matters, including any patterns or trends
- (g) a statement about the appropriateness and effectiveness of current regulations, policies and processes concerning student discipline, and
- (h) any recommendations with respect to current regulations, policies and processes concerning student discipline.

30. Reports to Council

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

31. Confidentiality

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

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[Home](#) > [Calendar](#) > [2007 Calendar](#) > [General Regulations and Policies](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Student Complaints Policy

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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 2006*, the *Assessment Regulations 2005*, or the *Harassment and Sexual Harassment Policy*, or

(b) to challenge the academic judgement of examiners.

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

(4) No action will be taken on malicious or anonymous complaints.

(5) A complainant must be able to demonstrate that the complaint is brought without malice and is based on evidence that the complainant honestly and reasonably believes to be substantially true. Those responsible for resolving complaints under this policy must take all reasonable steps to ensure that the complainant is protected against any subsequent recrimination or victimisation.

(6) Students and staff involved in the consideration and resolution of concerns and complaints have various rights and responsibilities, which are outlined in the appendix to the policy.

3. Informal resolution of concerns

(1) Before making formal written complaints, students are encouraged to seek a resolution to any concerns by raising and discussing them informally with the relevant staff member who is most directly associated with the matter.

(2) A staff member with whom a concern is raised by a student is expected to

deal with the matter in an open and professional manner and to take reasonable and prompt action to try to resolve it informally.

- (3) A student who is uncertain about how to seek informal resolution of a concern is encouraged to seek advice from the Student Support Coordinator (Office of Student Life) or the Student Advocate (Waikato Students' Union).

4. **Formal complaints procedures**

- (1) Where it has not been possible to resolve a concern informally, a student may make a formal complaint.
- (2) A student who wishes to make a formal complaint must submit it in writing, on the [prescribed form](#), to the Dean or Director who is responsible for the action or matter that has given rise to the complaint.
- (3) The written complaint must be submitted within three months after the occurrence of the action or matter that has given rise to the complaint, unless the Dean or Director agrees to receive it beyond this timeframe.
- (4) If the complainant prefers not to address the complaint to the person recommended in subsection (2) it may be addressed to the Deputy Vice-Chancellor, 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 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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[Home](#) > [Calendar](#) > [2007 Calendar](#) > [General Regulations and Policies](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Computer Systems Regulations

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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

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

10. Authority to issue standards

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

11. **Disclosure of Information**

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

12. **Complaints**

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

13. **Breaches**

- (1) Where a system manager believes on reasonable grounds that a user has breached these regulations, such that the activities or rights of other users of a computer system or of the University are impeded or prejudiced, the system manager may
 - (i) exclude the user from the system for a period not exceeding two weeks
 - (ii) remove any relevant material
 - (iii) take any other immediate action that he or she thinks appropriate to protect the integrity of the computer system or the rights of other users.
- (2) If a standard issued under section 10 of these regulations has been breached, the matter must be handled by, or in consultation with, the Director of Information and Technology Services.
- (3) A system manager who has made a decision under this section may, if he or she considers that the breach is sufficiently serious, refer the matter to the Vice-Chancellor, who may arrange for the matter to be dealt with,
 - (i) if the user is a student, under the provisions of the Student Discipline Regulations 2006
 - (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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& [REQUESTS](#)

 [BACK TO TOP](#)

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Archived 2007 Calendar



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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [General Regulations and Policies](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Library Regulations

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

1. **Title**
These are the Library Regulations 2006.
2. **Purpose**
These regulations provide a framework for use of the University Library and its resources.
3. **Date of effect**
These regulations are effective from 1 January 2007.
4. **Definitions**
In these regulations
library means the Central Library, the Education Library and the Law Library, which together comprise the University Library
reader means all persons admitted to the Library under sections 7(1) and (2) of these regulations
book means all types of Library material
circulation desk means the issue desks situated in the Central, Education and Law Libraries.
5. **General**
 - (1) Admission to the Library is conditional on observance of these regulations and such directions as may be given from time to time by the University Librarian. All readers are presumed to know these regulations.
 - (2) All members of the Library staff are empowered to enforce these regulations.
 - (3) Any infringement of these regulations by a reader may lead to the suspension of her/his use of the Library at the discretion of the University Librarian, or, where appropriate, to disciplinary action under the [Student Discipline Regulations 2006](#).
6. **Hours of opening**
The Central Library, the Education Library and the Law Library are open at the times shown in the latest edition of the respective Library Guides, and on the Library's website at <http://www.waikato.ac.nz/library/business/hours.shtml>. Any variation from these times will be displayed on the notice boards at the entrances to the Central Library and the Education Library, and on the Library's website.
7. **Admission and borrowing**
 - (1) Borrowing facilities are available to members of the University Council; Honorary Doctors, staff, retired staff and enrolled students of the University; staff and students of the Tertiary Education Alliance; and other people whose applications have been approved by the University Librarian. An annual registration fee may apply.
 - (2) Other persons may be admitted to the Library for reference and private study in accordance with such arrangements as the University Librarian may, from time to time, determine.
 - (3) All students register as borrowers for the current year at enrolment by obtaining a student identity card.
 - (4) Library notices are sent to staff and students by email. Changes of email and postal addresses must be notified immediately either via iWaikato or at the Circulation Desk. Students who leave their academic year address during study breaks or vacations must notify the Library of their temporary address during these periods. Failure to read email, or change email/postal addresses, will not be taken as an excuse for non-receipt of Library correspondence.
 - (5) All readers may be required to produce a valid identity card or other identification, acceptable to the University Librarian, at any time when

- requested by the University Librarian.
- (6) No book may be borrowed from the Library without first having the loan properly recorded. A book to be borrowed must be presented, together with the borrower's University of Waikato identity card, at the Circulation Desk or self-issue unit. The due date of return for each book borrowed will be indicated.
 - (7) No book will be issued within 15 minutes of closing time.
 - (8) A book will not be issued in the name of another borrower. Any variation to this procedure requires the approval of the University Librarian.
 - (9) A borrower shall be held responsible for any loss of, or damage to, a book while borrowed in her/his name and will be required to pay the cost of replacement or repair, together with any fines incurred before reporting the loss, and an administrative charge. This administrative charge will be made whether or not the book is subsequently found or returned. Loss or damage should be reported immediately to the Circulation Desk. The University Librarian shall determine the amount to be paid.
 - (10) At the discretion of the University Librarian a payment made for a lost book may be refunded if the book is subsequently found and returned to the Library.
 - (11) Under no circumstances may a book be passed on to another borrower. Fines for resulting inability to respond to recall or overdue notices will be charged to the borrower in whose name the book is issued.
 - (12) Most books on the open shelves may be borrowed for a limited period.
 - (13) Books marked 'Not to be Borrowed' are for reference use only and may not be taken from the Library.
 - (14) New Zealand Official Papers may not in any circumstances be removed from the Library.
 - (15) Print journals (except those subscribed to by the Waikato Management School or its departments) may be borrowed by staff and students enrolled for graduate courses only.
 - (16) Maps may be borrowed by staff, graduate students, financial members of the New Zealand Geographical Society, and other approved borrowers of the Map Library. No item may be borrowed from the Map Library without the loan first being properly recorded.
 - (17) Library books may be taken out of New Zealand only with the prior written permission of the University Librarian. There are special procedures for university students living overseas.
8. **Course reserves**
Some books because of heavy demand are available for use in the Library only and are referred to as Course Reserves. A borrower is required to present her/his University of Waikato identity card when using a Course Reserve. The period for which a Course Reserve is available to any one borrower may be limited according to the demand for the book, and only one Course Reserve may be borrowed at a time. A charge per hour or part thereof may be made for the late return of a Course Reserve. These books may not be removed from the Library.
9. **Recalls and reserves**
- (1) Borrowers may recall or reserve books which are on loan.
 - (2) The number of recalls or reserves that may be submitted each day by any one borrower will be at the discretion of the University Librarian.
10. **Recall notices and fines**
- (1) All books are subject to recall at any time and must be returned to the Library by the due date shown on the recall notice, whether this is sent by email or by post. Failure to respond to a recall notice by the due date shown incurs a fine for each book returned after this date, and an additional fine for each subsequent day. Other disciplinary action may also be taken against a borrower who fails to return a book ten days after the recall notice was first sent.
 - (2) A book required simultaneously by a number of borrowers is issued for three days or seven days only, depending on the number of borrowers requiring the book. If this book is kept beyond the due date of return, fines will be incurred.
 - (3) A daily fine will be charged for any book, other than those referred to in sections 10(1) and (2) of these regulations, which is retained beyond the due date of return. A book not returned within one calendar month of this date will be regarded as lost and the borrower will then be billed for the cost of the book, together with the fines incurred and an administrative charge. This administrative charge will be made whether or not the book is subsequently found or returned.
 - (4) The Library is not obliged to notify a borrower when a book is overdue, and a fine will automatically be charged for each book which is retained

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

11. Inter-library loan

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

12. Conduct of readers

- (1) Smoking is not permitted in the Library.
- (2) Eating and drinking are not permitted in the Library, other than in areas specifically designated.
- (3) Undue conversation or disturbance (including use of cell phones) in the formal reading areas is forbidden.
- (4) No reader shall behave in a noisy or disruptive manner in the Library. Verbal abuse or rude behaviour towards Library staff or other Library users will not be tolerated.
- (5) Places in the Library may not be reserved by leaving books or other articles on seats or reading desks. Such material may be removed by Library staff to the nearest Circulation Desk.
- (6) Readers shall, when so requested by a member of the Library staff, present for inspection their bags and personal belongings as they leave the Library.
- (7) Readers may be required to satisfy the Library staff that any book taken out of the Library has been properly issued, or is personal property.
- (8) Readers must not misuse, damage or remove any item of furniture or equipment belonging to the Library. Such conduct is regarded as a serious offence, and action may be taken under the [Student Discipline Regulations 2006](#).
- (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 2006](#).
- (10) The unauthorised borrowing or removal of a book is regarded as a serious offence, and action may be taken under the [Student Discipline Regulations 2006](#).

13. Fees, fines and administration costs

The fees, fines and administration costs of the Library shall be determined from time to time under such arrangements as the University Council shall approve and shall be published annually in the [Table of Fees and Charges](#) section of the University of Waikato Calendar.

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The University of Waikato - Te Whare Wananga o Waikato
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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [General Regulations and Policies](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Parking and Traffic Regulations

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

1. **Title**
These are the Parking and Traffic Regulations 2005.
2. **Date of effect**
These regulations are effective from 1 January 2006.
3. **Definitions**
In these regulations **campus** means the physical grounds occupied by the University of Waikato **parking attendant** means any staff member authorised by the Director of Facilities Management to enforce these regulations.
4. **Application**
These regulations apply to the driving, riding and parking of vehicles and bicycles on campus, by staff, students and members of the public.
5. **Access**
 - (1) Prime access to buildings and other facilities is reserved for pedestrians and disabled persons in wheelchairs. Cyclists are therefore not permitted to ride on access-ways that are signposted, or recognised, as access-ways for pedestrian and wheelchair traffic.
 - (2) On pedestrian/cyclist dual use access-ways, cyclists must give priority and right of way to pedestrian and wheelchair traffic.
6. **Safety and parking**
 - (1) Drivers and cyclists must drive and ride safely at all times. They must obey all traffic and parking signs and markings. They must also comply with any directions given by parking attendants.
 - (2) Except with the approval of a parking attendant, no person other than an authorised driver of a University service vehicle may drive, park or ride over a grassed area or footpath.
 - (3) While the University makes reasonable provision for vehicle parking, it is under no obligation to make provision for the vehicles of all those wishing to park on the campus.
 - (4) The University reserves the right to make a charge for parking facilities.
 - (5) Motorcycles and motor scooters may be parked only in the areas signposted for motorcycles and motor scooters.
 - (6) Bicycles may be parked only in cycle-racks or purpose-built cycle sheds, and must not be taken into any University building.
 - (7) Vehicles owned by current University of Waikato employees and displaying a University parking permit may be parked in signposted 'Permit Holders Only' areas. Otherwise, vehicles may be parked only in 'General Parking' areas.
 - (8) All vehicles parked on the campus must be parked in marked bays.
 - (9) No person may park a vehicle in the same parking bay for longer than 48 hours without prior permission from a parking attendant.
 - (10) A named car park may be used only by the person with the corresponding name or designation.
7. **Parking for people with mobility-related impairments**
Accessible parking spaces (outlined in yellow and displaying the wheelchair symbol) are provided for use by people with mobility-related impairments. These parking spaces may be used only by holders of Operation Mobility permits issued by the CCS or Temporary Mobility Parking Permits issued by the University's Disability Support Service (located at the Medical Centre).
8. **Authority of parking attendants and Security Manager**
 - (1) A person who, in relation to a parking or traffic matter, is requested by a parking attendant to provide his or her name or address must do so honestly and within the requested timeframe.

- (2) Parking attendants have authority to issue infringement notices to people who breach these regulations and to immobilise their vehicles. A vehicle that has been immobilised will be released only on payment of the fee prescribed in the infringement notice, or on completion of an "Acknowledgement of Unpaid Fines" form.
 - (3) Parking attendants have authority to impose a penalty charge on any person who removes or otherwise interferes with immobilisation equipment.
 - (4) If a vehicle is parked in a manner that is dangerous or obstructs access, the Security Manager has authority to arrange for that vehicle to be towed away by a licensed vehicle recovery operator; the cost of retrieving a towed vehicle falls to the owner of the vehicle.
9. **Breaches**
- (1) At the discretion of the Security Manager, an alleged breach of these regulations by a student may be referred to the Vice-Chancellor for investigation under the University's Student Discipline Regulations 2006.
 - (2) At the discretion of the Security Manager, an alleged breach of these regulations by a staff member may be referred to the Vice-Chancellor for investigation under the University's Staff Code of Conduct.
 - (3) At the discretion of the Security Manager, an alleged breach of these regulations may be referred for investigation to the NZ Police.
10. **Appeals**
- (1) A person may appeal against any decision under these regulations
 - (a) if the decision was made by a parking attendant, to the Security Manager
 - (b) if the decision was made by the Security Manager, to the Director of Facilities Management.
 - (2) An appeal under these regulations must be submitted in writing within 14 days of the date of the decision.
 - (3) The decision of the Security Manager or the Director of Facilities Management under subsection (1) is final.

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 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

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Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [General Regulations and Policies](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Environmental Policy

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

Purpose

- The University of Waikato is committed to
 - implementing sustainable practices on its campus environments, which includes practices for their protection and restoration;
 - providing leadership locally, nationally and internationally in resource management, conservation, education and partnerships that are essential for society to achieve sustainability;
 - meaningful partnerships with Māori under the Treaty of Waitangi, which includes full recognition of the role of Māori as kaitiaki of New Zealand's natural environment.
- The University seeks to integrate its environmental commitment throughout its teaching and research activities and management actions. The Environmental Policy sets out the framework for doing so.

Principles

- The Environmental Policy sets out the University's commitment to
 - give full consideration to the sustainable use of resources in all of its management decisions;
 - raise awareness of environmental sustainability and environmental matters generally, and encourage understanding and responsibility in the use of resources within its own community and society in general;
 - consult appropriately on matters of environmental concern;
 - undertake appropriate research and provide leadership in environmental issues;
 - develop educational resources and partnerships that will foster sustainable resource management;
 - enhance understanding of environmental issues through its teaching and research portfolio;
 - contribute to community and government planning, policy development and debate with a view to ensuring that environmental matters are taken into account.

Education and Research

Teaching Activities

- The University promotes environmental issues and sustainability in its teaching activities by
 - developing papers and components of papers which have a strong emphasis on interdisciplinary studies and partnerships that are required to address sustainability;
 - encouraging and supporting staff to incorporate appropriate material on the environment and sustainability into their teaching programmes;
 - raising awareness of environmental matters in programmes of staff orientation and development;
 - conducting teaching-related activities (eg laboratories and field work) in an environmentally sensitive manner.

Research

- The University promotes appropriate research into environmental matters across a wide range of academic disciplines. It specifically encourages partnerships with government, industry and the community, and promotes interdisciplinary research that provides for tangible outcomes in preservation and restoration of

the environment.

Sustainable Resource Management and Conservation

6. The University promotes activities that conserve and enhance its outstanding natural environment and seeks to reduce the environmental impacts that arise from the large transient populations on its campuses.
7. Strategies that the University has in place to ensure sustainable resource management and conservation include
 - managing the natural environment to enhance indigenous biodiversity;
 - promoting participatory approaches in environmental restoration on its campuses;
 - managing the built environment to promote sustainability by minimising material, water and energy use, using natural assets, renewable energy and material sources effectively, and selecting resources in an environmentally responsible manner;
 - encouraging staff and students to make environmentally responsible transportation decisions in their commuting and work practices;
 - minimising output of solid wastes and discharges of liquid wastes and airborne contaminants;
 - managing procurement processes to reduce the production of waste by-products and to forge links with suppliers committed to environmental goals that are aligned with this Policy.

Community Involvement and Public Profile

8. The University is proud of its reputation as an environmentally and ecologically responsible institution. It is committed to strengthening and building on this position by encouraging all staff and students to be exemplars of environmental awareness and sustainable practice to the wider community.
9. Strategies that the University has in place to enhance its public profile and encourage community involvement in environmental matters include
 - promoting environmentally responsible partnerships with the wider community;
 - ensuring that its teaching and research activities enable all students to become environmentally aware members of the community;
 - conducting all research in an environmentally appropriate manner, taking account of its wider environmental implications;
 - conducting its internal and external business activities in an environmentally responsible manner.
10. Strategies that the University has in place to demonstrate its commitment to environmental concerns at the local, national and international levels include
 - promoting environmental responsibility at all levels of the organisation;
 - sharing resources and information for community education on environmental matters;
 - providing leadership, as appropriate, for the investigation and development of community-based strategies for sustainable resource management.
11. The University seeks ongoing interaction with community groups and community representatives in relation to environmental matters.

Social and Cultural Environment

12. The University of Waikato is committed to promoting a diverse social and cultural environment.

Meeting the Objectives of te Tiriti o Waitangi/Treaty of Waitangi

13. The role of Māori as kaitiaki (caretakers, guardians and resource managers) is given statutory recognition in the Resource Management Act 1991.
14. The responsibilities of kaitiaki are extensive and aimed primarily at maintaining, preserving and enhancing the life-sustaining and supporting capacity, or mauri, of the natural environment.
15. The University promotes full recognition and provision for the understanding of the role of the tangata whenua as kaitiaki of Aotearoa/New Zealand's natural environment.
16. The Tainui iwi is acknowledged as kaitiaki of the University's Hamilton campus environment.
17. Strategies that the University has in place to demonstrate its commitment to the role of Māori as kaitiaki of the natural environment include
 - incorporating an understanding of the Treaty of Waitangi and Māori environmental rights, lore and values into academic programmes where appropriate;
 - promoting and encouraging greater awareness of the Treaty and Māori rights, lore and values with respect to the environment among staff, students and the

- wider community;
 - encouraging teaching and research into Māori environmental rights, lore and values;
 - encouraging collaborative teaching and research with iwi and other Māori organisations;
 - encouraging dedicated funding for Treaty/environmental research;
 - actively seeking input from Māori/Tangata Whenua into the implementation of the Environmental Policy.
18. In addition to effective management of the natural and built environment, respect and recognition of social and cultural values and rights are essential to achieving a sustainable future.

Objectives Relating to the Social and Cultural Environment

19. The University recognises and respects the unique social and cultural environment of the University community.
20. Strategies that the University has in place to enhance this environment, and to reinforce and respect the social, ethnic and cultural diversity in academic programmes, include
- promoting the values of collegiality and academic freedom among staff and students, and enhancing awareness of the role of the University as critic and conscience of society (with reference to the Code of Ethics for Academic Staff and the University of Waikato Strategic Plan);
 - encouraging research into the enhancement of social and cultural relationships within the University community and society in general.

Statutory Environmental Responsibilities and Guidelines

21. This Policy has been prepared and guided by codes of legal compliance and recommended guidelines of best practice, as set out under sections 22-25.

Local Agenda 21 (1992)

22. The University seeks to develop appropriate management structures, partnerships and educational initiatives to ensure that Local Agenda 21 is adopted as a routine component of the University's day-to-day operations. In its broadest sense, Agenda 21 provides a non-binding framework for action to achieve sustainability; it owes its existence to the Rio Declaration formulated at the 1992 United Nations Conference on Environment and Development.

Resource Management Act 1991

23. The University of Waikato embodies the principles of the Resource Management Act (1991) by adopting sustainable management of natural and physical resources in order to enhance its environmental management processes and develop sustainability of resource use.

Te Tiriti o Waitangi/Treaty of Waitangi (1840)

24. The University's Charter expresses the University's commitment to meaningful partnerships under the Treaty of Waitangi. A comprehensive statement about the University's commitment to the Treaty is provided on page 20.
25. Other relevant legislation and local government plans
- Building Act 1991
 - District Plans
 - Education Act 1989
 - Hazardous Substances and New Organisms Act 1997
 - Health and Safety in Employment Act 1992
 - Regional Plans and Policy Statements
 - University of Waikato Act 1963

Implementation of Environmental Policy

26. An environmental management system is required to implement the Environmental Policy in a timely, effective and sustainable manner.
27. The University of Waikato undertakes to initiate, implement and regularly review a proactive Environmental Management Plan, which takes into consideration the principles of sustainability, health and safety, and social and cultural diversity.
28. The Environmental Management Plan also ensures that the University successfully and proactively meets the requirements of relevant legislation and local government plans (refer section 25).

The University of Waikato - Te Whare Wananga o Waikato

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Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [General Regulations and Policies](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Miscellaneous Regulations

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

Smoke-free Environment

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

Use of Alcohol

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

Noise

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

Children on Campus

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

Freedom from Harassment and Sexual Harassment

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

Advertising and Commercial Activities

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

Student Notices

8. Student notices, generally no larger than A3, may be posted on general University noticeboards. Notices that are posted on noticeboards in such a manner that they take up excessive space will be removed.
9. Notices posted on specially labelled noticeboards or other places (such as walls, doors or ceilings), without the permission of the Director of Facilities Management, will be removed.

Animals

10. No animal may be taken into University buildings without the permission of the Director of Facilities Management.
11. Animals are permitted on the University grounds only if they are under the

direct control of their owner and, in the case of dogs, on a short hand-held leash.

Golf

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

Skateboarding and Roller Skating

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

Trespass

17. The authority to issue trespass notices is delegated by the Vice-Chancellor to the Director of Facilities Management, the Group Manager Facilities, and the Security Manager. No one else may issue a trespass notice on behalf of the University without the authority of the Vice-Chancellor.

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& [REQUESTS](#)

 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

The Degrees, Diplomas and Certificates Statute 2006

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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

1. This statute may be cited as the Degrees, Diplomas and Certificates Statute 2006.
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)¹
 Bachelor of Computer Graphic Design with Honours (BCGD(Hons))¹
 Bachelor of Computing and Mathematical Sciences (BCMS)
 Bachelor of Education (BE)²
 Bachelor of Education with Honours (BE(Hons))²
 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 Laws (LLB)
 Bachelor of Laws with Honours (LLB(Hons))
 Bachelor of Liberal Studies (BLibS)
 Bachelor of Management Studies (BMS)
 Bachelor of Management Studies with Honours (BMS(Hons))
 Bachelor of Māori and Pacific Development (BMPD)
 Bachelor of Music (BMus)
 Bachelor of Music with Honours (BMus(Hons))
 Bachelor of Science (BSc)
 Bachelor of Science with Honours (BSc(Hons))
 Bachelor of Science (Technology) (BSc(Tech))
 Bachelor of Social Sciences (BSocSc)
 Bachelor of Social Sciences with Honours (BSocSc(Hons))
 Bachelor of Sport and Leisure Studies (BSpLS)
 Bachelor of Sport and Leisure Studies with Honours (BSpLS(Hons))
 Bachelor of Teaching (BTchg)
 Bachelor of Teaching with Honours (BTchg(Hons))
 Bachelor of Tourism (BTour)
 Bachelor of Tourism with Honours (BTour(Hons))
 Master of Applied Psychology (MAppPsy)
 Master of Arts (MA)
 Master of Arts (Applied) (MA(Applied))
 Master of Business Administration (MBA)
 Master of Computer Graphic Design (MCGD)¹
 Master of Computing and Mathematical Sciences (MCMS)²
 Master of Counselling (MCouns)
 Master of Education (MEd)
 Master of Educational Leadership (MEdLeadership)
 Master of Electronic Commerce (MECom)
 Master of Engineering (ME)
 Master of Environmental Planning (MEP)

Master of Innovation and Technology (MInnovT)²
Master of Laws (LLM)
Master of Laws in Māori/Pacific and Indigenous Peoples' Law
(LLM(Māori/Pacific and Indigenous Peoples))
Master of Management Studies (MMS)
Master of Māori and Pacific Development (MMPD)
Master of Music (MMus)
Master of Philosophy (MPhil)
Master of Science (MSc)
Master of Science (Technology) (MSc(Tech))
Master of Social Sciences (MSocSc)
Master of Special Education (MSPed)
Master of Sport and Leisure Studies (MSpLS)
Doctor of Education (EdD)
Doctor of Juridical Science (SJD)
Doctor of Laws (LLD)
Doctor of Literature (DLit)
Doctor of Philosophy (PhD)
Doctor of Science (DSc)

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

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

(GradDipTHMgt)²
Pūkairua Kaupae-rua Whakaako mo te Reo Māori/Graduate Diploma in Māori
Medium Teaching (GradDipMMT)²
Postgraduate Diploma
Postgraduate Diploma in Accounting (PGDipAcc)²
Postgraduate Diploma of Computer Graphic Design (PGDipCGD)¹
Postgraduate Diploma in Computer Science (PGDipCompSc)²
Postgraduate Diploma in Counselling (PGDipCouns)²
Postgraduate Diploma in Economics (PGDipEcon)²
Postgraduate Diploma in Education (PGDipEd)²
Postgraduate Diploma in Education (Educational Leadership)
(PGDipEd(EdLeadership))²
Postgraduate Diploma in Education (Language and Literacy Education)
(PGDipEd(LangLitEd))²
Postgraduate Diploma in Education (Managing Behaviour in Schools)
(PGDipEd(MBS))²
Postgraduate Diploma in Education (Mathematics Education)
(PGDipEd(MathsEd))²
Postgraduate Diploma in Education (Science Education) (PGDipEd(ScEd))²
Postgraduate Diploma in Education (Special Education) (PGDipEd(SpEd))²
Postgraduate Diploma in Education (Technology Education)
(PGDipEd(TechEd))²
Postgraduate Diploma in Educational Leadership (PGDipEdLeadership)²
Postgraduate Diploma in Electronic Commerce (PGDipECom)²
Postgraduate Diploma in Entrepreneurship and Innovation
(PGDipEntre&Inn)²
Postgraduate Diploma in Finance (PGDipFin)²
Postgraduate Diploma in Human Resource Management (PGDipHRM)²
Postgraduate Diploma of Innovation and Technology (PGDipInnovT)²
Postgraduate Diploma in International Management (PGDipIntMgt)²
Postgraduate Diploma in International Relations and Security Studies
(PGDipIRSSt)²
Postgraduate Diploma in Interpreting and Translating Māori
(PGDipInt&Trans)²
Postgraduate Diploma in Language and Literacy Education
(PGDipLangLitEd)²
Postgraduate Diploma in Management Communication (PGDipMgtComm)²
Postgraduate Diploma in the Management of Not-for-Profit Organisations
(PGDipMNO)²
Postgraduate Diploma in Management Studies (PGDipMgtSt)²
Postgraduate Diploma in Management and Sustainability (PGDipMgtStn)²
Postgraduate Diploma in Management Systems (PGDipMgtSys)²
Postgraduate Diploma in Managing Behaviour in Schools (PGDipMBS)²
Postgraduate Diploma in Māori and Pacific Development (PGDipMPD)²
Postgraduate Diploma in Marketing (PGDipMrkt)²
Postgraduate Diploma in Mathematics (PGDipMath)²
Postgraduate Diploma in Mathematics Education (PGDipMathsEd)²
Postgraduate Diploma in Organisational Leadership (PGDipOrgLdr)²
Postgraduate Diploma in Personal Financial Planning (PGDipPFInPlan)²
Postgraduate Diploma in the Practice of Psychology (Applied Behaviour
Analysis) (PGDipPracPsych(ABA))
Postgraduate Diploma in the Practice of Psychology (Organisational
Psychology) (PGDipPracPsych(OrgPsych))
Postgraduate Diploma in Psychology (Clinical) (PGDipPsych(Clin))
Postgraduate Diploma in Psychology (Community) (PGDipPsych(Com))
Postgraduate Diploma in Public Policy (PGDipPP)²
Postgraduate Diploma in Public Relations (PGDipPR)²
Postgraduate Diploma in Resources and Environmental Planning
(PGDipREP)²
Postgraduate Diploma in Science (PGDipSc)²
Postgraduate Diploma in Science Education (PGDipScEd)²

Postgraduate Diploma in Screen and Media Studies (PGDipSMS)²
Postgraduate Diploma in Second Language Teaching (PGDipSLT)²
Postgraduate Diploma in Social Enterprise (PGDipSocEnt)²
Postgraduate Diploma in Social Science Research (PGDipSocScRes)²
Postgraduate Diploma in Special Education (PGDipSpEd)²
Postgraduate Diploma in Special Needs Resource Teaching (PGDipSNRT)²
Postgraduate Diploma in Sport and Leisure Studies (PGDipSpLS)²
Postgraduate Diploma in Statistics (PGDipStats)²
Postgraduate Diploma in Strategic Management (PGDipStratMgt)²
Postgraduate Diploma in Technology Education (PGDipTechEd)²
Postgraduate Diploma in Tourism and Hospitality Management (PGDipTHMgt)²
Postgraduate Diploma in Treasury and Financial Management (PGDipTreasFinMgt)²

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 in General Studies (CertGenSt)²

Certificate in Leisure and Sport (CertLSp)³

Certificate of University Preparation (CUP)

Te Hira Māori (Certificate in Māori Studies) (TeH)²

Te Timatanga Hou (TTH)

Graduate Certificate

Graduate Certificate in Management (GradCertMgt)²

Graduate Certificate in Tourism and Hospitality Management (GradCertTHMgt)²

Postgraduate Certificate

Postgraduate Certificate in Arts (PGCertArts)²

Postgraduate Certificate in Business Research (PGCertBusRes)²

Postgraduate Certificate in Counselling (Counselling Supervision) (PGCertCouns(CounsSup))

Postgraduate Certificate in Counselling (Family Counselling) (PGCertCouns(FamCouns))

Postgraduate Certificate in Counselling Supervision (PGCertCS)²

Postgraduate Certificate in Education (eEducation) (PGCertEd(eEd))²

Postgraduate Certificate in Education (School Principalship) (PGCertEd(SchPrinc))²

Postgraduate Certificate in Education (Tertiary Teaching) (PGCertEd(TertTchg))²

Postgraduate Certificate in eEducation (PGCerteEd)²

Postgraduate Certificate in Family Counselling (PGCertFamCouns)²

Postgraduate Certificate in Management Studies (PGCertMgtSt)²

Postgraduate Certificate in Management Studies (Business Finance) (PGCertMgtSt(BusFin))²

Postgraduate Certificate in Management Studies (Health Management) (PGCertMgtSt(HealthMgt))²

Postgraduate Certificate in Management Studies (Manufacturing Management) (PGCertMgtSt(ManMgt))²

Postgraduate Certificate in Management Studies (Personal Risk Management) (PGCertMgtSt(PRiskMgt))²

Postgraduate Certificate in Management Studies (Practice Management) (PGCertMgtSt(PracMgt))²

Postgraduate Certificate in Management Studies (Property Finance) (PGCertMgtSt(PropFin))²

Postgraduate Certificate in Management Studies (Sport Management) (PGCertMgtSt(SportMgt))²

Postgraduate Certificate in Management Studies (Supply Chain Management) (PGCertMgtSt(SCM))²

Postgraduate Certificate in School Principalship (PGCertSchPrinc)²

Postgraduate Certificate in Science and Technology (PGCertSc&Tech)²

Postgraduate Certificate in Social Sciences (PGCertSocSc)²

Postgraduate Certificate in Tertiary Teaching (PGCertTT)²

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))¹
 - 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 (MAAppPsy)
 - Master of Arts (MA)
 - Master of Arts (Applied) (MA(Applied))
 - Master of Computer Graphic Design (MCGD)¹
 - Master of Counselling (MCouns)
 - Master of Education (MEd)
 - Master of Educational Leadership (MEdLeadership)
 - Master of Electronic Commerce (MECom)
 - Master of Engineering (ME)
 - Master of Laws (LLM)
 - Master of Laws in Māori/Pacific and Indigenous Peoples' Law (LLM(Māori/Pacific and Indigenous Peoples))
 - Master of Management Studies (MMS)
 - Master of Māori and Pacific Development (MMPD)
 - Master of Music (MMus)
 - Master of Science (MSc)
 - Master of Science (Technology) (MSc(Tech))
 - Master of Social Sciences (MSocSc)
 - Master of Special Education (MSpEd)
 - Master of Sport and Leisure Studies (MSpLS)
7. Of the degrees listed in clause 2, the following may be awarded with Third Class Honours.
 - Bachelor of Arts with Honours (BA(Hons))
 - Bachelor of 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))¹
 - Bachelor of Electronic Commerce with Honours (BECOM(Hons))
 - Bachelor of Music with Honours (BMus(Hons))
 - Bachelor of Science with Honours (BSc(Hons))
 - Bachelor of Social Sciences with Honours (BSocSc(Hons))
 - Bachelor of Sport and Leisure Studies with Honours (BSpLS(Hons))
 - Bachelor of Teaching with Honours (BTchg(Hons))
 - Bachelor of Tourism with Honours (BTour(Hons))
8. Of the degrees and diplomas listed in clauses 2 and 3, the following may be awarded with Distinction.
 - Master of Business Administration (MBA)
 - Master of Environmental Planning (MEP)
 - Postgraduate Diploma
 - Postgraduate Diploma of Computer Graphic Design (PGDipCGD)¹

Notes:

1. Jointly awarded qualification with the Wanganui UCOL School of Design.
2. Qualification no longer offered to new students.
3. Offered in conjunction with Tairāwhiti Polytechnic.

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[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Personal Programmes of Study Regulations

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

1. **Title**
These are the Personal Programmes of Study Regulations 2006.
2. **Date of effect**
These regulations are effective from 1 January 2007.
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 2006*.
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 of the Faculty or School of Studies in which the other paper is offered approves otherwise.)

corequisites are pairs or groups of papers which must be taken together.

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.
- (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 in the University of Waikato Calendar.
- (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

- (1) 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 Director 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) 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.
- (10) Applicants wishing to appeal a Dean's decision on credit may apply to the Director of the Student and Academic Services Division.
- (11) The consideration of an appeal will involve the Dean concerned being requested to reconsider the decision. Further appeals against the outcome of a reconsideration will be referred to the Academic Programmes Committee for consideration on behalf of the Academic Board.

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

- (1) A candidate who, based on the assessment of the Dean of the candidate's Faculty or School of Studies, has completed the major part of a qualification at the University of Waikato and then moved to another district may, in some cases, complete the University of Waikato qualification by taking the remaining papers at another university in New Zealand. Prior approval of the specific papers, in writing, must be obtained from the Director of 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

- (1) 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.

17. Special arrangements for conjoint programmes with the School of Law

- (1) In addition to regulation 14 above, and subject to the approval of the respective Deans,
- (a) a candidate who has been credited for the degree of Bachelor of Laws or Bachelor of Laws with Honours with Law papers listed in Appendix A to these regulations shall be entitled to be credited with up to 60 points from those papers at the same level (provided that these credits do not result in a candidate's programme including papers which exceed the maximum number of points permitted to be taken outside of that School) towards the degrees of Bachelor of Arts or Bachelor of Science or Bachelor of Social Sciences, where the respective Deans deem such a paper to be relevant to the candidate's programme of study.
- (b) a candidate who has been credited for the degree of Bachelor of Laws or Bachelor of Laws with Honours with one or more of the Law papers in column one as set out in Appendix B to these regulations may be credited with the corresponding paper (to a maximum of three) in column two as set out in Appendix B to these regulations towards the Bachelor of Management Studies degree.
- (c) the credit arrangements under the provisions of this regulation apply only where the degrees obtained are conferred concurrently.

Note:

1. *The deadline for submission of a dissertation or thesis for candidates enrolled in a graduate degree in the School of Science and Engineering is 4.00pm on the last working day of the candidate's minimum period of enrolment for the degree.*

Appendix A

BA

LAWS107 Constitutional Law
LAWS203 Jurisprudence
LAWS206 Administrative Law

BSc

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

BSocSc

LAWS106 Legal Systems and Societies
LAWS107 Constitutional Law
LAWS206 Administrative Law

Note:

1. *Where topic deemed appropriate*

Appendix B

BMS

Column One

Column Two

LAWS305 Corporate Entities

ACCT322 Law of Business
Enterprises

LAWS424 Revenue Law

ACCT351 Taxation

LAWS426 Commercial Transactions

ACCT321 Commercial Law

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 [BACK TO TOP](#)

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[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

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2007 Calendar

Bachelors Degree Regulations

Contents

Admission, Enrolment and Fees	Bachelor of Arts (BA)
	Bachelor of Business Analysis – Financial (BBA(Fin))
	Bachelor of Communication Studies (BCS)
Research, Assessment and Graduation	Bachelor of Computer Graphic Design (BCGD)
	Bachelor of Computing and Mathematical Sciences (BCMS)
	Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons))
Staff and Honours	Bachelor of Electronic Commerce (BECom)
	Bachelor of Engineering (BE)
University Overview and Charter	Bachelor of Engineering with Honours (BE(Hons))
	Bachelor of Laws (LLB)
	Bachelor of Laws with Honours (LLB(Hons))
Schedule of Papers	Bachelor of Liberal Studies (BLibS)
	Bachelor of Management Studies (BMS)
General Regulations and Policies	Bachelor of Management Studies with Honours (BMS(Hons))
	Bachelor of Māori and Pacific Development (BMPD)
Qualification Regulations	Bachelor of Music (BMus)
	Bachelor of Science (BSc)
Research Centres	Bachelor of Science (Technology) (BSc(Tech))
	Bachelor of Social Sciences (BSocSc)
Academic, Consultancy and Service Units	Bachelor of Sport and Leisure Studies (BSpLS)
	Bachelor of Teaching (BTchg)
	Bachelor of Tourism (BTour)
General Services	Conjoint Degree Programmes in Management Studies and Science
	Conjoint Degree Programmes in Teacher Education
Important Dates	
Full Table of Contents	

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:58:46 2023
URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/bachelor/index.html>
This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Graduate Degree Regulations

Contents

Admission, Enrolment and Fees	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))
Research, Assessment and Graduation	Bachelor of Computer Graphic Design with Honours (BCGD(Hons))
	Bachelor of Electronic Commerce with Honours (BECOM(Hons))
Staff and Honours	Bachelor of Music with Honours (BMus(Hons))
	Bachelor of Science with Honours (BSc(Hons))
	Bachelor of Social Sciences with Honours (BSocSc(Hons))
University Overview and Charter	Bachelor of Sport and Leisure Studies with Honours (BSpLS(Hons))
	Bachelor of Teaching with Honours (BTchg(Hons))
	Bachelor of Tourism with Honours (BTour(Hons))
Schedule of Papers	Master of Applied Psychology (MAppPsy)
General Regulations and Policies	Master of Arts (MA)
	Master of Arts (Applied) (MA(Applied))
	Master of Business Administration (MBA)
Qualification Regulations	Master of Computer Graphic Design (MCGD)
	Master of Counselling (MCouns)
Research Centres	Master of Education (MEd)
	Master of Educational Leadership (MEdLeadership)
Academic, Consultancy and Service Units	Master of Electronic Commerce (MECom)
	Master of Engineering (ME)
General Services	Master of Environmental Planning (MEP)
	Master of Laws (LLM)
Important Dates	Master of Laws in Māori/Pacific and Indigenous Peoples' Law (LLM(Māori/Pacific and Indigenous Peoples))
Full Table of Contents	Master of Management Studies (MMS)
	Master of Māori and Pacific Development (MMPD)
	Master of Music (MMus)
	Master of Science (MSc)
2018 Calendar	Master of Science (Technology) (MSc(Tech))
	Master of Social Sciences (MSocSc)
	Master of Special Education (MSPed)
	Master of Sport and Leisure Studies (MSPLS)

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:58:51 2023
URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/graduate/index.html>
This page has been reformatted for printing



Archived 2007 Calendar



SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Higher Degree Regulations

Contents

[Admission, Enrolment
and Fees](#)

[Research, Assessment
and Graduation](#)

[Staff and Honours](#)

[University Overview and
Charter](#)

[Schedule of Papers](#)

[General Regulations and
Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy
and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[Master of Philosophy \(MPhil\)](#)
[Doctor of Philosophy \(PhD\)](#)
[Doctor of Education \(EdD\)](#)
[Doctor of Juridical Science \(SJD\)](#)
[Doctor of Laws \(LLD\)](#)
[Doctor of Literature \(DLit\)](#)
[Doctor of Science \(DSc\)](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:58:55 2023
URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/higher/index.html>
This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Diploma Regulations

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[Diploma \(Dip\)](#)
[Graduate Diploma \(GradDip\)](#)
[Graduate Diploma in Pōkairua Kaupae-Rua Whakaako mō te Māori/Māori Medium](#)
[Teaching \(GradDipEd\(MāoriMedTchg\)\)](#)
[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\(Clin\)\)](#)
[Postgraduate Diploma in Psychology \(Community\) \(PGDipPsych\(Com\)\)](#)
[2018 Calendar](#)
[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)
[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:58:59 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/diplomas/index.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Certificate Regulations

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[Certificate of Attainment in English Language \(CertAttainEngLang\)](#)
[Certificate of Attainment in Foundation Studies \(CertAttainFoundSt\)](#)
[Certificate of University Preparation \(CUP\)](#)
[Te Tīmatanga Hou \(TTH\)](#)
[Certificate \(Cert\)](#)
[Certificate in Leisure and Sport \(CertLSp\)](#)
[Graduate Certificate \(GradCert\)](#)
[Postgraduate Certificate \(PGCert\)](#)
[Postgraduate Certificate in Counselling in Counselling Supervision \(PGCertCouns\(CounsSup\)\)](#)
[Postgraduate Certificate in Counselling in Family Counselling \(PGCertCouns\(FamCouns\)\)](#)
[2018 Calendar](#)
[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)
[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:59:03 2023
URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/certificates/index.html>
This page has been reformatted for printing



Archived 2007 Calendar



SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Undergraduate Diploma and Certificate Fields

Contents

[Admission, Enrolment
and Fees](#)

[Research, Assessment
and Graduation](#)

[Staff and Honours](#)

[University Overview and
Charter](#)

[Schedule of Papers](#)

[General Regulations and
Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy
and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

Arts

[American Studies](#)

[Anthropology](#)

[Asian Studies](#)

[Chinese](#)

[Education Studies](#)

[English](#)

[English as a Second Language](#)

[French](#)

[Geography](#)

[German](#)

[History](#)

[Japanese](#)

[Linguistics](#)

[Maori and Pacific Development](#)

[Mathematics](#)

[Music](#)

[New Zealand Studies/Akoranga Aotearoa](#)

[Philosophy](#)

[Political Science](#)

[Psychology](#)

[Religious Studies](#)

[Screen and Media Studies](#)

[Spanish](#)

[Te Reo Maori/Maori Language](#)

[Theatre Studies](#)

[Tikanga Maori/Maori Cultural Studies](#)

[Treaty of Waitangi Studies/Akoranga te Tiriti o Waitangi](#)

Communication Studies

[English Studies](#)

[Linguistics](#)

[Management Communication](#)

[Marketing](#)

[Media Studies](#)

[Public Relations](#)

Law

[Law](#)

Management

[Accounting](#)

[Economics](#)

[Electronic Commerce Technology](#)

[Entrepreneurship and Innovation](#)

[Finance](#)

[Hospitality Management](#)

[Human Resource Management](#)
[Information Systems Management](#)
[International Management](#)
[Management Communication](#)
[Manufacturing Management](#)
[Marketing](#)
[Marketing and Communication](#)
[Public Relations](#)
[Strategic Management](#)
[Supply Chain Management](#)
[Tourism Management](#)

Maori and Pacific Development

[Maori and Pacific Development](#)
[New Zealand Studies/Akoranga Aotearoa](#)
[Te Reo Maori/Maori Language](#)
[Tikanga Maori/Maori Cultural Studies](#)
[Treaty of Waitangi Studies/Akoranga te Tiriti o Waitangi](#)

Science

[Biological Sciences](#)
[Chemistry](#)
[Computer Science](#)
[Earth Sciences](#)
[Electronics](#)
[Engineering](#)
[Materials and Process Engineering](#)
[Mathematics](#)
[PHIL102 and PHIL208](#)
[Physics](#)
[Psychology](#) (Science papers only)
[Statistics](#)

Social Sciences

[Anthropology](#)
[Asian Studies](#)
[Economics](#)
[Education Studies](#)
[English as a Second Language](#)
[Geography](#)
[History](#)
[Human Development](#)
[Industrial Relations and Human Resource Management](#)
[Labour Studies](#)
[Linguistics](#)
[Maori and Pacific Development](#)
[Pacific Studies](#)
[Philosophy](#)
[Political Science](#)
[Population Studies](#)
[Psychology](#)
[Public Policy](#)
[Social Policy](#)
[Social Science Research](#)
[Sociology](#)
[Tikanga Maori/Maori Cultural Studies](#)
[Tourism Studies](#)
[Women's and Gender Studies](#)

Sport and Leisure Studies

[Sport and Leisure Studies](#)

Tourism

[Hospitality Management](#)
[Tourism Management](#)
[Tourism Resources, Impacts and Planning](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:59:08 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/fields.html>

This page has been reformatted for printing



THE UNIVERSITY OF
WAIKATO
Te Whare Wananga o Waikato

Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Enrolment for Individual Paper Credit (IPC)

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

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

Regulations Governing Enrolment for Individual Paper Credit (IPC)

1. A candidate who enrolls on an IPC basis is liable for all fees and charges prescribed for the paper(s) and must meet any requirements specified in the prescription and paper outline.
2. Enrolment on an IPC basis is subject to the approval of the Dean of the Faculty or School of Studies in which the paper is offered.
3. A candidate who has passed a paper taken on an IPC basis may at a later date apply to have the paper credited to a University of Waikato qualification. Approval will be based on the regulations for the qualification concerned.
4. A student enrolled on an IPC basis is subject to all general regulations of the University of Waikato.
5. A candidate who completes a paper on an IPC basis will receive official notification of his or her final results from the University of Waikato, and will be eligible to apply for an academic transcript.

[2018 Calendar](#)

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[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:59:12 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/ipc.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Research Centres](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Antarctic Research Unit

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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

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

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

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

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[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:59:16 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/researchcentres/antarctic.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Research Centres](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Centre for Biodiversity and Ecology Research

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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

In particular, the Centre addresses the need for

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

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

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

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

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

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[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:59:21 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/researchcentres/ecology.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Research Centres](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Centre for Labour and Trade Union Studies

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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

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

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

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[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:59:25 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/researchcentres/labourtrade.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Research Centres](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Centre for Māori and Pacific Development Research

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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

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[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:59:29 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/researchcentres/centreformaori.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Research Centres](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Centre for New Zealand Jurisprudence

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)

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

[2018 Calendar](#)
[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)
[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:59:34 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/researchcentres/jurisprudence.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Research Centres](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Centre for Research in Animal Biology

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)

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

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

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

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

[2018 Calendar](#)
[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)
[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:59:38 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/researchcentres/animalbiology.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Research Centres](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Centre for Science and Technology Education Research

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

The Centre for Science and Technology Education Research (Pokapo Rangahau Pūtaiao me te Mātauranga Hangarau) is jointly administered by the School of Science and Engineering, and the School of Education. It provides a focus for postgraduate teaching, research and development in science, technology and environmental education in the primary, secondary, and tertiary education sectors, as well as in commercial and community environments. The Centre is known throughout New Zealand and internationally for its innovative research and scholarship, and for its emphasis on the use of its research in the informing and development of policy, practice, curriculum and resources. The staff and students of the Centre work in close collaboration with researchers both nationally and internationally, with local schools and industry, and with other educational institutions.

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

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[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:59:42 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/researchcentres/cster.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Research Centres](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Honey Research Unit

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)

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.

[2018 Calendar](#)

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:59:46 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/researchcentres/honeyresearch.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Research Centres](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

International Global Change Institute

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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

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

Selected examples of IGCI projects and funding agencies include

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

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:59:50 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/researchcentres/igci.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Research Centres](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Management Research Centre

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)

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

The MRC's objective is to provide research and information services to professional, state and business organisations throughout New Zealand. The Centre carries out 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 25 years and providing financial benchmarks for 200 plus business categories, is recognised by practitioners and industry commentators as the accepted standard for benchmarking SME's in New Zealand.

Further information can be obtained from the Management Research Centre.

[2018 Calendar](#)
[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)
[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:59:55 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/researchcentres/mngtresearchcentre.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Research Centres](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Te Mātāhauriki Research Institute

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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

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

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

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 02:59:59 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/researchcentres/tematahauriki.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Research Centres](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Population Studies Centre

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)

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

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

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

Finally, Centre staff and Associates contribute to interdisciplinary teaching at undergraduate and graduate level.

[2018 Calendar](#)

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[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 03:00:03 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/researchcentres/population.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Research Centres](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Thermophile and Microbial Biochemistry and Biotechnology Unit

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)

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

[2018 Calendar](#)
[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)
[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 03:00:07 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/researchcentres/thermophile.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Research Centres](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Waikato Centre for Advanced Materials

Contents

[Admission, Enrolment and Fees](#)

The Waikato Centre for Advanced Materials (WaiCAM) was established in 2002 and has the following functions:

[Research, Assessment and Graduation](#)

- 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 capability of the University of Waikato in the area of materials, nationally and internationally
- To establish partnerships and strengthen linkages with other materials research groups in New Zealand and overseas.

[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)

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

[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 03:00:11 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/researchcentres/advancedmaterials.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Research Centres](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Waikato Centre for Applied Statistics

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)

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

[2018 Calendar](#)
[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)
[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 03:00:16 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/researchcentres/appliedstats.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Research Centres](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Wilf Malcolm Institute of Educational Research

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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.

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 03:00:20 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/researchcentres/wilfmalcolm.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Academic, Consultancy and Service Units](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Centre for Continuing Education

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

The Centre's principal objectives are to:

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

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

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

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

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

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

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

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

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

science.

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

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 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 03:00:24 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/academicconsultancy/conted.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Academic, Consultancy and Service Units](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Language Institute

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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

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

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[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 03:00:28 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/academicconsultancy/langinst.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Academic, Consultancy and Service Units](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Waikato DNA Sequencing Facility

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)

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

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

[2018 Calendar](#)
[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)
[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 03:00:32 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/academicconsultancy/dna.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Academic, Consultancy and Service Units](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Waikato Radiocarbon Dating Laboratory

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

The Waikato Laboratory is a national facility, offering radiocarbon dates by both radiometric methods (liquid scintillation spectrometry by Perkin Elmer Quantulus) and accelerator mass spectrometry. The laboratory is funded from external commercial dating services and is used to support radiocarbon dating and School of Science and Engineering research programmes. Staff in the unit are actively involved in palaeoclimate and archaeological research and have a leading role in international calibration programmes.

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[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 03:00:37 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/academicconsultancy/radiocarbon dating.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Academic, Consultancy and Service Units](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Waikato Stable Isotope Unit

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)

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

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

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

[2018 Calendar](#)

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The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 03:00:41 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/academicconsultancy/isotope.html>

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Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [General Services](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

The University Library

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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

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

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

Library services, resources, and collections include

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

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

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

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

Central Library	library@waikato.ac.nz	ext. 8198
Education Library	libyeduc@waikato.ac.nz	ext. 4530
Law Library	libylaw@waikato.ac.nz	ext. 8628

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 03:00:45 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/generalinfoservices/library.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [General Services](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

The Teaching and Learning Development Unit

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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

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

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

- Individual tuition. Students may come to the Unit of their own volition or at the suggestion of staff.
- Group tuition. Workshops are offered on aspects of learning and contributions to courses may be requested by staff.
- An academic orientation programme for new students.
- Drop-in sessions for mathematics support.
- A range of resources including booklets and internet-based programmes.
- Training of tutors and senior residents in Halls of Residence to work with students to develop their learning.

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

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

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

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[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 03:00:50 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/generalinfoservices/tldu.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [General Services](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Information and Technology Services

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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

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

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

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

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

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

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

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

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

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[BACK TO TOP](#)

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 03:00:54 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/generalinfoservices/its.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [General Services](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Student and Academic Services

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

Accommodation Services

Halls of Residence

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

Full details about the Halls of Residence can be obtained from the Accommodation and Conference Services Office. Applications, which close on 1 October each year for the following year's accommodation, must be accompanied by a \$20.00 application fee. Late applications and applications made during the course of the year will be considered. Residence is for the duration of the academic year. A new application must be made if students wish to return to the Halls for the following year. A contingency deposit is required at the time of acceptance, and this is refunded, less any charges, at the end of the academic year.

Off-Campus Accommodation

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

The Accommodation Adviser has information regarding other accommodation available in Hamilton, and is able to assist students to find private board, houses to rent, flatmates, or flats. The cost of full board in a private home is generally about \$140-\$150 per week around the University area, but can be less if situated further away. Flats and houses are listed in local newspapers and with rental agencies. The Accommodation Adviser can provide printouts of all types of student housing available in the University area. The room rental cost of sharing a house or flat usually ranges between \$75 and \$90 per week per person.

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

Student Support Services

Student Counselling Service

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

Chaplaincy

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

chaplancy activities is the Lady Goodfellow Chapel.

Students with Disability

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

Additional information about support and services is available from the Disability Support Service office in the Student Services Building. Telephone: (07) 838-4719, Facsimile: (07) 838-4282, Email: disability@waikato.ac.nz or via the website <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 enrolment only 3 January 2007 to 23 February 2007

A Semester enrolment only 26 February 2007 to 22 June 2007

B Semester enrolment only 9 July 2007 to 21 December 2007

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

Careers and Employment Centre

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

Class Representative System

The University is committed to strong and effective representation from its students. The Class Representative System has been developed to ensure that student views are reflected through involvement in University processes and participation on University committees where decisions affecting students are made. Student representatives on University committees are either elected through the Class Representative System, or are appointed by the Waikato Students' Union.

Class Representatives are elected to deal with minor academic matters which arise,

and their role is to liaise between the students in the paper and the academic staff who are teaching the paper. They also have the opportunity to participate in the democratic processes of the University.

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

The Student Support Adviser can be contacted on extension 6264.

Student Recruitment and Enrolment

Course Advice and Planning

The Student Recruitment Office assists students who are unfamiliar with the University or who require assistance to plan their programme of study. Prospective students can obtain information from the Student Information Centre by phone (0800 WAIKATO or (07) 838-4176), email (info@waikato.ac.nz), or in person by calling in to the Hamilton campus (The Gateway), the Tauranga campus (Durham Street), or the Auckland Office (Crown Institute Building, Lorne Street).

The Student Recruitment Advisers represent the University at regional careers expos, secondary school career evenings, and other events throughout New Zealand. They provide comprehensive information, personal advice sessions and campus tours, which are available by appointment. An Open Day and several information days and evenings are held on campus throughout the year, and details are available on request. Students can explore a range of options - undergraduate study, postgraduate study, foundation and bridging courses - including those that target women, mature students and Māori. Prospective students will also receive information on the range of academic and support services that are available.

Enrolment and General Information for Students

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

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 Studies Committee in the development and implementation of policy concerning postgraduate studies. It also provides information and advice to students who wish to enrol, or who are enrolled, for a postgraduate degree at this University.

Detailed information for postgraduate students, including enrolment guidelines, regulations and staff research expertise, may be found on the [Postgraduate Studies](#) website.

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The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 03:00:58 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/generalinfoservices/sasd.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [General Services](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

The International Centre

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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 the International Centre; phone +64 7 838 4439, email int.centre@waikato.ac.nz, website <http://www.waikato.ac.nz/international/>.

Compulsory Medical and Travel Insurance

The New Zealand Government has made it a legal requirement that from 1 January 2004 all international students must have appropriate and current health and travel insurance, as stated in the Code of Practice for the Pastoral Care of International Students (<http://www.minedu.govt.nz/>). 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 New Zealand Insurance 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 <http://www.waikato.ac.nz/international/>.

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 <http://www.nzaid.govt.nz/> or <http://www.waikato.ac.nz/international/>.

New Zealand International Doctoral Research Scholarships (NZIDRS) and New Zealand International Undergraduate Fees Scholarships (NZIUFS) 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 <http://www.newzealandeducated.com/scholarships/>.

International Student Exchange

The International Centre administers the University's international student exchange programmes and is the central resource of promotional material from partner universities from around the world. Almost all domestic and international students who are in good academic standing should be eligible to apply for an appropriate exchange after having completed the equivalent of two semesters of full-time degree-level study at the University of Waikato. International 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 can be credited towards students' University of Waikato qualifications, although this cannot always be guaranteed in advance. In 2007, students with New Zealand citizenship or permanent residence will receive travel grants to assist and encourage them to participate in an international student exchange. Further information can be obtained from the International Relations Adviser at the International Centre.

Strategic Alliances, International Partnerships and Agreements

The University is a forward-looking, innovative institution that welcomes strategic alliances, international partnerships, and agreements. Consideration is given to international institutions that match the University of Waikato profile in terms of reputation, academic standing, and research output.

All proposals for University to University linkages should be discussed in the first instance with the Pro Vice-Chancellor (International). Proposals for guaranteed credit agreements need submission of full documentation to the International Centre, which will refer them to the appropriate academic authority for approval. Partnership proposals are welcome and will be explored on a case by case basis. Memorandums of Understanding should also be submitted as proposals to the International Centre, which will refer them to the appropriate authority.

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

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& [REQUESTS](#)

 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 03:01:03 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/generalinfoservices/international.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [General Services](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

The Research Office

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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

UNILink

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

Scholarships, Awards and Other Prizes

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

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

Scholarships

School Leavers

Bachelor of Engineering Fees Scholarship
 Bartlett Scholarship
 Brian Smith Memorial Entrance Scholarship
 Bryant Residential Scholarship
 Douglas Myer Scholarship
 Economics and Statistics Entrance
 IPENZ Waikato/BOP Branch Scholarship
 KR Sustainable Enterprise Ideas Scholarship
 Manu Korero Scholarship
 Michael Baldwin Memorial Scholarship
 Otumoetai Trust Undergraduate Scholarship
 Perry Foundation Undergraduate Scholarship
 School of Computing and Mathematical Sciences Scholarship
 School of Law Entrance Scholarships
 Science Admission Fees Scholarship
 Sir Edmund Hillary Scholarships
 Tau Rua Mano Scholarship

Te Tohu Paetahi Entrance Scholarship
Tearaway Waikato University Scholarships
The Robertson Scholars Program
Vice-Chancellor's Prize for Excellence
Waikato Rugby Union Scholarship
Waikato Times Scholarship in Communication Studies

Undergraduate

Anne Shannon Scholarship
Bank of New Zealand Undergraduate Scholarship
Bay of Plenty Alumni Adult Learners' Award
Bernard Fergusson Memorial Scholarship
Bren Low Memorial Scholarship
Bryant Residential Scholarship
Bryant Residential Tutorship
Cayne Dunnett Memorial Scholarship
Environment Waikato Māori Scholarship
Fernhill Charitable Trust Scholarships
First NZ Capital Scholarship in Finance
Fish and Game New Zealand Research Scholarships
Fisher and Paykel Healthcare Scholarship in Physics
Freemasons University Scholarship
Gemini Trust Disability Scholarship
Girdlers' Scholarship
Hamilton Zoo Studentship
IPENZ/BOP Branch Scholarship
John Houstoun Memorial Scholarship
Kitchener Memorial Scholarship
Lee Foundation Grants
Lili Krause Piano Award
Michael Baldwin Memorial Scholarship
Michael Caiger Scholarship
New Zealand Energy Education Trust Undergraduate Scholarship
Rewi Alley Scholarship in Modern Chinese Studies
Rotary Club of Te Awamutu Centennial Scholarship
Simpson Grierson Law Scholarship
Sir Edmund Hillary Scholarships
Sullivan Scholarship
Tau Rua Mano Scholarship
Te Tohu Paetahi Entrance Scholarship
Te Tohu Paetahi Retention Scholarship
The Association of University Staff Crozier Scholarship
Toll NZ Limited Undergraduate Scholarship
Vice Chancellor's Adult Learners' Award
Waikato Rugby Union Scholarship
Waikato Students Union Scholarship for Cultural Contribution
WMS International Exchange Scholarship

Graduate

Alumni Association Masters Scholarship
Bank of New Zealand Graduate Scholarship
Bing's Scholarship
Brian Smith Memorial 499/599 Scholarship
Bright Futures Enterprise Scholarship
Broad Memorial Fund
Bryant Residential Tutorship
Chamber of Commerce Tauranga Business Scholarship
Commonwealth Scholarships to New Zealand
Commonwealth Scholarships to the UK and Canada
CRF Heinold Scholarship
Department of Political Science Graduate Scholarship
Dick and Mary Earle Scholarship in Technology
FASS Honours Awards
FASS Masters Thesis Awards
First NZ Capital Scholarship in Finance
Fish and Game New Zealand Research Scholarships
Frank Knox Memorial Fellowship

Freemasons University Scholarship
Freyberg Scholarship
German Academic Exchange (DAAD) Scholarship
Golden Plover Award
Gordon Watson Scholarship
Health Research Council Summer Studentship
Hilary Jolly Memorial Scholarship
HRINZ Scholarship
John Allan Scholarship in Education
John Houstoun Memorial Scholarship
Julia Sandford Scholarship
Kerby Bursary for Graduate Music Studies
Lee Foundation Grants
Lili Kraus Piano Award
Michael Baldwin Memorial Scholarship
Nancy Caiger Graduate Scholarship
New Zealand Federation of University Women Fellowship
New Zealand Law Foundation Ethel Benjamin Prize for Women
NZ-US Educational Foundation - Fulbright Programme
Perry Foundation Graduate Scholarship
Postgraduate Fees Scholarship in Community Management
Priority One Management Scholarship
Pukehou Pouto Scholarship
Rewi Alley Scholarship in Modern Chinese Studies
Rhodes Scholarship
Road Safety Trust Research Scholarship
Science and Engineering Masters Fees Award
School of Law Graduate Scholarship
School of Law Kamira Henry (Binga) Haggie Scholarship
Sir Edmund Hillary Scholarships
Stratex Networks Graduate Scholarship
Te Pua Wānanga ki te Ao Graduate Excellence Award
Te Tipu Putaiao Māori Fellowship
The Association of University Staff Crozier Scholarship
The Kauri Museum Mervyn Sterling Memorial Scholarship
Trust Waikato Student Community Grant
Technology for Industry Fellowship
University of Waikato Masters Scholarship
Whanganui River Enhancement Trust Scholarship
William Georgetti Scholarship
Winsborough Ltd Scholarship in Organisational Psychology

Postgraduate

Bing's Scholarship
Bright Futures Enterprise Scholarship
Bright Futures Top Achiever Doctoral Scholarship
Bryant Postgraduate Research Scholarship
Bryant Residential Tutorship
Cambridge Commonwealth Trust Prince of Wales Scholarship
Claude McCarthy Fellowship
Commonwealth Scholarship to New Zealand
Commonwealth Scholarship to the UK and Canada
Dick and Mary Earle Scholarships in Technology
Edward and Isobel Kidson Scholarship
Fernhill Charitable Trust Scholarships
Fish and Game New Zealand Research Scholarships
Frank Knox Memorial Scholarship
Freemasons Postgraduate Scholarship
French Postgraduate Scholarship
Freyberg Scholarship
Gordon Watson Scholarship
Hilary Jolly Memorial Scholarship
HRINZ Scholarship
John Houstoun Memorial Scholarship
Kauri Museum Scholarship
L. B. Wood Travelling Scholarship
Lee Foundation Grants
Michael Baldwin Memorial Scholarship
New Zealand Federation of University Women Fellowship

New Zealand Law Foundation Ethel Benjamin Scholarship
NZ-US Educational Foundation - Fulbright Programme
Patricia Pratt Scholarship in Musical Performance
Postgraduate Fees Scholarship in Community Management
PricewaterhouseCoopers Masters Scholarship
Pukehou Pouto Scholarship
Resource Management Law Association Postgraduate Scholarship
Rewi Alley Scholarships in Modern Chinese
Rhodes Scholarship
Road Safety Trust Research Scholarship
Sasakawa Postgraduate Scholarship
Shirtcliffe Fellowship
Sir Edmund Hillary Scholarships
Te Pua Wānanga ki te Ao Postgraduate Excellence Award
Te Tipu Pūtaiao Māori Fellowship
Technology for Industry Fellowship
The Association of University Staff Crozier Scholarship
Todd Foundation Award for Excellence
Todd Foundation Postgraduate Scholarship in Energy Research
Trust Waikato Student Community Grant
University of Waikato Doctoral Scholarship
Whanganui River Enhancement Trust Scholarship
Wilf and Ruth Malcolm Postgraduate Scholarship
William Georgetti Scholarship
Woolf Fisher Scholarship

Prizes

Alan Turing Prize
Alfred Marshall Prize in Management Studies
Almao Kellaway Prize (Law)
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
Auckland District Law Society Prize for Honours in Law
Auckland University Press (AUP) Prize for Excellence in First Year Graduate English
Beattie Rickman Legal Prize for Employment Law
Beattie Rickman Prizes in Taxation
Bill and Joan Flower Trust Prize in Environmental Economics
Bill and Joan Flower Trust Prize in Global Economics
Blackwood Paul Memorial Prize
Brendon Thompson Prize in Economics
Brooker's Prize for Civil Procedure
Brooker's Prize for Legal Method
Brooker's Prize for Public International Law
Bruce Liley Prize in Physics
CCH Advanced Taxation Prize
CCH New Zealand Ltd Prize in Corporate Entities
CCH New Zealand Ltd Prize in Equity and Succession
CCH Prize for Revenue Law
Crown Law Office Prize for Public Law
David Bates Prize in Evidence
Doris Henry English Speaking Union Award
Dow AgroSciences Third Year Chemistry
Elisabeth Bisley Prize in English
Engineering Materials Group of IPENZ Prize
English Speaking Union Prize
Environment Waikato Prize in Water Science
Evans Bailey & Co Prize in Jurisprudence
Foundation Professor's Prize in Economics
Frankton–Te Rapa Jaycees Prize in Economics
Fred Marshall Prize for French Literature
Gallagher Group Prize in Advanced Supply Chain Management
Gallagher Group Prize in E-Business Technologies
Gallagher Group Prize in Management Information Systems
Gallagher Group Prize in Operations Management
Gallagher Group Prize in Supply Chain Management
G. J. Schmitt Prize in Management Studies

Gordon Harris Bachelor of Computer Graphic Design Prize
Hilbert Prize in Mathematics
H. S. Gibbs Prize in Earth Sciences
Institute of Chartered Accountants Prize
Institute Prize
James and Wells Intellectual Property Prize
Jared Simpson Memorial Prize in Biological and Earth Sciences
Jeannette Gillespie Memorial Prize
John Allan Award in Education
John Mansfield Thomson Prize in Music History
J. T. Ward Prize in Economics
K. M. Bell Memorial Prize in Geography
Land Info Net Prize in Land Law (Essay)
LEADR Prize in Dispute Resolution
Legal Research Foundation Prize in First Year Law
Lewis Fretz Prize in International Relations
McCraw Prize in Communicating Earth Sciences Research
Margaret Avery Memorial Prize in History
Marshall Prize in French Literature
Millennium Prize in Mathematics
Ministry of Consumer Affairs for Fair Trading and Consumer Law
Minter Ellison Rudd Watts Prize for Contract Law
New Zealand Insurance Law Association Prize
Niklas Werner Memorial Prize
Norah Howell Music Award
NZFUW Emmy Noether Prize in Mathematics
NZ Institute of Chemistry J. E. Allen Memorial Prize
NZPI (Waikato Branch) Outstanding Planning Student Prize
Orica-Chemnet First Year Chemistry Prize
Pipers Patent Attorneys Chemistry Seminar Prize
PricewaterhouseCoopers Prize in Accounting Systems and Technology
PricewaterhouseCoopers Prize in Auditing
PricewaterhouseCoopers Prize in Corporate Finance
PricewaterhouseCoopers Prize in Financial Auditing
Prior Society Prize in Philosophy
Ramanujan Centenary Prize
Rudi Ziedins Prize in Philosophy
Selby Prize in Earth Sciences
Selwyn Prize in History/Mo te Hirangi i Roto i Te Tari Tumu Kōrero
Shannon Young Award
Simpson Grierson Prize for Environmental Law
Swarbrick Dixon Prize in Legal Systems
Ted Zorn WMS Alumni Award in Management Communication
Telecom Business Case Prize
Tompkins Wake Land Law Prize
Tom Shaw Memorial Prize in Biological Sciences
Unisys Recognition of Excellence
University of Waikato Alumni Association Prize in Excellence
Vivienne Cassie Cooper Prize in Algae
Von Neumann Prize in Mathematics
Waikato-Bay of Plenty District Law Society Gold Medal for Honours in Law
Waikato Botanical Society Undergraduate Prize
Waikato Botanical Society Graduate Prize
Waikato Geological and Lapidary Club Prize
WestpacTrust Prize in Marketing and International Management
Winstone Limited Prize in Management Studies

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& [REQUESTS](#)

 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [General Services](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

WaikatoLink

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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

All academics should be aware that their research may be commercially valuable. The value may be lost if the research is not evaluated for commercialisation prior to being published. WaikatoLink can advise on how to disclose, and thereby protect, the intellectual property from research prior to publishing the work. Academics and their Schools stand to benefit considerably from commercialisation of their intellectual property; disclosing and protecting that intellectual property is key to realising these benefits.

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

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

The Hothouse

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

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[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 03:01:11 2023

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Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [General Services](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Campus Services Limited

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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

CSL Services and Facilities

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

Rooms for Hire

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

Sport and Recreation

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

Uni Rec Centre

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

- Social sports, both indoor (volleyball, soccer, netball) and outdoor (touch, soccer)
- Personal training and exercise consultancy with qualified trainers
- Over 35 invigorating and diverse exercise classes per week
- Activity courses including yoga, kickboxing, Pilates, indoor cycling fat loss management, and dance
- Physiotherapy

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

Campus Pool

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

Don Llewellyn Sports Pavilion

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

The Campus Cafés

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

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

Clubs on Campus

A number of clubs are based at the University of Waikato including cultural clubs, traditional sports, thrill seekers, and water sports. Clubs Day during Orientation Week provides the best opportunity to see the wide range of clubs on offer and meet other club members. For further information phone (07) 838-4463, email unisport@waikato.ac.nz, website <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 Manager can offer assistance to students trying to balance their training, competitions and study and is available for liaising with academic staff, scholarship providers and sporting bodies. For further information phone (07) 838-4264 or email highperformance@waikato.ac.nz.

Into Active NZ

Into Active NZ are based on campus and offer opportunities for increased activity and improved wellness for University staff. Into Active Wellness includes the Step It Up Challenge, the Step It Up Programme, the Be Bold Challenge, and a Workplace Wellness Week. Events managed by Into Active NZ are the Perry Foundation REV120, the Gallagher Great Race, The King Street Great Race Ball, and the Winter Duathlon. For further information phone (07) 838-4462 or email intoactive@waikato.ac.nz.

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The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [General Services](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Waikato Students' Union

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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

Academic Representation and Support

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

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

Advocacy

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

Other Activities and Services

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

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

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

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

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& [REQUESTS](#)

[BACK TO TOP](#)

URL: <http://calendar.waikato.ac.nz/archive/2007/generalinfoservices/wsuh.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [General Services](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Golden Key International Honour Society University of Waikato Chapter

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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

The mission of the society is to recognise and encourage scholastic achievement and excellence in all fields of study, to unite with academic staff and administrators in developing and maintaining high standards of education, to provide economic assistance to outstanding members and to promote altruistic conduct through voluntary service.

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

Golden Key was founded in 1977 in Georgia State University, and has since been joined by over 330 collegiate chapters from Australia, Canada, Malaysia, the United States of America, Puerto Rico, the Virgin Islands, and New Zealand. In 2003 the society celebrated a decade of international development with 30 chapters in the Asia-Pacific region.

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

The University of Waikato Chapter's goals are

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

The Waikato Chapter is involved in many projects, both academic and community service. In 2000, the chapter became involved with the Children of Ex-Soviet Georgia Project and received an award for Best Continuing Chapter Activity at the 2003 Regional Conference in Sydney. Daffodil Day fundraising, tree planting at Hammonds Bush and a Christmas visit to the children's hospital are regular activities. In 2003 the Chapter rose to Habitat for Humanity's challenge and built a house on campus in five days, commencing the annual Student Blitz Build. The Chapter held a Careers Fair in 2005 and again in 2006.

Membership into Golden Key can greatly enhance students' academic careers, and members are well received by many Universities and organisations around the world. More information about the University of Waikato Chapter can be found at <http://goldenkey.waikato.ac.nz>.

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 03:01:24 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/generalinfoservices/goldenkey.html>

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SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [General Services](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

The University of Waikato Foundation

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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

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

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

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

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 03:01:28 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/generalinfoservices/uowfoundation.html>

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Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [General Services](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

The University of Waikato Alumni Association

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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

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

The University of Waikato maintains contact with nearly 25,000 alumni. Students and graduates, current and past staff, and friends of the University of Waikato and the former Hamilton Teachers' College qualify to become members of the Association.

Alumni may take out a Life Membership which provides many added benefits including Library and Uni Rec Centre privileges.

The Association maintains the University of Waikato Careers and Alumni Network (UWCAN), through which graduates mentor current students with information and advice on the careers in which they are employed. This is accessible through the [Alumni](#) website.

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

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

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

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[BACK TO TOP](#)

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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Important Dates](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Principal Dates 2007

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

On this page:

[December 2006](#) | [January 2007](#) | [February](#) | [March](#) | [April](#) | [May](#) | [June](#) | [July](#) | [August](#) | [September](#) | [October](#) | [November](#) | [December](#)

December 2006

Friday 1 Deadline for all enrolment applications by all new students (including new Tauranga students) enrolling in A semester and full-year papers, and all Summer School students

January 2007

Wednesday 3 Summer School begins
 Friday 12 Deadline for all enrolment applications by all returning and continuing students enrolling in A semester and full-year papers
 Monday 29 *Auckland Anniversary Day*

February

Friday 2 Deadline for all applications for Summer School Out-of-Time/Other Location and Special Arrangement Examinations
 Tuesday 6 *Waitangi Day*
 Wednesday 7 Board of Studies, Faculty of Arts and Social Sciences
 Board of Studies, School of Law
 Board of Studies, School of Science and Engineering
 Board of Studies, School of Education
 Thursday 8 Board of Studies, School of Computing and Mathematical Sciences
 Board of Studies, Waikato Management School
 Friday 9 Board of Studies, School of Māori and Pacific Development
 Wednesday 14 Council
 Thursday 15 Summer School examinations and 2006 B semester Special Examinations begin
 Monday 19 Enrolment in person begins
 Tuesday 20 Summer School examinations and 2006 B semester Special Examinations end
 Wednesday 21 Finance Committee
 Monday 26 A semester begins
 Tuesday 27 Academic Programmes Committee

March

Tuesday 6 Board of Studies, Faculty of Arts and Social Sciences
 Board of Studies, School of Law
 Board of Studies, School of Science and Engineering
 Wednesday 7 Board of Studies, School of Education
 Council

Thursday	8	Board of Studies, School of Computing and Mathematical Sciences Board of Studies, Waikato Management School
Friday	9	Confirmed Summer School results available to students Board of Studies, School of Māori and Pacific Development
Tuesday	13	Academic Board
Wednesday	21	Finance Committee
Tuesday	27	Academic Programmes Committee

April

Friday	6	<i>Good Friday</i>
Monday	9	<i>Easter Monday</i>
Tuesday	10	University closed
Wednesday	11	Teaching recess begins
Friday	13	Graduation begins
Tuesday	17	Academic Board
Wednesday	18	Finance Committee
Thursday	19	Summer School Special Examinations begin
Friday	20	Graduation Ends Summer School Special Examinations end Teaching recess ends
Tuesday	24	Academic Programmes Committee
Wednesday	25	<i>Anzac Day</i>

May

Tuesday	1	Deadline for all new international enrolment applications by students enrolling in B semester papers only
Friday	4	Open Day
Tuesday	8	Board of Studies, Faculty of Arts and Social Sciences Board of Studies, School of Law Board of Studies, School of Science and Engineering
Wednesday	9	Board of Studies, School of Education Council
Thursday	10	Board of Studies, School of Computing and Mathematical Sciences Board of Studies, Waikato Management School
Friday	11	Board of Studies, School of Māori and Pacific Development
Friday	18	Deadline for all applications for A semester Out-of-Time/Other Location and Special Arrangement examinations
Wednesday	23	Finance Committee
Tuesday	29	Academic Programmes Committee

June

Friday	1	A semester ends
Monday	4	<i>Queen's Birthday</i>
Tuesday	5	Study week begins
Wednesday	6	Council
Friday	8	Study week ends
Monday	11	A semester examinations begin
Tuesday	12	Academic Board
Wednesday	20	Finance Committee
Friday	22	Deadline for all domestic enrolment applications and all returning and continuing enrolment applications by students enrolling in B semester papers only
Saturday	23	A semester examinations end
Monday	25	Teaching recess begins
Tuesday	26	Academic Programmes Committee
Friday	29	Teaching recess ends

July

Monday	2	Special Consideration Committee
Tuesday	3	Board of Studies, Faculty of Arts and Social Sciences Board of Studies, School of Law
Wednesday	4	Board of Studies, School of Education
Friday	6	Board of Studies, School of Māori and Pacific Development
Monday	9	B semester begins
Tuesday	10	Board of Studies, School of Science and Engineering Board of Examiners
Wednesday	11	Board of Examiners
Thursday	12	Board of Studies, School of Computing and Mathematical Sciences Board of Studies, Waikato Management School
Wednesday	18	Finance Committee
Friday	20	Confirmed A semester results available to students
Tuesday	31	Academic Programmes Committee

August

Wednesday	8	Council
Tuesday	14	Academic Board
Monday	20	Science Masters and A semester Special Examinations begin Teaching recess begins
Wednesday	22	Finance Committee
Tuesday	28	Academic Programmes Committee
Friday	31	Science Masters and A semester Special Examinations end Teaching recess ends

September

Wednesday	19	Finance Committee
Tuesday	25	Academic Programmes Committee
Friday	28	Deadline for all applications for B semester Out-of-Time/Other Location and Special Arrangement examinations

October

Tuesday	2	Board of Studies, Faculty of Arts and Social Sciences Board of Studies, School of Law Board of Studies, School of Science and Engineering
Wednesday	3	Board of Studies, School of Education Council
Thursday	4	Board of Studies, School of Computing and Mathematical Sciences Board of Studies, Waikato Management School
Friday	5	Board of Studies, School of Māori and Pacific Development
Friday	12	B and Y semesters end
Monday	15	Study week begins
Friday	19	Study week ends
Monday	22	<i>Labour Day</i>
Tuesday	23	B semester and full year examinations begin
Wednesday	24	Finance Committee
Monday	29	Graduation begins
Tuesday	30	Graduation ends Academic Programmes Committee

November

Wednesday	7	Council
Saturday	10	B semester and full year examinations end
Tuesday	13	Academic Board

Monday 19 Special Consideration Committee
Tuesday 20 Board of Studies, Faculty of Arts and Social Sciences
Board of Studies, School of Law
Board of Studies, School of Science and Engineering
Wednesday 21 Board of Studies, School of Education
Finance Committee
Thursday 22 Board of Studies, School of Computing and Mathematical Sciences
Board of Studies, Waikato Management School
Friday 23 Board of Studies, School of Māori and Pacific Development
Tuesday 27 Academic Programmes Committee
Boards of Examiners
Wednesday 28 Boards of Examiners

December

Friday 7 Confirmed 2007 results available to students
Wednesday 12 Council
Monday 24 University closes

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[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Important Dates](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Teaching and Assessment Periods 2007

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

General Events	Week	Date	University Events	
Summer School	1	1 1 07	University Opens 3 January	
	2	8 1 07		
	3	15 1 07		
	4	22 1 07		
Anniversary Day 29 January	5	29 1 07		
Waitangi Day 6 February	6	5 2 07		
A Semester	7	12 2 07	Summer School Exams	
	8	19 2 07	Summer School Exams & Enrolment	
	9	26 2 07		
	10	5 3 07		
	11	12 3 07		
	12	19 3 07		
	13	26 3 07		
	14	2 4 07		
	Good Friday 6 April	14	2 4 07	
	Easter 9 & 10 April	15	9 4 07	Teaching Recess
		16	16 4 07	Teaching Recess
	ANZAC Day 25 April	17	23 4 07	
	18	30 4 07		
	19	7 5 07		
	20	14 5 07		
	21	21 5 07		
	22	28 5 07		
Queen's Birthday 4 June	23	4 6 07	Study week	
	24	11 6 07	Examinations	
	25	18 6 07	Examinations	
	26	25 6 07	Teaching recess	
	27	2 7 07	Enrolment	
B Semester	28	9 7 07		
	29	16 7 07		
	30	23 7 07		
	31	30 7 07		
	32	6 8 07		
	33	13 8 07		
	34	20 8 07	Teaching recess	
	35	27 8 07	Teaching recess	
	36	3 9 07		
	37	10 9 07		
	38	17 9 07		
	39	24 9 07		

40	1	10	07	
41	8	10	07	
42	15	10	07	Study week
Labour Day 22 October	22	10	07	Examinations
44	29	10	07	Examinations
45	5	11	07	Examinations
46	12	11	07	
47	19	11	07	
48	26	11	07	
49	3	12	07	
50	10	12	07	
51	17	12	07	
Christmas Day 25 December	24	12	07	University closed

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In this section

The Degrees, Diplomas and Certificates Statute 2022

Under the provisions of section 284(d) of the Education and Training Act 2020, the Council of the University of Waikato makes the following statute:

- 1. This statute may be cited as the Degrees, Diplomas and Certificates Statute 2022.**
- 2. The Council has power to confer the following degrees:**
 - Bachelor of Arts (BA)
 - Bachelor of Business (BBus)
 - Bachelor of Business Analysis (BBA)
 - Bachelor of Business Analysis - Financial (BBA(Fin))¹
 - Bachelor of Business Analysis - Management Studies (BBA(MgtSt))¹
 - Bachelor of Climate Change (BCC)
 - Bachelor of Communication (BC)
 - Bachelor of Communication Studies (BCS)¹
 - Bachelor of Computer Graphic Design (BCGD)
 - Bachelor of Computer Science (BCompSc)
 - Bachelor of Computing and Mathematical Sciences (BCMS)
 - Bachelor of Design (BDes)
 - Bachelor of Education (BEd)
 - Bachelor of Electronic Commerce (BECOM)¹
 - Bachelor of Engineering (BE)
 - Bachelor of Entrepreneurship (BEntre)¹
 - Bachelor of Environmental Planning (BEP)
 - Bachelor of Health (BHealth)
 - Bachelor of Health, Sport and Human Performance (BHSHP)

Bachelor of Laws (LLB)
Bachelor of Liberal Studies (BLibS)¹
Bachelor of Management Studies (BMS)
Bachelor of Māori and Pacific Development (BMPD)¹
Bachelor of Media and Creative Technologies (BMCT)
Bachelor of Music (BMus)
Bachelor of Nursing (BNurs)
Bachelor of Science (BSc)
Bachelor of Science (Technology) (BSc(Tech))
Bachelor of Social Sciences (BSocSc)
Bachelor of Social Work (BSW)
Bachelor of Teaching (BTchg)
Bachelor of Tourism (BTour)¹
Te Ara Poutama Toitū Te Reo (TTR)²
Bachelor of Arts with Honours (BA(Hons))
Bachelor of Business with Honours (BBus(Hons))
Bachelor of Business Analysis with Honours (BBA(Hons))¹
Bachelor of Business Analysis with Honours - Financial (BBA(Hons)(Fin))¹
Bachelor of Communication Studies with Honours (BCS(Hons))
Bachelor of Computer Graphic Design with Honours (BCGD(Hons))¹
Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons))
Bachelor of Design with Honours (BDes(Hons))
Bachelor of Education with Honours (BEd(Hons))¹
Bachelor of Electronic Commerce with Honours (BECOM(Hons))¹
Bachelor of Engineering with Honours (BE(Hons))
Bachelor of Health, Sport and Human Performance with Honours (BHSHP(Hons))
Bachelor of Laws with Honours (LLB(Hons))
Bachelor of Management Studies with Honours (BMS(Hons))
Bachelor of Media and Creative Technologies with Honours (BMCT(Hons))
Bachelor of Music with Honours (BMus(Hons))
Bachelor of Nursing with Honours (BNurs(Hons))
Bachelor of Science with Honours (BSc(Hons))
Bachelor of Social Sciences with Honours (BSocSc(Hons))
Bachelor of Teaching with Honours (BTchg(Hons))
Bachelor of Tourism with Honours (BTour(Hons))¹
Magister Juris (MJur)
Master of Applied Finance (MAppFin)
Master of Applied Psychology (MAppPsy)
Master of Arts (MA)
Master of Arts (Applied) (MA(Applied))
Master of Business Administration (MBA)
Master of Business and Management (MBM)
Master of Business and Management Specialised (MBMS)¹

Master of Clinical Animal Behaviour (MCAB)
Master of Computer Graphic Design (MCGD)¹
Master of Counselling (MCouns)
Master of Cyber Security (MCS)
Master of Design (MDes)
Master of Digital Business (MDigiBus)
Master of Disability and Inclusion Studies (MDInS)
Master of Education (MEd)
Master of Educational Leadership (MEdLeadership)
Master of Educational Management (MEdM)
Master of Engineering (ME)
Master of Engineering Practice (MEngPrac)
Master of Environment and Society(MEnvSoc)
Master of Environmental Planning (MEP)
Master of Environmental Sciences(MEnvSci)¹
Master of Health Science (MHSc)
Master of Health, Sport and Human Performace (MHSHP)
Master of Information Technology (MInfoTech)
Master of Laws (LLM)
Master of Laws in Māori/Pacific and Indigenous Peoples' Law (LLM(Māori/Pacific and Indigenous Peoples))
Master of Legal Studies (MLS)
Master of Management (MMgmt)
Master of Management Studies (MMS)
Master of Māori and Indigenous Business (MMAIBus)¹
Master of Māori and Pacific Development (MMPD)¹
Master of Media and Creative Technologies (MMCT)
Master of Music (MMus)
Master of Nursing Practice (MNursPrac)
Master of Philosophy (MPhil)
Master of Professional Accounting (MPAcct)
Master of Professional Management (MPM)¹
Master of Professional Writing (MPW)
Master of Science (MSc)
Master of Science (Research) (MSc(Research))
Master of Science (Technology) (MSc(Tech))
Master of Security and Crime Science (MSCS)
Master of Social Sciences (MSocSc)
Master of Social Work (MSW)
Master of Teaching and Learning (MTchgLn)
Doctor of Education (EdD)
Doctor of Health Science (DHSc)
Doctor of Juridical Science (SJD)

Doctor of Laws (LLD)
Doctor of Literature (DLit)
Doctor of Musical Arts (DMA)
Doctor of Philosophy (PhD)
Doctor of Science (DSc)

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

Diploma in Engineering Management (DipEM)
Diploma in Engineering Professional Practice (DipEPP)¹
Diploma in Law (DipLaw)
Diploma in Te Tohu Paetahi (DipTTP)
International Diploma (IntDip)
Diploma (Dip)
Diploma in Postgraduate Preparation - Pre Masters (DipPP)
Graduate Diploma (GradDip)
Graduate Diploma in Teaching (GradDipTchg)
Graduate Diploma of Teaching (GradDipT)¹
Te Ara Hou Te Ahikāroa (TA)²
Postgraduate Diploma (PGDip)
Postgraduate Diploma in Computer Graphic Design (PGDipCGD)¹
Postgraduate Diploma in Design (PGDipDes)
Postgraduate Diploma of Health Science (PGDipHSc)
Postgraduate Diploma in Information Technology (PGDipInfoTech)
Postgraduate Diploma in Māori and Indigenous Business (PGDipMAIBus)¹
Postgraduate Diploma in the Practice of Psychology (PGDipPracPsych)
Postgraduate Diploma in Psychology (Clinical) (PGDipPsych(Clin))
Postgraduate Diploma in Psychology (Community) (PGDipPsych(Com))¹
Postgraduate Diploma in Teaching (PGDipTchg)

4. The Council has power to award the following certificates:

Certificate of Attainment in Academic English (CertAttainAcadEng)
Certificate of Attainment in English Language (CertAttainEngLang)
Te Tīmatanga Hou (TTH)¹
Certificate of Attainment in Foundation Studies (CertAttainFoundSt)
Certificate of University Preparation (CUP)
Certificate (Cert)
Certificate in Health and Wellbeing (CertHealthWellbeing)
Certificate in STEM (CertSTEM)
Certificate in Professional Engineering Practice (Cert(PEngPrac))
Graduate Certificate (GradCert)
Graduate Certificate in Business Analytics (GradCertBA)
Graduate Certificate in Project Management (GradCertPM)
Postgraduate Certificate (PGCert)
Postgraduate Certificate in Counselling (PGCertCouns)

Postgraduate Certificate of Health Science (PGCertHSc)

Postgraduate Certificate in Information Technology (PGCertInfoTech)

Postgraduate Certificate in Māori and Indigenous Business (PGCertMAIBus)¹

5. **The Council has power to confer the following honorary degree:**

Honorary Doctor of the University of Waikato (HonD)

6. **Of the degrees listed in clause 2, the following may be awarded with First Class Honours, Second Class Honours (first division) or Second Class Honours (second division):**

Bachelor of Arts with Honours (BA(Hons))

Bachelor of Business with Honours (BBus(Hons))

Bachelor of Business Analysis with Honours (BBA(Hons))¹

Bachelor of Business Analysis with Honours - Financial (BBA(Hons)(Fin))¹

Bachelor of Communication Studies with Honours (BCS(Hons))

Bachelor of Computer Graphic Design with Honours (BCGD(Hons))¹

Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons))

Bachelor of Design with Honours (BDes(Hons))

Bachelor of Electronic Commerce with Honours (BECOM(Hons))¹

Bachelor of Engineering with Honours (BE(Hons))

Bachelor of Health, Sport and Human Performance with Honours (BHSHP(Hons))

Bachelor of Laws with Honours (LLB(Hons))

Bachelor of Management Studies with Honours (BMS(Hons))

Bachelor of Media and Creative Technologies with Honours (BMCT(Hons))

Bachelor of Music with Honours (BMus(Hons))

Bachelor of Nursing with Honours (BNurs(Hons))

Bachelor of Science with Honours (BSc(Hons))

Bachelor of Social Sciences with Honours (BSocSc(Hons))

Bachelor of Social Work (BSW)¹

Bachelor of Teaching with Honours (BTchg(Hons))

Bachelor of Tourism with Honours (BTour(Hons))¹

Majister Juris (MJus)

Master of Applied Psychology (MAppPsy)

Master of Arts (MA)

Master of Arts (Applied) (MA(Applied))

Master of Clinical Animal Behaviour (MCAB)

Master of Computer Graphic Design (MCGD)¹

Master of Counselling (MCouns)

Master of Cyber Security (MCS)

Master of Design (MDes)

Master of Digital Business (MDigiBus)

Master of Disability and Inclusion Studies (MDInS)

Master of Education (MEd)

Master of Educational Leadership (MEdLeadership)

Master of Engineering (ME)

Master of Environment and Society (MEnvSoc)
Master of Environmental Sciences (MEnvSci)¹
Master of Health Science (MHSc)
Master of Health, Sport and Human Performance (MHSHP)
Master of Information Technology (MInfoTech)
Master of Laws (LLM)
Master of Laws in Māori/Pacific and Indigenous Peoples' Law (LLM(Māori/Pacific and Indigenous Peoples))
Master of Legal Studies (MLS)
Master of Management Studies (MMS)
Master of Māori and Pacific Development (MMPD)¹
Master of Media and Creative Technologies (MMCT)
Master of Music (MMus)
Master of Nursing Practice (MNursPrac)
Master of Professional Accounting (MPAcct)
Master of Professional Management (MPM)¹
Master of Professional Writing (MPW)
Master of Science (MSc)
Master of Science (Research) (MSc(Research))
Master of Science (Technology) (MSc(Tech))
Master of Security and Crime Science (MSCS)
Master of Social Sciences (MSocSc)
Master of Social Work (MSW)

7. Of the degrees listed in clause 2, the following may be awarded with Third Class Honours:

Bachelor of Arts with Honours (BA(Hons))
Bachelor of Business with Honours (BBus(Hons))
Bachelor of Business Analysis with Honours (BBA(Hons))¹
Bachelor of Business Analysis with Honours - Financial (BBA(Hons)(Fin))¹
Bachelor of Communication Studies with Honours (BCS(Hons))
Bachelor of Computer Graphic Design with Honours (BCGD(Hons))¹
Bachelor of Design with Honours (BDes(Hons))
Bachelor of Electronic Commerce with Honours (BECom(Hons))¹
Bachelor of Engineering with Honours (BE(Hons))
Bachelor of Health, Sport and Human Performance with Honours (BHSHP(Hons))
Bachelor of Media and Creative Technologies with Honours (BMCT(Hons))
Bachelor of Music with Honours (BMus(Hons))
Bachelor of Nursing with Honours (BNurs(Hons))
Bachelor of Science with Honours (BSc(Hons))
Bachelor of Social Sciences with Honours (BSocSc(Hons))
Bachelor of Teaching with Honours (BTchg(Hons))
Bachelor of Tourism with Honours (BTour(Hons))¹

8. Of the degrees and diplomas listed in clauses 2 and 3, the following may be awarded with

Distinction:

- Postgraduate Diploma (PGDip)
- Postgraduate Diploma in Computer Graphic Design (PGDipCGD)¹
- Postgraduate Diploma in Design (PGDipDes)
- Postgraduate Diploma of Health Science (PGDipHSc)
- Postgraduate Diploma in Information Technology (PGDipInfoTech)
- Postgraduate Diploma in Māori and Indigenous Studies (PGDipMAIBus)¹
- Master of Applied Finance (MAppFin)
- Master of Business Administration (MBA)
- Master of Business and Management (MBM)
- Master of Business and Management Specialised (MBMS)¹
- Master of Educational Management (MEdM)
- Master of Engineering Practice (MEngPrac)
- Master of Environmental Planning (MEP)
- Master of Management (MMgmt)
- Master of Māori and Indigenous Business (MMAIBus)¹
- Master of Teaching and Learning (MTchgLn)

9. **Of the degrees and diplomas listed in clauses 2 and 3, the following may be awarded with Merit:**

- Postgraduate Diploma in Māori and Indigenous Business (PGDipMAIBus)¹
- Master of Engineering Practice (MEngPrac)
- Master of Māori and Indigenous Business (MMAIBus)¹

Notes:

1. *Qualification no longer available to new students.*
2. *This qualification is subject to final approval by Tertiary Education Commission (TEC).*

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In this section

Bachelors Degree Regulations

[Bachelor of Arts \(BA\)](#)

[Bachelor of Business \(BBus\)](#)

[Bachelor of Business Analysis \(BBA\)](#)

[Bachelor of Climate Change \(BCC\)](#)

[Bachelor of Communication \(BC\)](#)

[Bachelor of Computer Graphic Design \(BCGD\)](#)

[Bachelor of Computer Science \(BCompSc\)](#)

[Bachelor of Computing and Mathematical Sciences \(BCMS\)](#)

[Bachelor of Design \(BDes\)](#)

[Bachelor of Education \(BEd\)](#)

[Bachelor of Engineering \(BE\)](#)

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

[*Bachelor of Global Studies \(BGS\)](#)

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

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

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

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

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

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

[Bachelor of Nursing \(BNurs\)](#)

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

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

[Bachelor of Social Sciences \(BSocSc\)](#)

[Bachelor of Social Work \(BSW\)](#)

[Bachelor of Teaching \(BTchg\)](#)

[Te Ara Poutama Toitū Te Reo \(TTR\)](#)

[Conjoint Degrees](#)

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In this section

Bachelors Degree with Honours Regulations

[Bachelor of Arts with Honours \(BA\(Hons\)\)](#)

[Bachelor of Business with Honours \(BBus\(Hons\)\)](#)

[Bachelor of Communication Studies with Honours \(BCS\(Hons\)\)](#)

[Bachelor of Computing and Mathematical Sciences with Honours \(BCMS\(Hons\)\)](#)

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

[Bachelor of Engineering with Honours \(BE\(Hons\)\)](#)

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

[Bachelor of Laws with Honours \(LLB\(Hons\)\)](#)

[Bachelor of Management Studies with Honours \(BMS\(Hons\)\)](#)

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

[Bachelor of Music with Honours \(BMus\(Hons\)\)](#)

[Bachelor of Nursing with Honours \(BNurs\(Hons\)\)](#)

[Bachelor of Science with Honours \(BSc\(Hons\)\)](#)

[Bachelor of Social Sciences with Honours \(BSocSc\(Hons\)\)](#)

[Bachelor of Teaching with Honours \(BTchg\(Hons\)\)](#)

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In this section

Masters Degree Regulations

[Magister Juris \(MJur\)](#)

[Master of Applied Finance \(MAppFin\)](#)

[Master of Applied Psychology \(MAppPsy\)](#)

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

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

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

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

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

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

[Master of Cyber Security \(MCS\)](#)

[Master of Design \(MDes\)](#)

[Master of Digital Business \(MDigiBus\)](#)

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

[Master of Education \(MEd\)](#)

[Master of Educational Leadership \(MEdLeadership\)](#)

[Master of Educational Management \(MEdM\)](#)

[Master of Engineering \(ME\)](#)

[Master of Engineering Practice \(MEngPrac\)](#)

[Master of Environment and Society \(MEnvSoc\)](#)

[Master of Environmental Planning \(MEP\)](#)

[Master of Health Science \(MHSc\)](#)

[Master of Health, Sport and Human Performance \(MHSHP\)](#)

[Master of Information Technology \(MInfoTech\)](#)

[Master of Laws \(LLM\)](#)

[Master of Laws in Māori/Pacific and Indigenous Peoples' Law \(LLM\(Māori/Pacific and Indigenous Peoples\)\)](#)

[Master of Legal Studies \(MLS\)](#)

[Master of Management \(MMgmt\)](#)

[Master of Management Studies \(MMS\)](#)

[Master of Media and Creative Technologies \(MMCT\)](#)

[Master of Music \(MMus\)](#)

[Master of Nursing Practice \(MNursPrac\)](#)

[Master of Professional Accounting \(MPAcct\)](#)

[Master of Professional Writing \(MPW\)](#)

[Master of Science \(MSc\)](#)

[Master of Science \(Research\) \(MSc\(Research\)\)](#)

[Master of Science \(Technology\) \(MSc\(Tech\)\)](#)

[Master of Security and Crime Science \(MSCS\)](#)

[Master of Social Sciences \(MSocSc\)](#)

[Master of Teaching and Learning \(MTchgLn\)](#)

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In this section

Higher Degree Regulations

[Master of Philosophy \(MPhil\)](#)

[Doctor of Philosophy \(PhD\)](#)

[Doctor of Education \(EdD\)](#)

[Doctor of Health Science \(DHSc\)](#)

[Doctor of Juridical Science \(SJD\)](#)

[Doctor of Musical Arts \(DMA\)](#)

Regulations for Higher Doctorates

[Doctor of Laws \(LLD\)](#)

[Doctor of Literature \(DLit\)](#)

[Doctor of Science \(DSc\)](#)

[Higher Degree Complaints and Appeals Regulations](#)

[Study Enquiries](#)



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In this section

Certificate Regulations

[Certificate of Attainment in Academic English \(CertAttainAcadEng\)](#)

[Certificate of Attainment in English Language \(CertAttainEngLang\)](#)

[Certificate of Attainment in Foundation Studies \(CertAttainFoundSt\)](#)

[Certificate of University Preparation \(CUP\)](#)

[Certificate \(Cert\)](#)

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

[Certificate in Professional Engineering Practice \(Cert\(PEngPrac\)](#)

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

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

[Graduate Certificate in Business Analytics \(GradCertBA\)](#)

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

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

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

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

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

[Postgraduate Certificate of Health Science \(PGCertHSc\)](#)

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In this section

Diploma Regulations

[Diploma \(Dip\)](#)

[Diploma in Engineering Management \(DipEM\)](#)

[Diploma in Law \(DipLAW\)](#)

[Diploma in Postgraduate Preparation - Pre-Masters \(DipPP\)](#)

[Diploma in Te Tohu Paetahi \(DipTTP\)](#)

[Graduate Diploma \(GradDip\)](#)

[Graduate Diploma in Teaching \(GradDipTchg\)](#)

[Te Ara Hou Te Ahikāroa \(TA\)](#)

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

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

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

[Postgraduate Diploma in Information Technology \(PGDipInfoTech\)](#)

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

[Postgraduate Diploma in Teaching \(PGDipTchg\)](#)

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

[Postgraduate Diploma of Health Science \(PGDipHSc\)](#)

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Specialisations

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

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

For more information and advice on how a specialisation might fit into your programme of study, talk to a Student Advisor in your Division or the Faculty of Māori and Indigenous Studies.

Specialisations at degree level

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

- Advanced Pedagogy BEd
- Technology BEd

Specialisations at major or subject level

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

At postgraduate level, for example within the Education subject for the Postgraduate Diploma, a specialisation in Māori Medium Teaching/Te Ropu Paerua are available.

Specialisations available at major or subject level are listed under the subject entries in the [University](#)

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In this section

Undergraduate Diploma and Certificate Fields

Arts

- Anthropology
- Chinese
- Dance
- Economics
- Education and Society
- English
- Ethics
- French
- Geography
- History
- Human Development
- International Languages and Cultures
- Japanese
- Linguistics
- Māori and Indigenous Studies
- Māori Language/Te Reo Māori
- Mathematics
- Music
- Pacific and Indigenous Studies
- Philosophy
- Political Science
- Population Studies
- Psychology
- Screen and Media Studies
- Social Policy
- Sociology
- Spanish
- Theatre Studies
- Writing Studies

Business

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

Design

- Communication Design
- Industrial Design
- Interface Design
- Media Design

Education

This field is comprised of the undergraduate papers listed in the Catalogue of Papers under the subject: [Education](#)

Environmental Planning

- Environmental Planning

Health, Sport and Human Performance

- Community Health
- Human Performance Science
- Sport Development and Coaching

Law¹

- Law

Management

- Accounting
- Agribusiness
- Digital Business
- Economics
- Finance
- Human Resource Management
- International Management
- Leadership Communication
- Management
- Marketing
- Public Relations
- Strategic Management

Supply Chain Management
Tourism and Hospitality Management

Māori and Indigenous Studies

Māori and Indigenous Studies
Māori Language/Te Reo Māori
Pacific and Indigenous Studies

Science

Animal Behaviour
Applied Physics
Aquaculture
Biological Sciences
Chemistry
Coastal Processes
Computer Science
Crime Science¹
Data Analytics
Earth Sciences
Ecology and Biodiversity
Electronics
Engineering
Environmental Sciences
Geology
Hydrology
Materials and Processing
Materials Science
Mathematics
Molecular and Cellular Biology
PHILO102 and PHILO208
Psychology (Science papers only)
Soil Science
Statistics

Social Sciences

Anthropology¹
Crime Science¹
Digital Learning
Economics
Education and Society
Environmental Planning
Ethics
Gender and Sexuality Studies
Geography
History
Human Development
Industrial Relations and Human Resource Management¹
Linguistics
Māori and Indigenous Studies
Pacific and Indigenous Studies

Philosophy
Political Science
Population Studies
Psychology
Public Policy
Social Policy
Sociology

Notes:

1. *This subject is not offered in 2023.*

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In this section

Enrolment for Individual Paper Credit (IPC)

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

Regulations Governing Enrolment for Individual Paper Credit (IPC)

1. A candidate who enrolls on an IPC basis is liable for all fees and charges prescribed for the paper(s) and must meet any requirements specified in the prescription and paper outline.
2. Enrolment on an IPC basis is subject to the approval of the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies in which the paper is offered.
3. A candidate who has passed a paper taken on an IPC basis may, at a later date, apply to have the paper credited to a University of Waikato qualification. Approval will be based on the regulations for the qualification concerned.
4. A student enrolled on an IPC basis is subject to all general regulations of the University of Waikato.
5. A candidate who completes a paper on an IPC basis will receive official notification of their final results from the University of Waikato, and will be eligible to apply for an academic transcript.

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In this section

Principal Dates

On this page:

[December 2022](#) |
 [January 2023](#) |
 [February](#) |
 [March](#) |
 [April](#) |
 [May](#) |
 [June](#) |
 [July](#) |
 [August](#) |
 [September](#) |
 [October](#) |
 [November](#) |
 [December](#)

December 2022		
Thursday	1	Deadline for enrolment applications by all students enrolling in H Teaching Period papers (4 January 2023 to 19 February 2023) Council
Wednesday	7	Academic Board
Thursday	8	Deadline for completion of enrolment for papers that commence during H Teaching Period (4 January 2023 to 19 February 2023)
Tuesday	20	G Teaching Period ends
Wednesday	21	Trimester C Recess begins
January 2023		
Sunday	1	<i>New Year's Day</i>
Monday	2	<i>New Year's Day observed</i>

Tuesday	3	<i>New Year's Day observed</i>
Wednesday	4	University reopens H Teaching Period begins C Trimester resumes
Wednesday	25	Divisional Board, Division of Health, Engineering, Computing and Science Thursday
Thursday	26	Divisional Board, Division of Arts, Law, Psychology and Social Sciences Divisional Board, Division of Education Divisional Board, Division of Management
Monday	30	<i>Auckland Anniversary Day</i>
February 2023		
Wednesday	1	Research Committee
Monday	6	<i>Waitangi Day</i>
Wednesday	8	Māori Academic Board of Studies
Thursday	9	Pacific Strategic Committee
Friday	10	2022/2023 Trimester C and H Teaching Period end
Monday	13	2022 Trimester B Special Examinations 2022/2023 Trimester C and H Teaching Period Study Week/Examinations begin
Wednesday	15	Curriculum Committee
Sunday	19	2022/2023 Trimester C and H Teaching Period Examinations end
Monday	20	Teaching Recess begins Enrolment week begins Deadline for enrolment applications for papers that commence during Trimester A (27 February 2023 to 25 June

		2023)
Wednesday	22	Divisional Board, Division of Health, Engineering, Computing and Science
Thursday	23	Divisional Board, Division of Arts, Law, Psychology and Social Sciences Divisional Board, Division of Education Divisional Board, Division of Management
Friday	24	Deadline for completion of enrolment for papers that commence during Trimester A (27 February 2023 to 25 June 2023) Teaching Recess ends
Monday	27	Trimester A begins
Tuesday	28	Council Education Committee
March 2023		
Monday	6	Confirmed H Teaching Period results available to students
Wednesday	8	Māori Academic Board of Studies
Thursday	9	Pacific Strategic Committee
Tuesday	14	Academic Board
Wednesday	15	Curriculum Committee
Wednesday	29	Research Committee
April 2023		
Tuesday	4	Education Committee
Friday	7	<i>Good Friday</i>
Monday	10	<i>Easter Monday</i>
Tuesday	11	<i>University Holiday</i>
Wednesday	12	Teaching Recess begins

		H Teaching Period Special Examinations begin
Tuesday	18	Graduation - Hamilton begins (Globox Arena, Claudelands)
Wednesday	19	Graduation - Hamilton ends
Friday	21	Graduation - Tauranga H Teaching Period Special Examinations end Teaching Recess Ends
Tuesday	25	<i>Anzac Day</i>
Wednesday	26	Academic Board
Thursday	27	Pacific Strategic Committee
May 2023		
Tuesday	2	Council
Wednesday	3	Divisional Board, Division of Health, Engineering, Computing and Science Māori Academic Board of Studies
Thursday	4	Divisional Board, Division of Arts, Law, Psychology and Social Sciences Divisional Board, Division of Education Divisional Board, Division of Management
Wednesday	10	Māori Academic Board of Studies
Thursday	18	Curriculum Committee
Friday	19	Curriculum Committee Deadline for all applications for Trimester A Out-of-Time/Other Location and Special Arrangement examinations
Friday	26	Open Day - Hamilton Campus
Saturday	27	Open Day - Hamilton Campus
Wednesday	31	Divisional Board, Division of Health, Engineering,

		Computing and Science
June 2023		
Thursday	1	Divisional Board, Division of Arts, Law, Psychology and Social Sciences Divisional Board, Division of Education Divisional Board, Division of Management
Friday	2	Trimester A ends
Monday	5	<i>King's Birthday</i>
Tuesday	6	Study week begins
Friday	9	Study week ends Open Day - Tauranga Campus
Monday	12	Trimester A Examinations begin
Wednesday	14	Māori Academic Board of Studies
Thursday	15	Pacific Strategic Committee
Friday	16	Graduation (Tauranga Campus)
Wednesday	21	Curriculum Committee
Friday	23	Trimester A Examinations end
Monday	26	Teaching Recess begins
Tuesday	27	Council
Wednesday	28	Research Committee
Friday	30	Teaching Recess ends
July 2023		
Monday	3	Deadline for all enrolment applications for papers that commence during Trimester B (10 July 2023 to 5 November 2023)
Friday	7	Deadline for completion of enrolment for papers that

		commence during Trimester B (10 July 2023 to 5 November 2023)
Monday	10	Trimester B begins
Tuesday	11	Education Committee Board of Examiners
Friday	14	<i>Matariki holiday observed</i>
Monday	17	Boards of Examiners Confirmed Trimester A results available to students
Thursday	27	Academic Board
August 2023		
Wednesday	2	Divisional Board, Division of Health, Engineering, Computing and Science
Thursday	3	Divisional Board, Division of Arts, Law, Psychology and Social Sciences Divisional Board, Division of Education Divisional Board, Division of Management
Tuesday	15	Council
Wednesday	16	Māori Academic Board of Studies
Thursday	17	Pacific Strategic Committee
Monday	21	Teaching Recess begins
Wednesday	23	Curriculum Committee
Monday	28	Trimester A Special Examinations begin
Wednesday	30	Research Committee
September 2023		
Friday	1	Teaching Recess ends
Thursday	7	Education Committee
Friday	8	Trimester A Special

		Examinations end
Thursday	14	<i>Kīngitanga Day</i>
Thursday	28	Academic Board
Friday	29	Deadline for all applications for Trimester B Out-of-Time/Other Location and Special Arrangement Examinations
October 2023		
Wednesday	4	Divisional Board, Division of Health, Engineering, Computing and Science
Thursday	5	Divisional Board, Division of Arts, Law, Psychology and Social Sciences Divisional Board, Division of Education Divisional Board, Division of Management
Tuesday	10	Council
Wednesday	11	Māori Academic Board of Studies
Friday	13	Trimester B ends
Monday	16	Study week begins
Wednesday	18	Māori Academic Board of Studies
Thursday	19	Pacific Strategic Committee
Friday	20	Study week ends
Monday	23	<i>Labour Day</i>
Tuesday	24	Trimester B Examinations begin
Wednesday	25	Curriculum Committee
November 2023		
Wednesday	1	Research Committee
Friday	3	Trimester B Examinations end
Monday	6	Deadline for enrolment

		applications for papers that commence during Trimester C (13 November 2023 to 18 February 2024) Deadline for enrolment applications by all students enrolling in G Teaching Period (13 November 2023 to 17 December 2023)
Friday	10	Deadline for completion of enrolment for papers that commence during Trimester C (13 November 2023 to 18 February 2024) Deadline for completion of enrolment for papers that commence during G Teaching Period (13 November 2023 to 17 December 2023)
Monday	13	Trimester C and G Teaching Period begins
Wednesday	15	Education Committee
Thursday	16	Board of Examiners
Friday	17	Board of Examiners
Monday	27	Confirmed 2023 results available to students for most undergraduate papers
December 2023		
Tuesday	5	Council
Wednesday	6	Academic Board
Friday	15	G Teaching Period ends
Monday	18	Trimester C recess begins

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Teaching and Assessment Periods 2023

Important Dates	Week	Month	Mon	Tue	Wed	Thu	Fri	Holidays & Events
4 Jan University Opens Trimester C resumes and H Teaching Period Starts	1	Jan	2	3	4	5	6	2-3 Jan New Years Holiday
	2	Jan	9	10	11	12	13	
	3	Jan	16	17	18	19	20	
	4	Jan	23	24	25	26	27	
	5	Jan/Feb	30	31	1	2	3	30 Jan Auckland Anniversary
10 Feb Trimester C and H Teaching Period Ends	6	Feb	6	7	8	9	10	6 Feb Waitangi Day
13-15 Feb Trimester C & H Teaching Period Study	7	Feb	13	14	15	16	17	

Week & 15-17 Exams								
20-24 Feb Enrolment/Teaching Recess	8	Feb	20	21	22	23	24	20-24 Feb Orientation Week
27 Feb Trimester A starts	9	Feb/Mar	27	28	1	2	3	
	10	Mar	6	7	8	9	10	
	11	Mar	13	14	15	16	17	
	12	Mar	20	21	22	23	24	
	13	Mar/Apr	27	28	29	30	31	
	14	Apr	3	4	5	6	7	7 Apr Good Friday
12 Apr Teaching Recess starts	15	Apr	10	11	12	13	14	10-11 Apr Easter & Uni Holiday
21 Apr Teaching Recess ends	16	Apr	17	18	19	20	21	
	17	Apr	24	25	26	27	28	25 Apr ANZAC Day
	18	May	1	2	3	4	5	
	19	May	8	9	10	11	12	
	20	May	15	16	17	18	19	
	21	May	22	23	24	25	26	26 May Open Day - Hamilton Campus TBC
2 Jun Trimester A ends	22	May/June	29	30	31	1	2	
6-9 Jun Study Week	23	Jun	5	6	7	8	9	5 Jun King's Birthday
12 Jun Examinations start	24	Jun	12	13	14	15	16	

23 Jun Examinations end	25	Jun	19	20	21	22	23	
26-30 Teaching Recess	26	Jun/Jul	26	27	28	29	30	30 Jun Open Day - Tauranga Campus TBC
3-7 Jul Enrolment	27	Jul	3	4	5	6	7	3-7 Jul Orientation Week
10 Jul Trimester B starts	28	Jul	10	11	12	13	14	14 Jul Matariki
	29	Jul	17	18	19	20	21	
	30	Jul	24	25	26	27	28	
	31	Jul/Aug	31	1	2	3	4	
	32	Aug	7	8	9	10	11	
	33	Aug	14	15	16	17	18	
21 Aug Teaching Recess starts	34	Aug	21	22	23	24	25	
1 Sep Teaching Recess ends	35	Aug/Sep	28	29	30	31	1	
	36	Sep	4	5	6	7	8	
	37	Sep	11	12	13	14	15	14 Sep Kīngitanga Day
	38	Sep	18	19	20	21	22	
	39	Sep/Oct	25	26	27	28	29	
	40	Oct	2	3	4	5	6	
13 Oct Trimester B ends	41	Oct	9	10	11	12	13	
16-20 Oct Study Week	42	Oct	16	17	18	19	20	

24 Oct Examinations start	43	Oct	23	24	25	26	27	23 Oct Labour Day
3 Nov Examinations end	44	Oct/Nov	30	31	1	2	3	
6-10 Nov Teaching Recess	45	Nov	6	7	8	9	10	
13 Nov Trimester C and G Teaching Period starts	46	Nov	13	14	15	16	17	
	47	Nov	20	21	22	23	24	
	48	Nov/Dec	27	28	29	30	1	
	49	Dec	4	5	6	7	8	
15 Dec G Teaching Period ends	50	Dec	11	12	13	14	15	
18 Dec Trimester C Recess Starts	51	Dec	18	19	20	21	22	22 Dec University Holidays
	52	Dec	25	26	27	28	29	25-26 Dec Christmas Day and Boxing Day

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The University of Waikato

Te Whare Wānanga o Waikato is committed to academic quality, research excellence and innovative teaching programmes. It prides itself on maintaining internationally relevant, globally significant research and degree programmes while remaining very much a university that keeps the needs of the Waikato and Bay of Plenty the regions at the forefront.

The University of Waikato is distinct from other universities because the Hamilton campus is located on land returned to Waikato-Tainui following the tribe's 1995 settlement with the government. The Tauranga campus, which was opened in early 2019, is situated on Ngāi Tamarāwaho land. This distinctiveness is underpinned by the University's commitment to working in partnership with Waikato-Tainui and the iwi of Tauranga Moana specifically and through the Treaty of Waitangi to all iwi.

Vice-Chancellor Professor Neil Quigley is leading the University through a new phase of development. This includes strengthening programmes to meet national and international skills shortages, addressing global issues, such as water quality, indigenous studies and cyber security, and enhancing teaching and research quality in health and high performance sport.

Research is a key focus for the University. Students are taught in research-intensive environments by experienced lecturers, and much importance is placed on fostering an active research community and producing critical-thinking, future-focused graduates who are globally aware.

The University is the tertiary partner of the Avantidrome in Cambridge and the Adams Centre for High Performance in Mount Maunganui. Staff and postgraduate students based in these facilities work closely with High Performance athletes and the community, to enhance their performance.

The University campus in Tauranga works with tertiary partners in the Bay of Plenty region, Toi Ohomai Institute of Technology and Te Whare Wānanga o Awanuiārangi, to deliver study

programmes and research activity that provide students with pathways to lifelong learning. Tauranga is also home to the University's Coastal Marine Field Station where staff and students undertake research to enhance water quality, increase kaimoana stocks, and improve the environmental impacts on marine life.

The University of Waikato stands proudly on the world stage as an institution providing a future-focused internationally-relevant education and plays an active part in global research. The latest Quacquarelli Symonds (QS) World University Rankings place Waikato 250th and among the top 20% of institutions ranked by QS, with ten subjects ranked in the top 300. In the Times Higher Education (THE) World University Rankings, Waikato sits in the 401-500 band, =3rd in New Zealand.

The University also ranks highly for student satisfaction. The International Student Barometer survey showed more than 90% of international students surveyed who studied at the University of Waikato were satisfied with their experience and over 80% would recommend the University of Waikato to others. International students were particularly satisfied with the University's response to Covid-19, with over 90% of students rating this positively.

Part of the University's success is due to the high priority it places on student pastoral care. The development and wellbeing of every student is an important dimension of the institution's uniqueness. Staff have a strong reputation for excellence and take an innovative approach to student support. Staff have a track-record of effectiveness for supporting students as they transition to university study.

While the University of Waikato has renowned strength in the teaching and research of te reo Māori and tikanga Māori, its Māori teaching and research expertise can also be found across the various disciplines including Māori psychology, business, education, law, social sciences, science and computer science.

The Māori student communities on campus are vibrant and are key contributors to campus events, and there are many University programmes and activities dedicated to supporting Māori student achievement and success.

Over the past few years, the University implemented a new curriculum, which was reviewed and revitalised to ensure teaching continues to be relevant to student, employer and societal needs. As a result, work-integrated learning programmes and compulsory work experience are now included in all undergraduate degrees.

Helping to support students making the transition to university-level study is the University's Study Advising programme which is designed to help new students over their first year of undergraduate study. Every first year student is automatically allocated a dedicated staff member – a Study Advisor. Most Study Advisor's will be from the student's main area of study, but all have roles aimed at helping students to succeed in their study goals.

The University of Waikato is dedicated to supporting student success. Along with the Study Advising Programme, we have a variety of pastoral services, that are available to students to help them achieve their educational goals.

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Divisions, Faculties and Schools of Studies

The University's academic units comprises the Division of Arts, Law, Psychology and Social Sciences; Division of Health, Engineering, Computing and Science; Division of Education; Division of Management; Faculty of Māori and Indigenous Studies; and the University of Waikato College.

Te Wānanga o Ngā Kete Division of Arts, Law, Psychology and Social Sciences

The division incorporates Te Kura Toi the School of Arts, Te Kura Whatu Oho Mauri the School of Psychology, Te Kura Aronui the School of Social Sciences and Te Piringa the Faculty of Law, as well as two research institutes, Te Ngira National Institute for Population Research and Te Puna Haumarū The New Zealand Institute for Security and Crime Science. Programmes of study are informed by high level research expertise across the Division and our unique blend of disciplines enables students to engage with research leaders and practitioners on issues of local and global importance.

Our graduates are flexible and creative thinkers, self-directed and highly organised, excellent communicators and team workers, and innovators for change. Programmes incorporate explicit pathways into the workforce as well as to higher degrees. We offer a wide range of qualifications from undergraduate certificates, diplomas and degrees through to masters and doctorate degrees. Academic excellence is the cornerstone of teaching and learning in programmes that develop students' essential skills and expertise.

Te Kura Toi School of Arts provides teaching and research focused on understanding the human condition, the unique ways we experience the world, and the different forms of culture manifested from our ingenuity, imagination, resourcefulness and intellectual creativity. Research covers areas including languages and linguistics, music, dance, theatre and screen and media.

Te Kura Whatu Oho Mauri School of Psychology teaches across a wide range of psychology paths, from neuroscience to social psychology, with specialist graduate pathways including a

professional qualification in clinical psychology. Research in the school has a strong and diverse profile, extending across areas of the discipline such as, Kaupapa Māori, behavioural, community, clinical and forensic psychology, and transport psychology.

Te Kura Aronui School of Social Sciences actively promotes the University's core motto 'For the People'. Through a wide range of subjects and qualifications from undergraduate to postgraduate level, social sciences encourage critical thinking and the analysis of how individuals and groups in society relate to each other. The School's researchers cover disciplines including Anthropology, Geography, Environmental Planning, History, Philosophy, Political Science, Social and Public Policy, Sociology and Social Work.

Te Piringa Faculty of Law's founding goals of professionalism, biculturalism, and the study of law in context attract an exciting and diverse group of staff and students. Research in the Faculty is distinctive and provides an innovative, student-focused Bachelor of Laws (LLB) degree and a BA in Law, two LLM programmes, Diploma in Law, MPhil, PhD, SJD, Magister Juris and LLD degrees, and, in conjunction with the Waikato Management School, the Graduate Diploma in Dispute Resolution. The Faculty's research is inter-disciplinary, doctrinal and theoretical, and makes a significant and lasting contribution to the understanding and development of law internationally and nationally across areas from Māori and indigenous research to international and environmental law.

Te Ngira Institute for Population Research is the Aotearoa New Zealand national institute of demographic and population-focused research. It undertakes research that informs choices and responses to the demographic, social and economic interactions that are shaping the future, and offers undergraduate and postgraduate qualifications in population studies.

Te Puna Haumarū The New Zealand Institute for Security and Crime Science engages in research and teaching that aims to prevent and reduce crime, and increase our security and safety. We achieve these aims by bringing together disciplines from across the university, including computer science, data analytics, law, Māori and indigenous studies, political science, psychology and social policy. We are a partner in the Evidence-Based Policing Centre, and work with a variety of other agencies. We offer undergraduate papers in Security and Crime Science.

Division of Health, Engineering, Computing and Science

The Division incorporates four schools (Health, Engineering, Computing and Mathematical Sciences, and Science), as well as two research institutes, The Environmental Research Institute (ERI) and Te Ipu o te Mahara - The **Artificial Intelligence Institute**.

Te Huataki Waiora School of Health provides qualifications that offer students who are passionate about health, hauora and wellbeing the opportunity to develop knowledge and skills to enhance the lives of individuals and communities. Students have the opportunity to explore new ideas and ways of looking at issues that impact health, wellbeing and performance outcomes, which will prepare them to move into a wide range of employment opportunities. We work closely with partners across the community — such as local DHBs, Sport NZ and regional sports trusts, iwi, community health organisations, and high performance sport — to ensure we are at the forefront of innovation in the

health, human performance, and sports sectors. These collaborative partnerships provide both our students with exciting opportunities to bring the latest theories and practices to life.

Within this context of Te Huataki Waiora Nursing Programmes are accredited by the New Zealand Nursing Council. They provide a responsive and contemporary approach to professional qualifications that lead to registration as a nurse, postgraduate and advanced specialty qualifications and doctoral research. These programmes reflect the priorities of the Waikato and Midland Region incorporating bicultural principles, mental health, lifespan and the care continuum.

The **School of Engineering** offers the full range of professional engineering programmes from the traditional disciplines of Civil, Mechanical, Chemical and Biological, Electrical and Electronic, and Materials and Process Engineering, to the developing areas of Software, Mechatronics¹, and Environmental² Engineering. Undergraduate programmes are available in the Bachelor of Engineering with Honours (BE(Hons)), the Diploma in Engineering Management, and Certificate in Engineering Professional Practice. Five of the programmes are fully accredited by Engineering New Zealand and the Washington Accord.

Graduate degrees, which may be awarded with Honours, include Master of Engineering and Master of Engineering Practice.

The School of Engineering also provides strong research-led education, hosting five world-class research groups in Advanced Materials and Manufacturing (WaiCMM); Robotics, Automation & Sensing (WaiRAS); Resilient Infrastructure & Sustainable Construction (WaiRISC); Energy System Integration (ESI); and Water & Resilience, with combined external funding over over \$40 million.

Notes:

¹ *Mechatronics will seek provisional accreditation in 2022.*

² *Environmental received provisional accreditation in 2021.*

The **Rorohiko me ngā Pūtaiao Pāngarau School of Computing and Mathematical Sciences** provides a stimulating environment of quality teaching programmes and world-class research, producing graduates well-matched for the challenges of the contemporary and future workplace.

The School of Computing and Mathematical Sciences offers qualifications in design, computer science, software engineering, mathematics, and data analytics. At undergraduate level, the degrees available are the Bachelor of Computer Science, Bachelor of Science, and the Bachelor of Design. Students interested in software engineering can study towards a four-year Bachelor of Engineering with Honours in Software Engineering.

Advanced degrees offered within the School include the Master of Science, the Master of Science (Research), the Master of Design, the Master of Cyber Security, and the Master of Information Technology.

Te Aka Mātuatua School of Science offers a unique interdisciplinary environment with degree programmes across life sciences, earth sciences, chemistry and physics. Undergraduate degrees

consist of the Bachelor of Science and the Bachelor of Science (Technology). Graduate degrees, which may be awarded with Honours, include the Master of Science, Master of Science (Research) and Master of Science (Technology).

The School of Science's research is shaped by the pursuit of outstanding science that has relevance in the real world. Our research falls within five overarching themes: Applied Climate Change; Connected Land Water, and Life; Hazards and Extreme Environments; and Science for Innovation. The School hosts two research institutes and several research centres including: The Environmental Research Institute, and Te Waiora (the Joint Institute for Freshwater Management, hosted jointly with NIWA), the International Centre for Terrestrial Antarctic Research, the Centre for Biodiversity and Ecology Research. The School also hosts the Waikato Radio Carbon Dating Laboratory.

Division of Education

Te Kura Toi Tangata School of Education provides degree programmes in teacher education, social sciences in education, educational leadership, disability and inclusion, counselling, human development, digital learning and education and society. It distinguishes itself among other education schools through its tradition and reputation for innovation, leadership and research.

The School was the first teachers' college of education in New Zealand to merge with a university, the first to offer a teacher education programme online, and the first to offer a masters degree in initial teacher education.

The School has a strong commitment to research-informed practice with two institutes: the Wilf Malcolm Institute of Educational Research (WMIER) and the Institute of Professional Learning (IPL); and four research centres: the Early Years Research Centre (EYRC), the Centre for Educational Leadership Research (CELR), the Centre for Global Studies in Education (CGSE); and the Technology, Environmental, Mathematics, and Science Education Research Centre (TEMS).

Te Kura Toi Tangata School of Education offers a portfolio of qualifications at undergraduate, graduate, and postgraduate levels. Three- and four-year degree programmes in teacher education, along with one-year graduate and postgraduate diploma programmes in teacher education, prepare competent, knowledgeable and critically reflective beginning teachers. These programmes have Teaching Council New Zealand approval, enabling graduates to register as teachers in New Zealand. A range of specialist postgraduate certificates, diplomas and masters degrees provide qualified teachers with programmes that are practice-related and designed for professionals. The School also offers a Bachelor of Social Sciences with majors in Digital Learning, Education and Society and Human Development involving critical inquiry into the theories and practices of lifelong education and the study of human development across the life span. Counsellor Education programmes take a distinctive orientation emphasising what are often called narrative approaches in counselling and therapy. The Master of Counselling is approved by the New Zealand Association of Counsellors.

Division of Management

Te Raupapa Waikato Management School is respected nationally and internationally for its influential practice, practical programmes, relevant research and focus on connecting students with

businesses. The School's strategic areas of expertise - leading through innovation and responsible management - are integrated into its research, teaching and management. Strong international relationships mean that teaching and research reflect global best business practice, while an engaged alumni and close links with the business community expose students to real-world challenges and employment opportunities. Waikato Management School students graduate with the essential business skills and knowledge to become private and public sector leaders. They think critically, carefully and creatively, and act responsibly and ethically.

The School is a member of an elite group of business schools that have earned "Triple Crown" status - the leading international acknowledgment of excellence in business education, and testament to the quality of the qualifications the School offers. It is accredited by AACSB International (the US-based Association to Advance Collegiate Schools of Business), the world's longest established assessor of business education, EQUIS (EFMD Quality Improvement System) and AMBA (The Association of MBAs). Only 1% of the world's business schools have met the strict standards of all three accreditation bodies and earned this distinction of excellence.

Waikato Management School offers a wide range of business education at all levels of study.

Te Pua Wānanga ki te Ao, Faculty of Māori and Indigenous Studies

Te Pua Wānanga ki te Ao the **Faculty of Māori and Indigenous Studies** teaches Māori and Indigenous Studies, Te Reo Māori, and Pacific and Indigenous Studies. These subjects can be taken as a major or minor within a BA, BSocSc or BCC, or for a diploma or certificate. The Diploma in Te Tohu Paetahi is a one-year fulltime Māori language immersion programme taught in a whānau-orientated environment. At the postgraduate level, the Faculty offers the Bachelor of Arts with Honours, Master of Arts, Master of Social Sciences, MPhil, PhD, and a number of graduate and postgraduate certificates and diplomas.

The Faculty is world-renowned for its strength in research and teaching. Our academics have national and international academic profiles; several have won teaching and research awards, one services on the Waitangi Tribunal, many have won prestigious research funding, and in 2019 we hosted the largest Indigenous Studies conference in the world. Students can benefit from this expertise by pursuing research at masters and doctoral levels with us. A number of Faculty scholarships are available for all level of study, including a scholarship to study overseas for a trimester.

University of Waikato College

The University of Waikato College delivers the University's international pre-masters and international diploma programmes, foundation and bridging programmes, English language programmes for students with English as an additional language, and study tours for international individuals and groups. The College has a key role in contributing to the distinctiveness, excellence and international connectedness of the University.

Certificate of Attainment in Academic English

The Certificate of Attainment in English Language is a full-time course of 23 hours per week (when

delivered on campus) for 10 weeks, with one intensive block of 30 hours per week for 8 weeks. There are a number of intakes each year. Students are placed according to a recent English Language test result (such as IELTS) in an appropriate level from Intermediate to Advanced. On successful completion of the course, students receive a University of Waikato Certificate of Attainment in Academic English. All students study a core programme that helps students improve their reading, writing, listening and speaking skills. Higher level classes focus on skills needed for successful university study such as academic writing, listening and note-taking, academic reading, and oral presentation skills. Attaining specific grades in the upper levels of the programme gives students the English language requirement to enter foundation studies, the international and premasters diplomas, and University undergraduate and postgraduate programmes.

For more information, see [University of Waikato College](#).

Certificate of Attainment in English Language

The Certificate of Attainment in English Language is a full-time course of 23 hours per week for 10 weeks. There are a number of intakes each year. Students are placed according to a recent English Language test result (such as IELTS) in an appropriate level from Elementary to Pre- Intermediate. On successful completion of the course, students receive a University of Waikato Certificate of Attainment in English Language. All students study a core programme that helps students improve their reading, writing, listening and speaking skills. Attaining the programme gives students the English language entry requirement to enter the Certificate of Attainment in Academic English.

For more information, see [University of Waikato College](#).

General English

General English is a course designed for students to improve their everyday English and is suitable for students preparing to enter the Academic English programme. The programme includes core language skills and vocabulary, fluency and accuracy in listening, speaking, reading and writing. General English is a full-time programme of 23 hours per week or part-time for 15 hours per week (when delivered on campus). Students can start most Mondays and study for 3 weeks to 6 months (except New Zealand public holidays).

For more information, see [University of Waikato College](#).

International Study Groups

With over 25 years of experience, the University of Waikato College is a leader in the field of providing unique and specialist English language programmes for international students. Some groups join an existing English language programme, while some have a tailor-made English language learning experience based on their individual requirements. Groups are able to take part in extracurricular activities, weekend excursions and hear from guest speakers.

For more information, see [University of Waikato College](#).

Certificate of Attainment in Foundation Studies

The Certificate of Attainment in Foundation Studies is a full-time one or two trimester programme for

international students who have not met the academic entry requirements for undergraduate study at a New Zealand university. This programme will teach students skills for successful tertiary study within New Zealand, with compulsory English language and elective papers across a range of study areas. On campus classes include New Zealand students to encourage international students to improve their English and make New Zealand friends.

For more information, see [University of Waikato College](#).

Certificate of University Preparation

The Certificate of University Preparation programme is a full-time one-trimester programme for students who do not meet the entry requirements for study at a New Zealand university, or who need additional academic preparation. This programme will introduce students to an adult learning environment including lectures, tutorials and workshops. The Certificate of University Preparation is an academically approved qualification that covers academic skills and capabilities, and introduces students to their discipline subjects through elective papers.

For more information, see [University of Waikato College](#).

International Diploma (Business) and International Diploma (Computer Science)

The International Diplomas provide pathways for international students into the second year of some degrees. The International Diploma (Business) consists of the first year of the Bachelor of Business, with additional supporting papers in academic English and academic study skills. The International Diploma (Computer Science) provides a similar preparation that leads to the Bachelor of Science in two computing majors or the Bachelor of Computer Science.

Diploma in Postgraduate Preparation (Pre-masters)

This pre-masters programme prepares international students for postgraduate studies at the University of Waikato, providing entry into seven masters programmes in the Waikato Management School and the Division of Health, Engineering, Computing and Science.

International English Language Testing System (IELTS) Office

The College hosts one of the largest IELTS testing centres in New Zealand. IELTS is designed to assess the English language proficiency of candidates who need to study or work in English.

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

Further information about IELTS is available on the website: www.ielts.org

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The University's Commitment to the Treaty of Waitangi

The direction and goals which underpin the University's commitment to Māori and the Treaty of Waitangi are outlined in the University Strategy and Māori Advancement Plan. The general areas of priority include:

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

As reflected in our Charter and Vision, the University has been committed to the Treaty of Waitangi from the outset. We are determined to build on this commitment and on our reputation as a leader in partnership with Māori - to further enhance the relevance and value of the University to Māori communities and to the nation as a whole.

Further information is available on the website: <http://www.waikato.ac.nz/maori/>

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The Council

The University of Waikato Council is constituted under Part 4, subpart 3 of the Education and Training Act 2020. Members are appointed under the relevant provisions of the Council constitution in accordance with the University of Waikato Council Appointments Statute 2019.

Constitution and Membership

Four members appointed by the Minister under section 276 of the Education and Training Act 2020

Ms Meleane Burgess (to 30.09.2025)

Mr Simon Graafhuis (to 09.12.2023)

Mr Graeme Milne (to 11.06.2025)

Dr Joan Forret (to 08.04.2026)

The Vice-Chancellor of the University of Waikato

Professor Neil Quigley

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

Ms Parekawhia McLean (to 06.12.2025)

One member appointed by the Council after consultation with Te Arikinui

Mr Paki Rawiri (to 30.09.2023)

One staff member elected by the staff

Associate Professor Eva Collins (to 05.08.2023)

One student member elected by the students

Ms Lushomo Thebe (to 31.12.2022)

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

Rt Hon. Sir Anand Satyanand (to 30.06.2023)

Ms Susan Hassall (to 15.03.2024)

Ms Mary-Anne Macleod (to 01.04.2026)

Secretary to Council

Mr Brandon McGibbon

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In this section

The Academic Board

Ex Officio Members

1. The Vice-Chancellor, who is chairperson
2. The Senior Deputy Vice-Chancellor
3. The Deputy Vice-Chancellor Academic
4. The Deputy Vice-Chancellor Māori
5. The Deputy Vice-Chancellor Research
6. The Pro Vice-Chancellor of each Division
7. The Pro Vice-Chancellor Teaching and Learning
8. The Assistant Vice-Chancellor Pacific
9. The Dean of the School of Graduate Research
10. The Heads of School
11. The Associate Dean Academic of each Division
12. The Associate Dean Research of each Division
13. The Academic Director, Tauranga
14. The Director of the University of Waikato College
15. The University Librarian
16. The staff member of Council (if not already a member under another provision of the constitution)
17. The President of the Waikato Students' Union

18. The Vice-President of the Waikato Students' Union
19. The Vice-President Māori of the Waikato Students' Union

Elected Members

20. Two professors, elected by and from each Divisional Board for terms of three years.
21. Two academic staff members elected by and from each Divisional Board for terms of three years, such that the terms of the members provide for continuity.
22. Three academic staff members elected by and from Māori Academic Board of Studies for a term of three years, as specified in the constitution of the Māori Academic Board of Studies.
23. One academic staff member elected by and from the Te Piringa – Faculty of Law Board of Studies for a term of three years.
24. Two students elected by and from the student members of each Divisional Board for terms of one year. The students may not be members of staff.
25. One student elected by and from the student members of Māori Academic Board of Studies for a term of one year. The student may not be a member of staff.

Appointed Members

26. One postgraduate student appointed by the chairperson of the Academic Board in consultation with the Dean of the School of Graduate Research for a term of one year. The student may not be a member of staff.
27. One academic staff member appointed by the Vice-Chancellor on the nomination of the TEU for a term of three years.

Co-opted Members

28. Up to four members may be co-opted by the Academic Board on the advice of the Vice-Chancellor for particular purposes. In considering co-option under this provision, the Academic Board will give attention to any gaps in the current membership in terms of diversity and inclusion, and the range of disciplinary perspectives represented.

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Former Chancellors of the University of Waikato

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

2007-2019

Rt Hon James Bolger ONZ HonD *Waikato*

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Former Vice-Chancellors of the University of Waikato

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

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Honorary Doctors of the University of Waikato

1967	Lord Ballantrae KT GCMG GCVO DSO OBE
1968	Pei Te Hurinui Jones
1969	Sir Arthur de Terrotte Nevill KBE CB
1971	Donald Wilfred Arcus
1971	Denis Rogers OBE
1971	Richard Bristowe Waddington
1979	Dame Te Atairangikaahu ONZ DBE
1979	Frank Maine Bateson OBE
1980	Jack Stanford Allan MNZM
1982	Henry Rongomau Bennett CBE QSO
1983	Henare Tuwhangai QSM
1984	Sir Ross Malcolm Jansen KBE
1985	Sir Donald Rees Llewellyn KNZM CBE
1986	Dame Phyllis Myra Guthardt DBE

1986	Dorothy Jessie Stafford OBE
1986	Dame Rangimārie Hetet DBE
1987	The Hon Sir David Lance Tompkins KNZM
1990	Norman William Kingsbury CNZM
1992	Janet Frame ONZ CBE
1992	Edwin George Morgan
1993	Dame Mary Josephine Drayton DNZM MBE
1993	Donald Murray Stafford CBE
1994	The Hon Dame Silvia Rose Cartwright PCNZM DBE QSO
1994	The Hon Sir Edward Taihakurei Junior Durie KNZM
1994	Dame Malvina Lorraine Major ONZ GNZM DBE
1994	Waea Mauriohooho
1994	Charlotte Rachel Anwyl Wallace OBE
1995	Elizabeth Ursula Alley
1995	Wilfred Gordon Malcolm CBE
1995	Jeanette King
1995	Huirangi Eruera Waikerepuru
1996	Dame Kiri Te Kanawa ONZ DBE AC
1996	Dame Katerina Te Heikoko Mataira DNZM
1997	The Hon Sir Peter Tapsell KNZM MBE
1997	Hiko Hohepa
1997	The Rt Rev Manuhuia Augustus Bennett ONZ CMG
1998	Kevin Roberts CNZM
1998	Paul Woodford Day

1999	Sir Douglas Arthur Montrose Graham KNZM
1999	Koro Tainui Wetere CBE
1999	Gerald David Gibb Bailey QSO
2001	Neil Finn OBE
2001	Tim Finn OBE
2002	Ida Margaret Gaskin CNZM
2002	Michael King OBE
2002	Michael MacRae Hanna
2002	Hirini Melbourne ONZM
2003	Tui Adams
2004	The Hon Margaret Anne Wilson DCNZM
2004	David Gordon Edgar QSO
2004	Caroline Bennett QSO
2004	Apirana Tūāhae Mahuika
2004	Hare Wakakaraka Puke
2005	James Te Wharehuia Milroy CNZM QSO
2005	Margaret Mahy ONZ
2006	Kenneth Owen Arvidson
2006	Jeffrey Alexander Jones
2006	Sir Howard Leslie Morrison OBE
2006	Bryan Charles Gould CNZM
2006	Sir Edmund Percival Hillary KG ONZ KB
2007	Diggeress Rangituatahi Te Kanawa CNZM QSO
2008	Brian Richard Perry OBE
2008	John Allan Gallagher CNZM KStJ JP

2008	Sir William Murray Gallagher KNZM MBE
2008	Rudolf Hendrik Kleinpaste
2008	Sir Tīmoti Samuel Kāretu KNZM QSO
2008	Tessa Duder OBE
2009	Heni Materoa Sunderland
2009	Zena Daysh CNZM
2009	Peter Godfrey Scott Sergel MNZM
2009	Hamish Keith CNZM OBE
2009	Sir Wilson James Whineray KNZM OBE
2009	Dame Lynley Stuart Dodd DNZM
2010	Max Martin Gibbs
2010	Margaret Bedggood Mulgan QSO
2010	Roka Pahewa Paora QSM
2010	Jon Mayson CNZM
2011	James Judd
2011	Catherine Moana Dewes ONZM
2011	Dame Jools Topp DNZM
2011	Dame Lynda Topp DNZM
2012	Campbell Smith MNZM
2012	Roger Hill
2013	Gordon Keith Stephenson CNZM
2013	Bernard Thomas Crosby ONZM
2013	Dame Susan Elizabeth Anne Devoy DNZM CBE
2013	Sir Patrick Hogan KNZM CBE
2014	Warren Scotter

2014	Sir Dryden Spring
2015	Richard William Tonks MNZM
2015	Morehu Ngatoko Rahipere MNZM
2016	Robert (Roy) James Crawford CNZM
2016	Archbishop Sir David John Moxon KNZM
2016	Emeritus Bishop Denis George Browne CNZM
2016	Kīngi Tuheitia
2017	Charles Hines Daugherty ONZM FRSNZ
2017	Ian George Jowett
2017	Maxwell Harold Gimblett ONZM
2017	The Rt Hon Helen Elizabeth Clark ONZ
2019	Derek Arana Te Ahi Lardelli ONZM
2019	The Rt Hon James Brendan Bolger ONZ
2020	Lisa Feldman Barrett
2021	Paul Hunt
2021	Sir Harawira Tiri Gardiner KNZM

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Recipients of the University of Waikato Medal

1992	Anthony Trevelyan Rogers QSO
1994	Cecil Douglas Arcus
1994	Kenneth Eric Jury ONZM
1994	John Thomas Kneebone CMG
1994	Brian Richard Perry OBE
1994	Hare Wakakaraka Puke
1994	Eric Ashley Taylor
1994	Sister Heeni Wharemaru
1995	Sir Robert Arthur Owens KNZM CBE
1995	Mary Gordon
1995	Val Going
1997	Laurence John Denny
1999	Jennifer Alexandra Alford
1999	Pam Banks

1999	Ann MacKay
2000	Stafford John Smith
2002	Yolande Neilson
2002	Jeremy Callaghan
2003	Marie Fenwick
2003	Robert Barrington Grant
2004	Jack Charles (Dufty) Wilson
2006	Paul Malcolm Dell
2009	Michael Law
2010	Terry Healy MNZM
2012	Dame Jocelyn Barbara Fish DNZM CBE
2013	Bill Flower
2015	Brian Linehan
2017	Judy Carmichael
2019	William Ford
2019	John Cronin MNZM
2022	Bryce Cooper
2022	Ngareta Timutimu MNZM
2023	Robert McGowan QSM

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Recipients of Distinguished Alumni Awards

2007	Theresa Gattung CNZM
2007	Clare McTamney
2007	Deryck Shaw MNZM
2008	HE Lt Gen Rt Hon Sir Jerry Mateparae GNZM QSO
2008	Dr David Derek Sikua
2008	Sir Peter Vela ONZM
2009	Dr Judy McGregor CNZM
2009	Alyn Ware
2009	Annabelle White
2010	Sam Knowles
2010	Dr Craig Nevill-Manning
2010	Lt Col Tenby Powell
2011	Paul Bowker
2011	John Erkkila

2011	Hon Hekia Parata
2011	Lt Col Dr Christopher Pugsley ONZM FRHistS
2012	Warren Gatland OBE
2012	Karen Morrison-Hume
2012	Murray Sherwin CNZM
2013	Professor Marston Conder
2013	Judge Stephanie Milroy
2013	Edmund Wee
2014	Jamie Fitzgerald
2014	Dr Arthur Grimes
2014	Le Mamea Taulapapa Sefulu Ioane QSO
2014	Parekawhia McLean
2015	Peter Churchouse
2015	Hinewehi Mohi MNZM
2015	Rob Waddell ONZM
2017	Mark Wilson
2017	Professor Fui Le'apai Tu'ua 'Īlaoa Asofou So'o
2017	Deborah Challinor MNZM
2018	Dr Shane Legg
2018	Dr Sarah Calvert
2018	Miriam Dean CNZM QC
2018	Dr Tom Higham
2018	Hon Dame Annette King DNZM
2018	Jan Zijderveld
2019	Wayne Smith CNZM

2019	Vittoria Shortt
2019	Dr Andrew Smith
2019	Brian Sweeney
2020	Kevin Bowler
2020	Liz Coutts ONZM
2020	Craig Coxhead
2020	Tania Te Rangingangana Simpson
2022	Jennifer Kerr
2022	Hinerangi Raumati MNZM
2022	Leilani Tuala-Warren
2022	Jamie Tuuta

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Emeritus Professors of the University of Waikato

1980	Paul.W. Day MNZM MA <i>NZ and Oxf</i> HonD <i>Waikato</i>
1981	Geoffrey Joseph Schmitt CMG MA BCom <i>NZ</i> DPA <i>Well</i> FCA CMA
1985	James Gordon Pendergrast MSc <i>NZ</i> PhD DIC <i>Lond</i>
1986	Achim Zulauf DrRerNat Mainz PhD <i>Lond</i>
1988	John Davidson McCraw MBE MSc <i>NZ</i> DSc <i>Well</i> FNZSSS CRSNZ
1988	William Theodore Roy MA <i>L'now</i> FRAS FRSA
1990	John Trevor Ward BSc(Econ) <i>Lond</i> MLitt <i>Oxf</i> PhD <i>Lond</i>
1990	Rudi Ziedins MA PhD <i>Melb</i>
1991	David George Bettison MA PhD Rhodes
1993	Bruce Sween Liley MSc <i>NZ</i> PhD <i>R'dg</i> FInstP CPhys FNZIP FRSA
1993	Ian Andrew McLaren MA <i>NZ</i> AM <i>Chic</i> PhD <i>Well</i>
1993	James Ernest Ritchie ONZM MA DipEd PhD <i>NZ</i> FBPsS FNZPsS FAAA

1999	Kenneth Malcolm Mackay BSc <i>Aberd</i> PhD <i>Camb</i> CChem FRSC FNZIC
1999	Brian V. Smith BCA <i>Well</i> ACA CMA
1999	Fred Woodward Marshall MA NZ DU DipdeCultFrCont <i>Paris</i> OPA
2002	Michael John Selby ONZM BA(Hons) MA DipEd DSc <i>Oxf</i> DPhil <i>Waikato</i>
2007	Noeline Alcorn QSO BA <i>Well</i> MA <i>Cant</i> PhD <i>Calif</i> DipEd <i>Massey</i> DipT FNZEAS
2007	G.Marshall Walker MA PhD <i>Glas</i>
2008	Leslie Richard Foulds BSc MSc <i>Auck</i> PhD <i>VirgPolyInst</i> FTICA
2009	Edward Lewis Glynn BA MA <i>Auck</i> PhD <i>Tor</i> DipGrad <i>Otago</i> FNZPsS FRSNZ
2009	Peter H. Oettli BA NZ PhD <i>Auck</i>
2010	Sir Tamati Muturangi Reedy BA MA <i>Auck</i> MA PhD <i>Hawaii</i> KNZM
2010	David Ian Pool BA MA NZ PhD <i>ANU</i> FRSNZ CNZM
2010	Jane Beaglehole Ritchie BA MA NZ PhD <i>Well</i> OBE JP
2011	Warwick B. Silvester BSc <i>NZMSc</i> <i>Auck</i> PhD <i>Cant</i>
2011	Alexandra Barratt BA(Hons) MA <i>Camb</i> MA <i>Car</i> PhD <i>Tor</i>
2013	Ian David Graham BSc <i>Lond</i> PhD <i>Camb</i> CEng MBCS
2013	Brian Kenneth Nicholson BSc(Hons) PhD <i>Otago</i> FNZIC
2013	Richard Price BSc(Hons) <i>ANU</i> PhD <i>Otago</i>
2013	Campbell Nelson BSc(Hons) <i>Well</i> PhD <i>Auck</i> FRSNZ
2013	Roy M. Daniel BSc(Hons) PhD <i>Leic</i> FRSNZ FNZIC

2013	Roberta L. Farrell BSc <i>Missouri</i> MSc PhD <i>Ill</i> CNZM FRSNZ FIAWS
2013	Clive McGee BA MA DPhil <i>Waik</i> DipT
2013	Susan C. Middleton BA BEdSt MA <i>Well</i> DipEd <i>Massey</i> PhD <i>Waik</i> DipT
2013	Stewart R. Lawrence BSc(Hons)(Econ) <i>Lond</i> MSc <i>Warw</i> PhD <i>Waik</i> ACMA CA
2014	Richard D. Bedford BA MA <i>Auck</i> PhD <i>ANU</i> QSO FRSNZ
2014	Alan Russell Bishop ONZM BA(Hons) <i>Well</i> MA PhD <i>Otago</i> DipEd <i>Massey</i> DipT
2014	T.G. Allan Green BA(Hons) MA DPhil <i>Oxf</i>
2014	Alistair L. Wilkins BSc(Hons) PhD <i>Otago</i> FNZIC
2014	Richard J. Wilkins MSc <i>Auck</i> PhD <i>Otago</i>
2014	Ian H. Witten MSc <i>Calg</i> MA <i>Camb</i> PhD <i>Essex</i> CEng FACM FRSNZ MIEE MIEEE
2015	Bevan Grant BEd MA <i>Vic</i> BC PhD <i>Otago</i>
2016	Robert (Roy) James Crawford CNZM BSc(Hons) PhD DSc <i>Belf</i>
2016	Kevin Broughan BSc MSc <i>Auck</i> MA PhD <i>Col</i> MACM MEngNZ FNZMS
2016	Hugh Morgan BSc <i>Wales</i> MSc <i>Strath</i> PhD <i>Guelph</i>
2016	Robert Hannah BA(Hons) <i>Otago</i> MPhil <i>Oxf</i> FSA FRSNZ
2016	Dame Peggy G. Koopman-Boyden BA MA DipEd <i>Massey</i> DNZM CNZM
2016	Michael P. O'Driscoll BSc(Hons) <i>WAust</i> PhD <i>Flin</i>
2019	Clive H.J. Gilson BA(Hons) <i>Middx</i> MA PhD <i>Warw</i>
2017	Roger I. Moltzen BEd MEd PhD <i>Waik</i> DipT MNZM
2017	T. Mary Foster BSc MSc DipClinPsych

	PhD <i>Auck</i>
2017	Dov Bing BA <i>HebrewUniversityJerusalem</i> PhD <i>Auck</i> FRAS
2018	Jacques Poot Drs VU <i>Amst</i> PhD <i>Well</i> MAE
2018	Margaret Carr BA MA <i>Well</i> PhD DipEdSt <i>Waik</i> DipNZFKU
2018	Terry Locke BA MA PhD <i>Auck</i>
2018	Janis E. Swan MNZM BTech MTech <i>Massey</i> PhD <i>Wat</i> FNZIFST DistFEngNZ
2018	Ngahua Te Awekotuku BA MA(Hons) <i>Auck</i> PhD <i>Waik</i>
2020	Ernest G. Kalnins BSc(Hons) <i>Cant</i> MSc PhD <i>WOnt</i> FRSNZ
2020	Margaret Wilson LLB(Hons) MJur <i>Auck</i> HonD <i>Waik</i> DCNZM
2020	Peter J.J. Kamp BSc MSc PhD <i>Waik</i>
2020	Anne M. McKim MA <i>Dund</i> MA <i>Manit</i> PhD <i>Edin</i>
2021	Brian Findsen BSocSc MA CertMāoriSt <i>Waik</i> EdD <i>NCSU</i> DipT
2021	Carolyn King BSc(Hons) <i>Liv</i> DPhil <i>Oxf</i> PhD <i>Waik</i>
2021	Linda Tuhiwai Smith BA MA PhD <i>Waik</i> CNZM
2022	Roger Strasser AM BMedSc MBBS(Hons) <i>Monash</i> MCISc <i>WOnt</i> LLD(Hon) <i>TRU</i> MD(Hon) <i>Umea</i> FCAHS FRACGP
2022	Sarah Strasser AM MBBS <i>Lond</i> FM <i>W.Ont</i> FRACGP FACRRM
2022	David McKie MA <i>Glas</i> PGCE <i>Sheffield</i> PhD <i>Stir</i>
2022	Daniel G. Zirker BA MA <i>Montana</i> PhD <i>Alta</i>
2022	Allison Kirkman BA <i>Massey</i> BA(Hons) PhD <i>Well</i>
2023	Merilyn Manley-Harris BSc(Hons) <i>JamesCook</i> PhD <i>Montana</i>
2023	Martin Lodge MA <i>Waik</i> MMus <i>Well</i> PhD <i>Syd</i>

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

2002	Jill Mitchell
2002	Alan Hall
2006	Michael Hills ONZM
2006	David Coy
2007	Antony Millett
2008	Ngaere Roberts
2008	Warren Hughes
2008	Alfred Sneyd
2008	David Taylor
2010	David Swain
2010	Derek W Smith
2010	Lyndsay Main
2011	Brian Silverstone
2012	Ray Harlow
2013	Roger Briggs
2013	Ray Littler
2013	Alan Langdon
2013	Jan Pilditch
2013	William Bolstad
2014	Chris Hendy
2015	Michael Goldsmith
2015	Murray Jorgensen
2016	Denis L Drysdall
2017	John Tressler
2019	Jenny Young-Loveridge

2019	Alison Campbell
2021	Sayeeda Bano
2021	Linda Mitchell

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In this section

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In this section

Admission Statute

1. Title

This is the Admission Statute 2016.

2. Date of effect

This statute is effective from 1 January 2017.

3. Application

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

4. General

- (1) Unless approved otherwise by the Academic Board, a person who will be under 16 years of age on the first day of the trimester in which he or she wishes to enrol is not eligible for admission.
- (2) Unless approved otherwise by the Academic Board, a person who is enrolled for full-time instruction in a secondary school or area school is not eligible for admission.
- (3) Subject to the [Limitations Statute](#) and any academic criteria that may apply with respect to particular papers or qualifications, a person may qualify for admission under any of the following provisions:
 - (a) University Entrance
 - (b) Discretionary Entrance
 - (c) Special Admission

(d) Admission at entrance level with credit based on previous tertiary study.

(4) In addition to qualifying under section 5 of this statute, the person must also meet the particular academic criteria set out

(a) in the case of undergraduate qualifications, in the [Criteria for Admission to Particular Qualifications](#)

(b) in the case of graduate and postgraduate qualifications, in the regulations for the relevant qualification.

5. University Entrance

University Entrance means

(a) From 2015:

(i) NCEA Level 3,

(ii) a minimum of 14 credits at Level 3 or higher on the National Qualifications Framework, in each of three approved subjects, and

(iii) the numeracy requirements of a minimum of 10 credits at Level 1 or higher on the National Qualifications Framework, made up of achievement standards and/or unit standards specified by NZQA, and

(iv) the literacy requirement¹ of a minimum of 10 credits at Level 2 or higher on the National Qualifications Framework, made up of:

5 credits in reading, and

5 credits in writing from a list specified by NZQA.

(b) From 2005-2014:

(i) A minimum of 42 credits at Level 3 or higher on the National Qualifications Framework,

including a minimum of 14 credits at Level 3 or higher in each of two subjects from an approved list, with a further

14 credits at Level 3 or higher taken from one or two additional domains or approved subjects

(ii) and the numeracy requirements of a minimum of 14 credits at Level 1 or higher in Mathematics or Pāngarau on the National Qualifications framework

(iii) and the literacy requirement of a minimum of 8 credits at Level 2 or higher which show reading and writing skills in English or te reo Māori are required.¹

(c) From 1993 to 2004: Higher School Certificate and a C grade or higher in each of three New Zealand University Entrance, Bursaries and Scholarships (NZUEBS) subjects; or an A or B bursary

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

6. Discretionary Entrance

- (1) From 2005: A person who has undertaken NCEA at Level 3 in three or more approved subjects (in the same year) and failed to gain University Entrance is not eligible to be considered for Discretionary Entrance until the B trimester of the following year.
- (2) Admission will be at the discretion of the University, with the proviso that a person who has undertaken Year 13 study beyond 1 June at a New Zealand secondary school may normally not be admitted under the Discretionary Entrance provisions before July in the following year.²
- (3) Otherwise, a person who will be at least 16 years of age and under 20 years of age on the first day of the trimester of enrolment who does not meet the University Entrance standard, but
 - (a) is a citizen or permanent resident of New Zealand or Australia³, and
 - (b) has received secondary schooling to at least New Zealand Year 12 level (or its equivalent overseas) and earned at least 14 credits in an approved subject at Level 2 towards NCEA (or its equivalent), and
 - (c) has met the literacy and numeracy standards required for University Entrance, or their equivalents,may apply for Discretionary Entrance.
- (4) Approval of an application for Discretionary Entrance is based on
 - (a) the applicant's submission
 - (b) the proposed programme of study
 - (c) the applicant's past academic achievements, and
 - (d) a statement from an adviser (such as a school principal or a University Student Recruitment Adviser) as to the applicant's preparedness for university study.
- (5) A person who wishes to apply for Discretionary Entrance must do so as part of the formal enrolment application.
- (6) Applications for Discretionary Entrance are considered and decided by the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies in which the applicant wishes to enrol, under delegated authority of the Academic Board.
- (7) If Discretionary Entrance is approved, the prescribed fee is payable by the student at

enrolment.

- (8) A person whose application for Discretionary Entrance is declined by the relevant Pro Vice-Chancellor or the Dean of the Faculty of Māori and Indigenous Studies may appeal the decision to the Deputy Vice-Chancellor Academic under delegated authority of the Academic Board.
- (9) A person whose application for Discretionary Entrance is declined by the Deputy Vice-Chancellor Academic may make a further appeal to the New Zealand Qualifications Authority.
- (10) A person studying at a New Zealand secondary school who is attempting to qualify for University Entrance may apply for Discretionary Entrance in the same year for the purpose of enrolling in papers offered by the University. Any person admitted under this regulation who does not subsequently meet the University Entrance standard during the period enrolled at the University will be required to withdraw from the University and may re-apply for admission at mid-year. Any papers passed during the period enrolled at the University will not be credited to a qualification until a University Entrance qualification is gained.

7. **Special Admission**

- (1) Applicants are eligible to be considered for Special Admission if they will be at least 20 years of age on the first day of the trimester for which they are applying to enrol.
- (2) In exceptional cases, an applicant who does not hold a university entrance qualification and who will not be 20 by the first day of the trimester for which admission is sought, may apply for special admission. In assessing whether to grant special admission in exceptional cases, the primary focus will be on the applicant's level of preparedness for university study.
- (3) Approval of an application for Special Admission is based on
 - (a) the applicant's submission
 - (b) the proposed programme of study
 - (c) the applicant's past academic achievements, and
 - (d) evidence of the applicant's preparedness for university study.
- (4) A person who wishes to apply for Special Admission must do so as part of the formal enrolment application.
- (5) Applications for Special Admission are considered and decided by the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies in which the applicant wishes to enrol, under delegated authority of the Academic Board.
- (6) A person whose application for Special Admission is declined by the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies may appeal the decision to the Deputy Vice-Chancellor Academic under delegated authority of the Academic Board.

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

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

9. Delegation of powers

The powers and authority of the Academic Board referred to in this statute have been delegated in certain matters under the [Delegation of Powers Statute 2014](#).

10. Report to the Education Committee

The Deputy Vice-Chancellor Academic must submit an annual report to the Education Committee providing an overview of admission appeal decisions made during the relevant year, together with any consequent recommendations with respect to the Admission Statute.

Notes:

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

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Criteria for Admission to Particular Qualifications

In addition to meeting the Admission requirements below, applicants whose first language is not English or Māori are required to provide satisfactory evidence of English language proficiency, generally in the form of an IELTS (academic) or TOEFL examination score (see the [English Language Requirements for Admission](#))

On this page

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

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

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

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

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

[Part 6: Appeals](#)

Part 1 Admission to Bachelors Degrees¹

1. Admission to the

Bachelor of Arts (BA)

Bachelor of Business (BBus)

Bachelor of Business Analysis (BBA)

Bachelor of Climate Change (BCC)

Bachelor of Communication (BC)

Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons))

Bachelor of Design (BDes)

Bachelor of Environmental Planning (BEP)

Bachelor of Health (BHealth)

Bachelor of Health, Sport and Human Performance (BHSHP)

Bachelor of Science (BSc)

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

Bachelor of Social Sciences (BSocSc) degrees

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

1.1 University Entrance²

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

1.2 Discretionary Entrance³

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

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

1.3 Special Admission

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

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

Bachelor of Arts (BA)

Bachelor of Design (BDes)

Bachelor of Environmental Planning (BEP)

Bachelor of Health (BHealth)

Bachelor of Health, Sport and Human Performance (BHSHP)

Bachelor of Media and Creative Technologies (BMCT)

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

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

Bachelor of Social Sciences (BSocSc) degrees

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

1.4.2 *Admission from the University of Waikato Certificate of Attainment in Foundation*

*Studies, or equivalent*⁴

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted¹ into the qualifications listed above provided that they have achieved

- (a) no less than a C- grade in any paper, and
- (b) a B- grade or better in each of FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study.

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

1.4.3 *Admission from the University of Waikato Certificate of University Preparation*

Applicants who have successfully completed the Certificate of University Preparation with no less than a C- grade in any paper will be accepted¹ into the qualifications listed above.

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

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

Bachelor of Business (BBus)

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

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

1.5.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*⁴

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted¹ into the qualifications listed above provided that they have achieved

- (a) no less than a C- grade in any paper, and
- (b) a B- grade or better in each of FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study.

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

1.5.3 *Admission from the University of Waikato Certificate of University Preparation*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, with no less than a C- grade in any paper, will be accepted¹ into the qualifications listed above.

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

1.5.4 *Admission from the International Diploma (Business)*

Applicants who have successfully completed the requirements of the International

Diploma (Business) with no less than a C- grade in any paper, and have not been awarded the Diploma, will be accepted, with credit transferred from that programme, into the Bachelor of Business.

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

1.5.5 *Admission from the International Diploma (Computer Science)*

Applicants seeking admission into the Bachelor of Science with a major in either Applied Computing, Computer Science or Data Analytics will be accepted into this qualification, with credit, upon completing the International Diploma (Computer Science) with no less than a C- grade in any paper, and having not been awarded the Diploma.

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

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

Bachelor of Communication (BC)

Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons))

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

1.6.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*⁴

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted¹ into the qualifications listed above provided that they have achieved

- (a) no less than a C- grade in any paper, and
- (b) a B- grade or better in each of FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study.

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

1.6.3 *Admission from the University of Waikato Certificate of University Preparation*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, with no less than a C- grade in any paper, will be accepted¹ into the qualifications listed above.

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

2. Admission to the

Bachelor of Computer Graphic Design (BCGD) degree

In addition to satisfying the requirements for achieving University Entrance, entry into the BCGD is available only to applicants who are chosen by the Division of Health, Engineering, Computing and Science's selection process. Applicants must have achieved a minimum of 14 credits in NCEA at Level 2 in Mathematics; in addition, applicants must submit a portfolio as part of the selection process and may also be required to attend an interview.

Bachelor of Education (BEd), Bachelor of Teaching (BTchg), and Te Ara Poutama Tōitu Te Reo (TTR) degrees

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

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

Bachelor of Music (BMus) degree

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

- (a) at least 14 credits in NCEA at Level 3 in Music, or
- (b) a Grade 3 Theory pass or better in the New Zealand Music Education Board, or Australian Music Education Board, or
- (c) a Grade 5 Theory pass or better in the Trinity College or Royal College of Music examinations, or
- (d) a music qualification assessed as equivalent.

Bachelor of Nursing (BNurs) degree

In addition to satisfying the requirements for achieving University Entrance, all applicants must follow a selection process approved by the Pro Vice-Chancellor of the Division of Health, Engineering, Computing and Science, or delegated authority, including a police vetting check, to ensure that they meet the criteria for admission to register for nurses as defined by the University and the Nursing Council of New Zealand.

Bachelor of Social Work (BSW) degree

In addition to satisfying the requirements for achieving University Entrance, all applicants must follow a selection process approved by the Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences or delegated authority, including a police vetting check, to ensure that they meet the criteria for a 'fit and proper' person to practice Social Work as defined by the University and the New Zealand Social Workers Registration Board. The Criminal Records

(Clean Slate) Act 2004 provisions do not apply to social work. Students must also complete further Police vetting checks prior to fieldwork placements. An assessment of a student's suitability under the Children's Act 2014 will also take place during the BSW admissions process and prior to fieldwork placements. Details of the selection and police vetting processes are available in the BSW supplementary application forms.

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

2.1 **University Entrance**²

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

2.2 **Discretionary Entrance**³

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

2.3 **Special Admission**

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

2.4 **Admission at entrance level or with credit from previous study for Bachelor of Music (BMus) degree**

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

2.4.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*⁴

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted¹ into the BMus provided that they are chosen through the selection process as set out in section 2 of these regulations and have achieved

- (a) no less than a C- grade in any paper, and
- (b) a B- grade or better in each of FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study.

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

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

Applicants who have successfully completed the Certificate of University Preparation with no less than a C- grade in any paper will be accepted¹ provided that they meet the additional criteria for the BMus as set out in section 2 of these regulations.

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

2.5 **Admission at entrance level or with credit from previous study for Bachelor of Education (BEd), Bachelor of Teaching (BTchg), Te Ara Poutama Toitū Te Reo (TTR) and Bachelor of Nursing (BNurs) degrees**

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

2.5.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent⁴*

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted¹ into the qualification provided that they are chosen through the selection process for their intended qualification as set out in section 2 of these regulations and have achieved

- (a) no less than a C- grade in any paper, and
- (b) a B- grade or better in each of FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study.

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

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

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, with no less than a C- grade in any paper, will be accepted¹ provided that they are chosen through the selection process for their intended qualification as set out in section 2 of these regulations.

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

2.6 **Admission at entrance level or with credit from previous study for Bachelor of Social Work (BSW) degree**

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

2.6.2 No credit transfer or recognition of prior learning will be awarded for successful study that took place more than 5 years prior to the date of first enrolment in the degree. Credit transfer or recognition of prior learning will not be awarded for more than 50% of the degree. No credit transfer or recognition of prior learning will be granted for field education unless the transfer is from a current Social Workers Registration Board recognised programme.

2.6.3 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*⁴

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted¹ into the BSW provided that they are chosen through the selection process as set out in section 2 of these regulations and have achieved

- (a) no less than a C- grade in any paper, and
- (b) a B- grade or better in each of FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study.

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

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

Applicants who have successfully completed the Certificate of University Preparation with no less than a C- grade in any paper will be accepted¹ into the BSW provided that they are chosen through the selection process as set out in section 2 of these regulations. Applicants not satisfying this requirement will be assessed on a case by case basis.

3. Admission to the **Bachelor of Computer Science (BCompSc)** degree

3.1 **University Entrance**²

3.1.1 *Admission to the BCompSc in the Specified Programme of Data Analytics*

Entry into the BCompSc in the above specified programme will be guaranteed to applicants who gain University Entrance, including a minimum of 16 credits in NCEA at Level 3 in Mathematics.

3.1.2 *Admission to the BCompSc in the Specified Programme of Embedded Systems*

Entry into the BCompSc in the above specified programme will be guaranteed to applicants who gain University Entrance, including a minimum of 16 credits in NCEA at Level 3 in Calculus. Applicants must also gain a minimum of 14 credits in NCEA at Level 3 in Physics.

3.1.3 *Admission to the BCompSc without a Specified Programme*

Entry into the BCompSc without a specified programme will be guaranteed to applicants who gain University Entrance.

3.2 Discretionary Entrance

Applicants will normally be granted Discretionary Entrance into the BCompSc without a specified programme if they have gained a total of at least 80 credits in four subjects at Level 2 in the NCEA, with a minimum grade of Merit in at least half of the achievement standards for each subject. All subjects must be from the list of approved subjects. Applicants must also have satisfied the numeracy and literacy requirements for University Entrance. Applications must be supported by the applicant's school principal or a University Student Recruitment Adviser.

3.3 Special Admission

3.3.1 *Admission to the BCompSc without a Specified Programme*

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

3.3.2 *Admission to the BCompSc in a Specified Programme*

Applicants should meet the requirements of Section 3.3.1 and have a sufficient background in Mathematics. Applicants for the Embedded Systems specified programme must also have a sufficient background in Physics.

3.4 Admission at entrance level or with credit from previous study

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

3.4.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*⁴

3.4.2.1 *Admission to the BCompSc in the Specified Programmes of Data Analytics*

Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved

- (a) an overall B- grade average, including
- (b) a B- grade in FOUN007 and
- (c) at least a C- grade in every other paper and
- (d) a B- grade in FOUN021 and FOUN022 to satisfy the minimum English language requirement for undergraduate study

will be accepted¹ into this specified programme.

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

case basis.

3.4.2.2 *Admission to the BCompSc in the Specified Programme of Embedded Systems*

Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved:

- (a) an overall B- grade average, including
- (b) a B- grade in FOUN007 and
- (c) a B- grade in FOUN011 and
- (d) at least a C- grade in every other paper and
- (e) a B- grade in FOUN021 and FOUN022 to satisfy the minimum English language requirement for undergraduate study

will be accepted¹ into this specified programme. Applicants not satisfying these requirements will be assessed on a case by case basis.

3.4.3 *Admission to the BCompSc without a Specified Programme*

Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved:

- (a) no less than a C- grade in any paper, and
- (b) a B- grade in FOUN021 and FOUN022 to satisfy the minimum English language requirement for undergraduate study

will be accepted¹ into this specified programme. Applicants not satisfying these requirements will be assessed on a case by case basis.

3.4.4 *Admission from the University of Waikato Certificate of University Preparation*

3.4.4.1 *Admission to the BCompSc in the Specified Programmes of Data Analytics*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, including a B- grade in FOUN007, and at least a C- grade in every other paper will be accepted.¹ Applicants not satisfying these requirements will be assessed on a case by case basis.

3.4.4.2 *Admission to the BCompSc in the Specified Programme of Embedded Systems*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, including a B- grade in FOUN007, a B grade in FOUN011 and at least a C- grade in every other paper, will be accepted.¹ Applicants not satisfying these requirements will be assessed on a case by case basis.

3.4.4.3 *Admission to the BCompSc without a Specified Programme*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, with no less than a C- grade in every other paper, will be accepted¹ into the qualifications listed above.

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

3.4.5 *Admission from the International Diploma (Computer Science)*

3.4.5.1 *Admission to the BCompSc without a Specified Programme*

Applicants who have successfully completed the International Diploma (Computer Science) with no less than a C- grade in any papers, and have not been awarded the Diploma, will be accepted into the qualifications listed above.

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

4. Admission to the **Bachelor of Engineering with Honours (BE(Hons))** degree

4.1 **University Entrance**²

4.1.1 *Admission to the BE(Hons) in the Specified Programmes of Civil Engineering, Electrical and Electronic Engineering, Mechanical Engineering and Mechatronics Engineering*

Entry into the BE(Hons) in the above specified programmes will be guaranteed to applicants who gain University Entrance, including a minimum of 16 credits in NCEA at Level 3 in Calculus.

Applicants must also gain at least 14 credits in NCEA at Level 3 in Physics.

4.1.2 *Admission to the BE(Hons) in the Specified Programmes of Chemical and Biological Engineering, Environmental Engineering, and Materials and Process Engineering*

Entry into the BE(Hons) in the above specified programmes will be guaranteed to applicants who gain University Entrance, including a minimum of 16 credits in NCEA at Level 3 in Calculus.

Applicants must also gain at least 16 credits in NCEA at Level 3 in Chemistry and 14 credits in NCEA at Level 3 in Physics.

4.1.3 *Admission to the BE(Hons) in the Specified Programme of Software Engineering*

Entry into the BE(Hons) in the above specified programme will be guaranteed to applicants who gain University Entrance, including a minimum of 16 credits in NCEA at Level 3 in Calculus. Applicants must also gain at least 14 credits in NCEA at Level 3 in

two other approved subjects for University Entrance.

4.1.4 The Pro Vice-Chancellor of the Division of Health, Engineering, Computing and Science may waive up to 120 points of level 100 papers of the degree of Bachelor of Engineering (Honours) for candidates who have achieved exceptionally high grades in approved subjects in the National Certificate of Educational Achievement (NCEA) qualification at Level 3 or higher or in other qualifications considered by the Academic Board to be equivalent, provided that students substitute approved alternative papers of equal points value.

4.2 **Special Admission**

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

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

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

4.3.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*⁴

4.3.2.1 *Admission to the BE(Hons) in the Specified Programmes of Civil Engineering, Electrical and Electronic Engineering, Mechanical Engineering and Mechatronics Engineering*

Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved

- (a) an overall B- grade average, including
- (b) a B- grade in FOUND011 and
- (c) a B- grade in FOUND007 and
- (d) at least a C- grade in every other paper and
- (e) a B- grade in FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study

will be accepted¹ into this specified programme.

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

4.3.2.2 *Admission to the BE(Hons) in the Specified Programmes of Chemical and Biological Engineering, Environmental Engineering, and Materials and Process Engineering*

Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved:

- (a) an overall B- grade average, including
- (b) a B- grade in FOUN010 and
- (c) a B- grade in FOUN007 and
- (d) a B- grade in FOUN011 and
- (e) at least a C- grade in every other paper and
- (f) a B- grade in FOUN021 and FOUN022 to satisfy the minimum English language requirement for undergraduate study

will be accepted¹ into this specified programme.

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

4.3.2.3 *Admission to the BE(Hons) in the Specified Programme of Software Engineering*

Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved:

- (a) an overall B- grade average, including
- (b) a B- grade in FOUN007 and
- (c) at least a C- grade in every other paper; and
- (d) a B- grade in FOUN021 and FOUN022 to satisfy the minimum English language requirement for undergraduate study

will be accepted¹ into this specified programme. Applicants not satisfying these requirements will be assessed on a case by case basis.

4.3.3 *Admission from the University of Waikato Certificate of University Preparation*

4.3.3.1 *Admission to the BE(Hons) in the Specified Programmes of Civil Engineering, Electrical and Electronic Engineering, Mechanical Engineering and Mechatronics Engineering*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, including a B- grade in FOUN011, a B- grade in FOUN007, and at least a C- grade in every other paper will be accepted.¹ Applicants not satisfying these requirements will be assessed on a case by case basis.

4.3.3.2 *Admission to the BE(Hons) in the Specified Programmes of Chemical and*

Biological Engineering, Environmental Engineering, and Materials and Process Engineering

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, including a B- grade in two of FOUND007, FOUND010 or FOUND011 and at least a C- grade in every other paper, will be accepted.¹ Applicants not satisfying these requirements will be assessed on a case by case basis.

4.3.3.3 *Admission to the BE(Hons) in the Specified Programme of Software Engineering*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, including a B- grade in FOUND007 and at least a C- grade in every other paper, will be accepted.¹

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

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

5.1 Entry into the BMS(Hons) programme at the beginning of the first year of study will be guaranteed to applicants who have gained University Entrance.

5.2 Students who have been admitted to the BMS(Hons) must achieve a B+ grade average or better over the first two years of the programme to be guaranteed re-entry into year 3 of the BMS(Hons). Students who do not gain re-entry to the BMS(Hons), but who meet the re-entry criteria for the Bachelor of Business (BBus), will be able to be admitted to the BBus.

5.3 Students may apply to be admitted to the BMS(Hons) in the third year of the degree. As part of the application process students must provide a personal statement that sets out their leadership/community involvement and their future career aspirations. Applicants would normally be expected to have achieved a B+ grade average or better in their previous 240 points of study. Selection will also take into account leadership potential and community citizenship.

6. Admission to all **Law** papers and programmes⁵

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

6.1 **University Entrance**² There are a limited number of places in the Te Piringa Faculty of Law and a selection process applies. Each applicant will be considered by the Te Piringa Faculty of Law Undergraduate Programmes Committee on a case by case basis. Factors such as

academic results in NCEA at Level 3 and other forms of assessment, as well as school and community involvement and achievements will be taken into account. Applicants will be required to provide supporting evidence of results and achievements with their written statement. All applicants will be required to have satisfied the requirements for achieving University Entrance, including NCEA Level 1 numeracy and Level 2 literacy requirements.

6.2 Discretionary Entrance³ Applicants will normally be granted Discretionary Entrance if they have gained a total of at least 80 credits in four subjects at Level 2 in the NCEA, with a minimum grade of Merit in at least half of the achievement standards for each subject. All subjects must be from the list of approved subjects. Applicants must also have satisfied the numeracy and literacy requirements for University Entrance. Applications must be supported by the applicant's school principal or a University Student Recruitment Adviser, and be approved by the Te Piringa Faculty of Law Undergraduate Programmes Committee which will also consider the applicant's personal statement and their academic preparedness for university law study.

6.3 Special Admission Applicants will be considered for Special Admission on a case by case basis, having regard to their level of schooling, other relevant study, interests and expertise, experience and skills, and other such information as is available with respect to their academic preparedness, including, where appropriate, the completion of University of Waikato College bridging programmes.

The Faculty will afford priority to

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

6.4 Admission at entrance level or with credit from previous study

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

6.4.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent⁴*

Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved at least a B- grade average overall, with a B- grade or higher in FOUND001 will have guaranteed entry into the Bachelor of Laws programme.

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

6.4.3 *Admission from the University of Waikato Certificate of University Preparation*

Applicants who have successfully completed the Certificate of University Preparation with at least a B- grade average overall, with B- grades or higher in FOUND001 and

FOUND002 and subsequently B- grades or higher in all their B trimester non-Law degree level papers, will have guaranteed entry into the Bachelor of Laws programme.

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

Part 2

Admission to Certificates and Diplomas

1. In addition to the admission criteria set out in the relevant qualification regulations, applicants for certificates and diplomas in the following qualifications must meet specific criteria for admission:

1.1 Certificate in Professional Engineering Practice

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

1.2 Diploma in Engineering Management

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

1.3 Graduate Diploma in Teaching

Entry into the GradDipTchg programme in the Division of Education is available only to applicants who are chosen by the Division's selection panels (see the [Schedule of Limitations on Enrolment](#)).

1.4 Postgraduate Diploma in Interpreting and Translating Māori (PGDip(Int&Trans))

Applicants must satisfy the Dean of the Faculty of Māori and Indigenous Studies that they have a high standard of proficiency in English and Māori.

Part 3

Re-entry for Returning Students

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

2. Annual re-entry criteria

2.1 A student who gains unrestricted passes in papers worth at least half of the total points the student is enrolled in for the year will gain re-entry, except in the case of re-entry to the qualifications listed below.

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

- 3.1 A student who gains unrestricted passes in all of their required Bachelor of Nursing papers will gain re-entry.
- 3.2 The Pro Vice-Chancellor has authority to determine on a case by case basis whether candidates who fail Bachelor of Nursing papers in a given year may repeat those papers and whether they may enrol concurrently for more advanced Bachelor of Nursing papers.

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

- 4.1 A student who gains unrestricted passes in papers worth at least half of the total points the student is enrolled in and has not failed more than the equivalent of 30 points in Law papers will gain re-entry.
- 4.2 The Dean of Te Piringa Faculty of Law has authority to determine on a case by case basis whether candidates who fail Law papers in a given year may repeat those papers, and whether they may enrol concurrently for more advanced papers in Law.

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

- 5.1 A student who gains unrestricted passes in papers worth at least half of the total points the student is enrolled in and who satisfactorily completes any 300 or 400 level field placement papers attempted will gain re-entry.

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

- 6.1 A student in the Graduate Diploma in Teaching must pass TEEDU400 to gain re-entry. A student who is ineligible for re-entry but who is enrolled in subsequent papers will be withdrawn from those papers.
- 6.2 A student in the Postgraduate Diploma in Teaching must pass TEEDU500 to gain re-entry. A student who is ineligible for re-entry but who is enrolled in subsequent papers will be withdrawn from those papers.
- 6.3 A student who gains unrestricted passes in papers worth at least half of the total points the student is enrolled in and who satisfactorily completes the professional experience requirements will gain re-entry.
- 6.4 A returning student who wishes to transfer between teacher education streams will need permission from the Pro Vice-Chancellor of Education.
- 6.5 The Pro Vice-Chancellor has authority to determine on a case by case basis whether candidates who fail papers in the Graduate Diploma in Teaching, Postgraduate Diploma in Teaching and the Master of Teaching and Learning in a given year, may repeat those papers.

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

- 7.1 A student who gains unrestricted passes in papers worth at least half of the total points the student is enrolled in and who satisfactorily completes any 300 or 400 level field placement papers attempted will gain re-entry.

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

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

9. **Trimester re-entry criteria**

9.1 A student who is enrolled in papers worth more than 20 points in a single trimester and who fails all of those papers will be ineligible for re-entry in the following trimester.

9.2 A student who is ineligible for re-entry in the following trimester but who is enrolled in papers in that trimester will be withdrawn from those papers.

Part 4

Admission for Transferring Students

1. A student who wishes to transfer from one qualification to another needs to meet the general and relevant specific requirements for re-entry for returning students listed in Part 3 of these regulations.

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

3. **Transfer into the Bachelor of Business Analysis (BBA), Bachelor of Communication (BC), and Bachelor of Management Studies (BMS) degrees**

Students will not normally be considered unless they have successfully completed a full-time year of study and obtained a minimum B average.

4. **Transfer into Law programmes**

4.1 The Te Piringa Faculty of Law Undergraduate Programmes Committee will have regard to equity considerations in making its decisions, but in all cases those offered places will have demonstrated their academic preparedness for the Faculty's programme of study. The Faculty does not set aside places for specific groups of applicants.

4.2 Students will be considered for transfer from another degree or tertiary institution on a case by case basis. Preference will be given to those who obtain the highest grades and whose performance provides evidence of literacy.

4.3 Those who have completed a first degree may apply for exemption from the non-Law requirements of the LLB and will be considered for admission to Law 1 and Law 2 concurrently.

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

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

5.2 Students will be considered for transfer into the BHSHP degree by the Director of the BHSHP Programme on a case by case basis. Preference will be given to candidates who have successfully completed a full-time year of study and obtained a B minimum average.

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

- 6.1 Entry to the BEd and BTchg is available only to applicants who are chosen by the Division of Education's selection panels and who satisfy the requirements for admission to university.
- 6.2 Students will be considered for transfer from another qualification or tertiary institution by the relevant Programme Selection Committee on a case by case basis.

Part 5

Exclusion for Unsatisfactory Progress from Particular Papers

1. Students who have failed a paper, or any equivalent or substantially similar paper, on a second or subsequent enrolment will be excluded from the paper and will be ineligible to re-enrol in that paper.
2. Where a student is excluded from a paper that is a compulsory paper for a qualification the student will not be permitted to enrol in, or continue a current enrolment in, that qualification.

Part 6

Appeals

1. A person who
 - (a) is qualified for admission to the university but who is not accepted into his or her choice of qualification, or
 - (b) fails to meet the criteria for re-entry to their qualification, or
 - (c) is excluded from a papermay apply to the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies in which the person wishes to enrol for a reconsideration of their decision.
2. A person whose application for reconsideration is declined by the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies may make a further appeal to the Deputy Vice-Chancellor Academic under delegated authority of the Academic Board.
3. An appeal, comprising a written statement of the circumstances of the appeal, together with supporting evidence, if available, must be submitted by the student to the Deputy Vice-Chancellor Academic not more than seven days after the date on which notification of the relevant decision is received.
4. A decision by the Deputy Vice-Chancellor Academic is notified in writing, and is final.
5. **Report to the Education Committee**

The Deputy Vice-Chancellor Academic must submit an annual report to the Education Committee providing an overview of admission appeal decisions made during the relevant year, together with any consequent recommendations with respect to the Criteria for Admission to Particular

Qualifications.

Notes:

1. *Many of the degrees offered at the University of Waikato have prerequisites on their core papers. Applicants who have not achieved specified prerequisites either through their study in NCEA at Level 2 and Level 3 or through their Foundation Studies programme will be required to take additional papers or foundation courses in order to satisfy these prerequisites. Applicants in this situation are advised that not all papers undertaken may count towards the completion of the degree and that the programme of study may take an additional period of time.*
2. *Applicants who have achieved an equivalent to New Zealand University Entrance through a qualification other than NCEA at Level 3 will have their admission assessed on a case by case basis.*
3. *Applicants who have achieved an equivalent to Discretionary Entrance through a qualification other than NCEA at Level 2 will have their admission assessed on a case by case basis.*
4. *Applicants who have achieved an equivalent to the University of Waikato Certificate of Foundation Studies will have their admission assessed based on an approved guaranteed credit arrangement or on a case by case basis.*
5. *Except the major in law taken within the Bachelor of Arts, or any programme with a law second major. In these cases, the admission criteria for the qualification being enrolled in apply.*

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In this section

English Language Requirements for Admission

Due to COVID-19 the University will temporarily accept a number of additional English language tests to meet the English language entry requirements. These tests are listed [here](#).

Applicants whose first language is not English or Māori are required to provide satisfactory evidence of English language proficiency. Scores can vary according to the qualification sought.

Applicants who have achieved University Entrance through NCEA are not required to provide further evidence of English language proficiency.

1. Admission to CertAttainFoundSt

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

- an Academic IELTS overall score of 5.5 (with no band less than 5.0), or
- an iBT (Internet Based TOEFL) minimum score of 46 with a writing score of 14, or
- a TOEFL iBT Home-based minimum score of 46 with a writing score of 14, or
- a B grade or better at Level 6 in the Certificate of Attainment in Academic English, or
- a PTE Academic overall score of 36 and no band score lower than 29, or
- a Language Cert International ESOL (LRWS) B2 Communicator with a pass and no less than pass in each skill, or
- awarded a New Zealand Certificate in English Language (Applied) (Level 3), or
- a Language Cert International ESOL (LRWS) B1 Achiever with a high pass and no less than pass in each skill, or
- a Trinity College London Integrated Skills in English (ISE) II with no less than a pass in any band, or

a B1 and B2 (formally known as Cambridge English: Proficiency (CPE)) with an overall score of 162 and no bands below 154, or

- a C2 Proficiency (formally known as Cambridge English: Proficiency (CPE)) with an overall score of 162 and no bands below 154, or
- a Michigan English Test (formally known as Michigan English Language Assessment Battery (MELAB)) minimum score of 50.

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

2. **Admission to International Diploma**

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

- an Academic IELTS overall score of 5.5 (with no less than 5.0 in any band) or equivalent.
- an iBT (Internet Based TOEFL) minimum score of 46 with a Writing score of 14, or
- a B grade or better with a B in Writing at Level 6 in the Certificate of Attainment in Academic English, or
- a PTE Academic overall score of 36 and no band score less than 29, or
- a Language Cert International ESOL (LRWS) B1 Achiever with a high pass and no less than pass in each skill, or
- a Language Cert International ESOL (LRWS) B2 Communicator with a pass and no less than pass in each skill, or
- awarded a New Zealand Certificate in English Language (Applied) (Level 3), or
- a Trinity College London Integrated Skills in English (ISE) II with no less than a merit in any band, or
- a B1 and B2 (formally known as Cambridge English: Proficiency (CPE)) with an overall score of 162 and no bands below 154, or
- a Michigan English Test (formally known as Michigan English Language Assessment Battery (MELAB)) minimum score of 50.

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

3. **Admission to the Diploma in Postgraduate Preparation - Pre-Masters**

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

- an Academic IELTS overall score of 6.0 (with no less than 5.5 in any band) or equivalent.
- an iBT (Internet Based TOEFL) score of 80 with a Writing score of 21, or
- a TOEFL iBT Home-based overall score of 80 with a writing score of 21, or
- a B grade or better at Level 7 in the Certificate of Attainment in Academic English, or
- a PTE Academic overall score of 46 with no band less than 36, or
- a Language Cert International ESOL (LRWS) B2 Communicator with 33-37 score per skill, or
- awarded a New Zealand Certificate in English Language (Academic) (Level 4), or
- a Trinity College London Integrated Skills in English (ISE) II with distinction in all four components, or
- a B2 (formally known as Cambridge English: Proficiency (CPE)) with an overall

score of 169 and no bands below 162, or

- a C2 Proficiency (formally known as Cambridge English: Proficiency (CPE)) with an overall score of 169 and no bands below 162, or
- a Michigan English Test (formally known as Michigan English Language Assessment Battery (MELAB)) minimum score of 54.

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

4. **Admission to all undergraduate qualifications, all graduate certificates, and all graduate diplomas except where otherwise stated below (exceptions are stated below for: LLB, BNurs, BSW, Initial Teacher Education (ITE) qualifications, and any other graduate programmes)**

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

- an Academic IELTS overall score of 6.0 (with no bands below 5.5), or
- an iBT (Internet Based TOEFL) score of 80 with a Writing score of 21, or
- a TOEFL iBT Home-based overall score of 80 with a Writing score of 21, or
- a B grade or better at Level 7 in the Certificate of Attainment in Academic English, or
- a PTE Academic overall score of 46 with no band less than 36, or
- a Language Cert International ESOL (LRWS) B2 Communicator Expert with 33-37 score per skill, or
- awarded a New Zealand Certificate in English Language (Academic) (Level 4), or
- a Trinity College London Integrated Skills in English (ISE) II with distinction in all four components, or
- a B2 (formally known as Cambridge English: Proficiency (CPE)) with an overall score of 169 and no bands below 162, or
- a C2 Proficiency (formally known as Cambridge English: Proficiency (CPE)) with an overall score of 169 and no bands below 162, or
- a Michigan English Test (formally known as Michigan English Language Assessment Battery (MELAB)) minimum score of 54.

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

5. **Admission to LLB**

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

- an Academic IELTS overall score of 6.5 (with no less than 6.0 in any band), or
- an iBT (Internet Based TOEFL) score of 90 with a Writing score of 21, or
- a B grade or better at Level 8 in the Certificate of Attainment in Academic English, or
- a PTE Academic overall score of 56 with no band less than 46.

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

6. **Admission to BNurs**

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

an Academic IELTS overall score of 6.5 (with no bands below 6.5).

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

7. **Admission to BSW**

All students who do not have English, Māori, or New Zealand sign language as their primary language must demonstrate either:

- an Academic IELTS overall score of 6.5 (with no less than 6.5 in any band) or
- an iBT (Internet Based TOEFL) score of 85 or higher with a Writing score of 22.

These tests must have been completed in one sitting within the previous two years. All other evidence will be considered on a case by case basis.

8. **Admission to other graduate, and all postgraduate programmes (including higher degrees)**

It is generally recommended that students have:

- an Academic IELTS Overall score of at least 6.5 (with no less than 6.0 in any band), or
- an iBT (Internet Based TOEFL) score of 90 with a Writing score of 21, or
- a TOEFL iBT Home-based overall score of 90 with a Writing score of 21, or
- a B grade or better at Level 8 in the Certificate of Attainment in Academic English, or
- a PTE Academic overall score of 56 with no band less than 46, or
- a Language Cert International ESOL (LRWS) C1 Expert with an overall high pass and no less than a pass in each skill, or
- a Language Cert International ESOL (LRWS) B2 Communicator with 38-50 score per skill, or
- awarded a New Zealand Certificate in English Language (Academic) (Level 5), or
- a Trinity College London Integrated Skills in English (ISE) III with a pass in all four components, or
- a B2 (formally known as Cambridge English: Proficiency (CPE)) with an overall score of 176 and no bands below 169, or
- a C2 Proficiency (formally known as Cambridge English: Proficiency (CPE)) with an overall score of 176 and no bands below 169, or
- a Michigan English Test (formally known as Michigan English Language Assessment Battery (MELAB)) minimum score of 59.

However, some qualifications, such as the LLD and SJD, require a higher score. The English language proficiency requirements for admission to particular qualifications are at the discretion of the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies concerned.

9. **Admission to MNursPrac**

The following minimum score is considered to be evidence of such competence:

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

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

10. **Admission to all Initial Teacher Education (ITE) programmes (BTchg, BEd(Technology), GradDipTchg, PGDipTchg) and MTchgLn**

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

- an Academic IELTS overall score of 7.0 (with no less than 7.0 in any band)
- International Baccalaureate full diploma in English medium (24 points minimum). This must be completed at an IB school;
- Cambridge International Examinations minimum 120 points on the UCAS Tariff plus meeting the CIE literacy requirements;
- Awarded Cambridge Certificate in Teaching English to Speakers of Other Languages (CELTA);
- Awarded Trinity College London Certificate in Teaching English to Speakers of Other Languages (CertTESOL);
- Cambridge English exams C2 Proficiency (CPE) or C1 Advanced (CAE) or Cambridge English exams B2 First (FCE). A minimum score of 185, with no band score less than 185;
- International Second Language Proficiency Ratings (ISLPR). A minimum score of 4 in all modules;
- Pearson Test of English (PTE) Academic. A minimum score of 65 in all four modules;
- Trinity ISE III (3). A pass with Merit in all four modules;
- LanguageCert C2 Mastery IESOL. A pass in all four modules;
- LanguageCert C1 Expert IESOL. A high pass in all four modules;
- TOEFL Internet-based test (IBT). Must meet the following scores in each module: Listening - 24; Reading - 24; Writing - 27; Speaking - 23.

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

For more information about IELTS, visit the [University of Waikato IELTS Test Centre](#).

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Limitations Statute

Limitations on enrolments can be established under:

- section 255(4) of the Education and Training Act 2020 where the Council is satisfied that it is necessary to do so because of insufficiency of staff, accommodation or equipment, or
- section 525(4) of the Education and Training Act 2020 where the Council has established places for foreign students in a programme whose continued availability is dependent on the fees payable by foreign students enrolled in it.

The Council has delegated authority to approve limitations under section 255(4) to the Academic Board.

Schedule of Limitations on Enrolments for 2023

Limitations under Section 255(4) of the Education and Training Act 2020

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

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

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

Undergraduate (Bachelors, Undergraduate and Graduate Certificates and Diplomas)

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

1. Undergraduate returners (enrolled in undergraduate study in the previous year returning to continue an undergraduate qualification).
2. School Leavers (in secondary school in 2018 or 2019) who qualify for University Entrance (UE) or who are eligible for Discretionary Entrance in terms of the Criteria for Admission to Particular Qualifications.
3. Students transferring into degree programmes having successfully undertaken recognised partner pathway programmes in 2019 (including Certificate of University Preparation (CUP) and Toi Ohomai Institute of Technology guaranteed credit programmes).
4. Students who have previously been enrolled at the University of Waikato, returning after a break of up to two years to continue an undergraduate qualification.
Applicants who have qualified for admission to university but who have been away from secondary school for up to two years.
Special Admission applicants (students over 20 without UE).
Other students with UE or equivalent.

Taught Postgraduate (500 level - except 594 theses)

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

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

Research Postgraduate (Doctoral, MPhil, Masters 594 theses)

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

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

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

Notes:

1. *In order to be considered within any priority group, students must apply by the relevant deadlines, as set out in the Enrolment section and Change of Enrolment Regulations.*

2. *Within each level (undergraduate, taught postgraduate, research postgraduate), applicants who have not met the relevant deadlines will be considered in the same order of priority as indicated above after all of the students who have applied within the deadlines for that level have been considered.*

Limitations

Division of Arts, Law, Psychology and Social Sciences

Music: MUSIC525-23X (HAM) Advanced Opera Studies

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

Psychology: PSYCH581-23A (HAM) Psychological Assessment

25 students per trimester selected by the Paper Convenor on order of application to enrol, with priority given in up to eight places to students enrolled in the PGDipPsych(Clin).

Screen and Media Studies: MEDIA206 Introduction to Filmmaking

35 students per trimester selected by the Course Convenor.

Division of Education

Counselling: COUNS542-23X (HAM) Counselling Practicum

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

Counselling: COUNS544-23X (BLK) Discourse and Counselling Psychologies

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

Counselling: COUNS545-23X (BLK) Professional Practice of Counselling

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

Division of Health, Engineering, Computing and Science

Bachelor of Nursing

New enrolments are limited as per the cap advised by the Tertiary Education Commission and the number of clinical placements that the School is able to secure with our Placement Partners.

Placements for the programme are determined each year. Students are selected following the Bachelor of Nursing selection process.

Master of Nursing Practice

New enrolments are limited by the number of clinical placements that the School is able to secure with our Placement Partners. Placements for the programme are determined each year. Students are selected following the Master of Nursing Practice selection process.

Limitations under Section 525(4) of the Education and Training Act 2020

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

University of Waikato College

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

Certificate of Attainment in Academic English

Certificate of Attainment in English Language

Certificate of Attainment in Foundation Studies

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Enrolment

Applications to Enrol

Any person who wishes to enrol at the University must submit an application to enrol by the relevant deadline. Applications submitted after the deadline may be accepted if space is available. Apply online at www.waikato.ac.nz/study/apply/. Academic advice is available through the individual Division, Faculty or School of Study for returning students and from the Admissions Office for students enrolling in 100 level papers.

Standard Application Deadlines

Tuesday 6 December 2022 for papers that commence during Summer School 1 (H Teaching period) (4 January 2023 to 19 February 2023)

Monday 20 February 2023 for papers that commence during Trimester A (27 February 2023 to 25 June 2023)

Monday 3 July 2023 for papers that commence during Trimester B (10 July 2023 to 5 November 2023)

Monday 6 November 2023 for papers that commence during Summer School 2 (G Teaching period) (13 November 2023 to 17 December 2023)

Monday 6 November 2023 for papers that commence during Trimester C (13 November 2023 to 18 February 2024)

Selected Programme Application Deadlines

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

1 October of the year prior for the Master of Counselling.

1 October of the year prior for the Postgraduate Diploma in Psychology (Clinical) and the Postgraduate Diploma in the Practice of Psychology.

1 October of the year prior for the Master of Applied Psychology.

Friday 1 December 2023 for new students for Teacher Education programmes. Applications received after this date will be considered if there are spaces available.

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

COVID-19

Pursuant to the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University [COVID-19 vaccination requirement](#), a student may not be permitted to enrol in a paper if:

1. the student has not provided a valid and current Ministry of Health *My Vaccine Pass* as evidence of COVID-19 vaccination or exemption, and
2. the paper requires the student to undertake an activity that would breach the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University [COVID-19 vaccination requirements](#).

Enrolment Dates

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

Tuesday 6 December 2022 for papers commencing 4 January 2023 to 19 February 2023

Friday 24 February 2023 for papers commencing 27 February 2023 to 25 June 2023 and papers commencing 27 February 2023 to 5 November 2023

Friday 7 July 2023 for papers commencing 10 July 2023 to 5 November 2023

Friday 10 November 2023 for papers commencing 13 November 2023 to 17 December 2023 and papers commencing 13 November 2023 to 18 February 2024

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

Programme Advice and Planning

The Future Students Team assists students who are unfamiliar with the University or who require assistance to plan their programme of study. Prospective students can obtain information from the Student Centre by phoning 0800 WAIKATO or (07) 838-4007, or emailing info@waikato.ac.nz. Alternatively this can be done in person by visiting the Hamilton campus (Level 2 of the Student Centre), or the Tauranga campus (Level 1 in the Student Hub) at 101-121 Durham Street, Tauranga.

The Future Students Team represent the University at regional careers expos, secondary school visits, and other events throughout New Zealand. They provide comprehensive information, personal advice sessions and campus tours, which are available by appointment. An Open Day and several information sessions are held 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. Prospective students will also receive information on the range of academic and support services available.

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Change of Enrolment Regulations

1. Title

These are the Change of Enrolment Regulations 2012.

2. Date of effect

These regulations are effective from 1 January 2020.

3. Definitions

In these regulations

change of enrolment means any of the following changes to the programme of study in which a student has originally enrolled for a given teaching period:

the **addition** of a paper, with payment of the prescribed fees

the **deletion** of a paper, with refund of the prescribed fees (the paper is deleted from the student's academic record)

withdrawal from a paper, without refund of any fees (the paper remains on the student's academic record, annotated as 'withdrawn')

change of qualification, major or specified programme.

MyWaikato means the computer system, accessible to enrolled students, which enables them to apply for change of enrolment on the internet.

4. Application

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

Note: Policies and procedures with respect to change of enrolment for 800 (MPhil) and 900 (doctoral) level programmes are available from Te Mata Kairangi School of Graduate Research.

5. Fees

The fees referred to in these regulations are available online at www.waikato.ac.nz/study/costs.

6. **Teaching periods**

The teaching periods referred to in these regulations are defined in the [Teaching and Assessment Periods 2023](#) section of the University of Waikato Calendar.

7. **COVID-19**

Pursuant to the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University [COVID-19 vaccination requirement](#), the University may delete a paper from a student's enrolments at any time if:

- (1) the student has not provided and maintained a valid Ministry of Health My Vaccine Pass as evidence of COVID-19 vaccination or exemption, and
- (2) the paper requires the student to undertake a future activity that would breach the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University [COVID-19 vaccination requirements](#).

8. **Programme approval**

Any change of enrolment constitutes a change to a programme of study and requires the approval of the relevant Division or the Faculty of Māori and Indigenous Studies.

9. **Procedure for change of enrolment**

- (1) Applications for change of enrolment must be submitted to the relevant Division or the Faculty of Māori and Indigenous Studies that the student is enrolled in for consideration. They need to be submitted through MyWaikato.
- (2) Absence from classes or failure to submit items for assessment does not constitute withdrawal from a paper. A student who does not withdraw from a paper using the procedures outlined in these regulations remains enrolled for the paper and remains liable for any prescribed fees.
- (3) Attendance at classes and submission of items for assessment does not constitute enrolment in that paper.

10. **Timeframe for change of qualification, major or specified programme**

Provided that no changes are made to the selection of papers, a student may apply to change a qualification, major or specified programme at any time.

11. **Deadlines for adding papers (with payment of the prescribed fees)**

- (1) An application to add a (500 level) thesis must be submitted to the relevant Division or the Faculty of Māori and Indigenous Studies at least one month before the intended start date for the thesis.
- (2) An application to add an Executive Education paper must be submitted to the Waikato Management School at least one month before the start of the paper.

12. Deadlines for substituting papers (with transfer of the prescribed fees)

A student may apply to add a paper in place of a paper being deleted up until the relevant deadline listed in section 13 of these regulations provided that the paper to be added is of the same or lesser points value as the paper to be deleted.

Length of paper	Substitution Period	Deadline
Less than 17 weeks (including C trimester, G and H periods)	1 week	Within 7 days of, and including the first day of the relevant teaching period
17 weeks or more (including A and B trimesters, D period)	2 weeks	Within 14 days of, and including, the first day of the relevant teaching period

1. Deadlines for deleting papers (with a refund of the prescribed fees)

(1) An application to delete a paper must be submitted to the relevant Division or the Faculty of Māori and Indigenous Studies by the following deadlines:

Length of paper	Deletion Period	Deadline
10 weeks or less (including G and H period)	1 week	Within 7 days of, and including the first day of the relevant teaching period
Up to, and including, 20 weeks (including A, B and C trimester)	2 weeks	Within 14 days of, and including, the first day of the relevant teaching period)
Up to, and including, 30 weeks	3 weeks	Within 21 days of, and including, the first day of the relevant teaching period
Up to, and including, 40 weeks	4 weeks	Within 28 days of, and including, the first day of the relevant teaching period
		Within 35 days of, and

More than 40 weeks	5 weeks	including, the first day of the relevant teaching period
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- (2) Where subjects provide for different levels of proficiency on first enrolment (e.g. Mathematics, languages), a student may apply to transfer, with a transfer of fees, from one paper to a closely related paper in the same subject up until the relevant deadline for withdrawal listed in section 14 of these regulations.

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

- (1) Unless exceptional circumstances apply (as provided for under section 15 of these regulations), a student who withdraws from a paper after the deadline for deletion (see section 13 of these regulations) is not entitled to a refund of the fees for that paper; if the fees have not been paid, the student remains liable for them.
- (2) An application to withdraw from a pre-degree or undergraduate paper (0, 100, 200, 300, 400 levels or 700 level) after the deadline for deletion (see section 13 of these regulations) must be submitted to the relevant Division or the Faculty of Māori and Indigenous Studies by the following dates:

Type of paper	Withdrawal Period	Deadline
Trimester A or B	6 weeks	Within 42 days of, and including the first day of the relevant teaching period
Trimester C	3 weeks	Within 21 days of, and including, the first day of the relevant teaching period
Other, less than 17 weeks (including G and H periods)	3 weeks	Within 21 days of, and including, the first day of the relevant teaching period
Other, 17 weeks or more (including D period)	6 weeks	Within 42 days of, and including, the first day of the relevant teaching period

- (3) A student may withdraw from a graduate paper (500 or 700 level, excluding Te Kura Toi Tangata School of Education 700 level) after the deadline for deletion (see section 13 of these regulations) at any time before the start of the examination or, if the paper is internally assessed, at any time before the due date for the final item of assessment.

1. Late deletion or withdrawal under exceptional circumstances

Note: *Part 4 of the [Assessment Regulations 2016](#) sets out the University's provisions for special consideration in assessment. Students considering withdrawal from papers because of exceptional circumstances beyond their control are encouraged to seek advice first from their relevant Division or the Faculty Māori and Indigenous Studies, or from the Student Centre, about whether they might be entitled to special consideration under the [Assessment Regulations 2016](#).*

- (1) If, after the deadline for deletion or withdrawal, a student considers that he or she is unable to complete a paper because of exceptional circumstances beyond his or her control, the student may apply in writing to the Director of Student Services for late deletion or withdrawal.
- (2) Applications for Medical or Compassionate withdrawals will only be considered within 12 months from the end date of the paper.
- (3) The application must be submitted to the Director of Student Services and must include an account, with appropriate evidence if available, of the circumstances that prompted the application.
- (4) Applications under this section are considered and decided by the Director of Student Services or an approved delegate.
- (5) If the application is approved, the Director of Student Services or their approved delegate may also approve, at their discretion, a credit of some or all of the student's fees.

2. Appeals

- (1) A student may appeal against any decision taken under these regulations.
- (2) An appeal, comprising a written statement of the circumstances of the appeal, and supporting evidence if available, must be submitted in writing to the Director of Student Services not more than seven days after the date on which the student receives notification of the relevant decision. Late appeals may be accepted at the discretion of the Director of Student Services.
- (3) Appeals under this section are considered and decided by the Deputy Vice-Chancellor Academic, or his or her nominee, by delegated authority of the Academic Board.
- (4) A decision by the Deputy Vice-Chancellor Academic is notified in writing and is final.

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Regulations Governing Payment of Fees and Charges

Fees and Charges Payable

1. A student is deemed enrolled and liable for payment of fees upon signing and acceptance of an Enrolment Agreement, Notification of Change, or other document(s) by which acceptance into a paper or papers is formally agreed.
2. Every person must pay fees and charges (as set out in the [Table of Fees and Charges](#) in the University of Waikato Calendar) according to arrangements and terms agreed at the time of enrolment in the Enrolment Agreement or Notification of Change.
3. Students who do not attend a paper in which they have formally accepted a place will be liable for payment of the fees for that paper, unless the withdrawal procedures as detailed in the [Change of Enrolment Regulations 2012](#) are followed.
4. Unless the Director of Finance determines otherwise, where a student defaults on a payment and does not pay the outstanding amount within 28 days of the due date that student's enrolment will be cancelled.
5. Cancellation of a student's enrolment does not discharge any outstanding debt.
6. Unless special arrangements are agreed by the Director of Finance, the following penalties apply in addition to the cancellation of the student's enrolment while a debt remains outstanding:
 - (a) the student is not entitled to use the Library, attend lectures, participate in laboratory classes, or otherwise make use of university facilities
 - (b) the student's academic results are withheld
 - (c) the student may not re-enrol at this university
 - (d) the student is not entitled to have his or her academic record transferred to any other

institution

- (e) the award of any qualification is deferred
 - (f) the student's outstanding debt may be referred to a debt recovery agency for collection. The University also reserves the right to recover any additional costs in relation to this debt collection from the student.
7. A student whose enrolment is cancelled for reasons of non-payment of fees may subsequently apply for reinstatement of enrolment, provided
- (a) the application is submitted to the Director of Finance within four weeks of the date of the cancellation
 - (b) all outstanding fees, charges, and surcharges are paid before or at the time that the application is submitted, and
 - (c) the service charge for the reinstatement of enrolment after cancellation, as prescribed in the [Table of Fees and Charges](#), is paid.
8. An enrolment that is reinstated under this section is deemed to have been continuous.
9. The tuition and resource fees for a particular paper fall due on the payment date for the trimester in which teaching for that paper starts, or, where beginning outside of these trimesters, the first day of the teaching period of the particular paper.

Payment by Trimester

10. These provisions for payment of tuition and resource fees by trimester do not apply to students who pay by Student Loan.
11. Unless the tuition and resource fees are being paid by Student Loan, a student who enrolls for more than one trimester may elect to pay tuition and resource fees by trimester.
12. Payment dates are prescribed for each of the trimesters, namely S - Summer School 1, A trimester, B trimester and C trimester.
13. The tuition and resource fees for a particular paper fall due on the payment date for the trimester in which teaching for that paper starts.
14. Students who have made arrangements to pay by trimester and who discontinue any of their papers remain liable for all payments as they fall due, unless they submit an application to delete the relevant paper by the prescribed deadline (see the [Change of Enrolment Regulations 2012](#)).
15. All fees and charges other than tuition and resource fees fall due as part of the students' first payment.
16. A surcharge of 10% or \$100, whichever is lower, will be levied on any fees that are outstanding at the start date of the trimester. This applies to Summer School 1, A, B and C Trimester start dates respectively.

Appeals

17. A student may appeal to the Vice-Chancellor against any decision by the Director of Finance under these regulations.

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Table of Fees and Charges

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

Fees

Tuition and Resource Fees

Domestic tuition and resource fees are available from the Student Centre and are published in the online [Catalogue of Papers](#). International fees are available online at [Waikato International](#).

Charges (GST inclusive)

Admission Applications

LLD, DLit and DSc applications (\$500 for the Application Fee and \$1500 for the Examination Fee)	\$2000.00
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Library Fines and Charges

Administrative charge for non-returned, lost or damaged material, additional to the cost of replacement or repair	\$10.00
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Associate Membership fee (per annum)	\$200.00
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Replacement charge for lost or damaged Associate Membership card	\$10.00
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Replacement charge for a barcode removed from a Library book	\$4.50
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Fines for late return of books	
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- for a <i>High Demand Collection</i> issued book for	\$2.00 per hour or part
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use within the Library	thereof
- for a book issued on short-term loan	\$3.00 a day
- for a book not returned by the due date shown on the recall notice	\$3.00 a day

Notes:

1.	<i>The maximum fine charged for any single overdue book or any single failure to respond to a recall notice within the required period specified in subsections 10(1) and 10(2) of the Library Regulations 2007 shall be limited to \$30.00.</i>
2.	<i>Library fines may be paid at the Library Service Desk or online.</i>
3.	<i>Library invoices may be paid at the Fees Office or online.</i>
4.	<i>Borrowing facilities will be withheld from students and Approved Borrowers whose fines at any time exceed \$10.00, and staff whose fines exceed \$50.00. Borrowing facilities will be withheld from all other Library borrowers whose fines exceed \$5.00.</i>
5.	<i>The borrower has the right to appeal to the Vice-Chancellor against any fines imposed, and such appeal shall proceed as the Vice-Chancellor determines.</i>
6.	<i>These fines and charges shall apply to all Library borrowers.</i>

Miscellaneous Services

Application for credit	\$60.00
Application for credit from overseas study prior to enrolment	\$120.00
Application for cross-credit from a completed degree	Free
Application for approval to take papers elsewhere for a Waikato qualification	
- within New Zealand	\$60.00
- overseas	\$60.00

Reinstatement of enrolment after cancellation	\$60.00
RPL (Recognition of prior learning)	
- Challenge Examination (per paper)	\$205.00
- Administration fee (per application)	\$50.00

Examination Charges

Review of grade under the Assessment Regulations 2016 - per paper	\$65.00
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Scripts, Transcripts and Certificates

Replacement identity card	\$20.00
Academic transcripts	
- first copy	\$40.00
- each additional copy (if requested at the same time as the first copy)	\$20.00
- faxing/scanning letters and transcripts	\$10.00
Replacement degree/diploma or other qualification certificate	\$100.00
All other official letters of certification	
- first copy	\$40.00
- each additional copy (if requested at the same time as the first copy)	\$20.00
- faxing/scanning letters overseas	\$10.00
Resubmission of thesis (MPhil & PhD)	\$100.00
Copy of exam script	\$15.00

Late Enrolment Charges

Charge after deadline to complete enrolment (see Enrolment for the prescribed deadlines after which this charge applies)	\$100.00
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Late Payment Charges

Payment of fees and charges made on the start of the trimester or thereafter will incur a charge of 10% or \$100 (maximum \$100)	10% or \$100.00
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Student Discipline Appeal Charges

Appeal to the Chairperson of the Student Discipline Committee against a discipline decision under the Student Discipline Regulations 2020	\$50.00
Appeal to the Council against a discipline decision under the Student Discipline Regulations 2020	\$200.00

International Students Refund Administration Charge

Refund of pre-paid tuition fees administration charge (see [International Students](#), for the Pre-Paid Tuition Fees Policy)

Other Charges

Student Services Fee (compulsory)

The Student Services Fee is changed on a per point basis	\$7.39 per point
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Student Health Service User Charges

Domestic students enrolled with the Student Health Service (PHO) (per consultation)	\$10.00
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Domestic students not enrolled with the Student Health Service (PHO) Nurse appointment

With a Community Services Card (per consultation)	\$15.00
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Without a Community Services Card (per consultation)	\$20.00
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Domestic students not enrolled with the Student Health Service (PHO) Doctor appointment

With a Community Services Card (per consultation)	\$30.00
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Without a Community Services Card (per consultation)	\$45.00
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ACC consultation surcharges and repeat prescription charges also apply to domestic students not enrolled with the PHO.

International Students using the Student Health Service (per consultation)	varies depending on consultation type
--	---------------------------------------

DNA (Did not arrive for scheduled appointment)

\$10.00

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International Students

The following information is a general guide for international students wishing to enrol at the University of Waikato. Further information is available on the website: www.waikato.ac.nz/study/international/.

Email: international@waikato.ac.nz .

Admission

All students are required to meet the entry requirements for admission, as set out in the [Admission Statute 2016](#). Applicants whose first language is not English or Māori are also required to provide satisfactory evidence of English language proficiency, as set out in the [English Language Requirements for Admission](#). Scores can vary according to the qualification sought.

International students apply for admission online at www.waikato.ac.nz/study/apply

Permanent residents of Australia and New Zealand, Australian citizens, and students from the Cook Islands, Tokelau or Niue who are New Zealand citizens, are treated as New Zealand students and do not need to apply for admission as international students.

Please note that to be eligible for domestic tuition fees, permanent residents and citizens of Australia must be living in New Zealand for the duration of the study. Domestic tuition fees information is available at www.waikato.ac.nz/study/costs/tuition-costs-domestic.

All international students enrolling in an undergraduate programme must hold as a minimum requirement, an equivalent university entrance qualification as set out online at www.waikato.ac.nz/study/enrolment/undergraduate-international.

Many of the degrees offered at the University of Waikato have prerequisites on their core papers. Applicants who have not achieved specified prerequisites through their study will be required to take additional papers or foundation courses in order to satisfy these prerequisites. Applicants in this

situation are advised that not all papers may count towards the completion of the degree and that the programme may take an additional period of time.

Code of Practice

The University of Waikato has agreed to observe and be bound by the *Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021*. Copies of the Code are available from the New Zealand Qualifications Authority website <https://www.nzqa.govt.nz/providers-partners/tertiary-and-international-learners-code/>.

Students should refer to the Code of Practice for their specified responsibilities and to the International Student Handbook or this Calendar for University procedures and recommendations.

Tuition Fees and Charges

1. International students are required to pay full cost tuition fees. Students should refer to the [Table of Fees and Charges](#) for other fees and charges that may be applicable.
2. New international PhD students may be eligible for domestic fees for their studies. Conditions apply. For more information, see the [Higher Research Degrees](#) website.

New Zealand Immigration Requirements

1. All international students must hold a valid student visa for the duration of their studies. A visitor visa is only valid for courses lasting less than three months in total. Further information regarding the various requirements of Immigration New Zealand (INZ) can be obtained from the Immigration New Zealand website, or the nearest New Zealand High Commission or Embassy.
2. An offer of place at the University of Waikato does not guarantee that the student will be issued with a student visa.
3. International students are required to obtain a student visa before travelling to New Zealand. Students must provide evidence to show they can have enough money to support themselves while they study in New Zealand. The source of fund is considered stable and there are no unexplained lump sum deposits. For more information please see [here](#).
4. The University is required to report to INZ those students who are not fulfilling the requirements of their student visa, which includes completing compulsory course components and passing papers.
5. Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from INZ, and can be viewed on their [website](#).

Pre-paid Tuition Fees Policy

1. As indicated above, international students are required to obtain their student visa and pay their tuition fees before enrolment can be completed. These funds are held against the student's name until they complete their enrolment in person. This policy details the process for refunding these funds if (i) the student travels to New Zealand and does not complete their enrolment, or (ii)

- completes the first trimester of study and does not enrol in the second trimester of study and they have a student visa valid for one year, with the exception of students enrolling in B trimester then A trimester.
2. All students must apply in writing for a refund of their pre-paid tuition fees to the Director of Student Services Division.
 3. Students are required to supply a verified copy of their passport and student visa, and a copy of their University of Waikato receipt(s) with their application for a refund.
 4. The University of Waikato will notify INZ that the student has not fulfilled the obligations of their visa by completing their enrolment at the University of Waikato.
 5. Where a student wishes to attend another institution in New Zealand, the University of Waikato will transfer the pre-paid tuition fees to that institution, upon written confirmation from that institution of the student's intention to study. This should be in the form of a formal letter of offer or invoice which confirms the student's acceptance into a qualification. If the student has already paid their tuition fees at the other institution, the University of Waikato will refund the pre-paid tuition fees to the student, upon written confirmation from the other institution that the fees have been paid. It is the student's responsibility to provide the necessary documentation from the other institution.
 6. Where a student will be returning to their home country, the funds will be refunded in one of two ways:
 - (a) an overseas bank draft sent to the overseas address provided by the student
 - (b) if it is known that the pre-paid tuition fees have been paid by a third party, the refund may be paid back to that third party.
 7. Where a student is wishing to remain in New Zealand without enrolling at an educational institution, the University of Waikato will refund these funds either:
 - (a) upon evidence of a valid INZ visa to remain in New Zealand, or
 - (b) confirmation that INZ has discharged the University of Waikato's duty under the original student visa.
 8. If a programme of study is cancelled by the University of Waikato, a full refund of pre-paid tuition fees will be made to the student by bank draft.

International Students Refund Administration Charge

International students who withdraw their application or their enrolment before the start date of their programme will receive a 100 percent refund of pre-paid tuition fees less a \$500 Administration Fee. Students who withdraw their application or their enrolment after the start date of their programme but during the period for deletion of papers (refer to Clause 12 of the [Change of Enrolment Regulations 2012](#), will receive a 100 percent refund of pre-paid tuition fees less a \$2,000 Administration Fee.

Compulsory Medical and Travel Insurance

International students (including group students) must have appropriate and current medical and travel insurance while studying in New Zealand, as stated in the *Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021*. Under the Immigration New Zealand policy, this must be at least for the duration of your student visa. Enrolment is dependent on proof of appropriate insurance. To simplify the process of selecting insurance, the University has selected Studentsafe-University (underwritten by Allianz New Zealand) as the preferred insurance policy for all international students. The Studentsafe-University insurance premium will be added to tuition fees at the time of enrolment, resulting in international students being automatically enrolled in the Studentsafe-University insurance scheme. This premium will not be charged if evidence of an alternative compliant insurance policy is provided to the University before the specified deadline (please note there are only a small number of approved alternative compliant policies). For further information please refer to the website <https://www.waikato.ac.nz/study/international>.

Eligibility for Health Services

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

New Zealand Government Scholarships

The New Zealand Aid Programme (NZAP) is the New Zealand Government's International Aid and Development Programme managed by the Ministry of Foreign Affairs and Trade. Education is vital to the New Zealand Aid Programme's mission of supporting sustainable development in order to reduce poverty and contribute to a more secure, equitable and prosperous world. Scholarships are available to citizens from selected developing countries to undertake vocational training or tertiary level study in their home country, in New Zealand, or in the Pacific region. These scholarships enhance the skills, training and knowledge of individuals, and build their capacity to contribute to the sustainable development of key areas in their home country. The eligibility criteria and application process can be found on: <https://www.mfat.govt.nz/en/aid-and-development/new-zealand-government-scholarships/>.

Strategic Alliances, International Partnerships and Agreements

The University is a forward-looking, innovative institution that welcomes strategic alliances, international partnerships, and agreements. Consideration is given to international institutions that match the University of Waikato profile in terms of reputation, academic standing, and research output.

All proposals for university to university linkages should be discussed in the first instance with the International Office. Proposals for guaranteed credit agreements need submission of full

documentation to the International Office which will refer them to the appropriate academic authority for approval. Partnership proposals are welcome and will be explored on a case-by-case basis.

Memorandums of Understanding should also be submitted as proposals to the International Office, which will refer them to the appropriate authority.

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

Please contact the International Office.

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In this section

Student Research Regulations

Preamble

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

Students are referred to the [Resources on Ethical Conduct in Research and Related Activities](#), available from the Research & Enterprise Office.

1. Title

These are the Student Research Regulations 2008.

2. Date of effect

These regulations are effective from 1 January 2009.

3. Definitions

In these regulations

plagiarism means presenting as one's own work the work of another, and includes the copying or paraphrasing of another person's work in an assessment item without acknowledging it as the other person's work through full and accurate referencing; it applies to research and to assessment (as defined in the [Assessment Regulations 2016](#)) presented through a written, spoken, electronic, broadcasting, visual, performance, or other medium. Plagiarism also includes self-plagiarism which is the use of one's own work that has been used and/or published in another context without acknowledging the previous work through appropriate referencing

research means an inquiry of an investigative, experimental or critical nature which is driven

by a question, hypothesis, or intellectual position capable of rigorous assessment, and the findings of which are open to scrutiny and formal evaluation; it includes any intellectual or creative work published, exhibited, presented, or performed in a written, spoken, electronic, broadcasting, visual, performance, or other medium

student means a student enrolled at the University of Waikato

University means the University of Waikato.

4. **Application**

These regulations apply to research undertaken by a student as an element of a paper or thesis of the University at any level of study.

5. **Ethical conduct in research**

A student engaged in research

- (a) must fairly and fully represent results as he or she honestly perceives them, without falsifying data, fabricating data, claiming results where none have been obtained, or fraudulently changing records
- (b) must not commit or condone plagiarism
- (c) must be scrupulously honest in the ascription of authorship, and must not list authors without their permission or attribute work to others who have not in fact contributed to the research
- (d) must conform with professional standards and codes of ethics relevant to the discipline
- (e) must exercise integrity and good faith in every aspect of research practice
- (f) must comply with the [Ethical Conduct in Human Research and Related Activities Regulations](#) when the research involves collecting data about and from people and organisations.

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

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

7. **Research using live animals**

- (1) Users of live animals for teaching, research, or the production of biologically active agents have ethical and legal responsibility for the welfare of those animals.
- (2) The Animal Ethics Committee is established by the Vice-Chancellor in accordance with the requirements of the Animal Welfare Act 1999, and is responsible for
 - (a) ensuring that any experimental procedure involving live animals complies with the Animal Welfare Act 1999 and the University's [Code of Ethical Conduct for the Use of Animals for Teaching and Research](#) 
 - (b) initiating investigations into any suspected non-compliance with the Animal Welfare Act 1999 or the University's [Code of Ethical Conduct for the Use of Animals for Teaching and](#) 

[Research](#) 

(c) arbitrating in disputes about use of live animals for teaching and research.

(3) A student involved in the use of animals for research must comply with

(a) the University's [Code of Ethical Conduct for the Use of Animals for Teaching and Research](#) , or

(b) any other instruction by the Animal Ethics Committee.

8. Breaches

A breach of these regulations is misconduct under the [Student Discipline Regulations 2020](#).

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In this section

Ethical Conduct in Human Research and Related Activities Regulations

Preamble

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

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

Students are referred also to the University's [Student Discipline Regulations 2020](#) in this Calendar, and the [Guidelines for Professional Practice and Community Contact in the Conduct of University Research or Related Activities](#)  (see Appendix 1 to these regulations), and the Higher Research Degrees website, as amended from time to time: <http://www.waikato.ac.nz/students/research-degrees/>.

Staff are referred also to the University's [Staff Code of Conduct](#).

Students and staff are also referred to the resources on [Human Research Ethics](#), available from the [Research & Enterprise Office](#).

Ethical Conduct in Human Research and Related Activities Regulations

1. **Title**

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

2. **Purpose**

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

3. **Date of effect**

These regulations are effective from 1 July 2008.

4. **Scope**

(1) These regulations apply to all

(a) staff of the University of Waikato

(b) students of the University of Waikato, and

(c) any other person authorised to undertake research and/or a related activity on behalf of the University of Waikato, including those employed or contracted in wholly-owned subsidiary entities.

(2) Research collaborators or partners are expected to apply for approval of their research and/or related activities from their organisation and must also apply to the relevant University of Waikato Divisional or Faculty of Māori and Indigenous Studies committee.

(3) Under these regulations, all research and/or related activities are required to have formal ethics review and approval.

(4) Applications for approval are not required for normal teaching activities; but are required for specific teaching that involves the participation of a student or students and has the potential for harm (see section 13 of these regulations), or that involves collection of data from students.

(5) Applications are not required for University teaching evaluations or for University reviews and quality assurance activities; however, such activities do have ethical implications and should be conducted in a professional way consistent with the University *Staff Code of Conduct* and should be consistent with the spirit of these regulations.

5. **Definitions**

In these regulations

research means an inquiry of an investigative, experimental, or critical nature which is driven by a question, hypothesis, or intellectual position capable of rigorous assessment, and the

findings of which are open to scrutiny and formal evaluation. It may include any intellectual or creative work published, exhibited, presented, or performed in a written, spoken, electronic, broadcasting, visual, performance, or other medium

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

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

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

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

publication means any intellectual or creative work published, exhibited, presented, or performed in a written, spoken, electronic, broadcasting, visual, performance, or other medium

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

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

researcher means the person undertaking research and/or related activities

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

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

6. Application procedures

- (1) A staff member, student, or authorised person must not commence research or a related activity until it has been approved by the appropriate authority and in accordance with these regulations.
- (2) Researchers must submit applications for approval for their research or related activity to one of the delegated relevant Divisional or Faculty of Māori and Indigenous Studies committees (see section 22 of and Appendix 2 to these regulations) within the University.
- (3) Where applications are made to an external ethics committee, an application must also be submitted to, and approved by, the relevant delegated committee within the University (see section 22(3) of and Appendix 5 to these regulations).
- (4) Applications for approval of research and/or related activities must be submitted in the form prescribed for the relevant Division or the Faculty of Māori and Indigenous Studies (see Appendix 3 to these regulations).
- (5) If an ethical issue relating to the research and/or related activity that was not envisaged at the beginning arises during its course, the researcher must stop the research and/or related activity, consult the appropriate authority, and apply for approval. The researcher must not

begin the research and/or related activity again until the necessary approval has been obtained.

- (6) For situations where prior, free, express, and informed consent from participants may not be possible, see sections 10 and 11 of these regulations for guidance in making application for approval of the research or a related activity.

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

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

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

- (1) A researcher must be able to justify to their peers the goals and methodology of the research and/or related activity in terms of its reasonably anticipated benefits balanced against any foreseeable risk of harm to the participants.
- (2) A researcher must normally make available the findings of research in the public domain. Any exception to this must be approved in writing by the Senior Deputy Vice-Chancellor, or by a person to whom authority is delegated in writing by the Senior Deputy Vice-Chancellor (see section 10(7) and section 14 of the [Dissertations and Theses Regulations 2015](#)).

9. **Informed consent of participants**

- (1) Researchers must gain participants' prior, free, express, and informed consent in a culturally and socially appropriate manner, unless in the case of approved exceptions. For proxy consent from authorised representatives, see subsection (4)(e) and (4)(f) of this section of these regulations. Exceptions regarding large sample surveys and similar research methods, some cases of field research, and the possibility of gaining informed consent after data collection are dealt with in sections 10, 11 and 14 of these regulations.
- (2) A researcher must establish explicit processes for reaching agreement with participants. A researcher must not involve a participant in any research and/or related activities unless the researcher is satisfied that the participant has understood the nature of their involvement and freely agreed to it in accordance with the principles outlined in this section.
- (3) A researcher must not use explicit or implicit coercion to obtain the agreement, and must not use inducement to obtain the agreement except in accordance with section 18 of these regulations.

- (4) Unless sections 10, 11 or 14 of these regulations apply, a researcher must adhere to the following principles with respect to informed consent of participants:
- (a) A researcher must inform prospective participants of all information relevant to the decision to participate including
 - (i) their right to decline to participate in the research and/or related activities or any portion or any part of these
 - (ii) the form in which the findings will be published
 - (iii) duration and security of data storage
 - (iv) their right to withdraw any information they have provided up until analysis has commenced on their data
 - (v) their right to access and correct personal information
 - (vi) the process for withdrawing information they have provided.
 - (b) The more readily identifiable the participants may be, the more formal the consent should be. Where participants are asked to answer questionnaires that might identify them, answer questions in a formal interview, undergo formal tests, or where they are subjected to formal observation and recording procedures, the process for obtaining informed consent, and the form of the consent, should be similarly formal and recorded in writing or some other reproducible form. Where the participation is more anonymous the consent may be less personalised and less explicit (see section 10 of these regulations).
 - (c) If the research or related activity involves manipulation of, or intervention in, the physical or psychological state of a participant, the participant's consent, or, if subsection (e) of this section applies, the consent of the person with authorised responsibility for the participant, must be recorded in writing or some other reproducible form.
 - (d) Because some research and/or related activities involve collectives, a researcher must recognise the complexities of relationships between individuals and collectives. In some cultures it is common for the leader of a collective to make a decision in respect of participation on behalf of its members. If an individual in a collective wishes to participate or not to participate in the research and/or related activity, regardless of a decision taken on behalf of the collective, the individual's wishes must be respected and all reasonable care taken to ensure that those wishes are also respected by other members of the collective.
 - (e) If a prospective participant is reasonably judged incapable of giving informed consent, the researcher must obtain the proxy consent from the person who has responsibility for the prospective participant's welfare, taking particular care to protect the participant's interests and also taking into account any potential conflict of interest between them and the person whose consent is required.
 - (f) A researcher who seeks the proxy consent of another person on behalf of a prospective

participant under subsection (e) of this section must make all reasonable effort to involve the prospective participant themselves in the process and the decision about consent.

- (g) Staff, students, and other approved persons must obtain informed consent when recording images of participants, participants' possessions, or research and/or related activity in which participants are involved, unless the recording of images is of lawful activity occurring in a public place and is culturally appropriate.
- (h) A researcher must provide the information under subsection (a) of this section plainly and in the language and medium that is appropriate for the prospective participants.
- (i) A researcher must inform participants of their right of access to any data that may have been collected from or about them.
- (j) A researcher must inform participants of their right to complain about the conduct of the research and/or related activity and must also inform them of the process for making a complaint.

10. Large random sample surveys and informed consent

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

11. Field research and informed consent

- (1) 'Field' research in this context means research conducted in person in a natural setting outside of a laboratory.
- (2) In field research situations, prior, free, express, and informed consent must be gained in a culturally and socially appropriate manner from participants.
- (3) In some forms of field research using such methods as participant observation, participatory research and action research, where obtaining prior, free, express, and informed consent

from all participants would be inappropriately intrusive or impractical for social, cultural, or methodological reasons, it is acceptable not to gain such consent.

- (4) However, the researcher must take care to apply other ethical principles, especially minimising the risk of harm to participants and maintaining the anonymity of participants. It may also be appropriate in such cases that informed consent be sought afterwards but prior to the publication of research findings, from people who have in the course of information collection come to the attention of the researcher.

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

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

information collected for the research and/or related activity is to be stored.

- (6) Data must not be made available to persons or for purposes that are not named on the application.

13. **Minimisation of harm**

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

14. **Limitation of deception**

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

15. **Social and cultural sensitivity**

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

researcher has responded to the advice received from the person consulted.

- (4) Appropriate consultation and subsequent responses on matters of social and cultural sensitivity are the responsibility of the researcher.

16. **Exploitation of relationships**

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

17. **Respect for property rights**

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

18. **Payment for participation**

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

19. **Professional codes of ethics**

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

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

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

21. Declaration of potential conflict of interest

- (1) A researcher must, in an application submitted under section 4 of these regulations, declare any potential conflict of interest.
- (2) 'Conflict of interest' occurs where a researcher or related party is, or is reasonably likely to
 - (a) obtain an unfair, inappropriate, or unethical professional, commercial, or personal advantage as a result of or in connection with the research and/or related activity
 - (b) be in a position in relation to the activity or the participants that could appear to affect the researcher's impartiality in the research and/or related activity;
 - (c) obtain a direct or indirect pecuniary benefit or interest as a result of or in connection with the research or related activity.
- (3) If the research and/or related activity is commissioned or sponsored, the researcher must ensure that the commission or the sponsorship
 - (a) is declared to the participants and in any published findings

22. Authority for ethical approval and monitoring

- (1) Authority for administering these regulations rests with the University of Waikato Human Research Ethics Committee.
- (2) The University of Waikato Human Research Ethics Committee makes recommendations to the Vice-Chancellor through the Academic Board for the promotion, review, and monitoring of ethical practice in University research and/or related activities and for monitoring compliance with these regulations.
- (3) Each Division and the Faculty of Māori and Indigenous Studies has one or more committees with responsibility at the Divisional or Faculty of Māori and Indigenous level, delegated by the University of Waikato Human Research Ethics Committee, for
 - (a) the approval of research and/or related activities with human participants in the relevant Division or the Faculty of Māori and Indigenous Studies (health and disability research involving human participants must also be reviewed by the University of Waikato Human Research Ethics Committee).
 - (b) compliance with these regulations in the relevant Division or the Faculty of Māori and Indigenous Studies
 - (c) maintaining records of University research and/or related activity with human participants in the relevant Division or the Faculty of Māori and Indigenous Studies in the form required by the University of Waikato Human Research Ethics Committee
 - (d) reporting to the University of Waikato Human Research Ethics Committee in the form

required by that Committee.

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

23. Researcher appeals against decisions concerning applications for approval

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

24. Addressing concerns and complaints

- (1) A concern or complaint about the research and/or related activities to which these regulations apply may be referred to the University of Waikato Human Research Ethics Committee.
- (2) If a concern or complaint arises, the University of Waikato Human Research Ethics

Committee may require that the relevant research and/or related activity be discontinued until the issue is resolved.

- (3) If the University of Waikato Human Research Ethics Committee considers that the issue is sufficiently serious, it may refer the matter to the Vice-Chancellor who may arrange for it to be dealt with as applicable
 - (a) under the [Student Discipline Regulations 2020](#), as amended from time to time
 - (b) as a breach of the [Staff Code of Conduct](#)
 - (c) as the Vice-Chancellor thinks fit.
- (4) If the University of Waikato Human Research Ethics Committee considers that the issue is not sufficiently serious to be referred to the Vice-Chancellor, it may take informal action, at its discretion, to deal with the complaint or dispute.

25. Appeal provision

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

Appendix 1

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

Appendix 2

[Delegated Ethics Committees](#) 

Appendix 3

[Application Format](#)

Appendix 4

[Intellectual Property in Research](#) 

Appendix 5

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

Appendix 6

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

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In this section

Dissertations and Theses

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

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

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

Students may obtain details about style, general layout, and important conventions to be followed in writing a thesis (referencing, bibliographies etc.) from their supervisor or relevant School or Faculty. The University of Waikato Library also publishes a guide to the presentation and submission of dissertations and theses which is available from the Library [website](#).

Dissertations and Theses Regulations

1. Title

These are the Dissertations and Theses Regulations 2020.

2. Date of effect

These regulations are effective from 1 January 2020.

3. Definitions

In these regulations

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

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

thesis means a piece of written work undertaken in accordance with the regulations for a first masters degree and equivalent to at least 90 points at 500 level, or a piece of written work undertaken in accordance with the regulations for a Master of Philosophy or doctoral degree. Applicants who intend to integrate a creative practice component with their thesis must comply with the Requirements for PhD with a Creative Practice Component, available from Te Mata Kairangi School of Graduate Research. A thesis is externally examined and if passed is considered to embody research of a kind and standard appropriate for the thesis to be lodged permanently in the University's digital repository, Research Commons, and is publicly accessible (unless embargoed under section 12 of these regulations).

4. **Word limit for dissertations**

The maximum word limit for a dissertation is determined by the School of Faculty in which the dissertation is undertaken.

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

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

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

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

7. **Word limit for doctoral theses**

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

- (a) for a PhD thesis, 100,000 words
- (b) for an EdD or SJD thesis, 60,000 words
- (c) for a DMA thesis, 50,000 words.

8. **Submission of dissertations**

- (1) When the dissertation is ready for examination, the student must submit two copies to the relevant Head of School or Dean of the School or Faculty.
- (2) Dissertations are not required to be bound, but must be formatted and presented in accordance with relevant School or Faculty policy.
- (3) The relevant Head of School or Dean may agree to accept part or all of a dissertation solely

in digital form.

9. Submission of first masters theses

- (1) When it is ready for examination, a digital copy of the thesis, which will include an abstract of no more than 500 words, immediately following the title page and written in a form suitable for publication, must be submitted by the student to the Student Centre Team.
- (2) The thesis must be accompanied by a declaration, signed by the student's chief supervisor, stating
 - (a) whether the thesis is, in the supervisor's opinion, ready for examination, and
 - (b) that the thesis embodies the student's own work, carried out under the supervisor's direct supervision, and
 - (c) that evidence of ethical approval or a statement confirming that it is not required, in accordance with the [Ethical Conduct in Human Research and Related Activities Regulations 2008](#) and/or the [Code of Ethical Conduct for the Use of Animals for Research Testing and Teaching 2014](#)  had been provided.
- (3) After a thesis has been examined, passed and returned to a student, the student must, within three weeks, submit a final digital copy of the thesis to the University's digital repository, Research Commons.
- (4) After a thesis has been examined, passed, and submitted in final digital form the digital copy will be lodged permanently in the University's digital repository, and, unless the Deputy Vice-Chancellor Research has approved an embargo under section 12 of these regulations, will be publicly accessible.

10. Submission of MPhil and doctoral theses

- (1) When it is ready for examination, a digital copy of the MPhil thesis or the doctoral thesis, which will include an abstract of no more than 500 words, immediately following the title page and written in a form suitable for publication, must be submitted by the student to Te Mata Kairangi School of Graduate Research.
- (2) The thesis must be accompanied by a declaration, signed by the student's chief supervisor, stating
 - (a) whether the thesis is, in the supervisor's opinion, ready for examination, and
 - (b) that the thesis embodies the student's own work, carried out under the supervisor's direct supervision, and
 - (c) that evidence of ethical approval or a statement confirming that it is not required, in accordance with the [Ethical Conduct in Human Research and Related Activities Regulations 2008](#) and/or the [Code of Ethical Conduct for the Use of Animals for Research Testing and Teaching 2014](#)  had been provided.
- (3) After a thesis has been examined and passed, a student, before being entitled to have the relevant degree formally conferred, must submit in final digital form, the copy to be lodged

permanently in the University's digital repository, Research Commons, and, unless the Deputy Vice-Chancellor Research has approved an embargo under section 12 of these regulations, this copy will be publicly accessible.

11. Digital format

- (1) The format for submission of the digital copy of a thesis required under subsection 9(1) and 10(1) of these regulations is set out in the University publication *Write and Submit a Thesis* a which is available from the Library website.

12. Embargoes

- (1) Because freedom to exchange ideas and to publish acquired knowledge are fundamental to the purposes of a university, restrictions on freedom of access to dissertations and theses are acceptable only in very limited circumstances approved by the Deputy Vice-Chancellor Research.
- (2) Embargoes of dissertations or theses, either in part or in full, are subject to written approval of the Deputy Vice-Chancellor Research.
- (3) Embargo of a dissertation or thesis is normally approved only under the following circumstances:
 - (a) if it is pending publication
 - (b) if it is pending the filing of a patent
 - (c) to allow a funder to comment
 - (d) to protect pre-existing traditional knowledge of a whanau/hapu/iwi
 - (e) to protect pre-existing commercial agreements
 - (f) if there is a pre-existing contractual obligation
 - (g) if restriction is necessary under the Privacy Act 2020 or the Official Information Act 1982.
- (4) An embargo will be approved only for a limited period.
- (5) If the Deputy Vice-Chancellor Research has approved an embargo, only the author, title, abstract and other meta-data of the full digital copy held by the University may be publicly accessible through the University's digital repository, Research Commons.

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In this section

Assessment Regulations

On this page

[Part 1: General](#)

[Part 2: Conduct in Examinations](#)

[Part 3: Special Arrangements for Examinations](#)

[Part 4: Special Consideration for Missed Assessment, or Impaired Performance in Assessment](#)

[Part 5: Review of Grade and Return of Examination Script](#)

[Part 6: Grades and Annotations](#)

[Part 7: Breaches and Appeals](#)

[Part 8: Grade Reconsideration under COVID-19](#)

Part 1 General

1. Title

These are the Assessment Regulations 2016.

2. Date of effect

These regulations are effective from 1 January 2016.

3. Definitions

In these regulations

Assessment means the internal assessment (details of which are prescribed in the relevant paper outline) and, if one is offered, the examination that a student must undertake in order to be awarded a grade for the paper concerned

Chief Examiner means the person appointed by the relevant Head of School or Dean as the

chief examiner for the paper concerned; (the names of chief examiners are available from the Director of Student Services)

Compulsory Assessment Item means an assessment item that is identified as compulsory in the relevant paper outline, and that a student must submit in order to be eligible to pass the paper

Examination means the portion of the assessment for a paper that a student undertakes under formally supervised conditions, at a time and place notified by the Student Centre

Examiner means the person or persons designated in the relevant paper outline as the lecturer or convenor of the paper concerned

Internal Assessment means the portion of the assessment for a paper that is assigned, supervised and marked internally within the relevant department; it may include assignments, practical work, work in tutorials, seminars, written or oral tests, recitals, performances or attendance requirements

Paper Outline means the document distributed by the relevant department providing detailed information about the nature and requirements of the paper

Plagiarism means presenting as one's own work the work of another, and includes the copying or paraphrasing of another person's work in an assessment item without acknowledging it as the other person's work through full and accurate referencing; it applies to assessment presented through a written, spoken, electronic, broadcasting, visual, performance or other medium

Special Examination means an examination prepared and scheduled for a student whose application for special consideration under section 17 of these regulations has been accepted as valid by the Special Consideration Committee.

4. **Application**

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

5. **Fees**

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

6. **Eligibility to submit assessment**

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

7. **Use of particular languages for assessment**

- (1) Unless specified otherwise in the relevant paper outline, students must submit assessment in either English or Māori.
- (2) The presentation of assessment in Māori is subject to the [Policy on the Use of Māori for Assessment](#).

8. **Plagiarism and cheating**

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

(3) It is not a defence against a charge of plagiarism for a student to argue that they did not act intentionally in appropriating the writing or work of another person; however, the extent to which the student is judged to have plagiarised intentionally, and the level and standard of scholarship that might reasonably be expected of the student, may be factors in the determination of any disciplinary action to be taken against the student.

(4) Cheating in any matter connected with assessment is prohibited.

9. **Use of the same material for different assessment items**

Unless approved otherwise by the examiner of the paper concerned, a student must not submit for assessment material that is substantially the same as material submitted for assessment for a different paper, or for a paper which the student has attempted and/or completed previously in substantially the same form and is repeating.

Part 2

Conduct in Examinations

10. **Presence and identification at examinations**

(1) A student may attend an examination only if he or she is enrolled for the paper for which it is prescribed.

(2) A student may not enter an examination to begin an examination after the first 45 minutes.

(3) Except with the permission of the examination supervisor, a student may not leave an examination room during the first 45 minutes or during the last 15 minutes.

(4) Students undertaking an examination must sign their examination script and identify themselves to the Examination Supervisor by producing either

(a) their student identity card, or

(b) another form of photo identification that can be authenticated by the Examination Supervisor.

(5) A student may not leave the examination room during an examination with the intention of returning unless supervised during the period of absence by the examination supervisor.

11. **Conduct in the examination room**

(1) A student undertaking an examination must follow the instructions in the examination paper as well as any instructions given by the Examination Supervisor.

(2) An electronic device that

(a) makes use of an audible alarm, or

(b) has facilities for transmission or reception of information, or

(c) is capable of storing and displaying information

is prohibited in the examination room, unless it is turned off and stored separately from the

student, or is an item authorised by an Examiner under subsection 11(3) of these regulations.

- (3) A student may not bring into the examination room any of the following items unless authorised in writing by the Examiner:
 - (a) paper
 - (b) books
 - (c) calculators
 - (d) electronic devices, including dictionaries
 - (e) computers.
- (4) If items are authorised under subsection 11(3) of these regulations, details of the type and the functions that may be used will be specified by the Examiner.
- (5) Items brought into an examination room may be subject to scrutiny and their use during the examination may be monitored by the Examination Supervisor.
- (6) A student undertaking an examination must not
 - (a) communicate with another student during the examination
 - (b) share material in the examination room.

12. **Communications with others about examinations**

- (1) A student must not communicate with the examiner about the content of an examination between the time it is undertaken and the notification of confirmed grades.
- (2) A student who wishes to raise an issue about an examination between the time it is undertaken and the notification of confirmed grades may do so by contacting the Student Centre.

Part 3 Special Arrangements for Examinations

13. **Applications and procedures**

- (1) Applications under Part 3 are considered and decided upon by the Special Consideration Committee. Which is a committee of the Education Committee.
- (2) The times and places of examinations are notified by the Student Centre.
- (3) A student
 - (a) who has a learning or physical disability that is likely to affect his or her performance in an examination, or
 - (b) who, for any other reason that he or she considers to be compelling, requires a special arrangement to undertake an examination,

may apply to undertake the examination at a different time, a different place, or under special

conditions.

- (4) The application must be submitted to the Student Centre, on the prescribed form, as soon as practicable after the teaching of the paper has started and the need for the special arrangement has been identified.
- (5) If the need is identified too late to allow for a suitable arrangement to be made by the University, the student will be advised to apply for special consideration under Part 4 of these regulations.
- (6) An application under Part 3 must be supported by evidence as stipulated on the application form.
- (7) A student who makes an application under this Part may be requested by the Special Consideration Committee to undergo an evaluation by an independent professional person.
- (8) The University makes any arrangements and meets any costs for an evaluation under subsection 13(7) of these regulations.
- (9) If the Special Consideration Committee considers that
 - (a) the circumstances documented in the application are valid according to the criteria set down in subsection 13(3) of these regulations, and
 - (b) it is practicable to do so given the nature of the circumstances involved and the availability of resources, it will offer the student a special arrangement.

14. **Conditions attached to special arrangements**

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

Part 4

Special Consideration for Missed Assessment, or Impaired Performance in Assessment

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

- If, due to circumstances beyond their control (such as illness, injury, bereavement or trauma)
- (a) a student has been prevented from presenting internal assessment,

- (b) a student's performance in internal assessment has been seriously impaired,
- (c) a student has been prevented from undertaking an examination,
- (d) a student's performance in an examination has been seriously impaired, or
- (e) a student's ability to prepare for an examination in the two weeks immediately preceding the examination has been seriously impaired, the student may apply for special consideration.

16. **Special consideration in respect of internal assessment**

- (1) Applications for special consideration in respect of internal assessment are considered and decided by the Examiner of the paper for which the assessment is prescribed.
- (2) An application for special consideration in respect of an internal assessment must be made in writing to the relevant Examiner not later than three days after the date on which it is due.
- (3) The application must be supported by evidence that is acceptable to the Examiner; the evidence may be in the form of
 - (a) a medical certificate for an illness or injury affecting the period relevant to the particular assessment item, or
 - (b) evidence of any other circumstance and its effect on the student over the period relevant to the particular assessment item.
- (4) If the Examiner accepts that the circumstances documented in the application are valid, they may
 - (a) estimate a mark for the assessment item, or
 - (b) if it is practicable to do so, offer the student an opportunity to submit or repeat the original assessment item or to submit an alternative assessment item.
- (5) A student may not be awarded estimated marks under subsection 16(4) of these regulations for more than 33% of the overall internal assessment for a paper.
- (6) If the Examiner does not offer any of the options under subsection 16(4) of these regulations, the student may apply under the [Change of Enrolment Regulations 2012](#) to withdraw from the paper on medical or compassionate grounds.
- (7) A student may appeal to the Chief Examiner against any decision by an examiner under this section.
- (8) An appeal to the Chief Examiner must be made in writing by the student not more than seven days after they have received notification of the relevant decision by the Examiner.
- (9) Where an Examiner is also the Chief Examiner, a student may appeal directly to the Director of Student Services under the provisions of section 24 of these regulations.

17. **Special consideration in respect of examinations**

- (1) Applications for special consideration in respect of examinations are considered and decided by the Special Consideration Committee.

- (2) In order to be eligible for special consideration in respect of an examination, a student must have submitted all compulsory items of internal assessment for the relevant paper.
- (3) An application for special consideration in respect of an examination must be submitted to the Student Centre on the prescribed form not later than three days after the date of the examination.
- (4) The application must be accompanied by evidence of the circumstances relating to the application.
- (5) In the case of injury, illness, bereavement or trauma, the evidence required under subsection 17(4) of these regulations must be in the form of a report that relates to a consultation within 24 hours of the examination between the student and a medical practitioner, midwife, dental surgeon or psychologist, or between the student and a counsellor who is recognised for this purpose by the Special Consideration Committee. (Details of the names of counsellors recognised for this purpose are available from the Student Centre.)
- (6) In the case of any circumstance other than those described in subsection 17(5) of these regulations, the evidence must be in the form of a statement of the nature and time of the circumstance, written by the student.
- (7) The Director of Student Services may, at their discretion, request the student to submit a statutory declaration affirming details of the circumstances relating to the application.
- (8) Where an application is accepted as valid by the Special Consideration Committee, the Chief Examiner will be requested by the Student Centre to consider the assessment of the student in the relevant paper.
- (9) The Chief Examiner may at their discretion
 - (a) estimate a grade for the paper, or
 - (b) offer the student the opportunity to undertake a special examination.
- (10) If the Chief Examiner does not estimate a grade for the paper under subsection 17(9) of these regulations, and it is not practicable to offer a special examination (either because of the nature of the assessment or the continuing circumstances of the student), the student may apply under the [Change of Enrolment Regulations 2012](#) to withdraw from the paper on medical or compassionate grounds.
- (11) Where a student demonstrates to the Director of Student Services that, because of circumstances beyond their control, they are not able to accept the offer of a special examination, the student may apply under the [Change of Enrolment Regulations 2012](#) to withdraw from the paper on medical or compassionate grounds.

Part 5

Review of Grade and Return of Examination Script

18. Review of grade

- (1) A student who considers that a mistake has been made in the process of calculating or

determining a grade for a paper may apply for a review of a grade.

- (2) An application for review of grade must be submitted by the student on the prescribed form, together with the prescribed fee, to the Student Centre not more than 14 days after receiving notification of the grade.
- (3) The application must be accompanied by all items of internal assessment for the relevant paper that have been returned to the student.
- (4) A review of grade involves a re-marking of all items of assessment that contribute to the final grade and a re-calculation of marks, or the student may elect to have their exam script only reviewed.
- (5) A review of grade results in a grade either being left unchanged, raised or lowered.
- (6) The fee for a review of grade is refunded if the review results in a change of grade.

19. **Return of examination script**

- (1) A student may apply for the return of his or her marked examination script.
- (2) An application for the return of an examination script must be submitted to the Student Centre online, as prescribed in the [Copies of Examination Scripts](#), no later than three months after the date of the examination concerned. Proof of identity and the prescribed fee must accompany this application.
- (3) Non-publishable exam papers remain the property of the University. Students are only able to view a non-publishable paper exam script for 15 minutes under supervision. Proof of identity is required and no notes can be taken. This does not incur any charges.
- (4) Examination scripts are destroyed by the University after the three-month deadline has elapsed.

Part 6 Grades and Annotations

20. **Grades**

- (1) Grades are confirmed by Boards of Examiners or delegated authorities.
- (2) The schedule of grades used by the University and the range of marks represented by each grade is as follows:

Pass Grades

A+

90-100%

A

85-89%

A-

80-84%

B+

75-79%

B

70-74%

B-

65-69%

C+

60-64%

C

55-59%

C-

50-54%

RP

Restricted pass

P

Ungraded pass

Fail Grades

D

40-49%

E

0-39%

F

Ungraded fail

- (3) An IC annotation means “Incomplete”, and is awarded if a student
 - (a) does not submit a compulsory assessment item, or
 - (b) if an examination was prescribed, does not undertake the examination.
- (4) An IC annotation is treated as a fail grade.
- (5) A “ ... ” annotation is used on students’ academic records for theses and papers that may be undertaken over more than one year, and indicates that the enrolment is continuing into a subsequent year.

- (6) A restricted pass (“RP”) grade may be awarded at the discretion of a Board of Examiners or delegated authority for a paper in which the student has achieved
 - (a) borderline performance, or
 - (b) a D grade compensated by overall good performance in the relevant subject or the relevant subject and closely related subjects.

Note: A paper for which a Restricted Pass (RP) has been awarded will not be accepted as meeting the prerequisite requirements for any other paper unless the Head of School or the Dean of the Faculty or School in which the other paper is offered approves otherwise.

- (7) The NC annotation means “No Credit” and indicates that credit for the paper has been refused as a direct consequence of a finding of misconduct.

21. **Conceded credit**

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

22. **Notification of confirmed grades**

- (1) When assessment results are returned to a student those results will include a percentage mark, except where a P (ungraded pass) or F (ungraded fail) mark is given.
- (2) Confirmed final grades are published confidentially in MyWaikato.

Part 7

Breaches and Appeals

23. **Breaches**

A breach of these regulations is misconduct under the [Student Discipline Regulations 2020](#) .

24. **Appeals**

- (1) A student may appeal against any decision taken under these regulations.

- (2) An appeal, comprising a written statement of the circumstances of the appeal, together with supporting evidence if available, must be submitted by the student in writing to the Director of Student Services Division not more than seven days after the date on which notification of the relevant decision is received.
- (3) Appeals under this section are considered and decided by the Deputy Vice-Chancellor Academic by delegated authority of the Education Committee.
- (4) A decision by the Deputy Vice-Chancellor Academic is notified in writing, and is final.

Part 8

Grade Reconsideration under COVID-19

25. Scope and application

- (1) Part 8 sets out the process for the reconsideration of a paper grade, in its entirety, due to circumstances related to COVID-19.
- (2) This Part applies to papers where a date between 30 March 2020 and 28 June 2020 inclusive, falls between the paper's start and end dates inclusive. In exceptional circumstances, papers outside of this criteria may be considered.
- (3) Part 8 does not apply to dissertation or thesis papers.
- (4) An application under Part 8 does not affect the ability of a student to make an application under any other part of these regulations.

26. Grounds for grade reconsideration

If, due to circumstances related to COVID-19, and beyond their control,

- (a) a student's performance in a paper has been impaired, and
 - (b) the student believes their final grade has not sufficiently taken account of that impairment,
- the student may apply for grade reconsideration.

27. Grade reconsideration process

- (1) An application for grade reconsideration must be made to the Grade Reconsideration Committee within 10 working days of a final grade being notified to the student.
- (2) The application must describe the nature and circumstances of the impairment, with supporting evidence where applicable.
- (3) Where the Grade Reconsideration Committee accepts an application for grade reconsideration, the relevant Board of Examiners or delegated authority, will be required to reconsider the final grade of the student for the relevant paper.
- (4) The Board of Examiners may at their discretion
 - (a) increase the final grade of the paper,
 - (b) offer the student the opportunity to undertake an alternative piece of assessment to

replace assessment(s) from the relevant paper, or

(c) recommend to the Grade Reconsideration Committee that the student be allowed to withdraw on medical or compassionate grounds under the [Change of Enrolment Regulations 2012](#).

- (5) Where the Board of Examiners makes a recommendation under subsection 27(4)(c) of these regulations, the Grade Reconsideration Committee may, at their discretion, offer a withdrawal to the student.
- (6) A student may appeal against any decision made by a Board of Examiners under this section.
- (7) An appeal under subsection 27(6) of these regulations must be made by the student in writing to the Grade Reconsideration Committee no more than seven days after notification of the decision by the Board of Examiners is received.

28. Breaches and Appeals

For the avoidance of doubt, Part 7 of these regulations applies to the grade reconsideration process.

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In this section

Policy on the Use of Māori for Assessment

Statement of Principle

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

Exceptions

4. There are occasions when, due to the nature of the skills being tested, work submitted for assessment may be required to be in a particular language. In such cases that requirement shall be made explicit in writing, either in the relevant subject entry or prescription in the University of Waikato [Catalogue of Papers](#) or in the paper outline distributed to candidates at the beginning of a paper.

Notice

5. Candidates who intend to present all or part of an examination or piece of internally assessed work in Māori are requested to give at least 14 day's notice of their intention of doing so in writing to the Student Centre. This notice of intention is desirable to allow the University the time and opportunity to make proper arrangements for marking including, when necessary, translation and external assessment. If less than 14 days' notice is given, the material presented in Māori will still

be accepted. The processing of it may, however, be delayed and the opportunity to have the script marked in the original language may be reduced.

6. Where a candidate who intends to present material in Māori has given the requested notice of intention, they will be informed as soon as reasonably possible, as to whether or not the assessment will be based on translation.

Potential for Delays

7. The University will do its best to make the results of an examination or item of internally assessed work presented in Māori available to the candidate within the ordinary time-frame. However the process of assessment in such cases, possibly including translation, may result in delays in the return of coursework or in the publication of results.

Māori-speaking Paper Examiners

8. The examination or internally assessed work will be assessed in Māori by the examiner for the paper if the examiner is considered by the Deputy Vice-Chancellor Māori or their nominee to be linguistically competent to do so.

Co-examiners

9. If the examiner of the relevant paper is not competent to assess in Māori, a co-examiner, competent in both the subject under examination and in Māori, may be appointed to conduct the assessment of work presented in Māori in consultation with the examiner.

Translation

10. If no person is available in the circumstances to assess the work in Māori, a translator will be appointed by the Deputy Vice-Chancellor Māori or their nominee in agreement with the appropriate chief examiner. The translator will be asked not to correct errors in the original nor to make any embellishments; however, ambiguities may be pointed out to the examiner. Where necessary the examiner may seek clarification of the translation of the paper from the translator but contact between the student and the translator is prohibited, as is contact between the student and the examiner. The assessment will then be carried out by the examiner of the paper on the basis of the translation.

The University intends that resort to translation be made only when reasonable efforts to find an examiner capable of assessing the work in its original language have been exhausted.

11. In the process of appointing a translator, the Deputy Vice-Chancellor Māori or their nominee will take all reasonable steps to ensure that the translator is competent in the relevant subject under examination, as well as in the Māori language.

External Assessment

12. If the internal assessment and/or examination script is to be subject to external assessment, the other institution undertaking the external assessment will be requested to indicate whether an external assessor is available to conduct the assessment in Māori. If not, a translation will be obtained for the purpose by the University according to the process explained in sections 10 and 11 of these regulations.

Return of Scripts

13. When any translation is relied upon in the assessment of an examination, a candidate making proper application for the return of a script shall also receive any translation made of the script. When assessed coursework is normally returned to the student, any translation used is likewise to be returned.

Appeals and Reconsiderations

14. An appeal against a decision regarding linguistic or subject competence made under the provisions of sections 8 and 11 of these regulations shall be to the Senior Deputy Vice-Chancellor whose decision shall be final.
15. The regulatory provisions for reconsideration of final grade together with the established appeal provisions will apply, with the addition that the Māori Language Commission is regarded by the Council as the final authority on the accuracy of a translation.

Oral Work

16. The details of this policy apply to written internally assessed work and to examinations. When oral work is assessable, the same principles should apply; however, practicalities may necessitate more restricted policy details, such as a requirement on the candidate to give longer notice or a limitation on the use of Māori where oral work involves interaction with other candidates.

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In this section

Graduation

The University will hold a number of graduation ceremonies in 2023. Graduation will take place in Hamilton during April and October. There will be a graduation ceremony in Tauranga in April. All students who have completed the requirements for any of the University's qualifications can attend a ceremony. Graduation invitations are forwarded to completing students and these must be completed and returned by the due dates stated on the forms. Applications to graduate can be submitted in MyWaikato and can also be done in anticipation.

Further information regarding the 2023 graduation ceremonies can be obtained from the website www.waikato.ac.nz/students/graduation, or from the Student Centre.

Academic Dress

Academic regalia are as follows:

First Bachelors: Black gown; black hood with gold lining; black mortarboard.

Bachelors with Honours: Black gown; black hood with gold lining and gold border 5 cm in width; black mortarboard.

Masters: Black gown; gold hood with gold lining; black mortarboard.

MPhil: Black gown; crimson hood with crimson lining; black mortarboard.

PhD, EdD, SJD: Maroon gown; crimson hood with crimson lining; black Tudor bonnet.

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

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

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

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

Replacement of Degree/Diploma Certificates

If a degree/diploma certificate has been damaged, destroyed, stolen or lost, application should be made to the Student Centre to have the certificate replaced, by forwarding a statutory declaration outlining the circumstances necessitating the replacement of the certificate. Included with the statutory declaration, if appropriate, should be the damaged certificate, or a police or insurance report.

The cost for a replacement certificate is specified in the [Table of Fees and Charges](#).

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In this section

Prescriptions for Papers

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

In addition to the papers listed, departments may offer 800 and 900 level papers for MPhil and PhD students. Prospective students are advised to consult with Te Mata Kairangi School of Graduate Research and the Head of School or Dean concerned for more information.

The prescriptions refer to the papers which the University expects to offer. The availability of these papers is subject to change if the University encounters unexpected staffing or resource difficulties. For up-to-date details of 2023 offerings, see the online Catalogue of Papers at papers.waikato.ac.nz.

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

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

For example:

HISTY107-23A (HAM)

*New Zealand
Histories: Fresh
Perspectives*

HISTY		This is the subject code, in this case History
	107	This is the level of the paper, followed by a unique identifier. 100 = 100 level 200 = 200 level 300 = 300 level
	23A	This is the year and trimester in which the paper is taught.
	(HAM)	This is the location where the paper is taught.

A **prerequisite** must be passed before a student may enrol in the paper for which the prerequisite is specified. For example, JAPAN231 *Basic Japanese 1* is a prerequisite for JAPAN232 *Basic Japanese 2*. Students may not enrol in JAPAN232 until they have passed JAPAN231. (A paper for which a Restricted Pass (RP) has been awarded will not be accepted as meeting the prerequisite requirements for any other paper unless the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies in which the other paper is offered approves otherwise).

A **corequisite** must be taken in association with the paper for which the corequisite is specified. For example ENGEE231 *Electrical Circuits* is a corequisite with ENGEN201 *Engineering Maths and Modelling 2*. You may enrol in ENGEE231 only if you have either already passed ENGEN201 or are concurrently enrolled in it.

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

Restricted papers share a significant amount of common content. Students may therefore receive credit for only one of the papers listed. For example DIGIB200 *Tools for Managing Projects* has a restriction with PRMGT301 *Fundamentals of Project Management*. Restricted papers may not be used to satisfy prerequisite or corequisite requirements.

The **required books** which may be listed under some of the prescriptions are a conservative list only.

Additional required books may be prescribed during the academic year. Lists of recommended reading are usually included in the paper outline provided by the department concerned.

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

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

A **trimester** is a period for which students enrol in papers, attend classes and submit assessment items. The University of Waikato has two standard trimesters (A and B), which each normally comprise 17 weeks. There are also two intensive summer teaching periods - Summer School 1 (H trimester), normally comprising seven weeks in January/February, and Summer School 2 (G trimester), normally comprising six weeks in November/December. The trimester period includes teaching as well as any study weeks and an examination period. The exact duration of trimesters in a particular year is defined by week numbers in the [Teaching and Assessment Periods](#).

2023:	A trimester	weeks 9-25
	B trimester	weeks 28-44
	C trimester	weeks 46-7
	D trimester	weeks 9-44
	G trimester	weeks 46-50
	H trimester	weeks 1-7

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

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

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In this section

Keys

On this page:

[Key to Paper Codes](#)

[Key to Semester Codes](#)

[Key to Location Codes](#)

Key to Paper Codes

Codes within the Division of Arts, Law, Psychology and Social Sciences

ANTHY

Anthropology

APPLN

Applied Linguistics

ARTSC

Faculty of Arts and Social Sciences core papers

ARTSW

Faculty of Arts and Social Sciences Work Placement papers

CHINE

Chinese

CRSCI

Crime Science

DANCE

Dance

ENGLI

English

ENSLA

English as a Second Language

EVSOC

Environment and Society

ENVPL

Environmental Planning

FPSYC

Forensic Psychology

GEOGY

Geography

HDEVP

Health Development and Policy

HISTY

History

INTLC

International Languages and Cultures

JAPAN

Japanese

KOREA

Korean

LABST

Labour Studies

LEGAL

Law

LINGS

Linguistics

MUSIC

Music

PHILO

Philosophy

POLSC

Political Science/Public Policy

POPST

Demography/Population Studies

PSYCH

Psychology

MEDIA

Screen and Media Studies

SOCPY

Social Policy

SOCIO

Sociology

SOCWK

Social Work

SPNSH

Spanish

THSTS

Theatre Studies

WGSTS

Women's and Gender Studies

WRITE

Writing Studies

**Codes within the Division of Health, Engineering, Computing and
Mathematical Sciences**

APHYS

Applied Physics

AQCUL

Aquaculture

AIMLX

Artificial Intelligence

ENGCB

Chemical and Biological Engineering

CHEMY

Chemistry

ENGCV

Civil Engineering

CLIMT

Climate Change

CMYHE

Community Health

COMPX

Computer Science

DATAA

Data Analytics

DSIGN

Design

EARTH

Earth Sciences

BIOEB

Ecology and Biodiversity

ENGEE

Electronics

ENGEN

Engineering

ENGEV

Environmental Engineering

ENVSC

Environmental Sciences

HLTSC

Health Science

HSHUP

Health, Sport and Human Performance

HPSCI

Human Performance Science

MARIN

Marine Biodiversity

ENGMP

Materials and Processing

MATHS

Mathematics

ENGME

Mechanical Engineering

BIOMO

Molecular and Cellular Biology

HLTSC

Nursing

PHYSC

Physics

SCIEN

Science

STATS

Statistics

SDCOA

Sport Development and Coaching

Codes within the Division of Education

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

ADLNG

Adult Learning

EDART

Arts Education

COUNS

Counselling

DLRNG

Digital Learning

DINST

Disability and Inclusion Studies

EDUCA

Education

EDSOC

Education and Society

EDLED

Educational Leadership

ENVED

Environmental Education

GLOBE

Global Studies

HMDEV

Human Development

LLTED

Language and Literacy Education

MAOED

Māori Education

MTHED

Mathematics Education

SCIED

Science Education

SCTED

Science, Technology and Environmental Education

THEDR

Te Hononga School of Curriculum and Pedagogy papers

TOEDR

Te Oranga School of Human Development and Movement Studies papers

TWEDR

Te Whiringa School of Educational Leadership and Policy papers

TEEDU

Teaching conjoint papers

TEPRO

Teaching practicum papers

TEACH

Teaching core papers

TECED

Technology

Codes within the Waikato Management School

ACCTN

Accounting

AGBUS

Agribusiness

BUSAN

Business Analytics

COMMS

Communication

DIGIB

Digital Business

ECONS

Economics

ENTIN

Entrepreneurship and Innovation

EXCOR

Executive Education

EXMBA

Executive Education

EXMBM

Executive Education

FINAN

Finance

HRMGT

Human Resource Management

INMGT

International Management

LCOMM

Leadership Communication

MNMGT

Management

MGSUS

Management and Sustainability

MGSYS

Management Systems/Supply Chain Management

MRKTG

Marketing

PRMGT

Project Management

PUBRL

Public Relations

STMGT

Strategic Management

SCMGT

Supply Chain Management

THMGT

Tourism and Hospitality Management

Codes within the Faculty of Māori and Indigenous Studies

MAORI

Māori and Indigenous Studies/Māori Language/Te Reo Māori

PACIS

Pacific and Indigenous Studies

Codes within the University of Waikato College

CAAEN

Certificate of Attainment in Academic English

CAENL

Certificate of Attainment in English Language

FOUND

Certificate of Attainment in Foundation Studies

FOUND

Certificate of University Preparation

Key to Semester Codes

A

Papers taught over weeks 9-25

B

Papers taught over weeks 28-44

C

Papers taught over weeks 46-7

X, I, J etc.

Papers taught in periods which do not correspond with normal semester periods

H

Papers taught over weeks 1-7

G

Papers taught over weeks 46-51

D

Papers taught over weeks 9-44

Key to Location Codes

AKT

Ako Tauhōkai

BLK

Block

BTG

Block (Tauranga)

HAM

Hamilton (Hillcrest campus)

HOP

Hopuhopu

HWC

University of Waikato College (Hamilton)

NET

Internet

NTG

Internet (Tauranga)

NVT

National Economics University, Vietnam (Internet)

NWC

University of Waikato College (Internet)

SEC

Secondary School

TGA

The University of Waikato at Tauranga

VTN

National Economics University, Vietnam

ZUC

Zhejiang University City College, Hangzhou China

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Login

In this section

Student Discipline Regulations

On this page

[Part 1: General](#)

[Part 2: Authorities](#)

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

[Part 4: Provisions for Appeal](#)

[Part 5: Reporting](#)

Preamble

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

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

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

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

Student Discipline Regulations 2020

Part 1

General

1. Title

These are the Student Discipline Regulations 2020.

2. Date of effect

These regulations are effective from 2 December 2020.

3. Purpose

The purpose of these regulations is to:

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

4. Application

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

the University community, or

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

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

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

5. Misconduct

(1) A student commits misconduct if they:

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

6. Definitions

In these regulations:

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

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

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

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

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

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

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

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

student means a person enrolled at the University of Waikato

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

University means the University of Waikato

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

7. Annotation of grades

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

grade will be awarded for that paper.

Part 2 Authorities

8. General

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

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

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

9. Authority of staff for discipline in classes

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

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

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

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

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

12. Authority of the Director of Student Services for discipline in examinations

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

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

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

- (b) refer the matter to the Student Discipline Committee.
- (4) Where the Associate Director Student Accommodation receives a complaint of misconduct in University of Waikato student accommodation they may
 - (a) offer summary jurisdiction to the student, or
 - (b) refer the matter to the Director of Student Services, or
 - (c) refer the matter to the Student Discipline Committee.
- (5) Where a Residential Life Manager or equivalent receives a complaint of misconduct in University of Waikato student accommodation they may
 - (a) offer summary jurisdiction to the student, or
 - (b) refer the matter to the Associate Director Student Accommodation
 - (c) refer the matter to the Director of Student Services, or
 - (d) refer the matter to the Student Discipline Committee.
- (6) If the Director of Student Services, Associate Director Student Accommodation or Residential Life Manager or equivalent offers summary jurisdiction, the student may choose to
 - (a) accept the offer of summary jurisdiction, or
 - (b) have the matter referred to the Student Discipline Committee.
- (7) Where the offer to exercise summary jurisdiction is accepted under this section, the Director of Student Services, Associate Director Student Accommodation or Residential Life Manager or equivalent must follow the summary jurisdiction procedures set out under section 22 of these regulations.
- (8) Where the complaint of misconduct is referred to the Student Discipline Committee under this section, the Student Discipline Committee must follow the procedures set out under section 24 of these regulations.

14. Authority of the Chairperson of the Student Discipline Committee

- (1) Where the Chairperson of the Student Discipline Committee receives a complaint of misconduct against a student, the Chairperson of the Student Discipline Committee may
 - (a) offer summary jurisdiction to the student
 - (b) offer a Tikanga Māori process to the student, or
 - (c) refer the matter to the Student Discipline Committee.
- (2) If the Chairperson of the Student Discipline Committee offers summary jurisdiction or a Tikanga Māori process, the student may choose either
 - (a) to accept the offer of summary jurisdiction or a Tikanga Māori process, or
 - (b) to have the matter referred to the Student Discipline Committee.

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

15. **Authority of Academic Delegates**

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

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

- (1) The Student Discipline Committee is a committee of the Academic Board with delegated authority to exercise the powers and responsibilities set out in these regulations in accordance with the procedures set out under section 24 of these regulations.
- (2) The Student Discipline Committee comprises
 - (a) a staff member with appropriate expertise appointed as Chairperson for a designated term by the Vice-Chancellor
 - (b) two people appointed by the Chairperson of the Student Discipline Committee from a

pool of twelve staff including four based in Tauranga, nominated by the Academic Board for terms of up to three years such that the terms of the members provide for continuity

(c) two students, one of whom is enrolled at the undergraduate level and one of whom is enrolled at the postgraduate level, appointed by the Chairperson of the Student Discipline Committee from a pool of eight students; the pool of students, five of whom are enrolled at the undergraduate level including two based in Tauranga, and three of who are enrolled at the postgraduate level including one based in Tauranga, is appointed by the Chairperson of the Student Discipline Committee after consultation with the student members of the Academic Board.

- (3) The Chairperson of the Student Discipline Committee may appoint an adviser or advisers to assist at a hearing in relation to particular aspects of a case; the Chairperson may also co-opt the adviser or advisers as a member of the Student Discipline Committee for that hearing.
- (4) One member of the pool of staff nominated by the Academic Board may be appointed by the Chairperson of the Student Discipline Committee as Deputy Chairperson; the Chairperson of the Student Discipline Committee may from time to time delegate their powers and responsibilities, as set out in these regulations, to the Deputy Chairperson.
- (5) No meeting of the Student Discipline Committee may be held unless the Chairperson or Deputy Chairperson, at least one staff member and at least one student are present.

17. Authority of the Student Discipline Appeals Committee

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

18. Authority of the Deputy Vice-Chancellor Māori

- (1) The Deputy Vice-Chancellor Māori has authority to determine the arrangements for the Tikanga Māori process set out under section 23 of these regulations.
- (2) Subject to the agreement of the Vice-Chancellor, the Deputy Vice-Chancellor Māori may delegate their authority under these regulations.

19. Authority of the Vice-Chancellor

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

20. Authority of Council

- (1) Council may withdraw or refuse to grant an academic award if it is satisfied that the candidate has committed misconduct in relation to the award while enrolled, or been otherwise dishonest in relation to the award.
- (2) Council must consult with the Academic Board before taking a decision under this section; the advice of the Academic Board must be based on a recommendation by the Student Discipline Committee.

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

Part 3

Procedures for Making, Investigating and Resolving Complaints of Student Misconduct

21. Procedures for making a complaint

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

22. Summary jurisdiction

- (1) Summary jurisdiction may be exercised by the following authorities:
 - (a) the Director of Student Services, Associate Director Student Accommodation or Residential Life Manager or equivalent under section 13 of these regulations
 - (b) the Chairperson of the Student Discipline Committee under section 14 of these regulations
 - (c) an Academic Delegate under section 15 of these regulations.
- (2) A student who accepts summary jurisdiction may write an answer to the complaint.
- (3) The complainant and the student

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

in the case of summary jurisdiction exercised by the Director of Student Services, Associate Director Student Accommodation, Residential Life Manager or equivalent under section 13 of these regulations

 - (e) require the student to pay, by a given date, a sum of up to the equivalent of one week's board or rent at the relevant University of Waikato student accommodation
 - (f) require the student to undertake community service work in the relevant University of Waikato student accommodation of whatever nature the authority thinks fit
 - (g) require the student to participate in a specified educational and/or training programme

related to the misconduct, in terms prescribed by the Director of Student Services, Associate Director Student Accommodation, Residential Life Manager or equivalent and within a prescribed period

- (h) impose an alcohol ban
- (i) impose a visitor ban
- (j) require the student to transfer to other University of Waikato student accommodation
- (k) exclude the student from the relevant University of Waikato student accommodation for up to one year
- (l) exclude the student from, or limit access to, a designated part or facility of the relevant University of Waikato student accommodation for up to one year.

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

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

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

- (t) require the student to repeat or complete additional assessment
- (u) refuse or reduce credit for part or all of an individual item of assessment
- (v) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the authority and within a prescribed period.

- (7) The authority must exercise their discretion in the matter as expeditiously as possible.
- (8) The authority is responsible for communicating the outcome of the complaint, in writing, to the complainant, the student answering the complaint, and the Chairperson of the Student Discipline Committee as expeditiously as possible.

23. **Tikanga Māori**

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

(11) Failure to comply with a resolution negotiated under this section is misconduct.

24. Procedures of the Student Discipline Committee

- (1) The Student Discipline Committee must convene as soon as is practicable to hear
 - (a) the evidence provided by the complainant and the student, and
 - (b) any other evidence, written or oral, that the Committee may seek or accept at its discretion, provided that this evidence is disclosed to the student and they are given the opportunity to comment on it.
- (2) Written notice of the time, date and place of the hearing of the Student Discipline Committee, together with full details of the substance of the complaint, must be sent to the student against whom the complaint has been made, at least 14 days before the date of the hearing.
- (3) The student who is the subject of the complaint may write an answer to the complaint.
- (4) Both the complainant and the student answering the complaint
 - (a) must be given the opportunity to appear and give evidence at the Student Discipline Committee hearing
 - (b) may be required to attend, at the Committee's discretion
 - (c) may be accompanied at the hearing by another person to act as an adviser or support person, subject to any conditions that the Student Discipline Committee may impose.
- (5) The Student Discipline Committee may decide at any time to take no further action on a complaint of misconduct if, in its judgement,
 - (a) the evidence provided by the complainant is insufficient
 - (b) the subject matter of the complaint is trivial
 - (c) the complaint is frivolous, vexatious, or not made in good faith, or
 - (d) the complaint falls outside the scope of these regulations.
- (6) If misconduct is substantiated, the Student Discipline Committee may take one or more of the following actions:
 - (a) issue to the student a warning containing a statement of the possible consequences if the act or behaviour that provoked the complaint is repeated
 - (b) require an undertaking from the student as to future behaviour while they remain enrolled at the University and set in place provisions for monitoring the student's behaviour in keeping with the undertaking
 - (c) require the student to provide any appropriate and available remedy to relieve distress, or repair damage, or correct a mistake
 - (d) require the student to make a public or private apology, either written or spoken
 - (e) require the student to pay, by a given date, compensation or a fine of up to \$1000

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

Part 4

Provisions for Appeal

25. Provision for appeal to the Director of Student Services

- (1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Director of Student Services against any decision taken by the Associate Director Student Accommodation or Residential Life Manager or equivalent with authority for discipline in University of Waikato student accommodation under section 13 of these regulations.
- (2) An appeal must be addressed and submitted in writing to the Director of Student Services.
- (3) An appeal must be received by the Director of Student Services not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.

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

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

- (1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Chairperson of the Student Discipline Committee against any decision taken by
 - (a) the Pro Vice-Chancellor of Health, Engineering, Computing and Science under section 10 of these regulations
 - (b) the University Librarian under section 11 of these regulations
 - (c) the Director of Student Services under section 12 or section 13 of these regulations, unless it is an appeal decision under section 27 of these regulations, or
 - (d) an Academic Delegate under section 15 of these regulations.

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

27. Provision for appeal to the Student Discipline Appeals Committee

- (1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Student Discipline Appeals Committee, a

committee of Council, against any decision made under these regulations

- (a) by the Vice-Chancellor under section 19 of these regulations
 - (b) by the Chairperson of the Student Discipline Committee under section 22 of these regulations
 - (c) by the Student Discipline Committee under section 24 of these regulations.
- (2) An appeal must be addressed and submitted in writing to the Secretary to the Student Discipline Appeals Committee, together with the prescribed fee; it must include an email address and must be signed.
 - (3) An appeal must be received by the Secretary to the Student Discipline Appeals Committee not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.
 - (4) An appeal may be made only on one or more of the following grounds:
 - (a) that the process used for addressing the alleged misconduct was unfair
 - (b) that the decision reached was manifestly at odds with the evidence
 - (c) that the remedy imposed was manifestly at odds with the misconduct
 - (d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.
 - (5) The Student Discipline Appeals Committee must hear appeals as expeditiously as possible.
 - (6) The appellant must be given the opportunity to appear and give evidence at the appeal hearing and may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Student Discipline Appeals Committee may impose.
 - (7) The other parties to the complaint, including the authority that made the original discipline decision, must also be given the opportunity to appear and give evidence.
 - (8) Having heard an appeal, the Student Discipline Appeals Committee may
 - (a) dismiss the appeal and uphold the original decision
 - (b) vary the decision with respect to the original complaint
 - (c) refer the complaint back to the authority that made the decision appealed against, for rehearing.
 - (9) The Student Discipline Appeals Committee may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.
 - (10) The outcome must be communicated to the student and the other parties to the complaint, including the authority that made the original discipline decision, as expeditiously as possible.

- (11) Failure to comply with a resolution negotiated or determined under this section is misconduct.
 - (12) The decision of the Student Discipline Appeals Committee on an appeal is final.
 - (13) At the discretion of the Chairperson of the Student Discipline Appeals Committee, the fee for an appeal may be refunded, either in full or in part, if the appeal is decided in the appellant's favour.
-

Part 5

Reporting

28. Reports to the Academic Board

The Chairperson of the Student Discipline Committee must submit an annual report through the Education Committee to the Academic Board, including

- (a) an overview of summary jurisdiction decisions taken during the relevant year by the Chairperson of the Student Discipline Committee, Academic Delegates and any others who have exercised authority delegated by the Chairperson of the Student Discipline Committee
- (b) an overview of decisions through the Tikanga Māori process
- (c) an overview of decisions by the Student Discipline Committee
- (d) an overview of appeals heard by the Chairperson of the Student Discipline Committee or their delegate
- (e) an overview of student discipline matters, including any patterns or trends
- (f) a statement about the appropriateness and effectiveness of current regulations, policies and processes concerning student discipline, and
- (g) any recommendations with respect to current regulations, policies and processes concerning student discipline.

29. Reports to Council

The outcome of any appeal heard by the Student Discipline Appeals Committee must be reported to the next meeting of the Council.

30. Confidentiality

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

students in work placements and practicums as part of a safety check (vetting) process.

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In this section

Student Complaints Procedures

Preamble

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

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

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

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

Procedures

1. Definitions

In these procedures

complaint means a written statement submitted by a student about a matter that requires formal consideration by the University under the terms set out in these procedures

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

student means a person enrolled at the University of Waikato.

2. Application and scope

- (1) Subject to subsection (2), these procedures apply to complaints about any aspect of the teaching and learning process and the broad provision made by the University to support that process.
- (2) These procedures may not be used
 - (a) where the complaint can be dealt with under the [Higher Degree Appeals and Complaints Regulations](#), [Student Discipline Regulations](#) or the [Assessment Regulations](#) , or
 - (b) to challenge the academic judgement of examiners.
- (3) Depending on the nature of the complaint, these procedures should be read in conjunction with the [Staff Code of Conduct](#), the [Code of Student Conduct](#), and the [Education \(Pastoral Care of Tertiary and International Learners\) Code of Practice 2021](#) .
- (4) No action will be taken on complaints that are anonymous, frivolous, vexatious or not made in good faith.
- (5) A complainant must be able to demonstrate that the complaint is brought without malice and is based on evidence that the complainant honestly and reasonably believes to be substantially true. Those responsible for resolving complaints under these procedures must take all reasonable steps to ensure that the complainant is protected against any subsequent recrimination or victimisation.
- (6) Students and staff involved in the consideration of complaints have various rights and responsibilities, which are outlined in the appendix to these procedures.

3. Informal resolution of concerns

- (1) Before making formal written complaints, students are encouraged to seek a resolution to any concerns by raising and discussing them informally with the relevant staff member who is most directly associated with the matter.
- (2) A staff member with whom a concern is raised by a student is expected to deal with the matter in an open and professional manner and to take reasonable and prompt action to try to resolve it informally.
- (3) A student who is uncertain about how to seek informal resolution of a concern is encouraged to seek advice from the [Waikato Students' Union Student Support and Advocacy Service](#).

4. Formal complaints procedures

- (1) Where it has not been possible to resolve a concern informally, a student may make a formal complaint.
- (2) A student who wishes to make a formal complaint must submit it in writing, accompanied by evidence, through [My Waikato](#) addressed to the Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent responsible for the area in which the action or matter that has given rise to the complaint occurred or, if requested to be considered under the Tikanga Māori procedure set out under section 5 of these procedures, to the Deputy Vice-Chancellor

Māori; if the complaint is about a Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent, it must be submitted to the Senior Deputy Vice-Chancellor.

- (3) The written complaint must be submitted within three months of the occurrence of the action or matter that has given rise to the complaint unless the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent agrees to receive it beyond this timeframe.
- (4) The Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent who receives a student complaint must acknowledge it in writing as soon as practicable (normally within three working days). They must create and maintain a file of all documentation in relation to the consideration of the complaint.
- (5) The Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent must consider the complaint in accordance with the principles of natural justice and must ensure that all parties to the complaint are accorded the full benefit of those principles.
- (6) The process of consideration may include meetings with relevant staff, students and the complainant. Where meetings are held, the parties may, if they wish, be accompanied by a support person.
- (7) The Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent may refer a matter to the Police if they believe that a crime has been committed and may suspend consideration of a complaint until such time as any associated Police matter has been concluded.

5. **Tikanga Māori**

- (1) The spirit of tikanga is to seek resolutions to complaints in a Māori way that encourages a facilitated open exchange of views in order to achieve a resolution that is agreed by all the parties involved.
- (2) A complaint may only be addressed through the Tikanga Māori process if
 - (a) the complainant, and
 - (b) the person answering the complaint, and
 - (c) the Deputy Vice-Chancellor Māoriagree to the arrangements determined under subsection (3).
- (3) The Deputy Vice-Chancellor Māori is responsible for determining the arrangements for the Tikanga Māori process after discussion with the parties and for informing the parties of the nature and implications of the process.
- (4) If, at any time after having agreed to the arrangements determined under subsection (3) the complainant or the person answering the complaint wish to withdraw from the Tikanga Māori process, they may do so only with the agreement of all other parties listed under subsection (2); in such cases, the complaint will be referred to the Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent responsible for the area in which the action or matter that

has given rise to the complaint occurred; if the complaint is about a Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent it will be referred to the Senior Deputy Vice-Chancellor.

- (5) Under the Tikanga Māori process a resolution is negotiated by the complainant and the person answering the complaint.
- (6) The process is facilitated by the Deputy Vice-Chancellor Māori, assisted by a tikanga panel appointed by the Deputy Vice-Chancellor Māori.
- (7) A resolution negotiated by the complainant and the person answering the complaint is final; there is no right of appeal.
- (8) Section 6, subsections (1) and (2) and section 7 of these procedures do not apply to complaints addressed under the Tikanga Māori process.

6. Resolution of complaints

- (1) The Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent must make a decision in relation to the complaint and notify their decision to the parties, in writing, as soon as practicable (normally within 28 days of receiving the complaint).
- (2) When the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent notifies the parties of their decision they must include information on the relevant provision for appeal.
- (3) If the complaint involves a University process or service and if, in the opinion of the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent the complaint has substance, the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent may arrange for the relevant process or service to be reviewed with a view to preventing a recurrence and ensuring continued improvement.
- (4) If the complaint involves a breach of the [Staff Code of Conduct](#) and if, in the opinion of the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent the complaint has substance, the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent may refer the matter to the Director of People and Capability for consideration of formal disciplinary action.

7. Appeals

- (1) A complainant or a person who was the subject of a complaint may appeal to the Senior Deputy Vice-Chancellor against any decision taken by a Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent under section 6 of these procedures.
- (2) If the original complaint was addressed to the Senior Deputy Vice-Chancellor under section 4(2) of these procedures, any appeal of that decision must be made to the Vice-Chancellor. That appeal will be considered and decided by the Vice-Chancellor or their nominee in accordance with appeal processes consistent with these procedures.
- (3) An appeal may only be made on one or more of the following grounds:

- (a) that the process used for addressing the complaint was unfair
 - (b) that the decision reached was manifestly at odds with the evidence
 - (c) that the remedy imposed was manifestly at odds with the misconduct
 - (d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process that could have had a material effect on the outcome.
- (4) The appeal must be submitted in writing within 28 days of the date of the letter notifying the decision.
 - (5) The Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee will consider the relevant documentation and evidence and may, at their discretion, consult the Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent who made the decision. The Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee may also interview any parties to the complaint.
 - (6) If they determine that the complaint process has been conducted in accordance with these procedures and the outcome is appropriate, the Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee may dismiss the appeal. Subject to subsections (8) and (9), the decision of the Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee under this section is final.
 - (7) The Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee will notify their appeal decision in writing to the parties as soon as practicable.
 - (8) When they notify the parties of the appeal decision, the Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee will inform the parties of the [Ombudsman's](#) role in relation to complaints about government organisations (including universities) that affect people in their personal capacities, the [New Zealand Qualifications Authority's](#) grievance procedures available to students under the [Education \(Pastoral Care of Tertiary and International Learners\) Code of Practice 2021](#) , and the [iStudent Complaints](#) financial or contractual dispute resolution service available to international students as relevant.
 - (9) The Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee will inform any staff member who is dissatisfied with a student complaint process of the steps available to them under the University's [Procedure for Resolving Employment Relationship Problems and Personal Grievances](#).
8. **Confidentiality**
- All processes and decisions under these procedures are confidential to the parties and staff directly involved.

Appendix

Rights and Responsibilities of Parties to a Student Complaint

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

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

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

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

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In this section

Library Regulations

1. Title

These are the Library Regulations 2022.

2. Purpose

These regulations provide a framework for use of the University Library and its resources.

3. Date of effect

These regulations are effective from 1 January 2022.

4. Definitions

In these regulations

library means the Hamilton Campus, Teaching Resources, Law and Tauranga Campus Libraries; which together comprise the University Library

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

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

5. General

Everyone is welcome to use the library as per these regulations.

6. Hours of opening

Opening hours for all libraries are displayed on the Library [website](#). Online access to library resources is available 24/7.

7. Admission and borrowing

- (1) Borrowing is available to members of the University Council; Honorary Doctors, staff, retired staff, alumni and enrolled students of the University; staff and students of other tertiary institutions with whom a reciprocal agreement is in place; and others whose applications have been approved by the University Librarian. An annual registration fee may apply.
- (2) Members of the public are able to use the Library for reference and private study.
- (3) Library account notifications are sent by email and SMS text messaging. Changes of email and postal addresses must be made via MyWaikato. Changes of phone numbers must be made to the library directly.
- (4) A valid staff or student identity card or other identification may be required to borrow library resources.
- (5) Loan periods and allowances may differ by collection – all information is available on the Library [website](#).
- (6) All items must be issued via a Service desk or Self-check machine. The due date of return for borrowed items are available on the Library's website via 'My Account'. See also section 10.
- (7) Any loss of, or damage to, borrowed items is the responsibility of the person the item is issued to and they 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 a Service Desk or by email to libycirc@waikato.ac.nz  .
- (8) A payment made for the replacement cost of a lost item may be refunded if the item is subsequently found and returned to the Library.
- (9) Items should not be passed on to another person.
- (10) Reference only items are for use in the Library.
- (11) Physical library items are for use in New Zealand only.

8. 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. Overdue recall fines will accrue each day the item is not returned. Other disciplinary action may also be taken against a student who fails to return an item ten days after the recall notice was first sent.
- (2) High Demand items accrue hourly overdue fines.
- (3) Any item not returned within six weeks of this date will be regarded as lost and will be invoiced for, this will include 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 status of loans and fines is available on the Library's website via 'My Account'.
- (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.

9. **Electronic resources**

- (1) Electronic resources (e-resources) made available by the Library may be accessed only by current staff and students of the University of Waikato.
- (2) Electronic resources may be used only for the purposes of research, teaching or private study.
- (3) Most electronic resources are subject to Licences signed by the Library on behalf of the University.

10. **Inter-library loan**

An item requested from another library on inter-library loan is subject to conditions as may be imposed by the lending library. Any staff or student not complying with these will have the privilege of using this service withdrawn.

11. **Conduct**

- (1) Quiet areas and study spaces are provided. Please be considerate to others.
- (2) Verbal abuse or rude behaviour towards Library staff or other Library users will not be tolerated.
- (3) The security of personal belongings whilst in the Library is that of the owner.
- (4) Misuse of, or damage to any library resource, item of furniture or equipment belonging to the Library will not be tolerated. Such conduct is regarded as a serious offence, and further action may be taken.

12. **Fees, fines and administration costs**

The fees, fines and administration costs of the Library will be regularly reviewed and published annually in the [Table of Fees and Charges](#) section of the University of Waikato Calendar.

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In this section

Parking and Traffic Regulations

1. Title

These are the Parking and Traffic Regulations 2019.

2. Date of effect

These regulations are effective from 5 November 2019.

3. Definitions

In these regulations

campus means the grounds and buildings occupied by the University of Waikato in Hamilton and Tauranga, including the halls of residence

mobility aid means a wheelchair or other mobility assistance device used by people with disabilities; these are not considered to be vehicles or personal transport devices and may be used anywhere on campus provided that such use is undertaken with due regard for others

parking attendant means any staff member authorised by the Campus Security and Emergency Manager to enforce these regulations

personal transport device means an unpowered or low powered transport device intended for one person, including but not limited to Segways, scooters (including electric scooters), bicycles (including electric bicycles), unicycles (including electric unicycles) and skateboards (including electric skateboards)

vehicle means a form of transport for people or goods, including but not limited to motor vehicles (including electric vehicles and hybrids), motor cycles and personal transport devices, and excluding mobility aids.

4. Application

These regulations apply to the driving, riding and parking of vehicles and bicycles on campus by staff, students and members of the public. Authorised drivers of University of Waikato vehicles

and rental vehicles are also referred to the [Vehicle Use Policy](#).

5. Access and Safety

- (1) Prime access to buildings and other facilities is reserved for pedestrians and people with mobility-related impairments. Vehicle users are therefore not permitted to ride on access-ways that are signposted or recognised as access-ways for pedestrian and mobility traffic.
- (2) On shared pedestrian/vehicle access-ways, vehicle users must not exceed 15km/hr and must give priority and right of way to pedestrian and mobility traffic.
- (3) Users of commercially operated electric vehicles must operate the vehicle according to the safety recommendations and rules of operation provided by the electric vehicle provider.
- (4) Vehicle users must drive and ride safely at all times. They must obey all traffic and parking signs and markings. They must also comply with any directions given by parking attendants.
- (5) Except with the approval of a parking attendant, no person other than an authorised driver of a University service vehicle may drive, ride or park over a grassed area.

6. Parking and Storage

- (1) While the University makes reasonable provision for vehicle parking, it is under no obligation to make provision for the vehicles of all those wishing to park on campus.
- (2) The University charges for parking on campus. Current charges are published on the [University website](#) and payment machines.
- (3) Motorcycles and motor scooters may be parked only in the areas signposted for motorcycles and motor scooters.
- (4) Bicycles and electric bicycles may be parked only in cycle-racks or purpose-built cycle sheds, and must not be taken into any University building.
- (5) Commercially operated electric scooters may be parked only in the areas signposted for electric scooters and must not be taken into any University building, including the halls of residence.
- (6) The charging of commercially operated electric scooters and electric bicycles on campus is not permitted.
- (7) There are two charging stations available for staff and visitors at the Hamilton campus to charge electric vehicles for up to two hours. The charging stations may be booked via the Unisafe Office: parking@waikato.ac.nz .
- (8) Vehicles owned by current University of Waikato staff and displaying a University parking permit may be parked in signposted 'Permit Holders Only' areas. Otherwise, vehicles may be parked only in 'General Parking' areas.
- (9) All vehicles parked on campus must be parked in marked bays.
- (10) No person may park a vehicle in the same parking bay for longer than 48 hours without prior permission from a parking attendant.

(11) A numbered car park is a reserved parking space and may be used only by the person who displays the corresponding numbered parking permit.

7. **Parking for people with mobility-related impairments**

Accessible parking spaces (outlined in yellow and displaying the wheelchair symbol) are provided for use by people with mobility-related impairments. These parking spaces may be used only by holders of Operation Mobility permits issued by the CCS Disability Action or Temporary Mobility Parking Permits issued by the University's Accessibility Services (located in the Student Centre) or the Health and Safety Coordinator.

8. **Visitor parking**

A small number of limited-time parking spaces, including accessible parking spaces for people with mobility-related impairments, are provided on campus free of charge for visitors; these parking spaces must not be used by staff or students.

9. **Authority of parking attendants and the Campus Security and Emergency Manager**

- (1) A person who, in relation to a parking or traffic matter, is requested by a parking attendant to provide their name or address must do so honestly and within the requested timeframe.
- (2) Parking attendants have authority to issue infringement notices to people who breach these regulations and to immobilise their vehicles. A vehicle that has been immobilised will be released only on payment of the fee prescribed in the infringement notice.
- (3) Parking attendants have authority to impose a penalty charge on any person who removes or otherwise interferes with immobilisation equipment.
- (4) If a vehicle is parked in a manner that is dangerous or obstructs access, the Campus Security and Emergency Manager has authority to arrange for that vehicle to be towed away by a licensed vehicle recovery operator; the cost of retrieving a towed vehicle falls to the owner of the vehicle.

10. **Breaches**

- (1) breach of this policy by a student may result in disciplinary action under the [Code of Student Conduct](#).
- (2) A breach of these regulations by a staff member may result in disciplinary action under the [Staff Code of Conduct](#).

11. **Appeals**

- (1) A person may appeal against any decision under these regulations
 - (a) if the decision was made by a parking attendant, to the Campus Security and Emergency Manager
 - (b) if the decision was made by the Campus Security and Emergency Manager, to the Chief Operating Officer.

- (2) An appeal under these regulations must be submitted in writing within 14 days of the date of the decision.
- (3) A decision by the Campus Security and Emergency Manager or the Chief Operating Officer under subsection (1) is final.

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Miscellaneous Regulations

Computer Systems Regulations

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

University Environment and Sustainability

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

Smoke Free Environment

3. Smoking, including vaping and the use of e-cigarettes, on University property or in any University vehicle is prohibited under the University's [Smoke Free Policy](#).

Use of Alcohol

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

Noise

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

Children on Campus

6. The safety and supervision of children on University premises are governed by the

University's *Children on Campus Policy*.

Bullying, Harassment and Discrimination

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

Advertising and Commercial Activities

8. Advertising and commercial activities generally, including hawking and canvassing, affixing of notices to vertical and horizontal surfaces, and the affixing of notices onto motor vehicles, are permitted on University premises only with the specific permission of the Director of Campus Operations and Risk Management, the Campus Security and Emergency Manager or the Landscape Manager.
9. Any advertising which is by way of posters or notices is subject to the requirements of section 10 of these regulations.

Student Notices

10. Student notices, generally no larger than A3, may be posted on general University noticeboards. Notices that are posted on noticeboards in such a manner that they take up excessive space will be removed.
11. Notices posted on specially labelled noticeboards or other places (such as walls, doors or ceilings, poles and motor vehicles), without the permission of the Director of Campus Operations and Risk Management, will be removed.

Animals

12. No animal may be taken into University buildings without the permission of the Director of Campus Operations and Risk Management.
13. Animals are permitted on the University grounds only if they are under the direct control of their owner and, in the case of dogs, on a short hand-held leash.
14. The catching, hunting and/or killing of wildlife on University grounds, including fishing, without the prior consent of the Director of Campus Operations and Risk Management is not permitted.

Golf

15. Golf is not permitted on University grounds, except under section 16 of these regulations.
16. An exception to section 15 of these regulations is made in the case of groups organised through the Te Huataki Waiora School of Health, which will make safety arrangements to the satisfaction of the Landscape Manager, the Associate Director of Safety and Wellness, and/or the Campus

Security and Emergency Manager.

Drones

17. The use of drones on the Hillcrest, Hamilton campus is governed by the University's [Drone Policy](#).

Trespass

18. The authority to issue trespass notices is delegated by the Vice-Chancellor to the Chief Operating Officer and the Campus Security and Emergency Manager. No one else may issue a trespass notice on behalf of the University without the authority of the Vice-Chancellor.

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School of Graduate Research - Scholarships

The School of Graduate Research - Scholarships is responsible for administration associated with scholarships, awards, prizes and bursaries awarded by the University and some outside sponsors. These include University of Waikato Scholarships and Universities New Zealand - Te Pōkai Tara Scholarships. Students interested in applying for scholarships are encouraged to consult the Scholarships [website](#)

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In this section

The University Library

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

The Hamilton Campus Library (including the Law Library) is located in the Student Centre, Te Manawa, in the heart of the Hamilton campus. The Teaching Resources Library is located in Building TL in the Division of Education. The Tauranga Library is in the Tauranga CBD Campus building.

The Hamilton Campus Library serves the teaching, learning and research needs of all students and staff and the Teaching Resources Library provides books and other resources to assist in preparation and planning for teaching in primary and secondary schools and early childhood centres.

The Tauranga Campus Library supports courses delivered in Tauranga. There is a small dynamic, high-demand, collection of books, supported by the full range of our e-resource collections. Students at Tauranga have easy access to Library support services, all eResources and material held on the Hamilton Campus via distance services.

The Library also offers support for Waikato courses taught at partner institutions.

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

The Library supports teaching and learning It assists its users to acquire the skills to help them navigate print and online information sources and to locate, evaluate and use information relevant to their needs in the most effective way.

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

Library services, collections and resources include:

- An extensive range of online, print and multi-media resources
- O Neherā Library Digital Collections
- Access to in-person and online help services
- A wide range of research skills development workshops
- In-depth individual research consultations for post-graduates and academic staff
- Support for PBRF (Performance Based Research Funding) activities
- Research Commons (the Institutional Repository)
- Computers, wi-fi, laptops, photocopiers, scanners and printers
- Places to study and work individually or in groups

For more information, please visit the Library website: www.waikato.ac.nz/library.

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In this section

Information and Technology Services

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

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

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

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

For more information, visit the website: its.waikato.ac.nz.

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Industry

International

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| Copyright & Legal Statement





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In this section

Student Services

Halls of Residence

The Accommodation Services Office assists and processes the applications to each of the University's four Hamilton-based Halls of Residence: Bryant Hall, College Hall, Student Village and Orchard Park. Orchard Park includes a series of cottages that offer self-catering facilities, studio rooms with ensuites and the self-contained Silverdale apartments. The other Halls are largely fully-catered facilities that provide three meals a day. In addition, the Office also assists and processes applications for the University's Tauranga-based self-catered Selwyn Street Studio accommodation.

More information about the Halls and off-campus accommodation options can be found at: www.waikato.ac.nz/study/apply/accommodation, or by contacting the Accommodation Services Office on +64 7 838 4084, or by email at accom@waikato.ac.nz.

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

International Student Support

The International Student Services team provides support for international students in all aspects of their achievement and personal growth. This begins with a comprehensive orientation programme for all new international students. Pastoral care is delivered to support international student wellbeing, to facilitate access to University services across campus, and to ensure that appropriate off-campus support is in place when required. Students on New Zealand Scholarships and other international

scholarships are also assisted by International Student Services. Each trimester, a range of trips around the Waikato and Bay of Plenty region and various events on campus are facilitated by the International Student Services team. The team of international student advisors are available to see students, and appointments can be made at the Student Centre, by phoning +64 7 838 4176 or 0800 WAIKATO, or emailing info@waikato.ac.nz .

Student Health Service

The [Student Health Service](#) is available to all enrolled students, including international students. The Student Health Service is located close to the main car park accessed via gate 1 off Knighton Road (opposite the UniRec Centre). It is an integrated health service providing a number of services for students.

Opening hours for appointments are between 9.00am and 4.30pm on weekdays, except Wednesdays, where the opening hours are between 9.30am and 4.30pm. The service does not operate after hours or on public holidays.

The administration team is the first point of contact for all student enquiries and appointments.

Ph 07 838 4037 or 0800 Waikato, option 3

After hours; Ph Anglesea Clinic 07 858 0800

Same day appointments are available for most Student Health Services. Call to make an appointment.

Student Health also offers telehealth consultations by appointment.

The medical practice is staffed by general practitioners, nurse practitioners, nurse prescribers, practice nurses and health care assistant.

Appointments can be booked by phone or through Manage my Health for students enrolled with the practice.

Domestic students enrolled with the general practice are charged a fee of \$10.00 a consult. Prices for students not enrolled with the general practice are available on the Student Health webpage.

International students' charges are covered through their insurance.

There is a Student Health nurse available on the Tauranga campus. Ph or text 022 0139 003 for appointments and advice about other local health providers, including general practice and counselling

The Mental Health & Wellbeing Service is free to all students currently enrolled at the University of Waikato. This service is comprised of mental health nurses and counsellors. The mental health nurses offer support to students who are experiencing a new mental health concerns or have a diagnosed mental health conditions. Counsellors assist with a range of problems that may be impacting on your wellbeing by helping you find solutions that are best suited to your needs.

The Violence Prevention Coordinator works proactively to reduce the incidence of harassment, abuse, and/or violence. She can discuss issues relating to interpersonal incidents and provide advice, information, support, advocacy, safety planning and referral to other services that can assist.

The Health Promotion Coordinator works to support Takatāpui and LGBTQI students and Maori and

Pacifica students. Our coordinator has extensive expertise in non-binary gender identities, sexuality and sexual health, HIV and is knowledgeable about health and wellness pathways and services.

Students are eligible to use the Student Health Service from the beginning of their enrolled trimester(s). Students who have continuous enrollment from year to year are able to use the service throughout the year and access via Manage my Health and telehealth consults over semester breaks.

Accessibility Services

The Accessibility Services, formerly known as Disability Support Service is located in the Student Centre, Level One, opposite The Campus Book Store. The Service supports students with specific learning disabilities, impairments and medical conditions and works with the rest of the University to remove barriers to learning. The team will ensure student's learning requirements are accommodated through the provision of services, support, advice and advocacy. Prospective students who identify with specific learning disability/impairments and/or a medical conditions should contact Accessibility Services as soon as possible to ensure that the appropriate supports are able to be put in place.

The team also support Tauranga campus, and are there regularly, to meet with students and staff.

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

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

Email: accessibilityservices@waikato.ac.nz 

Chaplaincy

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

The chapel is available for private prayer and for study, or for use by faith and cultural groups. For bookings, email: chaplain@waikato.ac.nz 

Career Development Services

Do you have questions about your career pathway? Need help with your CV or Covering Letter? Looking to improve your Interview skills? The Careers Team are here to help students, recent graduates and alumni (within two years of completion) with career development tools and support.

You can access the following career services by logging into the MyCareer platform:

- One on one appointments with one of our Career Advisors
- Drop-ins/Online Career Chats - a 15 minute chat with one of our Advisors
- Workshops

- Mock interviews - a tool to practise your interview skills and received written feedback
- A wide range of resources
- Job announcements/postings
- Information about upcoming events and employer visits
- Document review and feedback

To login to **MyCareer** go to the Student Portal>Support>MyCareer.

The Employability Plus Programme (EPP) is also a part of Career Development Service. EPP is the University's Volunteering Programme which students can sign up to get involved across a variety of different activities on and off campus with the University and Not-for-Profit Organisations.

Class Representative System

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

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

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

Student Administration

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

Pacific Support Services

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

email pacificsupport@waikato.ac.nz  or drop into Level 1 of the Student Centre.

Te Ara ki Angitū: Pathways to Excellence Programme

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

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Sport and Wellbeing

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

UniRec

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

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

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

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

Tauranga Campus - Gym and recreational facilities

Gym memberships for University of Waikato staff and students in Tauranga will be available through

our partner gym providers. The Queen Elizabeth Youth Centre (QEYC) offers free drop-in sport and other social sport opportunities. Yoga and other activity options are also offered.

For more information, visit: www.waikato.ac.nz/sport/sport-at-tauranga, or email: uowsport@waikato.ac.nz .

Sports on Campus

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

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

University of Waikato (UW) Sports Clubs

University of Waikato sports clubs include traditional sports such as rugby, netball, basketball, hockey, football, rowing and cricket as well as other less traditional clubs including lacrosse, ultimate frisbee, snow and ski, and Parkour. For more information on UW sports clubs and community clubs, visit website:

For more information on UW sports clubs and community clubs, visit: www.waikato.ac.nz/sport/, or email uowsport@waikato.ac.nz .

Social Sport

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

For more information, visit: www.socialsport.co.nz, or email: uowsport@waikato.ac.nz .

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

Inter-Halls, Inter-Divisional and Inter-Tertiary Sport

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

Inter-Divisional Sport gives students an opportunity to play for their University Division or the Faculty of Māori and Indigenous Studies in a fun day of sporting competition with 6 events per year played in

Hamilton and 4 events played in Tauranga.

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

For more information, visit: www.waikato.ac.nz/sport, or email: uowsport@waikato.ac.nz 

Sports Facilities - Hamilton Campus

Fields, Touch, Rugby and Football

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

For more information, visit: www.waikato.ac.nz/sport/, or email: uowsport@waikato.ac.nz .

Cricket Nets

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

Courts - Basketball, Netball, Tennis and Squash

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

University of Waikato Swimming Pool

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

For more information, visit: www.waikato.ac.nz/sport/facilities/swimming-pool, or email uowpool@waikato.ac.nz , or phone (07) 838 4335.

Sports Facilities - Tauranga Campus

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

OMEN Esport Arena

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

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

Wellbeing Hub

The Wellbeing Hub is a drop-in space on campus for students to relax and recharge between classes - have a cup of tea, play board games or even have a nap. University staff and students can enjoy an extensive activities calendar, mindfulness sessions, educational talks and creative play sessions - to support, connect and inform.

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

High Performance Sport and Performing Arts

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

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

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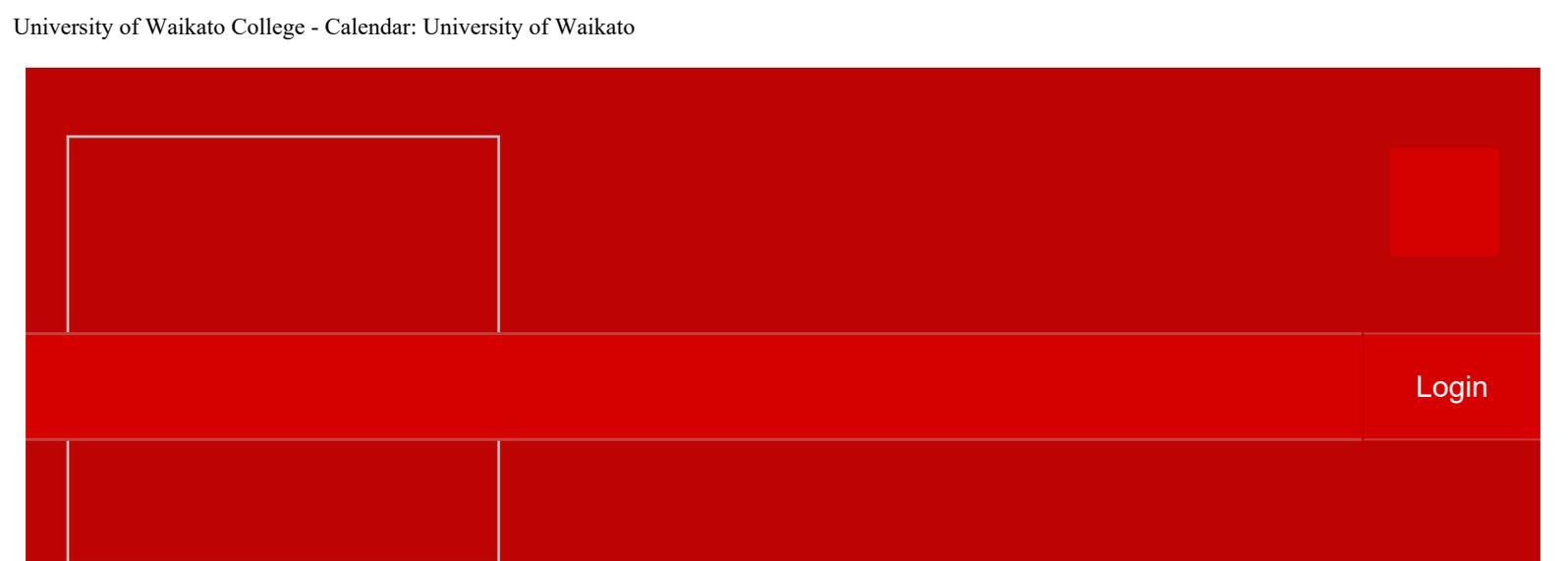
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In this section

University of Waikato College

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

Certificate of Attainment in Academic English

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

For more information, see [University of Waikato College](#).

Certificate of Attainment in English Language

The Certificate of Attainment in English Language is a full-time course of 23 hours per week for 10 weeks. There are a number of intakes each year. Students are placed according to a recent English Language test result (such as IELTS) in an appropriate level from Elementary to Pre-Intermediate. On successful completion of the course, students receive a University of Waikato Certificate of Attainment

in English Language. All students study a core programme that helps students improve their reading, writing, listening and speaking skills. Attaining the programme gives students the English language entry requirement to enter the Certificate of Attainment in Academic English.

For more information, see [University of Waikato College](#).

General English

General English is a course designed for students to improve their everyday English and is suitable for students preparing to enter the Academic English programme. The programme includes core language skills and vocabulary, fluency and accuracy in listening, speaking, reading and writing.

General English is a full-time programme of 23 hours per week or part-time for 15 hours per week (when delivered on campus). Students can start most Mondays and study for 3 weeks to 6 months (except New Zealand public holidays).

For more information, see [University of Waikato College](#).

International Study Groups

Study programmes are customised for visiting international groups and combine English with almost any other activity or specialist area, according to academic, professional or vocational need.

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

Certificate of Attainment in Foundation Studies

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

For more information, see: [University of Waikato College](#).

Certificate of University Preparation

The Certificate of University Preparation programme is a full-time one-trimester programme for students who do not meet the entry requirements for study at a New Zealand university, or who need additional academic preparation. This programme will introduce students to an adult learning environment including lectures, tutorials and workshops. The Certificate of University Preparation is an academically approved qualification that covers skills such as note-taking, research, essay writing, time management and critical thinking.

For more information, see: [University of Waikato College](#).

International Diploma (Business) and International Diploma (Computer Science)

The International Diplomas provide pathways for international students into the second year of some degrees. The International Diploma (Business) consists of the first year of the Bachelor of Business, with additional supporting papers in academic English and academic study skills. The International Diploma (Computer Science) provides a similar preparation that leads to the Bachelor of Science in two computing majors or the Bachelor of Computer Science.

Diploma in Postgraduate Preparation (Pre-masters)

This pre-masters programme prepares international students for postgraduate studies at the University of Waikato, providing entry into seven masters programmes in the Waikato Management School and the School of Computing and Mathematical Sciences.

International English Language Testing System (IELTS) Office

The College hosts one of the largest IELTS testing centres in New Zealand. for the Waikato region. IELTS is designed to assess the English language proficiency of candidates who need to study or work in English.

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

Further information about IELTS is available on the website: www.ielts.org.

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In this section

The Research & Enterprise Office

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

Research & Enterprise provides the following support services:

Project funding and contracting;

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

External research and commercialisation;

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

University processes;

- Ethics Committee secretariats
- PBRF support

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| Copyright & Legal Statement





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In this section

WaikatoLink

Consistent with the University's Strategy, Research Plan and Treaty of Waitangi Statement, WaikatoLink:

- matches University research teams with organisations who seek assistance in solving problems and developing commercially valuable intellectual property,
- invests in our researchers to deliver transformative research outcomes that deliver positive environmental, social and economic impact,
- increases resourcing for research and development from external sources, that enables the University to continuously improve research, teaching and service, and
- gives practical effect to the Treaty of Waitangi and promotes active recognition of 'mana' in its various capacities: Mana Māori Motuhake, Mana Mātauranga Māori, Mana Whare Wānanga, and Mana Tangata.

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

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

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| Copyright & Legal Statement



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In this section

Waikato Students' Union (WSU)

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

Student Support

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

Student Engagement

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

Student Advocacy

Whether it's tenancy, academic or hardship issues, the WSU provide a free, confidential, "no judgement" advocacy service to ensure students are aware of their rights, processes, and know that someone will always have their back. With a comprehensive list of support partners, including Community Law Waikato and Hamilton Budgeting Advisory Trust, WSU Student Advocacy ensures you get the best advice from the right people.

Student Voice

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

Student Experience

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

NEXUS

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

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

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About Us

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| Copyright & Legal Statement



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The University of Waikato Foundation - Te Pou Taunaki

The University of Waikato Foundation - Te Pou Taunaki - is an independent charitable trust, formed to support and fund the strategic objectives of the University.

The Foundation is the vehicle for philanthropy and through which the University receives donations and bequests. The Foundation is responsible for ensuring all funds donated to the University are managed, invested, and disbursed appropriately. Every single dollar raised goes directly towards helping students achieve their potential and to maximise the economic and social impact of the University. Funds may be for a particular and stated use, or for the University to determine best use for maximum impact. Specific areas for support include scholarships and student support, research, enhancing student spaces and learning facilities, and the Endowment Fund, which allows for the strategic investment of interest earned. Naming rights to University buildings and facilities are also managed by the Foundation.

For more information, visit the University of Waikato Foundation website: www.waikato.ac.nz/foundation

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About Us



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Alumni

The University of Waikato has more than 90,000 alumni – graduates of approved foundation, undergraduate, higher and/or postgraduate qualifications. This figure grows by more than 3000 new alumni each year after graduation ceremonies. All graduates of the University are welcomed as lifetime members of the Waikato Alumni family.

The University also welcomes to the Alumni and Friends community those who have an active interest in the University including former and current staff and Study Abroad and Exchange students.

Several benefits and resources are available to alumni, including free library membership and database access, careers and employment services, postgraduate study, and scholarships for further study. Alumni are encouraged to stay in touch to take advantage of valuable learning, relevant news and networking opportunities. Alumni are welcome and encouraged to give back to their University through volunteering, mentoring, knowledge-sharing and donations to the Foundation.

Visit the [alumni website](#) for more information

Distinguished Alumni Awards

In 2007, the University of Waikato launched the Distinguished Alumni Awards to celebrate Waikato graduates who have made outstanding contributions in their careers or communities. Visit the [alumni website](#) for more information.

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| Copyright & Legal Statement



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Environmental Research Institute (ERI)

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

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

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About Us

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| Copyright & Legal Statement



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

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

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

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

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

Much of this work involves staff from across the University where specific content knowledge is

provided by faculties, and coordination and professional practice input is provided by the IPL.

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

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The New Zealand Institute for Business Research (NZIBR)

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

NZIBR currently has three research units:

- Responsible and Sustainable Management
- Enterprise Innovation
- Leadership

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

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| Copyright & Legal Statement



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

The Institute is named for Sir Robert Te Kotahi Mahuta the founding Director of the Centre of Māori Studies research at the University of Waikato in 1972. Te Kotahi Research Institute will work with iwi, drawing on 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 whānau, and society.

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

The Institute aims to:

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

Translate knowledge into iwi, regional and national policy and practice outcomes

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

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Te Ngira: Institute for Population Research

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

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

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

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| Copyright & Legal Statement



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Te Puna Haumaru New Zealand Institute for Security and Crime Science

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

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

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

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In this section

Wilf Malcolm Institute of Educational Research (WMIER)

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

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

Each year the Institute hosts a number of international and national visitors who contribute to its intellectual life through collaboration with staff and students. National and local conferences, symposiums and seminars are organised by the Institute to inform the academic and professional communities of research undertaken, and to promote knowledge transfer and debate. The Institute is host to the following Centres/Units: Assessment Across the Years (ARAY) Unit, The Early Years Research Centre, the Waikato Engineering Education Research Unit, the Unit for Postgraduate Research, the Waikato Picturebook Research Unit and the Video-Visual Research Group.

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

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Ahuora Centre for Smart Energy Systems

Our vision is a net-zero-carbon industrial processing sector, *Ahuora*, enabled through new-levels of energy systems integration and adaptive digital twin technology.

We are actively engaged in research that endeavours to harness the full potential of energy using a holistic whole-of-problem approach. Examples include:

- Advanced process integration and optimisation
- Digital twin technology and Industry 4.0
- Clean bioenergy production and industrial symbiosis
- Integrated and novel thermodynamic cycles
- Macro-energy sector planning and integration

For more information, visit the website: <https://eng.waikato.ac.nz/research/energy>.

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| Copyright & Legal Statement



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Centre for Educational Leadership Research (ELRC)

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

For more information contact the Director, [Associate Professor Rachel McNae](#) on email: rachel.mcnae@waikato.ac.nz

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| Copyright & Legal Statement



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

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

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

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Student Life

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About Us

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

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

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

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Early Years Research Centre

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

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

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Student Life

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About Us

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| Copyright & Legal Statement



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International Centre for Terrestrial Antarctic Research (ICTAR)

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

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

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About Us

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| Copyright & Legal Statement





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Medical Research Centre

The Medical Research Centre is a joint initiative between the University of Waikato and Waikato District Health Board. We support clinical academics to answer research questions that are important to communities in the Waikato region and beyond. Through this research, we support improved health outcomes for patients and families.

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

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| Copyright & Legal Statement



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Māori and Indigenous Governance Centre: Te Mata Hautū Taketake

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

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

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Technology, Environmental, Mathematics and Science Education Research Centre (TEMS)

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

For more information contact the Director, [Associate Professor Chris Eames](#) on email: c.eames@waikato.ac.nz

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| Copyright & Legal Statement





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Waikato Artificial Intelligence Initiative (WAI)

The Waikato AI Initiative (WAI) undertakes multi-disciplinary *artificial intelligence* research across a range of applications. The main goals of the Waikato AI Initiative are:

- to make deployable machine learning technology available to the wider business and government communities so that they may benefit from the age of AI/Big Data
- to create scalable sustainable Machine Learning/Artificial Intelligence systems

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

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About Us

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Waikato Centre for Advanced Materials and Manufacturing (WaiCamm)

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

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

For more information, visit the website: <https://eng.waikato.ac.nz/research/WaiCamm>.

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Algal Biotechnology Group

Our applied research and development in marine and freshwater macroalgal biotechnologies focuses on:

1. Diversification of species for aquaculture;
2. Improvement of water quality in aquatic systems using macroalgal bioremediation technologies; and,
3. Development of innovative macroalgal bioproducts.

Collaborating with industry, academia, independent science organisations, and Crown Research Institutes, we aim to deliver sustainable enterprises that can move quickly from pilot demonstration to commercial scale.

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

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Assessment Research Across the Years (ARAY)

Members of the Assessment Research Across the Years (ARAY) Unit undertake research into the nature and implications of assessment for students, teachers, families and whanau in early childhood settings, primary and secondary schools and tertiary/university contexts.

Our research is underpinned by a commitment to equity, improvement and social justice and our intention is to contribute to theory, policy and practice.

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

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Beijing Union University China-New Zealand Tourism Research Unit

The objectives of the Research Unit;

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

For more information visit the website: <https://www.nzchinatourism.com>

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Canadian-New Zealand Study Unit (CNZSU)

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

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

For more information contact [Associate Professor Robert Joseph](#) on email: rjoseph@waikato.ac.nz

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Coastal Marine Group (CMG)

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

For more information visit the Coastal Marine Group [Facebook](#) or [Instagram](#) pages.

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Cyber Security Research Group (CROW)

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

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

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Design Research Group (DRG)

Research in computer graphic design is focused on visual communication and interactivity. Central to all investigations are considerations of the user and the experiences of their engagement with both the message and the media. The research encompasses interface and information design for children and adults across a range of digital and traditional media. Typography use and development is explored as well as advanced media experimentation and installation.

For more information, visit: <https://www.cs.waikato.ac.nz/design/research-computer-graphic-design/research-groups>.

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Digital Library Group

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

For more information, visit the website: www.nzdl.org

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Energy Informatics Group

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

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

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Enterprise Innovation Unit

UEI has two overarching objectives:

- To create and disseminate research-based knowledge in the area of innovation that influences education, practice and policy within New Zealand and the rest of the world.
- To apply the knowledge and expertise to engage with business, government and society, and to contribute and promote innovative approaches to address socio-economic opportunities and challenges within New Zealand and the rest of the world.

For more information, visit the website: <https://www.waikato.ac.nz/nzibr/about-us/unit-for-responsible-and-sustainable-management/unit-for-enterprise-innovation>.

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Formal Methods Group

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

For more information visit the website: www.cs.waikato.ac.nz/research/fm/ .

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Human-Computer Interaction Group

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

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

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Information Systems and Databases Group

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

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

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Lake Ecosystem Research New Zealand (LERNZ)

The LERNZ group aims to provide new tools for monitoring, management and assessment in lakes and their catchments, to identify and remediate threats to lake ecosystems, and to communicate research findings to stakeholders.

For more information visit the website: <https://www.lernz.co.nz/>.

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Leadership Unit

Through innovative research, the Leadership Unit will disseminate leading edge practices in order to enable leaders to positively influence self, others and their organisations.

For more information, visit: <https://www.waikato.ac.nz/nzibr/about-us/unit-for-responsible-and-sustainable-management/leadership-unit>.

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Machine Learning Group

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

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

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Māori and Psychology Research Unit (MPRU)

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

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

For more information, visit the website: <https://www.waikato.ac.nz/fass/research/centres-units/mpru>.

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

The Oceania Researchers in Cloud and Adaptive-Systems (ORCA) lab is passionate about engineering performant, reliable and highly functional systems. To these ends, ORCA leverage Self-Adaptation and Self-Organisation to solve real-world problems. As the world becomes more intertwined with technology, Clouds, Language Runtimes, and Embedded Systems play an increasingly prominent role in our society. It is the mission of ORCA to foster multidisciplinary collaboration, mentor outstanding students, publish high-quality research and outreach to industrial partners.

Further details on the group can be found at: <https://cms.its.waikato.ac.nz/orca>.

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Responsible and Sustainable Management Unit

Our mission is to initiate and facilitate research related to responsible and sustainable management by working with Waikato Management School faculty, and across disciplines with other relevant University of Waikato faculty and external organisations. We aim to generate cross-disciplinary research collaboration as well as dialogue with experts, professionals and policy makers within New Zealand and beyond. In doing so, we aim to help create new ways of understanding that transcends traditional research and practitioner boundaries that can work to address complex national and international sustainability issues.

For more information visit: <https://www.waikato.ac.nz/nzibr/about-us/unit-for-responsible-and-sustainable-management/unit-for-responsible-and-sustainable-management>.

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Thermophile and Microbial Biochemistry and Biotechnology Unit (TMBBU)

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

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Transport Research Group (TRG)

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

- Transport fosters a strong and sustainable economy;
- Transport can be maintained in a way that supports healthy environments;
- Drivers might respond to changes in vehicle technology; and
- Research findings might inform decision-making in government and industry.

We explore a wide range of different questions in our studies, such as:

- What are public perceptions of connected and autonomous vehicle technologies?
- What policy issues are barriers to more widespread uptake of electric vehicles?
- What are the differences between the ways engineers and the road-using public understand risk?
- How does infrastructure investment in ports contribute to economic development and welfare?
- How can in-vehicle cyber-security help people to access more of their own information about their mobility?

For more information, visit the website: <https://www.waikato.ac.nz/transport-research/>.

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Unit for Postgraduate Education Research (UPER)

For more information visit the website: <https://www.waikato.ac.nz/wmier/doctoral-education-research>.

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Visual-video Research Interest Group

The visual-video research interest group is a pan-university group of scholars and emerging researchers, who have an active interest in fostering and promoting visual or video research methodologies and practice. We draw from a range of multimodal techniques including video, film, drawings, photography, storytelling, simulations, infographics and portraits to generate data and as analytic tools for understanding various phenomena.

For more information visit: <https://www.waikato.ac.nz/wmier/Visual-video-research-interest-group>.

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Waikato Applied Statistics Unit

The Waikato Applied Statistics Unit is attached to the Department of Mathematics and Statistics in the Faculty of Computing and Mathematical Sciences and serves to foster the development and effective use of statistical methods in research and industry. It carries out applied research, contributes to courses in applied statistics and supplies advice to University and external clients. A number of the Unit's activities in consulting, research and teaching are carried out in co-operation with local applied statisticians outside the University.

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Waikato Biogeochemistry and Ecohydrology Research (WaiBER)

WaiBER researchers collaborate closely on a variety of projects covering soil quality, carbon exchange and budgets in pastures and wetlands, and nitrogen removal from agricultural ecosystems.

For more information, visit the website: <https://waiber.com/>.

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Waikato Engineering Education Research Unit (EERU)

The Waikato Engineering Education Research Unit has the objective of improving learning outcomes for engineering students. Its members come from the Division of Health, Engineering, Computing and Science and the Division of Education. Collaborative research projects carried out by members of the Unit are designed to develop insights and expertise for curriculum innovation and teaching in engineering education.

The unit is co-chaired by [Associate Professor Wendy Fox-Turnbull](#), Division of Education on email: wfoxturn@waikato.ac.nz and Dr Maryam Moridnejad on email: maryam.moridnejad@wintec.ac.nz

For more information, visit the website: <https://www.waikato.ac.nz/wmier/engineering-education-research/>.

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Waikato Environmental Geochemistry Group (WEG)

The Waikato Environmental Geochemistry Group (WEG) researches systems (caves, soils, groundwater, lakes, rivers and coasts), employing a range of geochemical techniques in combination with interdisciplinary approaches.

They have produced several new technical solutions to improve environmental sampling, including the [Syp™ autosampler](#) with [Waikato Link's Waikato Scientific Instruments](#), and the Geological Microclimate System (GeoMic).

For more information, contact [Associate Professor Adam Hartland](#) on email: adam.hartland@waikato.ac.nz.

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Waikato Experimental Economics Lab (WEEL)

WEEL is a state-of-the-art research facility located within Waikato Management School's Economics department at the University of Waikato. The laboratory is used by behavioural researchers in order to study a wide range of social science topics including social dilemmas, financial markets, decision-making under uncertainty, coordination and strategic interaction.

For more information visit the website: <https://www.management.ac.nz/research/wms-research-centres/waikato-experimental-economics-lab>.

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Waikato Gender Research Network (WGRN)

The Waikato Gender Research Network is a cross-discipline collective of staff and students within the University of Waikato who have shared research interests in gender related issues. We have members from a range of programmes, divisions, departments, schools and faculties. What unites us is a commitment to considering issues such as gender, sexuality, race, class, identities, feminism, difference, exclusion, and social justice.

The group, through meetings, workshops, seminars and other events, aims to provide opportunities and support for those undertaking projects concerned with these issues.

For more information, visit the website: <https://www.waikato.ac.nz/wgrn/>.

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Waikato Picturebook Research Unit (WPRU)

The Waikato Picturebook Research Unit has the prime objective of researching and analysing the picturebook form and exploring its pedagogical potentials.

For more information visit the website: <https://www.waikato.ac.nz/wmier/waipru>.

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Waikato Public Law & Policy Research Unit

Te Piringa – Faculty of Law at the University of Waikato has an established tradition of outstanding scholarship in Public Law and Policy as demonstrated by the contributions of the Faculty’s founding Dean, Professor Margaret Wilson, and Professor Sir Grant Hammond. Today a significant number of Faculty members continue to have research interests in these fields focused on the Faculty’s founding principles of professionalism, biculturalism, and the study of law in context. Current work in the Faculty covers a wide range of common law jurisdictions, in addition to New Zealand and Pacific Island states, and extends from constitutional and administrative law and theory to giving effect to the principles of the Treaty of Waitangi and Māori and Indigenous governance. The Public Law & Policy Research Unit promotes the widest conception of Public Law and Policy, encompassing administrative law, charity and the regulation of civil society, constitutional law, criminal law and justice, and international law. It was established to fill a clear gap in the interrogation of these policy research areas in an integrated and holistic way.

For more information visit the website: <https://www.waikato.ac.nz/law/research/waikato-public-law-and-policy-research-unit>.

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Waikato Radiocarbon Dating Laboratory

The Waikato Radiocarbon Dating Laboratory is a national radiocarbon research facility undertaking both Accelerator Mass Spectrometry Dating (AMS) and standard radiometric radiocarbon dating. For more than 30 years we have been providing radiocarbon assays for scientists and researchers from around the world and have been at the forefront of ground-breaking research into the technique and its application. Staff in the unit are actively involved in palaeoclimate and archaeological research and have a leading role in international calibration programmes. The facilities of the Waikato Radiocarbon Dating Laboratory are also available for external contract work.

For more information visit the website: <http://www.radiocarbondating.com/>.

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| Copyright & Legal Statement





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Waikato Research Centre for Resilient Infrastructure and Sustainable Construction (WaiRISC)

Our mission is to advance science and technology in the design, operation and maintenance of the built environment in Aotearoa. Our research enables science-based decision-making in the context of community resilience and sustainability.

For more information, visit the website: <https://eng.waikato.ac.nz/research/WaiRISC>.

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Student Life

Research

Industry

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About Us

The University of Waikato Te Whare Wānanga o Waikato | Site Feedback & Requests
| Copyright & Legal Statement



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Waikato Robotics, Automation and Sensing Group (WaiRAS)

WaiRAS is a group of researchers with skills spanning artificial intelligence, machine learning, computer vision, time-of-flight sensing, non-destructive testing, control, and bespoke hardware development.

Our Vision is to be the most reputable and respected research organisation in Robotics, Automation and Sensing technologies in the Waikato region.

For more information visit the website: <https://eng.waikato.ac.nz/research/WaiRAS>.

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Study

Student Life

Research

Industry

International

About Us

The University of Waikato Te Whare Wānanga o Waikato | Site Feedback & Requests
| Copyright & Legal Statement





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Water and Resilience Research Group

Our mission is to develop sustainable and resilient water systems that enable clean water for communities, businesses and industry.

For more information, go to: <https://eng.waikato.ac.nz/research/water-and-resilience>.

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Study

Student Life

Research

Industry

International

About Us

The University of Waikato Te Whare Wānanga o Waikato | Site Feedback & Requests
| Copyright & Legal Statement



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Analytical Chemistry Services

The Division of Health, Engineering, Computing and Science (HECS) offers a variety of analytical chemistry services to external agencies. Facilities include: atomic absorption, infrared, ultra-violet, fluorescence, Raman and nuclear magnetic resonance (NMR) spectroscopy for both solution and solid-state including multi nuclear NMR; differential scanning calorimetry, particle sizing, and X-ray powder and single crystal diffraction. Gas chromatography with FID detection (GC-FID) and with mass spectrometric detection (GC-MS) and high performance liquid chromatography (HPLC) and ion chromatography are available as is an FTIR microscope. Further mass spectrometry options are available through the Waikato Mass Spectrometry Facility and natural abundance stable isotope and radiocarbon facilities are available within the School of Science and the School of Engineering (see below). The School of Science also has equipment and expertise for sampling, analysis and geochemical/environmental interpretation of waters and sediments. A custom solution preparation service is offered.

For more information, visit the [Commercial Services](#) website.

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Study

Student Life

Research

Industry

International

About Us

The University of Waikato Te Whare Wānanga o Waikato | [Site Feedback & Requests](#)
| [Copyright & Legal Statement](#)





In this section

Waikato Mass Spectrometry Facility

This facility is part of the School of Science within the Division of Health, Engineering, Computing, and Science. A range of mass spectrometry services is available to staff and students as well as to external institutions and industrial clients; these include High Resolution ToF MS, ICP-MS (with liquid or laser ablation sample introduction) and GC-MS.

For more information, visit the [Commercial Services](#) website.

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Study

Student Life

Research

Industry

International

About Us

The University of Waikato Te Whare Wānanga o Waikato | Site Feedback & Requests
| Copyright & Legal Statement





In this section

Waikato Radiocarbon Dating Laboratory

The Waikato Radiocarbon Dating Laboratory is a national facility, undertaking accelerator mass spectrometry (AMS) radiocarbon dating. The Laboratory is funded by external commercial dating services and research grants, and supports the School of Science/Division of Health, Engineering, Computing and Science (HECS) research programmes.

For more information, visit the [Waikato Radiocarbon Dating Laboratory](#) website.

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In New Zealand
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International
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Study

Student Life

Research

Industry

International

About Us

The University of Waikato Te Whare Wānanga o Waikato | Site Feedback & Requests
| Copyright & Legal Statement





Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Vice-Chancellor's Office

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

On this page:

[Departments](#)

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Deputy Vice-Chancellor

Professor Douglas Sutton BA(Hons) MA PhD Otago

Head of Corporate Services

Raymond McNickle BCom Auck CA

Pro Vice-Chancellor (Māori)

Professor Tamati Reedy BA MA Auck MA PhD Hawaii (until 30 June 2007)

Professor Linda Smith BA MA PhD Auck (from 1 July 2007)

Head of the Vice-Chancellor's Department

Helen Pridmore BA Otago MA Cant PDL D USP

Departments

[Alumni Office](#)
[Foundation Studies Centre](#)
[International](#)
[International Global Change Institute](#)
[Language Institute Research Office](#)
[Teaching and Learning Development Unit](#)
[Te Mātāhauariki Research Institute](#)
[University of Waikato Foundation](#)
[University of Waikato at Tauranga](#)
[WEL Energy Trust Academy of Performing Arts](#)

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 04:06:16 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/vcoffice/index.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Faculty of Arts and Social Sciences

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

On this page:

[Departments](#)

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Mark Houlahan BA MA Auck PhD Tor

Associate Dean (International)

Dov Bing BA HebrewUniversityJerusalem PhD Auck FRAS

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Lex Chalmers BA MA Auck PhD Brist

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[Humanities](#)
[General and Applied Linguistics](#)
[Geography, Tourism and Environmental Planning](#)
[History](#)
[Music](#)
[Philosophy and Religious Studies](#)
[Political Science and Public Policy](#)
[Population Studies Centre](#)
[Psychology](#)
[Screen and Media Studies](#)
[Societies and Cultures](#)

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 04:06:20 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/fass/index.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#)

[Site Index](#) | [Text Only](#)

You are currently viewing the archived 2007 Calendar

School of Computing and Mathematical Sciences

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

On this page:
[Departments](#)

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Hazel Leslie

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[Statistics](#)

[Waikato Centre for Applied Statistics](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)



The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 04:06:25 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/scms/index.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

School of Education

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

On this page:

[Departments](#)

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Assistant Dean (Teacher Education)

Brian Prestidge BA MA Cant DipT JP

Assistant Dean (Internationalisation)

John Lockley BSc MSc Waikato DipT

Associate Dean (Organisation)

John S. Graham BA MA Auck DipT

Te Kaiurungi

Fred K. Kana BA MA Waikato DipBiEd HDipT

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Melinda Ormond

Academic Manager

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[Arts and Language Education](#)
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[Professional Studies in Education](#)
[Sport and Leisure Studies](#)
[Centre for Continuing Education](#)
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[Wilf Malcolm Institute of Educational Research](#)
[Services for Teachers in Schools](#)
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[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 04:06:29 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/soe/index.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

School of Law

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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Leah Whiu BSc DipTchg Auck LLB(Hons) LLM Waikato

Associate Dean Postgraduate/Research

Nan Seuffert BA Virginia JD Boston LLM Well LLM Columbia

Associate Dean Resources

Ken Mackinnon MA LLB Camb LLM Aberd MEdAdmin UNE

Associate Dean Undergraduate

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Jacquelin Mackinnon LLB Aberd PGCertTT Waikato

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Barry Barton BA LLB(Hons) Auck LLM BrCol

Alex Frame LLD Well

Al Gillespie LLB LLM Auck PhD Nott

Michael Hahn LLM Michigan Dr.iur.utr Heidelberg

Peter Spiller BA LLB PhD Natal LLM MPhil Camb PhD Cant PGCertTT Waikato

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Ken Mackinnon MA LLB Camb LLM Aberd MEdAdmin UNE

Nan Seuffert BA Virginia JD Boston LLM Well LLM Columbia

Senior Lecturers

Les Arthur BA Waikato LLB MComLaw Auck

Claire Breen BCL NUI LLM PhD Nott

Craig Coxhead BSocSc LLB(Hons) LLM Waikato

Radha D'Souza BA LLB Bom PhD Auck

Trevor Daya-Winterbottom BA CNA A MA DeMont FRSA

Matiu Dickson BA LLB DipTchg Auck LLM Waikato

Anna Kingsbury BA Auck LLB MLIS Well LLM Melb LLM NYU

Jacquelin Mackinnon LLB Aberd PGCertTT Waikato

Joel Manyam LLB Cant DipEd USP

Brenda Midson BA LLB MJur Waikato

Gay Morgan BA Colorado LLM Yale JD SanDiego

Wayne Rumbles BA LLB LLM Waikato

Linda Te Aho LLB Auck LLM Waikato

Leah Whiu BSc DipTchg Auck LLB(Hons) LLM Waikato

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Sue Tappenden LLB(Hons) CNA A LLM London

Doug Tennent BA Massey LLB LLM Waikato

Assistant Lecturer

Huia Woods BA LLB LLM Waikato

Senior Tutor
Christina ter Haar BA LLB Otago LLM Waikato

Manager - Academic/Students
Beverly Taylor LLB(Hons) Waikato MComLaw Auck

Manager - Finance/Resources
Brenda Markham BA Waikato

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Paul Hunt MA Camb MJur Waikato
Hon Margaret Wilson LLB(Hons) MJur Auck HonD Waikato

Honorary Lecturers
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Gerald D.G. Bailey QSO LLB Cant HonD Waikato
Christine Grice LLB(Hons) Cant CNZM
Judge Stephanie Milroy LLB Auck LLM Waikato
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David Bates LLB Well
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& [REQUESTS](#)

 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 04:06:34 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/law.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Waikato Management School

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

On this page:

[Departments](#)

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Neil Richardson MCom NSW JD SouthernIllinois

Adjunct Professor Sustainable Enterprise

Kevin Roberts HonD Waikato

Academic Manager/Accreditation Manager

Rachel Williams DipComm Waikato

Director, Business Services

Dorothy Wales BSocSc MSocSc Waikato DipGuidCouns Massey

Executive Director, Research

Professor Delwyn N. Clark BSc Auck BMS DPhil Waikato

Executive Director, Information Technology

John Creek BSc Lond DipCompSc Waikato

Executive Director, Public Relations and Marketing

Sarah Knox BMS(Hons) Waikato MSc Bath APR

Executive Director, Academic

John Tressler BEc(Hons) JamesCook PhD Missouri

Executive Director, International

Associate Professor E. Weymes BSc(Hons) Leic PhD Cran

Assistant Dean, Academic Staffing

Professor Ted Zorn BA Charleston MA PhD Kentucky

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Pam Bird GradDipComm MBA Waikato

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[Accounting](#)
[Economics](#)
[Finance](#)
[Management Communication](#)
[Management Systems](#)
[Marketing](#)
[Strategy and Human Resource Management](#)
[Tourism and Hospitality Management](#)
[Centre for Corporate and Executive Education](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 04:06:38 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/wms/index.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Te Pua Wānanga ki te Ao School of Māori and Pacific Development

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

On this page:
[Departments](#)

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Pro Dean (Academic)
Haupai Puke MA(Hons) Auck DipT

Academic Programmes Manager
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Departments

[Centre for Research and Development](#)

[Te Aka Reo](#)

[Te Aka Tikanga](#)

[Te Tīmatanga Hou](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 04:06:42 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/smpd/index.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

School of Science and Engineering

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

On this page:

[Departments](#)

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Associate Dean (Research)

P.J.J. Kamp BSc MSc PhD Waikato

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Departments

[Biological Sciences](#)
[Chemistry](#)
[Earth Sciences](#)
[Engineering](#)
[Antarctic Research Unit](#)
[Carbon Dating Unit](#)
[Centre for Biodiversity and Ecology Research](#)
[Centre for Research in Animal Biology](#)
[Centre for Science and Technology Education Research](#)
[Cooperative Education Unit](#)
[Honey Research Unit](#)
[Thermophile and Microbial Biochemistry and Biotechnology Unit](#)
[Waikato Stable Isotope Unit](#)
[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)
[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 04:06:47 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/sst/index.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#)

[Site Index](#) | [Text Only](#)

You are currently viewing the archived 2007 Calendar

Corporate Services

Contents

On this page:

[Departments](#)

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

Departments

[Facilities Management Division](#)

[Financial Services Division](#)

[Information and Technology Services](#)

[Library](#)

[Management Information Unit](#)

[Public Relations and Marketing](#)

[Risk Assurance](#)

[Student and Academic Services Division](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 04:06:51 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/corp/index.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Human Resource Management Division

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

Director
Carole Gunn BA(Hons) MA Sus

HR Manager
Kathy Crawford

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

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Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Bachelors Degrees](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Arts (BA)

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

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 or specified programme.
 - (a) *Faculty of Arts and Social Sciences majors*
 - American Studies
 - Anthropology
 - Asian Studies
 - Chinese
 - Education Studies
 - English
 - French
 - Geography
 - German
 - History
 - Japanese
 - Linguistics
 - Mathematics
 - Music
 - New Zealand Studies/Akoranga Aotearoa
 - Philosophy
 - Political Science
 - Psychology
 - Religious Studies
 - Screen and Media Studies
 - Spanish
 - Theatre Studies
 - (b) *School of Māori and Pacific Development majors*
 - Māori and Pacific Development
 - Te Reo Māori/Māori Language
 - Tikanga Māori/Māori Cultural Studies
 - (c) *School of Māori and Pacific Development specified programme*
 - Te Tohu Paetahi
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. 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 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 specified programme or second major. In these cases the requirements of a supporting subject are 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 comprises all of the majors listed in section 6 of these regulations as well as English as a Second Language 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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& [REQUESTS](#)



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Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Bachelors Degrees](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Business Analysis - Financial (BBA(Fin))

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

1. The *Personal Programmes of Study Regulations* apply in these regulations.
 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 and in writing, as prescribed in the Waikato Management School Student Handbook.
 8. Candidates must complete the requirements of the field, Financial Analysis, and a major.
 - (a) *Majors*
 - Accounting
 - Economics
 - Finance
 9. To complete the requirements of the field, Financial Analysis, candidates must complete the compulsory papers prescribed for the 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.1
 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 towards a first major in Economics and FINA201 towards a major in Accounting or Finance.*

Appendix A

ACCT101 Accounting for Management
ECON100 Business Economics and the New Zealand Economy
ECON200 Macroeconomics and the Global Economy
FINA201 Introduction to Finance
HRMG241 Organisational Behaviour
MCOM200 Management Communication
MKTG151 Introduction to Marketing and International Management
MNGT221 Business Law, Ethics and the Treaty of Waitangi
MSYS111 Information Systems and Supply Chain Management
STMG191 Introduction to Management
STMG391 Strategic Management

Appendix B

Compulsory Papers for the field Financial Analysis

ACCT101 Accounting for Management
ECON100 Business Economics and the New Zealand Economy
ECON200 Macroeconomics and the Global Economy
FINA201 Introduction to Finance
MATH166 Management Mathematics
MSYS111 Information Systems and Supply Chain Management
STAT160 Management Statistics
STMG191 Introduction to Management

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& [REQUESTS](#)

 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 04:07:05 2023
URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/bachelor/bbafin.html>
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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Bachelors Degrees](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Communication Studies (BCS)

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

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 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 complete the requirements of a major.
 - (a) *Faculty of Arts and Social Sciences majors*
 - English Studies
 - Linguistics
 - Media Studies
 - (b) *Waikato Management School majors*
 - Management Communication
 - Marketing
 - Public Relations
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 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 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 the papers listed 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 vary or waive these regulations in individual cases.

Appendix Compulsory Papers

LING132 The Use of Language

MCOM102 Communication and Cyberspace

MCOM133 Introduction to Corporate Communication

MCOM220 Communication Theory 1
SMST102 The Media and Society 1
SMST120 The Creative Industries
TIKA121 Communication in Aotearoa New Zealand

Note:

1. Students taking a second major within the BCS may credit MCOM220 towards any of the majors listed in section 7 of these regulations.

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 [BACK TO TOP](#)

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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Bachelors Degrees](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Computer Graphic Design (BCGD)

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

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 Wanganui UCOL 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 Wanganui UCOL School of Design papers.

Admission

3. Candidates for the Degree must have
 - (a) qualified for admission to the University of Waikato and the Wanganui UCOL 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 School of Computing and Mathematical Sciences of the University of Waikato and the Wanganui UCOL 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.

[2018 Calendar](#)

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[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

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Page Generated: Tue Nov 21 04:07:14 2023

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Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Bachelors Degrees](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Computing and Mathematical Sciences (BCMS)

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

1. The *Personal Programmes of Study Regulations* apply in these regulations.
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. The normal minimum period of enrolment for completion of the Degree is four years.
4. Candidates must enrol in the School 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.
 - (a) *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 School 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.
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.

Variations

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[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
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Page Generated: Tue Nov 21 04:07:18 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/bachelor/bcms.html>

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SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Bachelors Degrees](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons))

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

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 School 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 School 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.
 - (a) *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 a 45 point Report of an Investigation at 500 level.
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 School 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 School 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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& [REQUESTS](#)

 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 04:07:22 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/bachelor/bcmshons.html>

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Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Bachelors Degrees](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Electronic Commerce (BECOM)

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

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 and in writing, as prescribed in the Waikato Management School Student Handbook.
8. Candidates must complete the requirements of a major.
 - (a) *Majors*
 - Accounting
 - Economics
 - Electronic Commerce Technology
 - Entrepreneurship and Innovation
 - Finance
 - Information Systems Management
 - Marketing and Communication
 - 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.
Variations
10. The Dean or delegated authority may vary or waive these regulations in individual cases.

Appendix Compulsory Papers

ACCT324	Legal Issues in E-Commerce
COMP153	Practical Programming
COMP219	Database Practice and Experience
FINA202	Electronic Finance
MCOM102	Communication and Cyberspace
MKTG151	Introduction to Marketing and International Management
MSYS111	Information Systems and Supply Chain Management
MSYS121	The World of Electronic Commerce
MSYS212	Information Technology in Organisations
MSYS319	Electronic Commerce Field Project
STMG191	Introduction to Management
STMG346	Electronic Commerce: Competing on the Edge

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 04:07:26 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/bachelor/becom.html>

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Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Bachelors Degrees](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Engineering (BE)

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

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 School of Computing and Mathematical Sciences or the School 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) *School of Computing and Mathematical Sciences specified programme*
Software Engineering
 - (b) *School of Science and Engineering specified programmes*
Biochemical Engineering
Electronic Engineering
Engineering Science¹
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 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.
Variations
9. The Dean of Computing and Mathematical Sciences and the Dean of Science and Engineering may waive 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.²
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 Computing and Mathematical Sciences and the Dean 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 2007.
2. The waiver of degree requirements is specific to the Bachelor of Engineering and would not be transferable to any other University of Waikato qualification, except the Bachelor of Engineering with Honours in cases where a candidate is

subsequently accepted for admission into the honours degree.

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& [REQUESTS](#)

 [BACK TO TOP](#)

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Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Bachelors Degrees](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Engineering with Honours (BE(Hons))

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

1. The *Personal Programmes of Study Regulations* apply in these regulations.
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 School of Computing and Mathematical Sciences or the School 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) *School of Computing and Mathematical Sciences specified programme*
Software Engineering
 - (b) *School of Science and Engineering specified programmes*
Biochemical Engineering
Electronic Engineering
Engineering Science¹
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 School of Computing and Mathematical Sciences or School 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 2007.*

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& [REQUESTS](#)

 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

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Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Bachelors Degrees](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Laws (LLB)

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

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 School 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
 - (b) LAWS106 Legal Systems and Societies
LAWS107 Constitutional Law
 - (c) 60 points at 100 level in subjects other than Law, including 30 points at 100 level in a single subject from outside the School of Law.
 - 6.2 Law 2
 - (a) LAWS203 Jurisprudence
LAWS204 Contracts
LAWS206 Administrative Law
LAWS207 Torts
 - (b) 40 points above 100 level in a subject from outside the School of Law.
 - 6.3 Law 3
 - (a) LAWS301 Crimes
LAWS305 Corporate Entities or LAWS426 Commercial Transactions
LAWS306 Dispute Resolution
LAWS307 Land Law
LAWS308 Equity and Succession
 - (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 or specified programme 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 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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 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
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URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/bachelor/llb.html>
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Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Bachelors Degrees](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Laws with Honours (LLB(Hons))

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

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 School 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
 - (b) LAWS106 Legal Systems and Societies
LAWS107 Constitutional Law
 - (c) 60 points at 100 level in subjects other than Law, including 30 points at 100 level in a single subject from outside the School of Law.
 - 9.2 Law 2
 - (a) LAWS203 Jurisprudence
LAWS204 Contracts
LAWS206 Administrative Law
LAWS207 Torts
 - (b) 40 points above 100 level in a subject from outside the School of Law.
 - 9.3 Law 3
 - (a) LAWS301 Crimes
LAWS305 Corporate Entities or LAWS426 Commercial Transactions
LAWS306 Dispute Resolution
LAWS307 Land Law
LAWS308 Equity and Succession
 - (b) 20 points at 400 level in Law.
 - 9.4 Law 4
120 points at 400 level
 - 9.5 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 or specified

programme 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 School 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 School 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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The University of Waikato - Te Whare Wananga o Waikato

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URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/bachelor/llbhons.html>

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Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Bachelors Degrees](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Liberal Studies (BLibS)

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

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 a Faculty or School of Studies and follow an approved programme of study.
5. Candidates must enrol in the Faculty or School of Studies administering the largest number of papers selected toward the Degree.
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 gain 60 points above 200 level in one subject or 40 points above 200 level in each of two subjects.
8. Candidates must include papers from at least four different subjects across more than one Faculty or School of Studies.
Variations
9. The Dean or delegated authority may vary or waive these regulations in individual cases.

Note:

1. *There will be no new intake into this qualification in 2007.*

[2018 Calendar](#)

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 04:07:47 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/bachelor/blibs.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Bachelors Degrees](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Management Studies (BMS)

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

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 and in writing, as prescribed in the Waikato Management School Student Handbook.
8. Candidates must complete the requirements of a major or interdisciplinary programme.
 - (a) *Majors*
 - Accounting
 - Economics
 - Finance
 - Human Resource Management
 - Information Systems Management
 - International Management
 - Management Communication
 - Manufacturing Management
 - Marketing
 - Public Relations
 - Strategic Management
 - Supply Chain Management
 - Tourism Management
 - (b) *Interdisciplinary programmes*
 - International Management
 - Leisure Management¹
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. To complete the requirements of an interdisciplinary programme, candidates must pass the papers prescribed for that programme in the relevant subject entry in the Waikato Management School Student Handbook.
11. Candidates may complete a second major in any undergraduate major.
12. 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.²

(b) outside the Waikato Management School, candidates must satisfy the requirements prescribed for that major in the University of Waikato Calendar.

13. Candidates may take up to 120 points from outside the field of the Degree.

14. The field of the Degree comprises all of the majors listed in section 8 of these regulations as well as the papers listed 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 vary or waive these regulations in individual cases.

Notes:

1. *There will be no new intake into this programme in 2007.*

2. *Students taking a second major within the BMS may credit MNGT221 towards their second major.*

Appendix

Compulsory Papers

ACCT101 Accounting for Management

ECON100 Business Economics and the New Zealand Economy

ECON200 Macroeconomics and the Global Economy

FINA201 Finance

HRMG241 Organisational Behaviour

MCOM200 Management Communication

MKTG151 Introduction to Marketing and International Management

MNGT221 Business Law, Ethics and the Treaty of Waitangi

MSYS111 Information Systems and Supply Chain Management

STAT160 Management Statistics

STMG191 Introduction to Management

STMG391 Strategic Management

xxxx499 Report of an Investigation

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The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 04:07:51 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/bachelor/bms.html>

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Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Bachelors Degrees](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Management Studies with Honours (BMS(Hons))

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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 and in writing, as prescribed in the Waikato Management School Student Handbook.
9. Candidates must complete the requirements of a major or interdisciplinary programme.

(a) *Majors*

Accounting
Economics
Finance
Human Resource Management
Information Systems Management
International Management
Management Communication
Manufacturing Management
Marketing
Public Relations
Strategic Management
Supply Chain Management
Tourism Management

(b) *Interdisciplinary programmes*

International Management
Leisure Management¹

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. To complete the requirements of an interdisciplinary programme, candidates

- must pass the papers prescribed for that programme in the relevant subject entry in the Waikato Management School Student Handbook.
12. Candidates must gain 120 points at 500 level in one or two of the subjects listed as majors for the Degree in section 9(a) of these regulations, including at least 30 points at 500 level in any of the candidate's BMS major(s).
 13. Alternatively, and subject to the approval of the Dean, candidates may be permitted to satisfy these requirements within an interdisciplinary programme, listed in section 9(b) of these regulations.
 14. The 500 level points referred to in section 12 of these regulations must be passed within two consecutive years.
 15. Candidates may complete a second major in any undergraduate major.
 16. 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.²
 - (b) outside the Waikato Management School, candidates must satisfy the requirements prescribed for that major in the University of Waikato Calendar.
 17. Candidates may take up to 120 points from outside the field of the Degree.
 18. 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.

Award of Honours

19. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division).
20. If awarded, the level of honours will be determined on the basis of candidates' grades in 500 level papers.
21. Candidates who do not meet the standard required for the award of honours may, on the recommendation of the Waikato Management School Board of Examiners, be awarded the degree of Bachelor of Management Studies.

Variations

22. The 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 2007.*
2. *Students taking a second major within the BMS may credit MNGT221 towards their second major.*

Appendix

Compulsory Papers

ACCT101 Accounting for Management
ECON100 Business Economics and the New Zealand Economy
ECON200 Macroeconomics and the Global Economy
FINA201 Finance
HRMG241 Organisational Behaviour
MCOM200 Management Communication
MKTG151 Introduction to Marketing and International Management
MNGT221 Business Law, Ethics and the Treaty of Waitangi
MSYS111 Information Systems and Supply Chain Management
STAT160 Management Statistics
STMG191 Introduction to Management
STMG391 Strategic Management
xxxx499 Report of an Investigation

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The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 04:07:56 2023
URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/bachelor/bmshons.html>
This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Bachelors Degrees](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Māori and Pacific Development (BMPD)

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

1. The *Personal Programmes of Study Regulations* apply in these regulations.
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. 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 or specified programme.
 - (a) *Majors*
 - Māori and Pacific Development
 - Te Reo Māori/Māori Language
 - Tikanga Māori/Māori Cultural Studies
 - (b) *Specified programme*
 - Te Tohu Paetahi
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. 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 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 specified programme or second major. In these cases the requirements of a supporting subject are satisfied within the overall programme requirements.
10. 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.
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 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 6 of these regulations.
15. 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

16. The Dean or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.

17. The Dean or delegated authority may vary or waive these regulations in individual cases.

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 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 04:08:00 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/bachelor/bmpd.html>

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Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Bachelors Degrees](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Music (BMus)

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

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.
 - (a) *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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[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

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URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/bachelor/bmus.html>
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Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Bachelors Degrees](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Science (BSc)

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

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 Computing and Mathematical Sciences or the School 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 or specified programme.
 - (a) *School of Computing and Mathematical Sciences majors*
 - Computer Science
 - Mathematics
 - Statistics
 - (b) *School of Science and Engineering majors*
 - Biological Sciences
 - Chemistry
 - Earth Sciences
 - Electronics
 - Materials and Process Engineering
 - Physics
 - Psychology
 - (c) *School of Science and Engineering specified programmes*
 - Animal Behaviour
 - Biochemistry
 - Biotechnology
 - Environmental Science and Technology
 - Marine Sciences
 - Resources and Environmental Planning
 - Science International
 - Science with Law
 - Te Pūtaiao me ngā take 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. 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 gain at least 105 points at 100 level across at least four of the majors listed in section 6 of these regulations.
10. Candidates must also complete at least 40 points above 100 level in a subject or subjects other than the major, except if taking a specified programme or second major. In these cases this requirement is satisfied within the overall programme requirements.
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 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 6 of these regulations.

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 9 of these regulations to complete a specified programme or 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.

Appendix

The field of the Degree is defined as

- (a) the papers offered by the School of Computing and Mathematical Sciences, and
- (b) the papers offered by the School of Science and Engineering, and
- (c) the Philosophy papers PHIL102 Introduction to Logic and PHIL208 Understanding Science: How and Why it Works, and
- (d) the following Psychology papers
 - PSYC102 Social and Developmental Psychology
 - PSYC103 General and Experimental Psychology
 - PSYC206 Animal Behaviour: Principles and Applications
 - PSYC208 Psychological Research: Analysis, Design and Measurement
 - PSYC225 Behavioural Psychology and Learning
 - PSYC226 Perception and Attention
 - PSYC227 Physiological Psychology
 - PSYC230 Cognitive Psychology
 - PSYC305 Applied Cognition and Neuroscience
 - PSYC307 Research Methods
 - PSYC314 Behaviour Analysis
 - PSYC338 Abnormal Psychology
 - PSYC389 Directed Study
 - PSYC390 Directed Study

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 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

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Page Generated: Tue Nov 21 04:08:09 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/bachelor/bsc.html>

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Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Bachelors Degrees](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Science (Technology) (BSc(Tech))

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

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 School 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 or specified programme.
 - (a) *Majors*
 - Biological Sciences
 - Chemistry
 - Computer Science
 - Earth Sciences
 - Electronics
 - Materials and Process Engineering
 - Physics
 - (b) *Specified programmes*
 - Animal Behaviour
 - Biochemistry
 - Biotechnology
 - Environmental Science and Technology
 - Marine Sciences
 - Resources and Environmental Planning
 - Science International
 - Te Pūtaiao me ngā take Māori
 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. 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 gain at least 105 points at 100 level from at least four of the majors listed in section 6 of these regulations.
 10. Candidates must also complete at least 40 points above 100 level in a subject or subjects other than the major, except if taking a specified programme or second major. In these cases this requirement is satisfied within the overall programme requirements.
 11. Candidates must gain at least 35 points in management, as prescribed in the School of Science and Engineering Undergraduate Handbook.
 12. 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 or specified programme. 1
 13. Candidates may complete a second major in any undergraduate major.

14. 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.
15. Candidates may take up to 120 points from outside the field of the Degree.
16. The field of the Degree is defined in the appendix 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 waive the requirement of section 9 of these regulations to complete a specified programme or a second major in a subject outside the field of the Degree.
19. The Dean or delegated authority may vary or waive these regulations in individual cases.

Note:

1. *The Dean will endeavour to arrange a placement which 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 School of Computing and Mathematical Sciences, and
- (b) the papers offered by the School of Science and Engineering, and
- (c) the Philosophy papers PHIL102 Introduction to Logic and PHIL208 Understanding Science: How and Why it Works, and
- (d) the following Psychology papers
 - PSYC102 Social and Developmental Psychology
 - PSYC103 General and Experimental Psychology
 - PSYC206 Animal Behaviour: Principles and Applications
 - PSYC208 Psychological Research: Analysis, Design and Measurement
 - PSYC225 Behavioural Psychology and Learning
 - PSYC226 Perception and Attention
 - PSYC227 Physiological Psychology
 - PSYC230 Cognitive Psychology
 - PSYC305 Applied Cognition and Neuroscience
 - PSYC307 Research Methods
 - PSYC314 Behaviour Analysis
 - PSYC338 Abnormal Psychology
 - PSYC389 Directed Study
 - PSYC390 Directed Study

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& [REQUESTS](#)

 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

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SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Bachelors Degrees](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Social Sciences (BSocSc)

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

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 or specified programme.
 - (a) *Majors*
 - Anthropology
 - Asian Studies
 - Economics
 - Education Studies
 - Geography
 - History
 - Human Development
 - Industrial Relations and Human Resource Management
 - Labour Studies
 - Linguistics
 - Māori and Pacific Development
 - Philosophy
 - Political Science
 - Population Studies
 - Psychology
 - Public Policy
 - Social Policy
 - Sociology
 - Tikanga Māori/Māori Cultural Studies
 - Tourism Studies
 - Women's and Gender Studies
 - (b) *Specified programmes*
 - Cognitive Science
 - Politics, Philosophy and Economics
 - Resources and Environmental Planning
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. To complete the requirements of a specified programme, candidates must pass the papers prescribed for that programme as set out 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 specified programme or second major. In these cases the requirements of a supporting subject are satisfied within the overall programme requirements.

10. 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.
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 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 6 of these regulations.
15. The field of the Degree comprises all of the majors listed in section 6 of these regulations as well as English as a Second Language, Pacific Studies, and Social Science Research.

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.

Appendix

Methodology Papers

ECON204	Quantitative Methods for Economics and Finance
GEOG228	Information Technology and Cartography
GEOG301	Research in Human Geography
HIST206	History in Practice: Historical Methods and Research
LBST202	Labour Market Structures and Policies
LING231	General Linguistics
PHIL103	Critical Reasoning
PHIL208	Understanding Science: How and Why it Works
POLS100	Playing Politics: Conflict, Cooperation and Choice
PSYC208	Psychological Research: Analysis, Design and Measurement
PSYC307	Research Methods
SOCP303	Analysis of Social Policy Issues
SSRP202	The Practice of Social Science Research
SSRP301	Social Science Research in Practice: Sharing the Experience
SSRP304	Qualitative Methods in Social Science Research
SSRP307	Techniques for Social Science Research: Quantitative Analysis

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 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 04:08:18 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/bachelor/bsocsc.html>

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Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Bachelors Degrees](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Sport and Leisure Studies (BSpLS)

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

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 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 the requirements of the major, Sport and Leisure 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 Sport and Leisure Studies entry in the University of Waikato Calendar.
8. Candidates must also complete at least 40 points above 100 level in a subject or subjects other than the major.
9. Candidates may complete a second major in any undergraduate major.
10. 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.
11. Candidates may take up to 120 points from outside the field of the Degree.
12. The field of the Degree comprises the papers prescribed for the Degree in the Sport and and Leisure Studies entry in the University of Waikato Calendar.
Variations
13. The Dean or delegated authority may permit more than 120 points to be taken from outside 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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[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 04:08:22 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/bachelor/bspls.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Bachelors Degrees](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Teaching (BTchg)

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

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 School of Education as a suitable person to be a teacher.
Requirements for the Degree
4. The normal minimum period of enrolment for completion of the Degree is three years.
5. Candidates must enrol in the School 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 School of Education Teacher Education Handbook.
 - (a) *Programmes*
 - Early Childhood
 - Early Childhood Ki Taiao
 - Primary
 - Primary Kākano Rua
 - Secondary
 - Qualified and Registered Teachers
9. Candidates may not enrol in specific papers until they have passed certain programme requirements, as outlined in the School of Education Teacher Education Handbook.
Variations
10. The Dean or delegated authority may vary or waive these regulations in individual cases.

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 04:08:26 2023
URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/bachelor/btchg.html>
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Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Bachelors Degrees](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Tourism (BTour)

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

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 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 pass 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 major*
Tourism Resources, Impacts and Planning
 - (b) *Waikato Management School majors*
Hospitality Management
Tourism Management
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 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 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 the papers listed 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 vary or waive these regulations in individual cases.

Appendix

Compulsory papers

ECON100 Business Economics and the New Zealand Economy
 MSYS121 The World of Electronic Commerce
 SPLS102 Concepts of Leisure
 TOMG100 Tourism Product Design and Pricing
 TOMG101 Introduction to Tourism and Hospitality
 TOST100 Introduction to Tourism Studies

TOST203 Tourism in Society
TOMG390 or TOST390 Directed Study

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& [REQUESTS](#)

 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 04:08:30 2023
URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/bachelor/btour.html>
This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Bachelors Degrees](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for Conjoint Degree Programmes in Management Studies and Science

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

1. The *Personal Programmes of Study Regulations* apply in these regulations.
- Part 1 - General provisions for the BMS/BSc and BMS(Hons)/BSc*
2. The conjoint degree programmes in Management Studies and Science are Bachelor of Management Studies/Bachelor of Science (BMS/BSc) Bachelor of Management Studies with Honours/Bachelor of Science (BMS(Hons)/BSc)
3. To be admitted to a conjoint degree programme candidates must have met the admission requirements of each of the component degrees.
4. Admission to a conjoint degree 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.
5. Candidates cannot enrol in the BMS(Hons)/BSc at the commencement of their programme, but are eligible to be considered for admission to the BMS(Hons)/BSc on successful completion of the honours admission requirements.
6. Candidates must enrol and follow an approved programme of study for at least five years of full-time study for the BMS/BSc, or at least five and a half years of full-time study for the BMS(Hons)/BSc, or the equivalent in part-time study.
7. Each year and part of enrolment for the conjoint degree is subject to the approval of the Dean of the Waikato Management School in relation to the BMS or BMS(Hons) component and either the Dean of the School of Computing and Mathematical Sciences or the Dean of the School of Science and Engineering in relation to the BSc component, and will depend on satisfactory progress in the previous levels and years of study.
8. Candidates must enrol in at least one paper for each of the component degrees each year, unless the requirements of one component degree have already been completed.
9. Only when all of the requirements of both component degrees have been satisfied may the two degrees be awarded.
10. Graduates of a conjoint degree programme may not cross-credit any of the papers contributing to the component degrees towards another University of Waikato qualification. Candidates enrolling under the regulations for this conjoint programme will not be eligible to credit papers from a completed bachelors degree, postgraduate diploma or graduate diploma.
- Part 2 - BMS component for BMS/BSc*
11. In order to complete the BMS component of the BMS/BSc degree, candidates must enrol in the Waikato Management School and gain 375 points, including 300 points above 100 level, 180 points above 200 level, and 80 points above 300 level.
12. Candidates must complete the compulsory papers prescribed in the appendix to these regulations.
13. Candidates must demonstrate competency in computing and written language, as prescribed in the Waikato Management School Student Handbook.
14. Candidates must complete the requirements of a major. The majors for the Degree are set out in section 8(a) of the BMS regulations.
15. To complete the requirements of a BMS 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.

16. Alternatively, and subject to the approval of the Dean of the Waikato Management School, candidates may be permitted to satisfy these requirements within an interdisciplinary programme. The interdisciplinary programmes for the Degree are set out in section 8(b) of the BMS regulations. The requirements of the interdisciplinary programmes are prescribed in the Waikato Management School Student Handbook.
17. Candidates may complete a second major selected from the majors specified in section 8(a) of the BMS regulations or from the majors specified for other bachelors degrees of the University of Waikato.
18. To complete the requirements of a second major candidates must satisfy section 12 of the BMS regulations.
19. Candidates may include a maximum of 130 points, other than the compulsory papers prescribed in the appendix to these regulations, from subjects other than the majors specified in section 8(a) of the BMS regulations. This restriction does not apply to candidates who have received the approval of the Dean of the Waikato Management School to follow the requirements of one of the interdisciplinary programmes listed in section 8(b) of the BMS regulations.

Part 3 - BMS(Hons) component for BMS(Hons)/BSc

20. Candidates who have gained 275 points for the BMS, including all the compulsory papers prescribed for that degree except xxxx499, are eligible to be considered for admission to the conjoint degree programme BMS(Hons)/BSc. Admission is subject to the approval of the Dean of the Waikato Management School.
21. In order to complete the BMS(Hons) component of the BMS(Hons)/BSc degree, candidates must enrol in the Waikato Management School.
22. The programme of study for the BMS(Hons) component of the BMS(Hons)/BSc comprises a total of 415 points, including 300 points above 100 level, 180 points above 200 level, and 120 points at 500 level as prescribed in section 24 of these regulations.
23. Candidates must satisfy the requirements of Part 2 of these regulations.
24. Candidates must also gain 120 points in 500 level papers in one or two of the subjects listed as majors for the Degree in section 9(a) of the BMS(Hons) regulations, including at least 30 points at 500 level in any of the candidate's BMS major(s).
25. Alternatively, and subject to the approval of the Dean of the Waikato Management School, candidates may be permitted to satisfy these requirements within an interdisciplinary programme. The interdisciplinary programmes for the degree are set out in section 9(b) of the BMS(Hons) regulations.

Part 4 - BSc component for BMS/BSc and BMS(Hons)/BSc

26. In order to complete the BSc component of the BMS/BSc or the BMS(Hons)/BSc degree, candidates must enrol in the School of Computing and Mathematical Sciences or the School of Science and Engineering and gain 275 points in science papers, including 200 points above 100 level and 80 points above 200 level.
27. Candidates must gain 75 points at 100 level across three science subjects.
28. Candidates must complete the requirements of a major or specified programme. The majors and specified programmes are set out in section 6 of the BSc regulations.
29. To complete the requirements of a major, candidates must gain 120 points above 100 level in that major, including 60 points above 200 level.
30. To complete the requirements of a specified programme, candidates must pass the papers prescribed for that programme as set out in the current School of Science and Engineering Undergraduate Handbook.

Variations

31. The Deans or delegated authorities may vary or waive these regulations in individual cases.

Appendix

Compulsory Papers for the BMS and BMS(Hons) component

ACCT101 Accounting for Management
ECON100 Business Economics and the New Zealand Economy
ECON200 Macroeconomics and the Global Economy
FINA201 Finance
HRMG241 Organisational Behaviour
MCOM200 Management Communication
MKTG151 Introduction to Marketing and International Management
MNGT221 Business Law, Ethics and the Treaty of Waitangi

MSYS111 Information Systems and Supply Chain Management
STAT160 Management Statistics
STMG191 Introduction to Management
STMG391 Strategic Management
xxxx499 Report of an Investigation

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[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Bachelors Degrees](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for Conjoint Degree Programmes in Teacher Education

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

1. The *Personal Programmes of Study Regulations* apply in these regulations. *General provisions for the BTchg/BA, BTchg/BLibS, BTchg/BSc, BTchg/BSocSc, BTchg/BSpLS*
2. Every candidate must have met the admission requirements of each of the component degrees and must also have been selected as a suitable person to be a teacher by the School of Education.
3. Candidates may be admitted to any one of the following conjoint degree programmes
 - Bachelor of Teaching/Bachelor of Arts (BTchg/BA)
 - Bachelor of Teaching/Bachelor of Liberal Studies (BTchg/BLibS)
 - Bachelor of Teaching/Bachelor of Science (BTchg/BSc)
 - Bachelor of Teaching/Bachelor of Social Sciences (BTchg/BSocSc)
 - Bachelor of Teaching/Bachelor of Sport and Leisure Studies (BTchg/BSpLS)
4. Candidates must enrol for at least one paper for each of the component degrees each year, unless the requirements of one component degree have already been completed.
5. Admission to a conjoint degree 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 graduated in either of the component degrees.
6. Candidates for a conjoint degree must normally enrol and follow an approved programme of study for at least four years of full-time study.
7. Each paper must be taken towards one component degree.
8. Each year and part of enrolment for the conjoint degree is subject to the approval of the Dean of Education and the Dean of the Faculty or School of Studies in which the other component degree is taken, and will depend on satisfactory progress in the previous levels and years of study.
9. Only when all of the requirements of both component degrees have been satisfied may the two degrees be conferred upon the candidate.
10. Graduates of a conjoint degree may not cross-credit any of the credited papers towards another University of Waikato qualification.

BTchg component for BTchg/BA, BTchg/BLibS, BTchg/BSc, BTchg/BSocSc, BTchg/BSpLS

 11. In order to complete the BTchg component of the BTchg/BA, BTchg/BLibS, BTchg/BSc, BTchg/BSocSc, and BTchg/BSpLS degrees, candidates must enrol in the School of Education and gain 265 points as prescribed for the programmes in the subject Professional Education, including 160 points above 100 level and 60 points above 200 level.

BA component for BTchg/BA

 12. In order to complete the BA component of the BTchg/BA degree, candidates must enrol in the Faculty of Arts and Social Sciences or the School of Māori and Pacific Development and gain 265 points, including 160 points above 100 level and 60 points above 200 level.
 13. Candidates must complete the requirements of a major from the subjects listed in section 6 of the BA regulations by gaining 120 points above 100 level, including 60 points above 200 level.
 14. Candidates must also complete the requirements of a supporting subject by gaining at least 70 points, including 40 points above 100 level.
 15. Education Studies may not be counted to meet the requirements of the BA component of the BTchg/BA.

BLibS component for BTchg/BLibS

16. In order to complete the BLibS component of the BTchg/BLibS degree, candidates must enrol in the Faculty or School of Studies administering the largest number of papers selected towards the BLibS degree and gain 265 points from at least four different subjects across more than one Faculty/School of Studies, including 160 points above 100 level and 60 points above 200 level.
17. Candidates must gain 60 points above 200 level in one subject or 40 points above 200 level in each of two subjects.

BSc component for BTchg/BSc

18. In order to complete the BSc component of the BTchg/BSc degree, candidates must enrol in the School of Computing and Mathematical Sciences or the School of Science and Engineering and gain 265 points, including 160 points above 100 level and 60 points above 200 level. (The BSc specified programmes are not available for the purposes of this regulation.)
19. Candidates must complete the requirements of a major from the subjects listed in section 6 of the BSc regulations by gaining 120 points above 100 level, including 60 points above 200 level.
20. Candidates must also complete the requirements of a supporting subject by gaining at least 70 points, including 40 points above 100 level.
21. In addition to the major and supporting subjects, candidates must also gain 45 points from subjects listed in section 6 of the BSc degree regulations. At least 15 points must be at 100 level.

BSocSc component for BTchg/BSocSc

22. In order to complete the BSocSc component of the BTchg/BSocSc degree, candidates must enrol in the Faculty of Arts and Social Sciences and gain 265 points, including 160 points above 100 level and 60 points above 200 level.
23. Candidates must complete the requirements of a major from the subjects listed in section 6 of the BSocSc regulations by gaining 120 points above 100 level, including 60 points above 200 level.
24. Candidates must also complete the requirements of a supporting subject by gaining at least 70 points, including 40 points above 100 level.
25. Candidates must include at least 30 points from the methodology papers listed in the appendix to the BSocSc degree regulations.
26. Education Studies may not be counted to meet the requirements of the BSocSc component of the BTchg/BSocSc.

BSpLS component for BTchg/BSpLS

27. In order to complete the BSpLS component of the BTchg/BSpLS degree, candidates must enrol in the School of Education and gain 265 points, including 180 points above 100 level and 60 points above 200 level.
28. Candidates must complete the requirements of the major Sport and Leisure Studies by gaining 265 points in that subject, including 160 points above 100 level and 60 points above 200 level.

Variations

29. The Deans or delegated authorities may vary or waive these regulations in individual cases.

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[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Arts with Honours (BA(Hons))

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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*
 - Chinese
 - Education Studies
 - English
 - French
 - German
 - History
 - Japanese
 - Mathematics
 - Music
 - Philosophy
 - Political Science
 - Screen and Media Studies
 - Theatre Studies
 - (b) *School of Māori and Pacific Development subjects*
 - Te Reo Māori/Māori Language
 - Tikanga Māori/Māori Cultural Studies
 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.
- 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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[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Business Analysis with Honours - Financial (BBA(Hons)(Fin))

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

1. The *Personal Programmes of Study Regulations* apply in these regulations.
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.
 - (a) *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.

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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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Communication Studies with Honours (BCS(Hons))

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

1. The *Personal Programmes of Study Regulations* apply in these regulations.
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 the 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.
 - (a) *Faculty of Arts and Social Sciences subjects*
 - English Studies
 - Media Studies
 - (b) *Waikato Management School subjects*
 - Management Communication
 - Marketing
 - Public Relations
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.

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

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 [BACK TO TOP](#)

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[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Computer Graphic Design with Honours (BCGD(Hons))

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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 Wanganui UCOL 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 Wanganui UCOL 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 Wanganui UCOL 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 School of Computing and Mathematical Sciences of the University of Waikato and the Wanganui UCOL 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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[BACK TO TOP](#)

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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Electronic Commerce with Honours (BECOM(Hons))

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

1. The *Personal Programmes of Study Regulations* apply in these regulations.
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 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 Electronic Commerce entry in the University of Waikato Calendar.

Award of Honours

10. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), or
 - (d) Third Class 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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& [REQUESTS](#)

[BACK TO TOP](#)

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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Music with Honours (BMus(Hons))

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

1. The *Personal Programmes of Study Regulations* apply in these regulations.
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 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 Music 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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[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
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Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Science with Honours (BSc(Hons))

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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 School of Computing and Mathematical Sciences or the School of Science and Engineering and follow an approved programme of study.¹
 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) *School of Computing and Mathematical Sciences subjects*
 - Computer Science
 - Mathematics
 - Statistics
 - (b) *School of Science and Engineering subjects*
 - Biological Sciences
 - Chemistry
 - Earth Sciences
 - Materials and Process Engineering
 - Physics
 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. 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*
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. *Admission to the BSc(Hons) in the subjects offered by the School of Science and Engineering is by invitation only from the chairperson of the relevant department. Students interested in undertaking the BSc(Hons) in the School of Science and Engineering should consult the School of Science and Engineering Graduate Handbook for more information, and then the relevant Chairperson of Department.*

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& [REQUESTS](#)



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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Social Sciences with Honours (BSocSc(Hons))

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

1. The *Personal Programmes of Study Regulations* apply in these regulations.
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.
 - (a) *Subjects*
 - Anthropology
 - Demography
 - Economics
 - Education Studies
 - Geography
 - Health Development and Policy
 - History
 - Human Development
 - Labour Studies
 - Philosophy
 - Political Science
 - Psychology
 - Public Policy
 - Resources and Environmental Planning
 - Social Policy
 - Social Science Research
 - Sociology
 - Tikanga Māori/Māori Cultural Studies
 - Women's and Gender Studies
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.

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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& [REQUESTS](#)

 [BACK TO TOP](#)

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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Sport and Leisure Studies with Honours (BSpLS(Hons))

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

1. The *Personal Programmes of Study Regulations* apply in these regulations.
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 School 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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[BACK TO TOP](#)

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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Teaching with Honours (BTchg(Hons))

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

1. The *Personal Programmes of Study Regulations* apply in these regulations.
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.¹
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 School 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 School of Education Graduate Programmes 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 School of Education Graduate Programmes 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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& [REQUESTS](#)

 [BACK TO TOP](#)

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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Bachelor of Tourism with Honours (BTour(Hons))

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

1. The *Personal Programmes of Study Regulations* apply in these regulations.
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.
 - (a) *Faculty of Arts and Social Sciences subject*
Tourism Resources, Impacts and Planning
 - (b) *Waikato Management School subject*
Tourism and Hospitality Management
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.

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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SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Master of Applied Psychology (MAppPsy)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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 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.
 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.
 - (a) *Specified programmes*
 - Behaviour Analysis
 - 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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SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Master of Arts (MA)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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*
 - Chinese
 - Education Studies
 - English
 - French
 - German
 - History
 - International Relations and Security Studies¹
 - Japanese
 - Mathematics
 - Music
 - Philosophy
 - Political Science
 - Screen and Media Studies
 - Theatre Studies
 - (b) *School of Māori and Pacific Development subjects*
 - Te Reo Māori/Māori Language
 - Tikanga Māori/Māori Cultural 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.

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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Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 04:09:34 2023
URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/graduate/ma.html>
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Archived 2007 Calendar



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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Master of Arts (Applied) (MA(Applied))

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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.

The University of Waikato - Te Whare Wananga o Waikato
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Archived 2007 Calendar



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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Master of Business Administration (MBA)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

1. The *Personal Programmes of Study Regulations* apply in these regulations.
2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Management Studies with Honours or for a qualification considered by the Academic Board to be equivalent, or
 - (b) qualified for the award of the Postgraduate Diploma in Management Studies or for a qualification considered by the Academic Board to be equivalent, and
 - (c) produced sufficient evidence to satisfy the Academic Board of adequate training and experience in the field of management or administration, and
 - (d) be accepted by the Dean of the Waikato Management School, who will consult with the Director of the Master of Business Administration Programme as appropriate.

3. In exceptional circumstances, candidates who do not meet the standard entry requirements prescribed in section 2 of these regulations may, on the submission of a portfolio of work that details prior experience in the subject areas covered by the Postgraduate Diploma in Management Studies and independent testimonials regarding their managerial experience and skills, be permitted to enrol in the Master of Business Administration, subject to the completion of any qualifying papers or additional work as may be required by the Academic Board, either prior to admission or concurrently.

Requirements for the Degree

4. Candidates must gain 160 points at 700 level as prescribed in the Executive Education entry in the University of Waikato Calendar.
5. Candidates must gain not less than a B- average during their enrolment in the Degree. If a candidate fails a paper, he or she may be required to undertake additional assessment to improve the grade to a pass on one occasion only. A candidate who fails more than once will not be permitted to proceed with the Degree.

Award of Honours

6. The Degree may be awarded with Distinction.
7. Except with the approval of the Academic Board, the award 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.

Variations

8. The Dean or delegated authority may vary or waive these regulations in individual cases.

Note:

1. *Prospective candidates should consult the Director of the Master of Business Administration well before the commencement of the Degree programme to ensure that they have fulfilled the requirements for admission. The Director will set deadlines and entry test requirements as required.*

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& [REQUESTS](#)

[BACK TO TOP](#)

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Archived 2007 Calendar



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[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Master of Computer Graphic Design (MCGD)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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 Wanganui UCOL 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 Wanganui UCOL 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 Wanganui UCOL 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 Wanganui UCOL 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 School of Computing and Mathematical Sciences of the University of Waikato and the Wanganui UCOL 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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& [REQUESTS](#)

[BACK TO TOP](#)

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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Master of Counselling (MCouns)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

1. The *Personal Programmes of Study Regulations* apply in these regulations.
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 School 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 School of Education Graduate Programmes 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.¹
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),

(d) 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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& [REQUESTS](#)

 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Master of Education (MEd)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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 School 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 School of Education Graduate Programmes entry in the University of Waikato Calendar, including any compulsory papers.
8. Candidates must include
 - (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 School of Education Graduate Programmes 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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& [REQUESTS](#)

 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

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[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Master of Educational Leadership (MEdLeadership)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

1. The *Personal Programmes of Study Regulations* apply in these regulations.
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 School 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 School of Education Graduate Programmes entry in the University of Waikato Calendar, including any compulsory papers.
8. Candidates must include¹
 - (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 School of Education Graduate Programmes 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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 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Master of Electronic Commerce (MECom)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

1. The *Personal Programmes of Study Regulations* apply in these regulations.
- Admission*
2. Candidates for the Degree must have
 - (a) completed a bachelors degree with honours or a postgraduate diploma in an area of business or technology related to electronic commerce or for a qualification considered by the Academic Board to be equivalent, and
 - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board, and
 - (c) completed a paper in research methods and have demonstrated their research and academic writing skills with the previous successful completion of a dissertation or significant research project, and if not, may be required to undertake pre-qualifying papers.
 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 Electronics Commerce entry in the University of Waikato Calendar, including any compulsory papers.
 8. Candidates must include
 - (a) a dissertation equivalent to 60 points, or
 - (b) a thesis equivalent to 90 points, or
 - (c) a thesis equivalent to 120 points.
 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 Electronic Commerce 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.
- Variations*
14. The Dean or delegated authority may vary or waive these regulations in individual cases.

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& [REQUESTS](#)

 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Master of Engineering (ME)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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 School of Computing and Mathematical Sciences or the School 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) *School of Computing and Mathematical Sciences subjects*
 - Computer Science
 - Mathematics
- (b) *School of Science and Engineering subjects*
 - Electronics
 - Engineering
 - Materials and Process Engineering
 - Physics

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& [REQUESTS](#)

 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 04:10:09 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/graduate/me.html>

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Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Master of Environmental Planning (MEP)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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 or Master of Science of the University of Waikato, in Resources and Environmental Planning, with at least a B grade average, or
 - (b) qualified for the award of the Postgraduate Diploma in Science of the University of Waikato in Resources and Environmental Planning, with at least a B grade average, or
 - (c) in exceptional circumstances, 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.
 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 Resources and 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. The Practicum papers for the Degree are assessed on a pass/fail basis.
 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 Distinction.
 12. Candidates who fail a paper will not be eligible for the award of honours.
- Variations*
13. Candidates may replace the Practicum paper ENVP501 Environmental Planning: Practicum 1 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.

14. The Dean or delegated authority may vary or waive these regulations in individual cases.

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 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Master of Laws (LLM)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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 School 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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Archived 2007 Calendar



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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Master of Laws in Māori/Pacific and Indigenous Peoples' Law (LLM(Māori/Pacific and Indigenous Peoples))

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

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 School 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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& [REQUESTS](#)



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Archived 2007 Calendar



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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Master of Management Studies (MMS)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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 Management 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, and
 - (c) gained 120 points at 500 level in one or more of the academic areas listed in section 7 of these regulations. Candidates who do not fulfil this requirement will be required to pass a qualifying programme of study of up to 120 points at 500 level prior to admission to the Degree.
 3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed, either prior to or concurrently.
- Requirements for the Degree*
4. The normal minimum period of enrolment for completion of the Degree is 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 or interdisciplinary programmes, including any compulsory papers listed in the relevant subject entry in the University of Waikato Calendar.
 - (a) *Subjects*
 - Accounting
 - Economics
 - Finance
 - Human Resource Management
 - International Management
 - Management Communication
 - Management Systems
 - Marketing
 - Public Relations
 - Strategic Management
 - (b) *Interdisciplinary programmes*
 - Applied Economics and Finance
 - Environment and Management
 - 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 points
 in their main academic area, and a research methodology paper, as prescribed in the Waikato Management School Student Handbook, unless passed previously.
 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 and programmes 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.

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 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

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Page Generated: Tue Nov 21 04:10:26 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/graduate/mms.html>

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Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Master of Māori and Pacific Development (MMPD)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

1. The *Personal Programmes of Study Regulations* apply in these regulations.
 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 Māori and Pacific Development 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.
 - (a) *Subjects*
 - Development Studies
 - Te Reo Māori/Māori Language
 - Tikanga Māori/Māori Cultural Studies
 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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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Master of Music (MMus)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 04:10:35 2023
URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/graduate/mmus.html>
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SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Master of Science (MSc)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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
 - (b) qualified for the award of the Postgraduate Diploma in Science, the Postgraduate Diploma in Science Education, or the Postgraduate Diploma in Technology Education of the University of Waikato, or
 - (c) qualified for the award of a qualification considered by the Academic Board to be equivalent,
 and
 - (d) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
 3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed, either prior to or concurrently.
- Requirements for the Degree*
4. The normal minimum period of enrolment for completion of the Degree is 24 months.
 5. Candidates must enrol in the School of Computing and Mathematical Sciences or the School 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 or specified programme.
 - (a) *School of Computing and Mathematical Sciences subjects*
 - Computer Science
 - Mathematics
 - Statistics
 - School of Science and Engineering subjects
 - Biological Sciences
 - Chemistry
 - Earth Sciences
 - Electronics
 - Materials and Process Engineering
 - Physics
 - Science and Technology Education
 - (b) *School of Science and Engineering specified programmes*
 - Biotechnology
 - Environmental Science
 - Materials Science
 - Resources and Environmental Planning
 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. 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.

10. Candidates may include
 - (a) a thesis equivalent to 90 points, or
 - (b) a thesis equivalent to 120 points, or
 - (c) a thesis equivalent to 150 points.
11. Candidates may take up to 60 points from outside the field of the Degree.
12. The field of the Degree comprises all the subjects and specified programmes listed in section 7 of these regulations.
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.

Credit Transfers

14. Candidates may credit to the Degree a maximum of 120 points from approved papers passed at an equivalent level towards another University of Waikato qualification or a qualification from another tertiary education provider, provided they do not already count towards a completed qualification.
15. Candidates granted credit under section 14 of these regulations will be eligible for consideration of the award of honours for the Degree, provided that they meet the requirements set out in section 19 of these regulations.

Award of Honours

16. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), or without honours.
17. Candidates who fail a paper will not be eligible for the award of honours.
18. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 240 points completed by the candidate while enrolled for the Degree.
19. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 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

20. Candidates who have completed the Bachelor of Computing and Mathematical Sciences from the University of Waikato will be exempted from up to 120 points for the Degree.
21. Candidates who have completed one of the following University of Waikato qualifications or for a qualification considered by the Academic Board to be equivalent will be exempted from 120 points for the Degree.
 - Postgraduate Diploma in Science
 - Postgraduate Diploma in Science Education
 - Postgraduate Diploma in Technology Education
22. Candidates granted exemption under section 21 of these regulations will be eligible for consideration for the award of honours for the Degree, provided they relinquish the exempting qualification and complete the requirements of the Degree in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the papers which satisfy the requirements of the Degree.
23. The Dean or delegated authority may vary or waive these regulations in individual cases.

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Page Generated: Tue Nov 21 04:10:39 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/graduate/msc.html>

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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Master of Science (Technology) (MSc(Tech))

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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
 - (b) qualified for the award of the degree of Bachelor of Science of the University of Waikato, or
 - (c) qualified for the award of the Postgraduate Diploma in Science, the Postgraduate Diploma in Science Education, or the Postgraduate Diploma in Technology Education of the University of Waikato, or
 - (d) qualified for the award of a qualification considered by the Academic Board to be equivalent,
 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.
 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 11 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 papers in industry and management as prescribed in the School of Science and Engineering Graduate Handbook.
- Requirements for the Degree*
5. The normal minimum period of enrolment for completion of the Degree is 24 months.
 6. Candidates must enrol in the School of Science and Engineering and follow an approved programme of study.
 7. Candidates must gain 240 points at 500 level or above.
 8. Candidates must complete the requirements of a subject or specified programme.
 - (a) *Subjects*
 - Biological Sciences
 - Chemistry
 - Computer Science
 - Earth Sciences
 - Electronics
 - Materials and Process Engineering
 - Mathematics
 - Physics
 - (b) *Specified programmes*
 - Biotechnology
 - Environmental Technology
 - Industrial Biology
 - Materials Science

Materials Technology

9. 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.
10. 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.
11. 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.
12. Candidates may take up to 60 points from outside the field of the Degree.
13. The field of the Degree comprises all the subjects and specified programmes listed in section 8 of these regulations.
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.

Credit Transfers

15. Candidates may credit to the Degree a maximum of 120 points from approved papers passed at an equivalent level towards another University of Waikato qualification or a qualification from another tertiary education provider, provided they do not already count towards a completed qualification.
16. Candidates granted credit under section 15 of these regulations will normally be expected to complete the requirements of the Degree by completing a 120 point thesis and would not normally be eligible for consideration for the award of honours.

Award of Honours

17. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), or without honours.
18. Candidates who fail a paper will not be eligible for the award of honours.
19. 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.
20. 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

21. Candidates who have completed one of the following University of Waikato qualifications or for a qualification considered by the Academic Board to be equivalent will be exempted from 120 points for the Degree.
 - Postgraduate Diploma in Science
 - Postgraduate Diploma in Science Education
 - Postgraduate Diploma in Technology Education
22. Candidates granted exemption under section 21 of these regulations will be eligible for consideration for the award of honours for the Degree, provided they relinquish the exempting qualification and complete the requirements of the Degree in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the papers which satisfy the requirements of the Degree.
23. The Dean or delegated authority may vary or waive these regulations in individual cases.

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[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Master of Social Sciences (MSocSc)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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.
 - (a) *Subjects*
 - Anthropology
 - Demography
 - Economics
 - Education Studies
 - Geography
 - Health Development and Policy
 - History
 - Human Development
 - Labour Studies
 - Philosophy
 - Political Science
 - Psychology
 - Public Policy
 - Social Policy
 - Social Science Research
 - Sociology
 - Tikanga Māori/Māori Cultural Studies
 - 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.

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 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Master of Special Education (MSPed)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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 Special 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 School 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 School of Education Graduate Programmes entry in the University of Waikato Calendar, including any compulsory papers.
 8. Candidates must include¹
 - (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 School of Education Graduate Programmes 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 Special Education by coursework alone would not ordinarily be permitted to apply for admission directly to doctoral study.*

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 [BACK TO TOP](#)

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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Master of Sport and Leisure Studies (MSPLS)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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 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
 - (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 School 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 must include¹
 - (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 Sport and Leisure 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 Sport and Leisure Studies by coursework alone would not ordinarily be permitted to apply for admission directly to doctoral study.*

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 [BACK TO TOP](#)

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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Higher Degrees/a>](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Master of Philosophy (MPhil)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

The regulations below set down the requirements for award of the MPhil degree. Formal policies and procedures related to enrolment and examination for the MPhil are set out in the [Handbook for the Master of Philosophy and Doctorates](#) at the University of Waikato, which also includes information about administrative matters.

Both the regulations set out below and the formal policies and procedures set out in the Handbook for the Master of Philosophy and Doctorates at the University of Waikato are administered by the University's Postgraduate Studies Committee by delegated authority of the Academic Board. Any changes to these regulations, or to the formal policies and procedures, are subject to approval by the Academic Board.

Regulations for the Degree of Master of Philosophy (MPhil)

- The Degree is awarded to candidates who have successfully completed approved and supervised research, and presented the results lucidly in a thesis which
 - critically investigates an approved topic of substance and significance, and
 - demonstrates expertise in the methods of research and scholarship, and
 - displays intellectual independence, and
 - makes a substantial original contribution to the subject area concerned and is of publishable quality.
- To qualify to enrol for the MPhil, a candidate must
 - have qualified for the award of a bachelors degree with honours or a masters degree, and must have achieved at least second class honours (first division) or distinction, or
 - have passed qualifying papers at a satisfactory level, or
 - in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Studies Committee that he or she has adequate skills and knowledge to proceed with the proposed research.
- Applicants for the MPhil must apply on the prescribed form which is available from the Postgraduate Studies Office.
- Applications for admission to the MPhil and the conditions of enrolment are subject to approval by the Postgraduate Studies Committee under delegated authority of the Academic Board.
- As one of the preconditions for the approval of an application, the Postgraduate Studies Committee will establish that the necessary supervision and resources can be provided for the chosen topic. If either prior to, or at any time during the study period the University encounters staffing or resource difficulties beyond its control which impact on the availability of resources or supervision for a student's MPhil research, it will make all reasonable efforts, within budget and staffing constraints, to provide satisfactory arrangements so as not to disadvantage any affected student. Because of the specialist nature of research and supervision at this level, however, the University cannot guarantee that under such circumstances, a student's conditions of enrolment will not be subject to change.
- For each MPhil candidate, the Postgraduate Studies Committee appoints a supervisory panel, one member of which is a continuing staff member of the University and the chief supervisor.
- Candidates whose applications to enrol for the MPhil are approved by the Postgraduate Studies Committee must enrol in the relevant Faculty or School of Studies and, subject to satisfactory progress, pursue their research for
 - at least one year, if they are enrolled on a full-time basis, or
 - at least two years, if they are enrolled a part-time or mixed mode basis.
- Enrolment is approved, in the first instance

- (a) for a maximum of two years if the candidate is enrolled on a full-time basis, or
 - (b) for a maximum of four years if the candidate is enrolled on a part-time or mixed mode basis.
9. Candidates may apply to the Postgraduate Studies Committee for extensions of enrolment.
 10. The Postgraduate Studies Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate satisfactory progress or comply with any regulations or policies which relate to enrolment for the Degree.
 11. A candidate may apply to the Postgraduate Studies Committee for a suspension from enrolment for a maximum of one year. A candidate is not entitled to access to supervision or any University resources during a period of suspension.
 12. Candidates must submit six-monthly reports on the progress of their research work.
 13. An MPhil thesis may consist of either published or unpublished material, or a combination of both and must be presented within the term of enrolment.
 14. A candidate must indicate in the thesis any part that has been used or presented for any other degree.
 15. Candidates must comply with the *Dissertations and Theses Regulations 2006* which set out the University's requirements with respect to the submission and presentation of theses.
 16. The Postgraduate Studies Committee appoints an examiner who is external to the University and not directly connected with the candidate or the candidate's research.
 17. The Postgraduate Studies Committee makes a final decision on the award of the Degree. On the basis of the final report of the examiner, the Postgraduate Studies Committee will resolve either
 - (a) that the thesis be accepted in its present form as fulfilling the requirements for the degree of Master of Philosophy, or
 - (b) that the thesis be accepted as fulfilling the requirements for the degree of Master of Philosophy subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiner, to the satisfaction of the chief supervisor, or
 - (c) that the thesis be accepted subject to the candidate completing substantial amendments to the satisfaction of the examiner or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within six weeks, or
 - (d) that an oral examination of the candidate be conducted, and a further report, based on the oral examination, be provided by the examiner to the Postgraduate Studies Committee, or
 - (e) that the thesis is not acceptable in its present form and will be returned to the candidate, who may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or
 - (f) that the candidate has failed to meet the required standard and that no degree be awarded.
 18. A candidate will be permitted to revise and re-submit a thesis only once.
 19. Candidates who have concerns about standards of supervision or who wish to appeal against any process or decision of a supervisor, pro-Dean, Dean, or the Postgraduate Studies Committee with respect to their registration or the examination process may do so in writing to the Chairperson of the Postgraduate Studies Committee. If the matter is not resolved by the Chairperson of the Postgraduate Studies Committee to the satisfaction of the candidate, the candidate may refer his or her appeal to the Vice-Chancellor. The Vice-Chancellor will appoint a person or panel to investigate and will make a final decision based on the report of that person or panel.
 20. These regulations may be varied or waived by the Postgraduate Studies Committee under delegated authority of the Academic Board.

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 [BACK TO TOP](#)

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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Higher Degrees/a>](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Doctor of Philosophy (PhD)

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

The regulations below set down the requirements for award of the PhD degree. Formal policies and procedures related to enrolment and examination for the PhD are set out in the [Handbook for the Master of Philosophy and Doctorates](#) at the University of Waikato, which also includes information about administration matters.

Both regulations set out below and the formal policies and procedures set out in the Handbook for the Master of Philosophy and Doctorates at the University of Waikato are administered by the University's Postgraduate Studies Committee by delegated authority of the Academic Board. Any changes to these regulations, or to the formal policies and procedures, are subject to approval by the Academic Board.

Regulations for the Degree of Doctor of Philosophy (PhD)

- The Degree is awarded to candidates who have successfully completed approved and supervised research, and presented the results lucidly in a thesis which
 - critically investigates an approved topic of substance and significance, and
 - demonstrates expertise in the methods of research and scholarship, and
 - displays intellectual independence, and
 - makes a substantial original contribution to the subject area concerned and is of publishable quality.
- To qualify to enrol for the PhD, a candidate must
 - have qualified for the award of a bachelors degree with honours or a masters degree, and must have achieved at least second class honours (first division) or distinction, or
 - have qualified for the degree of Master of Philosophy, or
 - have enrolled for the degree of Master of Philosophy and demonstrated that he or she is able to transfer to the PhD, or
 - have passed qualifying papers at a satisfactory level, or
 - in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Studies Committee that he or she has adequate skills and knowledge to proceed with the proposed research.
- Applicants for the PhD must apply on the prescribed form which is available from the Postgraduate Studies Office.
- Applications to enrol for the PhD and the conditions of enrolment are subject to approval by the Postgraduate Studies Committee under delegated authority of the Academic Board.
- As one of the preconditions for the approval of an application to enrol, the Postgraduate Studies Committee will establish that the necessary supervision and resources can be provided for the chosen topic. If either prior to, or at any time during the study period the University encounters staffing or resource difficulties beyond its control which impact on the availability of resources or supervision for a student's PhD research, it will make all reasonable efforts, within budget and staffing constraints, to provide satisfactory arrangements so as not to disadvantage any affected student. Because of the specialist nature of research and supervision at this level, however, the University cannot guarantee that under such circumstances, a student's conditions of enrolment will not be subject to change.
- For each PhD candidate, the Postgraduate Studies Committee appoints a supervisory panel. 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. Normally, the second member of the panel is also a continuing staff member of the University.
- Candidates whose applications to enrol for the PhD are approved by the

- Postgraduate Studies Committee must enrol in the relevant Faculty or School of Studies and, subject to satisfactory progress, pursue their research for
- (a) at least two years, if they are enrolled on a full-time basis, or
 - (b) at least four years, if they are enrolled on a part-time or mixed mode basis.
8. Enrolment is approved, in the first instance
 - (a) for a maximum of four years if the candidate is enrolled on a full-time basis, or
 - (b) for a maximum of eight years if the candidate is enrolled on a part-time or mixed mode basis.
 9. Enrolment of all new candidates for the PhD approved by the Postgraduate Studies Committee is conditional for an initial period of six months. Confirmation of enrolment by the Postgraduate Studies Committee after the initial period of six months is subject to the submission by the candidate of
 - (a) an acceptable research plan, and
 - (b) a report by the supervisors recommending confirmation of enrolment, and
 - (c) evidence of ethical approval or a statement confirming that it is not required, in accordance with the *Human Research Ethics Regulations 2005*.
 10. Candidates may apply to the Postgraduate Studies 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.
 11. The Postgraduate Studies Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate satisfactory progress or comply with any regulations or policies which relate to enrolment for the Degree.
 12. A candidate may apply to the Postgraduate Studies Committee for a suspension from enrolment for a maximum of one year. A candidate is not entitled to access to supervision or any University resources during a period of suspension.
 13. Following confirmed enrolment, candidates must submit six-monthly reports on the progress of their research work.
 14. A PhD thesis may consist of either published or unpublished material, or a combination of both, and must be presented within the term of enrolment.
 15. A candidate must indicate in the thesis any part that has been used or presented for any other degree.
 16. Candidates must comply with the *Dissertations and Theses Regulations 2006* which set out the University's requirements with respect to the submission and presentation of theses.
 17. The Postgraduate Studies Committee appoints at least two examiners for the candidate's thesis who are external to the University and not directly connected with the candidate or the candidate's research.
 18. Provided that at least half of the examiners recommend that the thesis be accepted, an oral examination of the candidate is conducted.
 19. The Postgraduate Studies Committee makes a final decision on the award of the Degree. On the basis of the final report of the examiners following the oral examination, the Postgraduate Studies Committee may resolve either
 - (a) that the thesis be accepted in its present form as fulfilling the requirements for the degree of Doctor of Philosophy, or
 - (b) that the thesis be accepted as fulfilling the requirements for the degree of Doctor of Philosophy, subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiners, to the satisfaction of the chief supervisor, or
 - (c) that the thesis be accepted subject to the candidate completing substantial amendments to the satisfaction of the examiners or chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within six weeks of the oral examination, or
 - (d) that the thesis is not acceptable in its present form and should be returned to the candidate, who may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or
 - (e) that the thesis not be accepted for the degree of Doctor of Philosophy, but be accepted as fulfilling the requirements for the degree of Master of Philosophy, or
 - (f) that the candidate has failed to meet the required standard and that no degree be awarded.
 20. A candidate may revise and re-submit a thesis only once.
 21. A candidate may apply to the Postgraduate Studies Committee at any time between enrolment and submission of the thesis to transfer from a PhD to an MPhil.
 22. Candidates who have concerns about standards of supervision or who wish to appeal against any process or decision of a supervisor, pro-Dean, Dean, or the

Postgraduate Studies Committee with respect to their registration or the examination process may do so in writing to the Chairperson of the Postgraduate Studies Committee. If the matter is not resolved by the Chairperson of the Postgraduate Studies Committee to the satisfaction of the candidate, the candidate may refer his or her appeal to the Vice-Chancellor. The Vice-Chancellor will appoint a person or panel to investigate and will make a final decision based on the report of that person or panel.

23. These regulations may be varied or waived by the Postgraduate Studies Committee under delegated authority of the Academic Board.

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& [REQUESTS](#)



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[Waikato Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Higher Degrees/a>](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Doctor of Education (EdD)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

The regulations below set down the requirements for award of the EdD degree. Formal policies and procedures related to enrolment and examination for the EdD are set out in the [Handbook for the Master of Philosophy and Doctorates](#) at the University of Waikato, which also includes information about administration matters.

Both regulations set out below and the formal policies and procedures set out in the Handbook for the Master of Philosophy and Doctorates at the University of Waikato are administered by the University's Postgraduate Studies Committee by delegated authority of the Academic Board. Any changes to these regulations, or to the formal policies and procedures, are subject to approval by the Academic Board.

Regulations for the Degree of Doctor of Education (EdD)

1. The Degree is awarded to candidates who have successfully completed a programme of coursework and research in two parts as follows:
 - 1.1 *Part 1 - Research Portfolio*
Candidates must gain a pass grade in the paper DSOE995 Research Portfolio.
 - 1.2 *Part 2 - Thesis*
Candidates must undertake approved and supervised research, and present the results lucidly in a thesis which
 - (i) critically investigates an approved topic of substance and significance, and
 - (ii) demonstrates expertise in the methods of research and scholarship, and
 - (iii) displays intellectual independence, and
 - (iv) makes a substantial original contribution to the subject area concerned and is of publishable quality.
2. To qualify to enrol for the EdD, candidates must have qualified for the award of a recognised teaching or allied professional qualification and must produce evidence of at least three years of competent service as an education practitioner. Candidates must also
 - (a) have qualified for the award of a bachelors degree with honours or a masters degree, and must have achieved at least second class honours (first division) or distinction, or
 - (b) have qualified for the award of the degree of Master of Philosophy, or
 - (c) have passed qualifying papers at a satisfactory level, or
 - (d) in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Studies Committee that he or she has adequate skills and knowledge to proceed with the proposed research.
3. Candidates for the EdD must apply on the prescribed form which is available from the Postgraduate Studies Office.
4. Applications to enrol for the EdD and the conditions of enrolment are subject to approval by the Postgraduate Studies Committee under delegated authority of the Academic Board.
5. As one of the preconditions for the approval of an application to enrol, the Postgraduate Studies Committee will establish that the necessary supervision and resources can be provided for the chosen research topic. If either prior to, or at any time during the study period the University encounters staffing or resource difficulties beyond its control which impact on the availability of resources or supervision for a student's EdD research, it will make all reasonable efforts, within budget and staffing constraints, to provide satisfactory arrangements so as not to disadvantage any affected student. Because of the specialist nature of research and supervision at this level, however, the University cannot guarantee that under such circumstances, a student's

- conditions of enrolment will not be subject to change.
6. Candidates whose applications to enrol for the EdD are approved by the Postgraduate Studies Committee must enrol in the School of Education and, subject to satisfactory progress, pursue their coursework and research for
 - (a) at least three years, if they are enrolled on a full-time basis, or
 - (b) at least six years, if they are enrolled on a part-time or mixed mode basis.
 7. Enrolment is approved, in the first instance
 - (a) for a maximum of one year in Part 1 and a maximum of four years in Part 1 and Part 2 if the candidate is registered on a full-time basis, or
 - (b) for a maximum of two years in Part 1 and a maximum of eight years in Part 1 and Part 2 if the candidate is registered on a part-time or mixed mode basis.
 8. Initial enrolment is in Part 1. When the Dean of the School of Education has confirmed that candidates have passed Part 1 to the prescribed standards, candidates may apply for enrolment in Part 2.
 9. On the recommendation of the Dean of the School of Education, candidates who have completed Part 1 but whose results are not yet confirmed may be permitted to apply to the Postgraduate Studies Committee for conditional enrolment in Part 2. Confirmation of enrolment by the Postgraduate Studies Committee is subject to confirmation that the candidate has passed Part 1 to the prescribed standards.
 10. For each candidate who proceeds to Part 2 of the EdD, the Postgraduate Studies Committee appoints a supervisory panel, one member of which is a continuing staff member of the University and the chief supervisor. Normally, a second member of the panel is also a continuing staff member of the University.
 11. Candidates are required to maintain continuous enrolment throughout the entire period of their degree.
 12. Notwithstanding section 11 of these regulations, candidates may apply to the Postgraduate Studies Committee for three-month periods of suspension of enrolment up to a maximum of one year in Part 1 and one year in Part 2. Candidates are not entitled to access supervision or any University resources during a period of suspension.
 13. Candidates may apply to the Postgraduate Studies Committee for extension of enrolment.
 14. The Postgraduate Studies Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate satisfactory progress or comply with any regulations or policies which relate to enrolment for the Degree.
 15. Candidates enrolled for Part 2 of the EdD must submit six-monthly reports on the progress of their research work.
 16. An EdD thesis may consist of either published or unpublished material, or a combination of both, and must be presented within the term of enrolment.
 17. Candidates must indicate in the thesis any component that has been used or presented for any other degree.
 18. Candidates must comply with the *Dissertations and Theses Regulations 2006* which set out the University's requirements with respect to the submission and presentation of theses.
 19. The Postgraduate Studies Committee appoints at least two examiners for the candidate's thesis who are external to the University and not directly connected with the candidate or the candidate's research.
 20. Provided that at least half of the examiners recommend that the thesis be accepted, an oral examination of the candidate is conducted.
 21. The Postgraduate Studies Committee makes a final decision on the award of the Degree. On the basis of the final report of the examiners following the oral examination, the Postgraduate Studies Committee will resolve either
 - (a) that the thesis be accepted in its present form as fulfilling the requirements of Part 2 for the EdD, or
 - (b) that the thesis be accepted as fulfilling the requirements of Part 2 for the EdD subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiners, to the satisfaction of the chief supervisor, or
 - (c) that the thesis be accepted as fulfilling the requirements of Part 2 for the EdD subject to the candidate completing substantial amendments to the satisfaction of all the examiners or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within six weeks, or
 - (d) that the thesis is not acceptable in its present form and be returned to the candidate, who may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or
 - (e) that the thesis is not acceptable for the EdD but should be accepted as

- fulfilling the requirements of the degree of Master of Education or Master of Philosophy, or
- (f) that the candidate has failed to meet the required standard and that no degree be awarded.
22. Candidates will be permitted to revise and re-submit a thesis only once.
 23. Candidates who have completed Part 1 of the Degree, but who have not qualified to proceed to Part 2 may apply to the Dean of Education to transfer to the Postgraduate Diploma of Education
 24. Candidates may apply to the Dean of the School of Education, at any time during Part 2 of the EdD before submission of the thesis, to transfer to the MEd.
 25. Candidates may apply to the Postgraduate Studies Committee, at any time during Part 2 of the EdD before submission of the thesis, to transfer to the MPhil.
 26. Candidates who have concerns about standards of supervision or who wish to appeal against any process or decision of a supervisor, pro-Dean, Dean, or the Postgraduate Studies Committee with respect to their registration or the examination process may do so in writing to the Chairperson of the Postgraduate Studies Committee. If the matter is not resolved by the Chairperson of the Postgraduate Studies Committee to the satisfaction of the candidate, the candidate may refer his or her appeal to the Vice-Chancellor. The Vice-Chancellor will appoint a person or panel to investigate and will make a final decision based on the report of that person or panel.
 27. These regulations may be varied or waived by the Postgraduate Studies Committee under delegated authority of the Academic Board.

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[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Higher Degrees/a>](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Degree of Doctor of Juridical Science (SJD)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

1. The Degree is awarded to candidates who have successfully completed a programme of coursework and research in two parts as follows:
 - 1.1 *Part 1 - Research Portfolio*
Candidates must gain a pass grade in the paper LAWS995 Research Portfolio.
 - 1.2 *Part 2 - Thesis*
Candidates must undertake approved and supervised research, and present the results lucidly in a thesis which
 - (i) critically investigates an approved topic of substance and significance, and
 - (ii) demonstrates expertise in the methods of research and scholarship, and
 - (iii) displays intellectual independence, and
 - (iv) makes a substantial original contribution to the subject area and is of publishable quality.
2. To qualify to enrol for the SJD, candidates must
 - (a) have qualified for the award of a bachelors degree with honours or a masters degree, and must have achieved at least second class honours (first division) or distinction, or
 - (b) have qualified for the award of the degree of Master of Philosophy, or
 - (c) have passed qualifying papers at a satisfactory level, or
 - (d) in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Studies Committee that he or she has adequate skills and knowledge to proceed with the proposed research.
3. Candidates for the SJD must apply on the prescribed form which is available from the Postgraduate Studies Office.
4. Applications to enrol for the SJD and the conditions of enrolment are subject to approval by the Postgraduate Studies Committee under delegated authority of the Academic Board.
5. As one of the preconditions for the approval of an application to enrol, the Postgraduate Studies Committee will establish that the necessary supervision and resources can be provided for the chosen topic. If either prior to, or at any time during the study period the University encounters staffing or resource difficulties beyond its control which impact on the availability of resources or supervision for a student's SJD research, it will make all reasonable efforts, within budget and staffing constraints, to provide satisfactory arrangements so as not to disadvantage any affected student. Because of the specialist nature of research and supervision at this level, however, the University cannot guarantee that under such circumstances, a student's conditions of enrolment will not be subject to change.
6. Candidates whose applications to enrol for the SJD are approved by the Postgraduate Studies Committee must enrol in the School of Law and, subject to satisfactory progress, pursue their coursework and research for
 - (a) at least three years, if they are enrolled on a full-time basis, or
 - (b) at least six years, if they are enrolled on a part-time or mixed mode basis.
7. Enrolment is approved, in the first instance
 - (a) for a maximum of one year in Part 1 and a maximum of four years in Part 1 and Part 2 if the candidate is registered on a full-time basis, or
 - (b) for a maximum of two years in Part 1 and a maximum of eight years in Part 1 and Part 2 if the candidate is registered on a part-time or mixed mode basis.
8. Initial enrolment is in Part 1. When the Dean of the School of Law has

- confirmed that candidates have passed Part 1 to the prescribed standards, candidates may apply for enrolment in Part 2.
9. On the recommendation of the Dean of the School of Law, candidates who have completed Part 1 but whose results are not yet confirmed may be permitted to apply to the Postgraduate Studies Committee for conditional enrolment in Part 2. Confirmation of enrolment by the Postgraduate Studies Committee is subject to confirmation that the candidate has passed Part 1 to the prescribed standards.
 10. For each candidate who proceeds to Part 2 of the SJD, the Postgraduate Studies Committee appoints a supervisory panel, one member of which is a continuing staff member of the University and the chief supervisor. Normally, a second member of the panel is also a continuing staff member of the University.
 11. Candidates are required to maintain continuous enrolment throughout the entire period of their degree.
 12. Notwithstanding section 11 of these regulations, candidates may apply to the Postgraduate Studies Committee for three-month periods of suspension of enrolment up to a maximum of one year in Part 1 and one year in Part 2. Candidates are not entitled to access supervision or any University resources during a period of suspension.
 13. Candidates may apply to the Postgraduate Studies Committee for extension of enrolment.
 14. The Postgraduate Studies Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate satisfactory progress or comply with any regulations or policies which relate to enrolment for the Degree.
 15. Candidates enrolled for Part 2 of the SJD must submit six-monthly reports on the progress of their research work.
 16. An SJD thesis may consist of either published or unpublished material, or a combination of both, and must be presented within the term of enrolment.
 17. Candidates must indicate in the thesis any component that has been used or presented for any other degree.
 18. Candidates must comply with the *Dissertations and Theses Regulations 2006* which set out the University's requirements with respect to the submission and presentation of theses.
 19. The Postgraduate Studies Committee appoints at least two examiners for the candidate's thesis who are external to the University and not directly connected with the candidate or the candidate's research.
 20. Provided that at least half of the examiners recommend that the thesis be accepted, an oral examination of the candidate is conducted.
 21. The Postgraduate Studies Committee makes a final decision on the award of the Degree. On the basis of the final report of the examiners following the oral examination, the Postgraduate Studies Committee will resolve either
 - (a) that the thesis be accepted in its present form as fulfilling the requirements of Part 2 for the SJD, or
 - (b) that the thesis be accepted as fulfilling the requirements of Part 2 for the SJD subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiners, to the satisfaction of the chief supervisor, or
 - (c) that the thesis be accepted as fulfilling the requirements of Part 2 for the SJD subject to the candidate completing substantial amendments to the satisfaction of all the examiners or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within six weeks, or
 - (d) that the thesis is not acceptable in its present form and be returned to the candidate, who may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or
 - (e) that the thesis is not acceptable for the SJD but should be accepted as fulfilling the requirements of the degree of Master of Laws or Master of Philosophy, or
 - (f) that the candidate has failed to meet the required standard and that no degree be awarded.
 22. Candidates will be permitted to revise and re-submit a thesis only once.
 23. Candidates who have completed Part 1 of the Degree, but who have not qualified to proceed to Part 2 may apply to the Dean of the School of Law to transfer to the Master of Laws.
 24. Candidates may apply to the Dean of the School of Law, at any time during Part 2 of the SJD before submission of the thesis, to transfer to the LL.M.
 25. Candidates may apply to the Postgraduate Studies Committee, at any time during Part 2 of the SJD before submission of the thesis, to transfer to the MPhil.
 26. Candidates who have concerns about standards of supervision or who wish to

appeal against any process or decision of a supervisor, pro-Dean, Dean, or the Postgraduate Studies Committee with respect to their registration or the examination process may do so in writing to the Chairperson of the Postgraduate Studies Committee. If the matter is not resolved by the Chairperson of the Postgraduate Studies Committee to the satisfaction of the candidate, the candidate may refer his or her appeal to the Vice-Chancellor. The Vice-Chancellor will appoint a person or panel to investigate and will make a final decision based on the report of that person or panel.

27. These regulations may be varied or waived by the Postgraduate Studies Committee under delegated authority of the Academic Board.

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 [BACK TO TOP](#)

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[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Higher Degrees/a>](#) [Site Index](#) | [Text Only](#)

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Regulations for the Degrees of Doctor of Laws (LLD), Doctor of Literature (DLit) and Doctor of Science (DSc)

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

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 Director of the Student and Academic Services Division accompanied by
 - (a) four copies of the published work on which the application is based, one of which shall be bound in the form prescribed for presentation to the Library, and
 - (b) a short discourse on the nature of the candidate's work, and
 - (c) a statutory declaration which shall
 - (i) state the extent to which the work is the candidate's own, and (in the case of a conjoint work) identify as clearly as possible which 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 Fees and Charges section published in the University of Waikato Calendar.
5. Upon receiving the application, the Academic Board may at its discretion appoint a moderator who shall submit to the Director of the Student and Academic Services Division a preliminary report on the candidate's work and a recommendation as to whether the examination should proceed or whether the candidate should be advised to withdraw the application. A candidate shall not be obliged to withdraw the application if so advised, but withdrawal upon such advice shall entitle him or her to the refund of two-thirds of the fee (excluding GST) required under section 4(d) of these regulations.
6. If the examination is to proceed, the candidate's work shall be submitted to three examiners appointed by the Academic Board, at least two of whom shall be external to the University. Each examiner shall
 - (a) report independently on the quality of the work and its value as a significant contribution to learning, and
 - (b) recommend to the Academic Board whether or not the degree should be awarded, provided that where the recommendation is that the degree should not be awarded the examiner may recommend that the candidate be allowed to re-present his or her work supplemented by additional published work. A re-presentation permitted by the Academic Board under this regulation shall be accompanied by a further full examination charge.

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 [BACK TO TOP](#)

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[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Diploma](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Diploma (Dip)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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 are¹
 - Arts (Dip(Arts))
 - Communication Studies (Dip(CS))
 - 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.

Note:

1. Each Diploma field is made up of prescribed [subjects](#).

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
 - LING132 The Use of Language
 - MCOM102 Communication and Cyberspace
 - MCOM133 Introduction to Corporate Communication
 - MCOM220 Communication Theory
 - SMST102 The Media and Society 1

Law

1. The following papers are compulsory
 - LAWS103 Legal Method
 - LAWS106 Legal Systems and Societies
 - LAWS201 Public Law A
 - LAWS204 Contracts

LAWS207 Torts

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.

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Page Generated: Tue Nov 21 04:11:23 2023

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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Diploma](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Graduate Diploma (GradDip)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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 must gain at least 80 points from one of the subjects listed in Schedule A.
8. The Graduate Diploma subjects are
Schedule A
 - Accounting (GradDip(Acc))
 - Adult Education and Training (GradDip(AdEdT))
 - American Studies (GradDip(AmSt))
 - Anthropology (GradDip(Anth))
 - Asian Studies (GradDip(AsianSt))
 - Biological Sciences (GradDip(BioSc))
 - Chemistry (GradDip(Chem))
 - Chinese (GradDip(Chin))
 - Computer Science (Grad(DipCompSc))
 - Dispute Resolution (GradDip(DR))
 - Earth Sciences (GradDip(EarthSc))
 - Economics (GradDip(Econ))
 - Education (GradDip(Ed))
 - Education Studies (GradDip(EdSt))
 - Electronic Commerce (GradDip(ESCom))
 - Electronic Commerce Technology (GradDip(ESComTech))¹
 - Electronics (GradDip(Elec))
 - Engineering (GradDip(Eng))¹
 - English (GradDip(Engl))
 - English Studies (GradDip(EnglSt))
 - Entrepreneurship and Innovation (GradDip(Entre&Inn))
 - Finance (GradDip(Fin))
 - French (GradDip(Fren))
 - Geography (GradDip(Geog))
 - German (GradDip(Germ))
 - History (GradDip(Hist))

Hospitality Management (GradDip(HospMgt))
Human Development (GradDip(HumDev))
Human Resource Management (GradDip(HRM))
Industrial Relations and Human Resource Management
(GradDip(IR&HRM))
Information Systems Management (GradDip(ISM))
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 Communication (GradDip(MgtComm))
Management and Sustainability (GradDip(MgtStn))
Manufacturing Management (GradDip(ManMgt))
Māori and Pacific Development (GradDip(MPD))
Marketing (GradDip(Mrkt))
Marketing and Communication (GradDip(MrktComm))¹
Materials and Process Engineering (GradDip(Mat&ProcEng))
Mathematics (GradDip(Math))
Media Studies (GradDip(MediaSt))
Music (GradDip(Mus))
New Zealand Legal Studies (GradDip(NZLegSt))
New Zealand Studies/Akoranga Aotearoa (GradDip(NZSt))
Philosophy (GradDip(Phil))
Physics (GradDip(Phys))
Political Science (GradDip(PolSc))
Population Studies (GradDip(PopSt))
Psychology (GradDip(Psych))
Public Policy (GradDip(PP))
Public Relations (GradDip(PR))
Religious Studies (GradDip(RelSt))
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))
Te Reo Māori/Māori Language (GradDip(ReoMāori))
Theatre Studies (GradDip(TheatSt))
Tikanga Māori/Māori Cultural Studies (GradDip(Tikanga))
Tourism and Hospitality Management (GradDip(THMgt))
Tourism Management (GradDip(TourMgt))¹
Tourism Resources, Impacts and Planning (GradDip(TRIP))
Tourism Studies (GradDip(TourSt))
Women's and Gender Studies (GradDip(WomGenSt))

Schedule B

English as a Second Language
Pacific Studies
Social Science Research
Treaty of Waitangi Studies/Akoranga Te Tiriti o Waitangi

9. The Graduate Diploma awarded will be endorsed in the subject in which at least 80 points are gained.

Variations

10. The Dean or delegated authority may vary or waive these regulations in individual cases.

Note:

1. A Graduate Diploma is not offered in this subject in 2007.

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[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Diploma](#) [Site Index](#) | [Text Only](#)

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viewing the archived
2007 Calendar

Regulations for the Graduate Diploma in Education in Pōkairua Kaupae-Rua Whakaako mō te Māori/Māori Medium Teaching (GradDipEd(MāoriMedTchg))

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

1. The *Personal Programmes of Study Regulations* apply in these regulations.
Admission
2. Candidates for the Graduate Diploma 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) produced evidence of having gained the necessary professional experience as defined in the School of Education Graduate Studies in Education handbook or in the School of Education Graduate Programmes 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 Graduate Diploma
4. The normal minimum period of enrolment for completion of the Graduate Diploma is one year.
5. Candidates must enrol in the School of Education and follow an approved programme of study.
6. Candidates must gain at least 120 points at 700 level from the papers prescribed for the Graduate Diploma in the School of Education Graduate Programmes entry in the University of Waikato Calendar.
7. The programme of study of each candidate shall require the approval of the Academic Board.
Credit Transfers
8. A candidate may be permitted to credit towards the Graduate Diploma papers passed prior to enrolment as a Graduate Diploma candidate, provided that these papers have not been counted previously towards another qualification.
Variations
9. The Dean or delegated authority may vary or waive these regulations in individual cases.

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[BACK TO TOP](#)

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[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Diploma](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Graduate Diploma of Teaching (GradDipT)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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 School 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 School of Education's handbooks for the current year. The streams are
 - 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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[BACK TO TOP](#)

The University of Waikato - Te Whare Wānanga o Waikato
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[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Diploma](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Postgraduate Diploma (PGDip)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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))
 - Anthropology (PGDip(Anth))
 - Applied Linguistics (PGDip(AppLing))
 - Biological Sciences (PGDip(BioSc))
 - Chemistry (PGDip(Chem))
 - Chinese (PGDip(Chin))
 - Computer Science (PGDip(CompSc))
 - Counselling (PGDip(Couns))¹
 - Demography (PGDip(Dem))
 - Development Studies (PGDip(DevSt))
 - Earth Sciences (PGDip(EarthSc))
 - Economics (PGDip(Econ))
 - Education (PGDip(Ed))
 - Education Studies (PGDip(EdSt))
 - Educational Leadership (PGDip(EdLeadership))
 - Electronic Commerce (PGDip(ECom))
 - Electronics (PGDip(Elec))
 - Engineering (PGDip(Eng))¹
 - English (PGDip(Engl))
 - Enterprise and Innovation (PGDip(Ent&Inn))
 - 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(IRSSSt))
Interpreting and Translating Māori (PGDip(Int&Trans))²
Japanese (PGDip(Jap))
Labour Studies (PGDip(LabSt))
Language and Literacy Education (PGDip(LangLitEd))
Law (PGDip(Law))
Management (PGDip(Mgt))¹
Management Communication (PGDip(MgtComm))
Management Studies (PGDip(MgtSt))
Management and Sustainability (PGDip(MgtStn))
Management Systems (PGDip(MgtSys))
Managing Behaviour in Schools (PGDip(MBS))
Marketing (PGDip(Mrkt))
Materials and Process Engineering (PGDip(Mat&ProcEng))
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))
Special Education (PGDip(SpEd))
Sport and Leisure Studies (PGDip(SpLS))
Statistics (PGDip(Stats))
Strategic Management (PGDip(StratMgt))
Te Reo Māori/Māori Language (PGDip(ReoMāori))
Technology Education (PGDip(TechEd))
Theatre Studies (PGDip(TheatSt))
Tikanga Māori/Māori Cultural Studies (PGDip(Tikanga))
Tourism and Hospitality Management (PGDip(THMgt))
Treasury and Financial Management (PGDip(TreasFinMgt))
Women's and Gender Studies (PGDip(WomGenSt))

9. The Postgraduate Diploma awarded will be endorsed in the subject in which at least 90 points are gained.

Award of Honours

10. The Postgraduate Diploma may be awarded with Distinction.

Variations

11. 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 2007.
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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[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Diploma](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Postgraduate Diploma in Computer Graphic Design (PGDipCGD)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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 Wanganui UCOL School of Design Academic Regulations apply with respect to papers identified in the Computer Graphic Design entry in the University of Waikato Calendar as Wanganui UCOL 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 Wanganui UCOL 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 Wanganui UCOL School of Design and the School 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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[BACK TO TOP](#)

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[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Diploma](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Postgraduate Diploma in the Practice of Psychology in Applied Behaviour Analysis (PGDipPracPsych (ABA)) and Organisational Psychology (PGDipPracPsych(OrgPsych))

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

- Candidates for the Postgraduate Diploma must have
 - 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
 - specialised in the masters degree in the area of study of the proposed endorsement for the Postgraduate Diploma, or
 - satisfied the Chairperson of Psychology that they have undertaken sufficient graduate taught and research papers to undertake the proposed endorsement.
- Candidates must be in ongoing employment (paid or unpaid) in an organisation which provides them with the opportunity to practice significantly in either Applied Behaviour Analysis or in Organisational Psychology.
- Candidates must be accepted by the Chairperson of the Psychology Department. Admission to the programme will depend in each individual case on
 - the papers passed by the candidate for the masters degree and their relevance as qualifying papers, and
 - evidence of the suitability of the candidate's current and ongoing employment, and
 - the availability of suitable supervision.

Requirements for the Postgraduate Diploma

- The normal minimum period of enrolment for completion of the Postgraduate Diploma is one year.
- Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
- In order to complete the requirements of the Postgraduate Diploma, candidates must
 - gain 120 points in papers at 700 level, including any compulsory papers, as prescribed in the Psychology entry in the University of Waikato Calendar, and
 - prior to completion of the qualification, produce evidence to the Chairperson of Psychology of having undertaken appropriate full-time practical work for a period equivalent to one year.

Variations

- The Dean or delegated authority may vary or waive these regulations in individual cases.

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[BACK TO TOP](#)

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[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Diploma](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Postgraduate Diploma in Psychology (Clinical) (PGDipPsych(Clin)) and the Postgraduate Diploma in Psychology (Community) (PGDipPsych(Com))

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

1. The *Personal Programmes of Study Regulations* apply in these regulations.
 2. Candidates for the Postgraduate Diploma must have
 - (a) normally be enrolled concurrently at the University of Waikato for the degree of Bachelor of Social Sciences with Honours and, subsequently, either the degree of Master of Social Sciences, Master of Philosophy, or Doctor of Philosophy with a research topic approved by the Chairperson of the Department of Psychology, and shall complete the requirements of both the BSocSc(Hons) and one of the subsequent degrees before being eligible for the award of the Postgraduate Diploma, or
 - (b) been granted the right to proceed to the Postgraduate Diploma under the admission ad eundem statum regulations.
 3. 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*
4. The normal minimum period of enrolment for completion of the Postgraduate Diploma is three years.
 5. Candidates must enrol in the Faculty of Arts and Social Sciences and follow an approved programme of study.
 6. 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.
 7. Every candidate for the Postgraduate Diploma shall
 - (a) complete 80 points as prescribed in the Psychology entry in the University of Waikato Calendar for the appropriate option 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.
 8. The University will endeavour to arrange placements which will allow a candidate to undertake the practical and placement work referred to in sections 7(b) and 7(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.
 9. 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 7(b) and 7(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 7(b) and 7(c) of these regulations shall be as prescribed from time

to time in the department's graduate handbook and the appropriate course outlines.

10. 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

11. The Dean or delegated authority may vary or waive these regulations in individual cases.

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 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Certificate](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Certificate of Attainment in English Language (CertAttainEngLang)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

Admission

1. There are no formal prerequisites for admission to the Certificate.
2. Admission to the Certificate is subject to the approval of the Manager of the Language Institute.
3. The level at which admission is approved will be determined by the Manager of the Language Institute and will depend on the student's proficiency in written and spoken English.

Requirements for the Certificate

4. The Certificate is taught at eight levels. Every candidate must enrol in the Language Institute and may do so for one or more levels in sequence. The programme of study for each level comprises 43 points. Candidates will receive a certificate of attainment for each level passed.
5. Candidates who gain the required 43 points at Levels 4, 5, 6, 7, or 8 will be awarded the Certificate endorsed with Academic English.
6. The prescription for each level of study for the Certificate is prescribed in the Foundation and Bridging Programmes entry in the University of Waikato Calendar.
7. The programme of every candidate is subject to the approval of the Manager of the Language Institute.
8. Every candidate must complete to the satisfaction of the Academic Board such class work, practical work, assignments, tests, and oral and written examinations as may be required.

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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& [REQUESTS](#)

[BACK TO TOP](#)

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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Certificate](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Certificate of Attainment in Foundation Studies (CertAttainFoundSt)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)

Admission

1. There are no formal prerequisites for admission to the Certificate programme. However, candidates for the Certificate must produce evidence which satisfies the Dean of the Faculty of Arts and Social Sciences that they are proficient in English language to the equivalent of IELTS 5.5, with a minimum of Level 5 in the Writing Band. Candidates must also have reached a standard of education at least equivalent to 6th form level in a New Zealand secondary school.
2. Every candidate for the Certificate must be accepted by the Dean of the Faculty of Arts and Social Sciences.

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 Faculty of Arts and Social Sciences 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 Foundation and Bridging 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.

[2018 Calendar](#)
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[BACK TO TOP](#)

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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Certificate](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Certificate of University Preparation (CUP)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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 Dean of at least one of the participating Schools of Studies or Faculty, in consultation with the Director of Continuing Education.

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 a Faculty or School of Studies 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 Dean 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

CUPR002 Introduction to Critical Thought and Expression

Part B: Elective Papers

CUPR003 Bridging Arts

CUPR004 Bridging Social Science

CUPR005 Bridging Biology

CUPR006 Bridging Chemistry

CUPR007 Bridging Physics

CUPR008 Bridging Mathematics and Statistics

Huarahi Māori Stream

Part A: Compulsory Study Skills Papers

CUPR021 Huarahi Māori Introduction to Study Skills

CUPR022 Huarahi Māori Introduction to Critical Thought and Expression

Part B: Elective Papers

CUPR023 Huarahi Māori Bridging Government and Society

CUPR024 Huarahi Māori Bridging Mathematics and Statistics

CUPR025 Huarahi Māori Bridging Science

CUPR026 Huarahi Māori Bridging Māori

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& [REQUESTS](#)
[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

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Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Certificate](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for Te Tīmatanga Hou (TTH)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

Admission

1. Candidates for Te Tīmatanga Hou must be 17 years of age at the start of the programme.
2. Candidates are selected according to procedures and criteria determined by the Te Tīmatanga Hou Programme Committee. The programme is intended primarily for people of Māori descent but consideration will also be given to others who have similar needs, background, and ability to contribute, and who will benefit from the special character of the programme.
3. A student who is permitted to enrol for 100 level papers under section 8 of these regulations will be admitted under the University's Discretionary Entry provisions.

Requirements for the Certificate

4. The normal minimum period of enrolment for completion of the Certificate is one full-time 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 from those papers prescribed in the Foundation and Bridging Programmes entry in the University of Waikato Calendar.

Credit Transfers

7. A student who passes 100 level papers under section 8 of these regulations may apply to cross-credit them to a bachelors degree of the university.

Variations

8. Candidates may apply to substitute a maximum of 30 points in the prescribed papers with 30 points at 100 level in another subject. The application is subject to joint approval of the Dean of the School of Māori and Pacific Development and the Dean of the Faculty/School in which the 100 level paper is taught, and will be based on the student's achievement in the relevant subject in Level 3 NCEA or equivalent.
9. The Dean or delegated authority may vary or waive these regulations in individual cases.

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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Certificate](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Certificate (Cert)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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 are¹
 - Arts (Cert(Arts))
 - Communication Studies (Cert(CS))
 - Law (Cert(Law))²
 - 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. Each Certificate field is made up of prescribed [subjects](#).
2. A Certificate is not offered in this field in 2007.

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 100 and 200 level compulsory papers for the BTour.

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[BACK TO TOP](#)

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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Certificate](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

The Certificate in Leisure and Sport

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

The Certificate in Leisure and Sport programme is offered in conjunction with Tairāwhiti Polytechnic.

Regulations for the Certificate in Leisure and Sport (CertLSp)

1. Every candidate for the Certificate in Leisure and Sport shall be enrolled in a programme of study approved by the Certificate in Leisure and Sport Board of Studies.
2. Candidates for the certificate shall meet such requirements for admission to papers as may be specified in the relevant prescriptions, as defined in the Calendar of the institution which is offering the papers.
3. The programme of study shall comprise three equal and coherent parts
 - (a) one part shall consist of at least 30 points in undergraduate papers, which will normally be at 100 level, of the University of Waikato
 - (b) a second part shall consist of a programme of study offered by Tairāwhiti Polytechnic and that programme will normally require attendance and assessed work totalling approximately 300 hours
 - (c) a third part may be completed in one of the following ways:
 - (i) additional study may be undertaken of two papers of the University of Waikato, or of approximately 300 hours of study in programmes of Tairāwhiti Polytechnic, or by a combination of one university paper and approximately 150 hours of study in programmes of one Tairāwhiti Polytechnic
 - (ii) appropriate work of a practical nature which is related to the theme of the chosen area of study and which is approximately equivalent in amount and difficulty to 300 hours of study by attendance and assessment at a tertiary education institution
 - (iii) by
 - (a) credit of appropriate practical or coursework which has already been completed and certified by a recognised training or education institution or organisation, such credit to count for one-sixth of the Certificate of Leisure and Sport requirements, and by
 - (b) undertaking an approved project relevant to the papers taken and the personal area of interest of the candidate, the result of the project to be presented in an appropriate form and to count for one-sixth of the Certificate of Leisure and Sport requirements.
4. In assessing whether credit may be granted towards the Certificate in Leisure and Sport for work completed in non-participating institutions, the following principles will apply:
 - (a) the work to be credited shall be appropriate in subject matter and standard
 - (b) the work has required a similar period of study to that which would be needed for a similar body of work carried out in the participating institutions (for this purpose it will be generally assumed that 150 hours of study equates to two years of appropriate practical experience)
 - (c) once credit towards the Certificate in Leisure and Sport has been granted for work which has already been recognised as a part of the requirement for any earlier qualification it cannot be further credited to another higher qualification (e.g. a degree) unless the Certificate of Leisure and Sport is surrendered.
5. A candidate who has successfully completed the Certificate in Leisure and Sport may apply on the appropriate form to the Director of the Student and Academic Services Division of the University of Waikato or to the Principal of Tairāwhiti Polytechnic to credit certificate papers towards a higher qualification of that institution.

The application must be accompanied by the prescribed fee. The credited papers shall comply with the regulations for the higher qualification. A maximum of one-third of the work completed for the Certificate in Leisure and Sport may be credited in this way. A candidate who wishes to credit more than one-third of the work completed for the Certificate in Leisure and Sport will be required to surrender that certificate before the award of credit will be confirmed.

6. The credit which may be awarded for transfer to a higher qualification shall be decided by the appropriate authority of the institution to which application is made.

Notes:

1. Any panel set up to devise and supervise particular programmes of study will include representatives of Tairāwhiti Polytechnic and the University of Waikato.
2. The Certificate of Leisure and Sport is awarded in the name of the combined participating institutions.

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 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

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Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Certificate](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Graduate Certificate (GradCert)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

1. The *Personal Programmes of Study Regulations* apply in these regulations.

Admission

2. Candidates for the Graduate Certificate must have
 - (a) qualified for a bachelors degree of the University of Waikato, or a qualification considered by the Academic Board to be equivalent, or
 - (b) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience and ability to proceed with the proposed programme.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed, either prior to or concurrently.

Requirements for the Graduate Certificate

4. The normal minimum period of enrolment for completion of the Graduate Certificate is one 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 100 level or above, including at least 40 points at 300 level or above, in the Graduate Certificate subjects.
7. Candidates must gain at least 40 points from one of the subjects listed in Schedule A.
8. The Graduate Certificate subjects are

Schedule A

Accounting (GradCert(Acc))
 American Studies (GradCert(AmSt))
 Anthropology (GradCert(Anth))
 Asian Studies (GradCert(AsianSt))
 Biological Sciences (GradCert(BioSc))
 Chemistry (GradCert(Chem))
 Chinese (GradCert(Chin))
 Computer Science (GradCert(CompSc))
 Earth Sciences (GradCert(EarthSc))
 Economics (GradCert(Econ))
 Education Studies (GradCert(EdSt))
 Electronic Commerce Technology (GradCert(EComTech))¹
 Electronics (GradCert(Elec))
 Engineering (GradCert(Eng))¹
 English (GradCert(Engl))
 English Studies (GradCert(EnglSt))
 Entrepreneurship and Innovation (GradCert(Entre&Inn))
 Finance (GradCert(Fin))
 French (GradCert(Fren))
 Geography (GradCert(Geog))
 German (GradCert(Germ))
 History (GradCert(Hist))
 Hospitality Management (GradCert(HospMgt))¹
 Human Development (GradCert(HumDev))
 Human Resource Management (GradCert(HRM))
 Industrial Relations and Human Resource Management

(GradCert(IR&HRM))
Information Systems Management (GradCert(ISM))
International Management (GradCert(IntMgt))
Japanese (GradCert(Jap))
Labour Studies (GradCert(LabSt))
Law (GradCert(Law))
Linguistics (GradCert(Ling))
Management (GradCert(Mgt))¹
Management Communication (GradCert(MgtComm))
Manufacturing Management (GradCert(ManMgt))
Māori and Pacific Development (GradCert(MPD))
Marketing (GradCert(Mrkt))
Marketing and Communication (GradCert(MrktComm))¹
Materials and Process Engineering (GradCert(Mat&ProcEng))
Mathematics (GradCert(Math))
Media Studies (GradCert(MediaSt))
Music (GradCert(Mus))
New Zealand Studies/Akoranga Aotearoa (GradCert(NZSt))
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))
Religious Studies (GradCert(RelSt))
Screen and Media Studies (GradCert(SMSt))
Social Policy (GradCert(SocPol))
Sociology (GradCert(Soc))
Spanish (GradCert(Span))
Sport and Leisure Studies (GradCert(SpLS))
Statistics (GradCert(Stats))
Strategic Management (GradCert(StratMgt))
Supply Chain Management (GradCert(SCM))
Te Reo Māori/Māori Language (GradCert(ReoMāori))
Theatre Studies (GradCert(TheatSt))
Tikanga Māori/Māori Cultural Studies (GradCert(Tikanga))
Tourism and Hospitality Management (GradCert(THMgt))
Tourism Management (GradCert(TourMgt))¹
Tourism Resources, Impacts and Planning (Grad(CertTRIP))
Tourism Studies (GradCert(TourSt))
Women's and Gender Studies (GradCert(WomGenSt))

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.

Note:

1. A Graduate Certificate is not offered in this subject in 2007.

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 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

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URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/certificates/gradcert.html>

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Archived 2007 Calendar



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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Certificate](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Postgraduate Certificate (PGCert)

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

1. The *Personal Programmes of Study Regulations* apply in these regulations.
 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))
 - 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))¹
 - Demography (PGCert(Dem))
 - Development Studies (PGCert(DevSt))
 - Earth Sciences (PGCert(EarthSc))
 - Economics (PGCert(Econ))
 - Education (PGCert(Ed))
 - Education Studies (PGCert(EdSt))
 - Educational Leadership (PGCert(EdLeadership))
 - eEducation (PCCert(eEd))
 - Electronic Commerce (PGCert(ECom))
 - Electronics (PGCert(Elec))
 - Engineering (PGCert(Eng))¹
 - 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))
Health Management (PGCert(HealthMgt))
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 Communication (PGCert(MgtComm))
Management Studies (PGCert(MgtSt))
Management Systems (PGCert(MgtSys))
Manufacturing Management (PGCert(ManMgt))
Marketing (PGCert(Mrkt))
Materials and Process Engineering (PGCert(Mat&ProcEng))
Mathematics (PGCert(Math))
Music (PGCert(Mus))
Personal Risk Management (PGCert(PRiskMgt))
Philosophy (PGCert(Phil))
Physics (PGCert(Phys))
Political Science (PGCert(PolSc))
Property Finance (PGCert(PropFin))
Psychology (PGCert(Psych))
Public Policy (PGCert(PP))
Public Relations (PGCert(PR))
School Principalship (PGCert(SchPrinc))²
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))
Special Education (PGCert(SpEd))
Sport and Leisure Studies (PGCert(SpLS))
Statistics (PGCert(Stats))
Strategic Management (PGCert(StratMgt))
Supply Chain Management (PGCert(SCM))
Te Reo Māori/Māori Language (PGCert(ReoMāori))
Tertiary Teaching (PGCert(TertTchg))²
Theatre Studies (PGCert(TheatSt))
Tikanga Māori/Māori Cultural Studies (PGCert(Tikanga))
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.

Variations

9. 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 2007.
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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[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#) > [Certificate](#) [Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Regulations for the Postgraduate Certificate in Counselling in Counselling Supervision (PGCertCouns(CounsSup)) and Family Counselling (PGCertCouns(FamCouns))

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

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 School of Education Graduate Studies in Education handbook or the School of Education Graduate Programmes entry in the University of Waikato Calendar, and
 - (c) satisfied the requirements for selection to the specific programme sought, as stated in the School of Education Graduate Studies in Education handbook or the School of Education Graduate Programmes 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 School 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 School of Education Graduate Studies in Education handbook or the School of Education Graduate Programmes entry in the University of Waikato Calendar. The Postgraduate Certificate may be endorsed with one of the following specialisations
 - 6.1 Counselling Supervision (CounsSup)
 - 6.2 Family Counselling (FamCouns)
 7. 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*
8. Candidates who have been awarded a Postgraduate Certificate may relinquish it for credit of up to 60 points towards an appropriate School of Education postgraduate qualification, at the discretion of the Dean.

The University of Waikato - Te Whare Wananga o Waikato
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Login

In this section

Regulations for the Degree of Bachelor of Arts (BA)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#)

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences, or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and/or 400 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of a major.

(a) *Division of Arts, Law, Psychology and Social Sciences majors*

Anthropology

Economics

Education and Society

English

Environmental Planning

Geography

History

Human Development

International Languages and Cultures

Law

Linguistics

Music

Philosophy

Political Science

Population Studies

Psychology

Screen and Media Studies

Social Policy

Sociology

Theatre Studies

Writing Studies

(b) *Faculty of Māori and Indigenous Studies majors*

Māori and Indigenous Studies

Pacific and Indigenous Studies

Te Reo Māori

7. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the [Catalogue of Papers](#).
8. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [Catalogue of Papers](#).
9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the [Catalogue of Papers](#).
11. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.
12. Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including:
 - (a) *for candidates enrolled in the Division of Arts, Law, Psychology and Social Sciences:*
ARTSC110, 15 points from List A: Academic Foundations, at least 15 points from papers as specified in the Cultural Perspectives page in the [Catalogue of Papers](#), and at least 15 points from papers as specified in the Work-Integrated Learning page in the [Catalogue of Papers](#).

- (b) *for candidates enrolled in the Bachelor of Arts with a major in Law:*
ARTSC110, LEGAL106 (30 points), 15 points from List A: Academic Foundations, at least 15 points from papers as specified in the Cultural Perspectives page in the [Catalogue of Papers](#), at least 15 points from papers as specified in the Work-Integrated Learning page in the [Catalogue of Papers](#).
- (c) *for candidates enrolled in the Faculty of Māori and Indigenous Studies:*
MAORI100, MAORI103, at least 15 points from papers as specified in the Work-Integrated Learning page in the [Catalogue of Papers](#) and 60 points from MAORI and PACIS coded papers.

13. Candidates may take up to 120 points from outside the field of the Degree.

14. The field of the Degree comprises all of the majors listed in section 6 of these regulations as well as Chinese, Ethics, French, Japanese, and Spanish.

Conjoint component requirements - Single major only

15. Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.

16. Candidates must complete the requirements of a major, as specified in sections 6 and 7.

17. Candidates must also complete at least 105 points from papers listed for the field of the Degree, as specified in section 12. However, candidates may substitute any of the following papers for any other field of the Degree paper:

- (a) *for candidates enrolled in the Division of Arts, Law, Psychology and Social Sciences:*
- (i) 15 points from List A: Academic Foundations, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the [Catalogue of Papers](#),
 - (ii) 15 points from papers specified in the Cultural Perspectives page of the [Catalogue of Papers](#), if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined on that page,
 - (iii) 15 points from papers as specified in the Work-Integrated Learning page of the [Catalogue of Papers](#), if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.
- (b) *for candidates enrolled in the Bachelor of Arts with a major in Law:*
- (i) 15 points from List A: Academic Foundations, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the [Catalogue of Papers](#).
 - (ii) 15 points from papers specified in the Cultural Perspectives page of [Catalogue of Papers](#), if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined on the page.

(iii) 15 points from papers as specified in the Work-Integrated Learning page on the [Catalogue of Papers](#), if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.

(c) *for candidates enrolled in the Faculty of Māori and Indigenous Studies:*

(i) MAORI100, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the [Catalogue of Papers](#).

(ii) 15 points from papers as specified in the Work-Integrated Learning page on the [Catalogue of Papers](#), if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.

18. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority.

19. The field of the Degree is as specified in section 14.

Variations

20. The Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.

21. The Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

Transitional Arrangements

22. These regulations apply to all new applicants for the BA from 2018. Students who enrolled in the BA prior to 2018 may complete under the regulations listed in the 2017 Calendar.

List A: Academic Foundations

ARTSC101

Indigenous Social Science Research

ARTSC103

Rights and Reason

ARTSC105

Language and Context

ENSLA103

English as an Additional Language: Effective Academic Writing

ENSLA202

English as an Additional Language: Effective Academic Speaking

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In this section

Regulations for the Degree of Bachelor of Business (BBus)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol with the Waikato Management School and follow an approved programme of study.
5. Candidates must demonstrate competency in employment skills as prescribed by the Waikato Management School.
6. Candidates must gain at least 360 points at 100, 200 and 300, including at least 225 points above 100 level, and 75 points above 200 level.
7. Candidates must complete the requirements of a major.

Majors

Accounting
Agribusiness
Digital Business
Economics
Finance
Human Resource Management

Marketing
Public Relations
Strategic Management
Supply Chain Management
Tourism and Hospitality Management

8. To complete the requirements of a single major candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato Catalogue of Papers.
9. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#)
10. Candidates may complete a second major in any undergraduate major.
11. To complete the requirements of a double major candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the University of Waikato Catalogue of Papers.
12. Candidates must include in their programme at least 75 points from the following papers: ACCTN101, ECONS101, FINAN101, MGSYS101, MRKTG101, STMG101.
13. Candidates must complete BUSAN205, MNMGT202 and at least 15 points of Work-Integrated Learning at 300 level from the list of Work-Integrated Learning options in the University of Waikato Catalogue of Papers.
14. A paper completed towards the requirements of a major or minor cannot be counted towards the requirements of another major or minor.
15. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
16. Candidates may take up to 120 points from outside the field of the Degree.
17. The field of the Degree comprises all of the subjects listed in section 7 of these regulations as well as the papers listed for International Management and Leadership Communication.

Conjoint component requirements - Single major only

18. Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 75 points above 200 level.
19. Candidates must demonstrate competency in employment skills as prescribed by the Waikato Management School.
20. Candidates must complete the requirements of a major, as specified in sections 7 and 8.
21. Candidates must also complete at least 105 points from papers listed from the field of the Degree,

as defined in section 17 of the BBus regulations.

22. Candidates, as part of their programme, must complete at least 60 points from the following papers: ACCTN101, ECONS101, FINAN101, MGSYS101, MRKTG101, STMGT101.
23. Candidates, as part of their programme, must complete the requirements of section 13. However, candidates may substitute any of the following papers for any other field of the Degree papers:
 - (a) MNMGT202, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the Cultural Perspectives page of the [University of Waikato Catalogue of Papers](#)
 - (b) 15 points from papers as specified for the Bachelor of Business in the Work-Integrated Learning page of the [University of Waikato Catalogue of Papers](#), if the candidate completes the Work-Integrated Learning requirements of their other conjoint component as defined on that page.

Variations

24. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
25. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *Candidates completing a single major may count towards their major 15 points of Work-Integrated Learning at 300 level from the list of work-integrated learning options in the University of Waikato Catalogue of Papers.*

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Regulations for the Degree of Bachelor of Business Analysis (BBA)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#)

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol with the Waikato Management School and follow an approved programme of study.
5. Candidates must demonstrate competency in writing and employment skills as prescribed by the Waikato Management School.
6. Candidates must gain 360 points at 100, 200, 300, and/or 400 levels, including at least 225 points above 100 level and 75 points above 200 level.
7. Candidates must complete the requirements of a major.

Majors

Accounting
Economics
Finance

8. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant

subject entry for the major in the [University of Waikato Catalogue of Papers](#).

9. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
10. Candidates may complete a second major in any undergraduate major.
11. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
12. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.
13. Candidates must also complete at least 105 points listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including: ACCTN101, ECONS101, FINAN101, MGSYS101 or MGSYS201, MRKTG101, STMGT101, BUSAN205, at least 15 points from a [University of Waikato Cultural Perspectives](#) paper, and 15 points of Work-Integrated Learning at 300 level from the list of Work-Integrated Learning options as specified in the [University of Waikato Catalogue of Papers](#).
14. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
15. Candidates may take up to 120 points from outside the field of the Degree.
16. The field of the Degree comprises all of the majors listed in section 7 of these regulations as well as the papers listed for the degree.

Conjoint Component requirements - Single major only

17. Candidates must gain 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
18. Candidates must demonstrate competency in writing and employment skills as prescribed by the Waikato Management School.
19. Candidates must complete the requirements of a major, as specified in sections 7 and 8.
20. Candidates must also complete at least 105 points from papers listed for the field of the Degree, as specified in section 13.
21. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
22. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or delegated authority.
23. The field of the Degree is as specified in section 16.

Variations

24. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
25. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Transitional Arrangements

26. These regulations apply to all new applicants for the BBA from 2018. Students who enrolled in the BBA prior to 2018 may complete under the regulations listed in the 2017 Calendar.

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Regulations for the Degree of Bachelor of Climate Change (BCC)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#)

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol with the Division of Health, Engineering, Computing and Science, the Division of Arts, Law, Psychology and Social Sciences, the Division of Management, Faculty of Māori and Indigenous Studies or the Division of Education (depending on major) and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, and 300 levels or above, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of a major.
 - (a) *Division of Arts, Law, Psychology and Social Sciences majors*
 - Anthropology
 - Economics
 - Environmental Planning
 - Geography
 - History
 - Law

Philosophy
Political Science
Psychology
Social Policy
Sociology

(b) *Division of Health, Engineering, Computing and Science majors*

Chemistry
Data Analytics
Earth Sciences
Ecology and Biodiversity
Environmental Sciences

(c) *Division of Management majors*

Economics
Public Relations
Strategic Management

(d) *Faculty of Māori and Indigenous Studies majors*

Māori and Indigenous Studies
Pacific and Indigenous Studies

(e) *Division of Education major*

Education and Society

7. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
8. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 30 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
11. Candidates must also complete: ARTSC106, CLIMT101, CLIMT103, CLIMT104, CSMAX101 or BUSAN205, CLIMT201, CLIMT202 and CLIMT301.
12. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or minor.

Conjoint Component requirements - Single major only

13. Candidates must gain 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
14. Candidates must complete the requirements of a major, as specified in sections 6.
15. Candidates must also complete the papers required for the BCC as specified in section 11.

Variations

16. The Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Communication (BC)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#)

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol with the Waikato Management School and follow an approved programme of study.
5. Candidates must demonstrate competency in employment skills as prescribed by the Waikato Management School.
6. Candidates must gain 360 points at 100, 200, and 300 levels, including at least 225 points above 100 level and 75 points above 200 level.
7. Candidates must complete the requirements of a major.

Majors

- Applied Digital Communication
- Creative Media
- Marketing
- Media Production
- Public Relations

8. To complete the requirements of a single major candidates must gain 135 points in that major,

including at least 105 points above 100 level, of which at least 60 points must be above 200. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).

9. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
10. Candidates may complete a second major in any undergraduate major.
11. To complete the requirements of a double major candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
12. Candidates must also complete at least 105 points listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including: COMMS100, COMMS101, COMMS102, COMMS103, COMMS200, COMMS202, and COMMS300 or another approved Work-Integrated Learning (WIL) paper.
13. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or minor.
14. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
15. Candidates may take up to 120 points from outside the field of the Degree.
16. The field of the Degree comprises all of the majors listed in section 7 of these regulations as well as the papers listed for the degree.

Conjoint Component requirements - Single major only

17. Candidates must gain 255 points at 100, 200 and 300 levels, including at least 150 points above 100 level and 60 points above 200 level.
18. Candidates must complete the requirements of a major, as specified in sections 7 and 8.
19. Candidates must also complete at least 105 points from papers listed for the field of the Degree, as specified in section 12.
20. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
21. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or delegated authority.
22. The field of the Degree is as specified in section 16.

Variations

23. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
24. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Transitional Arrangements

25. These regulations apply to all new applicants for the BC from 2021. Students who enrolled in the BCS prior to 2021 may complete under the regulations listed in the 2020 Calendar.

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Regulations for the Degree of Bachelor of Computer Graphic Design (BCGD)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Health, Engineering, Computing and Science of the University of Waikato and follow an approved programme of study.
5. Candidates must complete a specified programme as prescribed in the Computer Graphic Design entry in the [University of Waikato Catalogue of Papers](#).

Variations

6. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Computer Science (BCompSc)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#)

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol with the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, or above, with at least 240 points above 100 level and at least 105 points above 200 level.
6. Candidates may complete the requirements of a specified programme.
Specified Programmes
 - Data Analytics
 - Embedded Systems
7. To complete the requirements of a specified programme, candidates must pass the papers prescribed for that programme in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
8. Candidates who are not completing a specified programme, may complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the

[University of Waikato Catalogue of Papers.](#)

9. A paper completed towards the defined requirements of the BCompSc, a specified programme, or a minor cannot be counted towards the requirements of another specified programme or minor.
10. Candidates may complete the Bachelor of Computer Science without a specified programme or minor by completing the papers prescribed in the Computer Science subject entry on the [University of Waikato Catalogue of Papers.](#)

Conjoint Component requirements - without a specified programme only

11. Candidates must gain 300 points at 100, 200 and 300 levels, including at least 210 points above 100 level and 105 points above 200 level.
12. Candidates must complete the requirements of the Bachelor of Computer Science without a specified programme, as specified in section 10.

Variations

13. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Computing and Mathematical Sciences (BCMS)

Students who enrol for the degree of Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons)) may be awarded the Bachelor of Computing and Mathematical Sciences (BCMS), if, having passed all required papers and completed all other requirements for a BCMS(Hons), their performance in the papers is not of honours standard.

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Regulations for the Degree of Bachelor of Design (BDes)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#)

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol with the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and/or 400 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of a major.

Majors

Communication Design

Industrial Design

Interface Design

Media Design

7. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).

8. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
11. A paper completed towards the requirements of one major cannot be counted towards the requirements of another major or a minor.
12. Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including DSIGN161 or MEDIA102 or ENGEN180, CSMAX170, DSIGN125 or DSIGN126 or COMPX101, DSIGN151, DSIGN252, DSIGN271 and DSIGN350 or DSIGN397 or DSIGN398.
13. Candidates may take up to 120 points from outside the field of the Degree.
14. The field of the Degree comprises all of the majors listed in section 6 of these regulations.

Conjoint component requirements - Single major only

15. Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
16. Candidates must complete the requirements of a major, as specified in sections 6 and 7.
17. Candidates must complete at least 105 points from papers listed in the field of the Degree, as specified in section 12. However, candidates may substitute any of the following papers for any other field of the Degree paper:
 - (a) CSMAX170, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#),
 - (b) DSIGN252, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#),
 - (c) DSIGN350 or HECSS363, if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#)
18. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or delegated authority.
19. The field of the Degree is as specified in section 14.

Variations

20. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
21. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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In this section

Regulations for the Degree of Bachelor of Education (BEd)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).
3. Candidates must have been selected by the Division of Education as a suitable person to be a teacher.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is four years.
5. Candidates must enrol in the Division of Education and follow an approved programme of study.
6. Candidates must gain 480 points at 100, 200, and 300 levels, including at least 300 points above 100 level and at least 105 points above 200 level.
7. Candidates must complete the requirements of the major, Professional Education.
8. To complete the requirements of the Professional Education major, candidates must comply with the requirements of a programme, details of which are prescribed in the Division of Education Teacher Education Handbook.

Programmes

Early Childhood¹

Primary¹

Qualified Teachers²

Secondary²

9. Candidates may not enrol in specific papers until they have passed certain programme requirements, as outlined in the Division of Education Teacher Education Handbook.
10. Candidates must also complete at least 75 points above 100 level in an approved subject or subjects other than the major.
11. Candidates may complete a second major in an approved subject.
12. To complete the requirements of a double major, candidates must gain 120 points in that major, including 90 points above 100 level and 45 points above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
13. Candidates may take up to 150 points from outside the field of the Degree.
14. The field of the Degree is defined in Appendix A to these regulations.

Variations

15. Candidates who have met the requirements set out by the New Zealand Teachers Council for registered teachers and who hold an NZQA approved level 5 or level 6 technology qualification prior to enrolment for the Degree may apply to the Pro Vice-Chancellor of the Division of Education for exemption of up to 360 points at 100, 200 and 300 levels towards the Degree. Details of further exemptions available may be found in the Division of Education Teacher Education Handbook.
16. Candidates who have met the requirements for the award of qualifications listed in Appendix B to these regulations, prior to enrolment for the Degree, may apply to the Pro Vice-Chancellor of the Division of Education for exemption of up to 240 points at 100 and 200 levels towards the Degree.
17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Transitional Arrangements

18. These regulations apply to all new applicants for the BEd from 2018. Students who enrolled in the BEd prior to 2018 may complete under the regulations listed in the 2017 Calendar.

Notes:

1. *There will be no new intake into this programme in 2022.*
2. *Enrolment in this programme is limited to candidates who are eligible for the exemption of points as set out under section 15 or section 16 of these regulations.*

Appendix A

The field of the Degree is defined as

- (a) the papers offered by the Division of Education with the following subject codes: DLRNG, EDART, EDSOC, EDUCA, HMDEV, MAOED, SCTED, TEACH, TEEDU, TEPRO and
- (b) the following approved papers for technology teachers:

BIOMO203

Microbiology

CHEMY100

Chemistry in Context

ENGCB280

Process Engineering Design 1

ENGCB322

Chemical and Biological Operations

ENGCV341

Environmental Technology

ENGCV342

Environmental Technology 2

ENGEE231

Electrical Circuits

ENGEE233

Digital Electronics and Microprocessors

ENGEE280

Electronics Design

ENGEN270

Engineering and Business

ENGEN390

Special Topics in Engineering 1

ENGEV341

Environmental Engineering 2

ENGME221

Engineering Thermodynamics

ENGME280

Design and Manufacturing 1

ENGME580

Product Innovation and Development

ENGMP211

Materials 1

ENGMP213

Mechanics of Materials 1

SCIEN300

Science Communication

THMGT203

Tourism and Hospitality Enterprise Management

THMGT304

Food & Beverage Systems Management

Appendix B

Level 5 Diploma in relevant field

Level 6 Diploma in relevant field

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Regulations for the Degree of Bachelor of Engineering (BE)

Students who enrol for the degree of Bachelor of Engineering with Honours (BE(Hons)) may be awarded the Bachelor of Engineering (BE), if, having passed all required papers and completed all other requirements for a BE(Hons), their performance in the papers is not of honours standard.

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In this section

Regulations for the Degree of Bachelor of Environmental Planning (BEP)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#)

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is four years.
4. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
5. Candidates must gain 480 points at 100, 200, 300, and 400 levels, including at least 360 points above 100 level, 240 points above 200 level and 120 points above 300 level.
6. Candidates must complete the requirements of the specified programme in Environmental Planning as prescribed in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
7. Candidates must also complete the requirements of a planning stream, as prescribed for that stream in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).

Conjoint component requirements

8. Candidates must gain 465 points at 100, 200, 300 and 400 levels, including at least 345 points above 100 level, 225 points above 200 level and 105 points above 300 level.
9. Candidates must complete the requirements of the specified programme in Environmental

Planning, as specified in section 6.

10. Candidates must also complete the requirements of a planning stream, as specified in section 7.

Variations

11. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Transitional Arrangements

12. These regulations apply to all new applicants for the BEP from 2018. Students who enrolled in the BEP prior to 2018 may complete under the regulations listed in the 2017 Calendar.

Appendix

Compulsory Papers

100 Level

ENVPL100

Introduction to Environmental Planning

ENVPL101

Future Cities

MAORI102

Hīnāture ki te Ao Māori: Introducing the Māori World

and one of

ARTSC101

Indigenous Social Science Research

ARTSC103

Rights and Reason

ARTSC105

Language in Context

ARTSC106

Critical Social Science Research: The Crisis of Climate Change

ENSLA103

English as an Additional Language: Effective Academic Writing

200 Level

ENVPL201

Introduction to Resource Management

ENVPL203

Urban Development in Aotearoa New Zealand

GEOGY209

Health, People, Place

GEOGY219

Māori Lands and Communities

GEOGY228

Introduction to Geographical Information Systems and Big Data

300 Level

ENVPL300

Planning in Aotearoa New Zealand

ENVPL302

Māori Resource Management

ENVPL303

Environmental Assessment and Policy

ENVPL306

Planning for a Changing Environment

ENVPL309

Urban Spatial Analysis

400 Level

ENVPL401

Planning Theory

ENVPL402

Plan and Consents

ENVPL404

Plan Making

ENVPL406

Planning Law

ENVPL407

Professional Planning Skills

ENVPL490

Directed Study (30 points)

BEP List

BIOEB102

Introduction to Ecology and Biodiversity

EARTH101

Introduction to Earth System Sciences

EARTH102

Discovering Planet Earth

ECONS101

Economics for Business and Management

ECONS102

Economics and Society

ENVSC101

Environmental Science

GEOGY102

A Planet Under Pressure

MAORI111

Te Reo Māori: Introductory 1

POLSC102

New Zealand Politics and Policy

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Regulations for the Degree of Bachelor of Global Studies (BGS)

The Bachelor of Global Studies has now been externally approved and the first intake will be in 2024.

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#)

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and/or 400 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of a major.

Majors

Global Arts

Global Markets

Human Rights

International Languages and Cultures

International Relations

7. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
8. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
11. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.
12. Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including: COMMS101, STMGT101, 15 points from List A: Local and Global Connections, 15 points from List B: Languages 1, MNMGT202, 15 points from List C: Languages 2, and 15 points from papers as specified in the Work-Integrated Learning page in the [University of Waikato Catalogue of Papers](#).
13. Candidates may take up to 120 points from outside the field of the Degree.
14. The field of the Degree comprises all papers contributing to the subjects listed in section 6 of these regulations.

Conjoint component requirements - Single major only

15. Candidates must gain a minimum 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
16. Candidates must complete the requirements of a major, as specified in section 6.
17. Candidates must also complete at least 105 points from papers listed for the field of the Degree, as specified in section 12. However, candidates may substitute any of the following papers for any other field of the Degree paper:
 - (a) 15 points from COMMS101, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#)
 - (b) MNMGT202, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#),
 - (c) 15 points from papers as specified in the Work-Integrated Learning page in the [University of Waikato Catalogue of Papers](#), if the candidate completes the Work-Integrated Learning

requirement of their other conjoint component as defined on that page.

18. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor or delegated authority.
19. The field of the Degree is as specified in section 14.

Variations

20. The Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
21. The Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences or delegated authority may vary or waive these regulations in individual cases.

List A: Local and Global Connections

ANTHY102

Exploring Cultures: Aotearoa and the Pacific

HISTY117

Indigenous Global Histories

MAORI103

Introduction to Māori, Pacific and Indigenous Studies

PACIS100

Introduction to Pacific Histories, Languages and Cultures

List B: Languages 1*

CHINE131

Chinese for Beginners

FRNCH131

French for Beginners

JAPAN131

Japanese for Beginners

KOREA131

Korean Language for Beginners 1

MAORI111

Te Reo Māori: Introductory 1

SPNSH131

Spanish for Beginners

*Students wishing to enrol in a language they already have prior knowledge of must consult with a lecturer in the subject to determine whether an intermediate language paper will be an appropriate replacement.

List C: Languages 2

CHINE231

Intermediate Chinese 1

FRNCH231

Intermediate French 1

JAPAN231

Basic Japanese 1

KOREA231

Korean Language 2

MAORI112

Te Reo Māori: Introductory 2

SPNSH231

Intermediate Spanish 1

*Students who took an intermediate language paper in List B will enrol in the follow-on language paper in List C.

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Regulations for the Degree of Bachelor of Health (BHealth)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#)

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Health, Engineering, Computing and Science, and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300 levels, including at least 240 points above 100 level and 105 points above 200 level.
6. Candidates must complete the requirements of a specified programme.

Specified Programmes

Poutū-mārō Biomedical Sciences

Poutū-manahau Population Health

7. To complete the requirements of a specified programme, candidates must pass the papers prescribed for that programme in the relevant entry in the [University of Waikato Catalogue of Papers](#).

Variations

8. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these

regulations in individual cases.

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Regulations for the Degree of Bachelor of Health, Sport and Human Performance (BHSHP)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#)

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Health, Engineering, Computing and Science, and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and/or 400 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of a major.

Majors

Community Health

Human Performance Science

Sport Development and Coaching

7. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#) of Papers.
8. Candidates completing a single major may also complete a minor by gaining 60 points in any

minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).

9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
11. Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including HSHUP101; HSHUP102; 30 points from HPSCI101, SDCOA101, and CMYHE101; HSHUP201; MAORI204; and 15 points from HSHUP301 or HSHUP302.
12. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor, or towards the papers for the degree.
13. Candidates may take up to 120 points from outside the field of the Degree.
14. The field of the Degree comprises all of the majors listed in section 6 of these regulations as well as all HSHUP coded papers and MAORI204.

Conjoint component requirements - Single major only

15. Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
16. Candidates must complete the requirements of a major, as specified in sections 6 and 7.
17. Candidates must complete at least 105 points from papers listed in the field of the Degree, as specified in section 11. However, candidates may substitute any of the following papers for any other field of the Degree papers:
 - (a) HSHUP101, if the candidate completes the Disciplinary Foundations requirements of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#)
 - (b) MAORI204, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#)
 - (c) HSHUP301 or HSHUP302, if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#).
18. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or delegated authority.
19. The field of the Degree is as specified in section 14.

Variations

20. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
21. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Transitional Arrangements

22. These regulations apply to all new applicants for the Bachelor of Health, Sport and Human Performance from 2018. Students who enrolled in the Bachelor of Health, Sport and Human Performance prior to 2018 may complete under the regulations listed in the 2017 Calendar.

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In this section

Regulations for the Degree of Bachelor of Laws (LLB)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#)

Requirements for the Degree

1. The normal minimum period of enrolment for completion of the Degree is four years.
2. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
3. Candidates must gain 480 points at 100, 200, 300, and 400 levels, including at least 360 points above 100 level, at least 225 points above 200 level and at least 120 points above 300 level. Candidates may take a single major in Law or a first major in Law and a second major in another subject.
4. Candidates may not normally enrol for Law Year 2 until they have passed all of the papers for Law Year 1, and may not enrol for Law Year 3 until they have passed all of the papers for Law Year 2.
5. Candidates must complete at least 15 points of Work-Integrated Learning papers from the list of Work-Integrated Learning options in the [University of Waikato Catalogue of Papers](#).

LLB with a Single Major in Law

1. To complete the requirements of the LLB with a single major in Law, candidates must pass the

following papers:

1.1 Law Year 1

- (a) LEGAL103 Legal Method A
LEGAL104 Legal Method B
LEGAL106 Legal Systems and Societies (30 points)
- (b) 60 points at 100 level in subjects other than Law, including 30 points at 100 level in a single subject from outside of Law.

1.2 Law Year 2

- (a) LEGAL201 Public Law (30 points)
LEGAL203 Jurisprudence
LEGAL204 Contracts (30 points)
LEGAL207 Torts (30 points)
- (b) 15 points above 100 level in a subject outside of Law.

1.3 Law Year 3

- (a) LEGAL301 Crimes (30 points)
LEGAL304 Corporate Entities
LEGAL306 Dispute Resolution
LEGAL307 Land Law (30 points)
LEGAL308 Equity and Succession
- (b) 15 points above 100 level in a subject outside of Law.

1.4 Law Year 4

120 points at 400 level in Law.

- 2. To satisfy the New Zealand Council of Legal Education requirements, students wishing to proceed to a professionals programme and admission as a Barrister and Solicitor must complete a 400 level paper in Legal Ethics (15 points) as one of their 400 level Law papers.
- 3. Candidates taking the single major in Law may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).

Conjoint component requirements - Single major only

- 4. Candidates must gain 390 points at 100, 200, 300 and 400 levels, including at least 330 points above 100 level, at least 225 points above 200 level and at least 120 points above 300 level.
- 5. Candidates must complete the requirements of the major, Law, as specified in section 8.

LLB with a First Major in Law and a Second Major in another subject

- 1. To complete the requirements of the LLB with a First Major in Law and a Second Major in another

subject, candidates must pass the following papers:

1.1 Law Year 1

LEGAL103 Legal Method A

LEGAL104 Legal Method B

LEGAL106 Legal Systems and Societies (30 points)

1.2 Law Year 2

LEGAL201 Public Law (30 points)

LEGAL203 Jurisprudence

LEGAL204 Contracts (30 points)

LEGAL207 Torts (30 points)

1.3 Law Year 3

LEGAL301 Crimes (30 points)

LEGAL304 Corporate Entities

LEGAL306 Dispute Resolution

LEGAL307 Land Law (30 points)

LEGAL308 Equity and Succession

1.4 Law Year 4

120 points at 400 level in Law.

Candidates must also pass the requirements of an approved major, as prescribed in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).

Variations

1. Candidates who have completed the requirements for the award of a bachelors degree prior to enrolment for the degree of Bachelor of Laws may apply to the Pro Vice-Chancellor of the Division for exemption from the non-Law component of the Bachelor of Laws degree as set out in sections 8.1(b) and 8.2(b) of these regulations. Such candidates may take Law Year 1 and Law Year 2 concurrently.
2. The Pro Vice-Chancellor of the Division or delegated authority may waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Management Studies (BMS)

Students who enrol for the degree of Bachelor of Management Studies with Honours (BMS(Hons)) may be awarded the Bachelor of Management Studies (BMS), if, having passed all required papers and completed all other requirements for a BMS(Hons), their performance in the papers is not of honours standard.

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Regulations for the Degree of Bachelor of Media and Creative Technologies (BMCT)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the Joint Institute of the Zhejiang University City College and the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#)

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300 and 400 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the compulsory papers prescribed in the appendix to these regulations, including the three University-wide requirements that are included in all undergraduate degrees. These elements include: Disciplinary Foundations; Cultural Perspectives; and Work-Integrated Learning.
7. Candidates must complete the requirements of a major, Design Media.
8. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the Design Media subject entry in the [University of Waikato Catalogue of Papers](#).

9. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
10. Candidates may complete a second major in any undergraduate major.
11. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for the major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
12. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.
13. Candidates must also complete at least 105 points listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including at least 60 points at 100 level, at least 30 points at 200 level, and at least 15 points at 300 level or above. Candidates completing a double major must also include at least 30 points at 300 level or above.
14. Candidates may take up to 120 points from outside the field of the Degree.
15. The field of the Degree comprises the major listed in section 7 of these regulations as well as the Finance major.

Variations

16. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Transitional Arrangements

18. These regulations apply to all new applicants for the BMCT from 2018. Students who enrolled in the BMCT prior to 2018 may complete under the regulations listed in the 2017 Calendar.

Appendix

Compulsory Papers

CREAT301

Creative Technologies and Creative Practice Project

DSIGN141

Principles of Form and Design

DSIGN252

Cultural Perspectives for Design

DSIGN350

Intern Project

ENSLA100

English for Professions

MEDIA100

Understanding Visual Culture

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In this section

Regulations for the Degree of Bachelor of Music (BMus)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#)
3. Candidates must be accepted by the Chairperson of Music or delegated authority.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is three years.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 360 points at 100, 200, and 300 levels, including at least 225 points above 100 level and 75 points above 200 level.
7. Candidates must complete the requirements of the specified programme in Music including MUSIC112, MUSIC115, MUSIC117, MUSIC119, MUSIC213, MUSIC314, 15 points from papers as specified in the Disciplinary Foundation page in the [University of Waikato Catalogue of Papers](#), at least 15 points from papers as specified in the Cultural Perspectives page in the [University of Waikato Catalogue of Papers](#), and at least 15 points from papers as specified in the Work-Integrated Learning page in the [University of Waikato Catalogue of Papers](#).
8. Candidates must also complete the requirements of a music stream, as prescribed for that stream in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
9. Candidates must gain at least 90 points at 100 or 200 level in Music before taking Music papers

above 200 level.

Conjoint component requirements

10. Candidates must complete the requirements under section 7. However, candidates may substitute any of the following papers for any other paper approved by the Pro Vice-Chancellor or delegated authority:
 - (a) 15 points from papers specified in the Disciplinary Foundations page of the [University of Waikato Catalogue of Papers](#), if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined on that page,
 - (b) 15 points from papers specified in the Cultural Perspectives page of the [University of Waikato Catalogue of Papers](#), if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined on that page,
 - (c) 15 points from papers as specified in the Work-Integrated Learning pages of the [University of Waikato Catalogue of Papers](#), if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.

Academic Stream

11. Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 75 points above 200 level.
12. Candidates must complete the requirements of the Academic Stream, as specified in section 8.

Performance Stream

13. Candidates must gain a minimum of 300 points at 100, 200, 300 and 400 levels, including at least 180 points above 100 level and 90 points above 200 level.
14. Candidates must complete the requirements of the Performance Stream, as specified in section 8.

Composition Stream

15. Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 165 points above 100 level and 75 points above 200 level.
16. Candidates must complete the requirements of the Composition Stream, as specified in section 8.

Variations

17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Transitional Arrangements

18. These regulations apply to all new applicants for the Bachelor of Music from 2018. Students who enrolled in the Bachelor of Music prior to 2018 may complete under the regulations listed in the 2017 Calendar.

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In this section

Regulations for the Degree of Bachelor of Nursing (BNurs)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).
3. Candidates must have a recognised First Aid Certificate that is current prior to clinical placements commencing.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is three years.
5. The requirements of the Degree must be completed within five consecutive years of first enrolling for the Degree.
6. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
7. Candidates must gain 360 points at 100, 200 and 300 levels or above, including at least 240 points above 100 level and at least 120 points above 200 level.
8. Candidates must complete the requirements of a specified programme as prescribed in the Nursing section of the [University of Waikato Catalogue of Papers](#).
9. Candidates must also satisfy the Pro Vice-Chancellor of the Division of Health, Engineering, Computing and Science that they have completed at least 1,704 hours of clinical practice over the period of enrolment.

Variations

10. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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In this section

Regulations for the Degree of Bachelor of Science (BSc)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#)

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, and 300 levels or above, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of a major.
 - (a) Applied Computing¹
Computer Science
Data Analytics
Mathematics
 - (b) Aquaculture
Chemistry
Crime Science¹
Earth Sciences
Ecology and Biodiversity

Electronics¹
Environmental Sciences
Materials and Processing
Materials Science
Molecular and Cellular Biology
Psychology

7. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
8. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 30 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
11. A paper completed towards the requirements of a major or a minor cannot be counted towards the requirements of another major or a minor.
12. Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the degree if completing a double major, including:
 - (a) *for candidates enrolled in majors under section 6(a) of these regulations :*
CSMAX170, one of DATA111, DATA121, MATHS101, MATHS102, MATHS135 or MATHS165, CSMAX270, and at least 15 points of Work-Integrated Learning at 300 level from the list of Work-Integrated Learning options in the [University of Waikato Catalogue of Papers](#).
 - (b) *for candidates enrolled in majors under section 6(b) of these regulations:*
45 points chosen from List A: Science Fundamentals², 15 points chosen from List B: Work-Integrated Learning, and SCIEN305 or another approved Cultural Perspectives paper.
13. Candidates enrolled in the majors under section 6(b) of these regulations must include at least 30 points chosen from List C: Science Numeracy as part of their programme of study.
14. Candidates may take up to 120 points from outside the field of the Degree.
15. The field of the Degree is defined in the appendix to these regulations.

Conjoint component requirements - Single major only

16. Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
17. Candidates must complete the requirements of a major, as specified in sections 6 and 7.
18. Candidates must also complete at least 105 points from the papers listed for the field of the Degree, as specified in section 12. However, candidates may substitute any of the following papers for any other field of the Degree paper:
 - (a) *for candidates enrolled in majors under section 6(a) of these regulations:*
 - (i) CSMAX170, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#),
 - (ii) CSMAX270, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#)
 - (iii) 15 points from papers as specified in the Work-Integrated Learning page of the [University of Waikato Catalogue of Papers](#), if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.
 - (b) *for the candidates enrolled in majors under section 6(b) of these regulations:*
 - (i) 15 points chosen from List B: Work-Integrated Learning, if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#).
 - (ii) SCIEN305 or another Cultural Perspectives paper, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#)
19. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or delegated authority.
20. The field of the Degree is as specified in the appendix.

Variations

21. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
22. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Transitional Arrangements

23. These regulations apply to all new applicants for the Bachelor of Science from 2018. Students who enrolled in the Bachelor of Science prior to 2018 may complete under the regulations listed in

the 2017 Calendar.

Notes:

1. *There will be no new intake into this major in 2023.*
 2. *The requirement to complete 45 points from List A may be reduced for those candidates completing either a second major or a minor from the majors listed under section 6(b) of these regulations.*
-

Appendix

The field of the Degree is defined as

- (a) the papers offered by the School of Computing and Mathematical Sciences, including DSIGN125, but excluding other DSIGN coded papers, and
- (b) the papers offered by the School of Science and School of Engineering, and
- (c) the Philosophy papers PHILO102 Introduction to Logic and PHILO208 Reason, Science, and Pseudoscience, and
- (d) the papers listed for the subject of Crime Science, and
- (e) any PSYCH coded papers (except work-integrated learning papers such as PSYCH300 and PSYCH301).

List A: Science Fundamentals

APHYS111

Physics in Context

AQCUL101

Introduction to Aquaculture

BIOEB101

Concepts of Biology

BIOEB102

Introduction to Ecology and Biodiversity

BIOMD101

Introduction to Human Biology

BIOMO101

Introduction to Molecular and Cellular Biology

CHEMY100

Chemistry in Context

CHEMY101

Structure and Spectroscopy

CHEMY102

Chemical Reactivity

CLIMT101

Introduction to Climate Change Science

EARTH101

Introduction to Earth System Sciences

EARTH102

Discovering Planet Earth

ENGEN111

Electricity for Engineers

ENGEN112

Materials Science and Engineering

ENGEN180

Foundations of Engineering

ENVSC101

Environmental Science

MARIN101

Marine Biodiversity

PHYSC100

General Physics for Engineers

List B: Work-Integrated Learning

HECSS363

The Impact Lab

SCIEN301

Capstone Project

SCIEN303

Undergraduate Research Project

SCIEN313

Undergraduate Research Project

SCIEN314

Science Entrepreneurship

List C: Science Numeracy

one of

CHEMY202 Physical Chemistry or **CHEMY204** Analytical Chemistry

one of

COMPX101 Introduction to Programming or **COMPX102** Object-Oriented Programming or **ENGEN103** Engineering Computing

one of

COMPX201 Data Structures and Algorithms or **COMPX202** Mobile Computing and Software Architecture or **COMPX223** Database Practice and Experience or **COMPX241** Software Engineering Design 1 or **COMPX242** Software Engineering Design 2 or **CSMAX101** The World of Data

ENVPL202

Cartography and Spatial Analysis

ENGEN201

Engineering Maths and Modelling 2

one of

MATHS101 Introduction to Calculus or **ENGEN101** Engineering Maths and Modelling 1A

one of

MATHS102 Introduction to Algebra or **ENGEN102** Engineering Maths and Modelling 1B

MATHS135

Discrete Structures

MATHS165

General Mathematics

MATHS168

Preparatory Mathematics

MATHS2XX

Any 200-level paper in MATHS coded papers

one of

PHYSC100 General Physics for Engineers or **PHYSC101** Physics for Engineers and Scientists or **ENGEN110** Engineering Mechanics

one of

DATA111 Statistics for Science or **DATA121** Introduction to Statistical Methods

DATA2XX

Any 200-level DATAX coded paper

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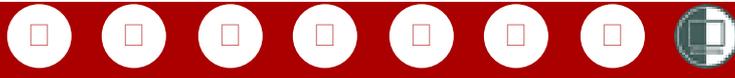
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In this section

Regulations for the Degree of Bachelor of Science (Technology) (BSc(Tech))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#)

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and 400 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of a major.
 - (a) Computer Science¹
 - (b) Aquaculture¹
 - Chemistry
 - Earth Sciences
 - Ecology and Biodiversity
 - Environmental Sciences
 - Materials Science
 - Molecular and Cellular Biology

7. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
8. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 30 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
11. A paper completed towards the requirements of a major or a minor cannot be counted towards the requirements of another major or a minor.
12. Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the degree if completing a double major, including:
 - (a) *for candidates enrolled in majors under section 6(a) of these regulations:*
CSMAX170, CSMAX270, SCIEN270, COMPX371 and one of DATAX111, DATAX121, MATHS135.
 - (b) *for candidates enrolled in majors under section 6(b) of these regulations:*
45 points chosen from List A: Science Fundamentals², SCIEN270, SCIEN371, and SCIEN305 or another approved Cultural Perspectives papers.
13. Candidates enrolled in majors under section 6(b) of these regulations must include at least 30 points chosen from List C: Science Numeracy as part of their programme of study.
14. Candidates may take up to 120 points from outside the field of the Degree.
15. The field of the Degree is defined in the appendix to these regulations.

Conjoint component requirements - Single major only

16. Candidates must gain a minimum of 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 90 points above 200 level.
17. Candidates must complete the requirements of a major, as specified in sections 6 and 7.
18. Candidates must also complete at least 120 points from the papers listed for the field of the Degree, as specified in section 12. However, candidates may substitute any of the following papers for any other field of the Degree paper:
 - (a) *for candidates enrolled in majors under section 6(a) of these regulations:*

- (i) CSMAX170, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#),
 - (ii) CSMAX270, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#)
- (b) *for the candidates enrolled in majors under section 6(b) of these regulations:*
- (i) SCIEN305 or another Cultural Perspectives paper, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#)
19. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or delegated authority.
20. The field of the Degree is as specified in the appendix.

Variations

21. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.
22. The Pro Vice-Chancellor or delegated authority may vary or waive these regulations in individual cases.

Transitional Arrangements

23. These regulations apply to all new applicants for the Bachelor of Science (Technology) from 2018. Students who enrolled in the Bachelor of Science (Technology) prior to 2018 may complete under the regulations listed in the 2017 Calendar.

Notes:

1. *There will be no new intake into this major in 2023.*
2. *The requirement to complete 45 points from List A: Science Fundamentals may be reduced for those candidates completing either a second major or a minor from the majors listed under section 6(b) of these regulations.*

Appendix

The field of the Degree is defined as

- (a) the papers offered by the School of Computing and Mathematical Sciences, including DSIGN125, but excluding other DSIGN coded papers, and
- (b) the papers offered by the School of Science and School of Engineering, and
- (c) the Philosophy papers PHILO102 Introduction to Logic and PHILO208 Reason, Science, and Pseudoscience, and

(d) the following Psychology papers:

PSYCH100

Brain, Behaviour and Cognition

PSYCH101

Psychology, Health and Well-being

PSYCH203

Cognitive Psychology and Development

PSYCH204

Behavioural Psychology and Perception

PSYCH211

Understanding Psychological Research

PSYCH305

Psychological Science: Putting Theory into Practice

PSYCH307

Psychological Research Methods

PSYCH314

Behaviour Analysis

PSYCH319

Infant and Child Development

PSYCH322

Memory and Cognition

PSYCH337

Individual Differences and Measurement

PSYCH338

Mental Health and Well Being

List A: Science Fundamentals

APHYS111

Physics in Context

BIOEB101

Concepts of Biology

BIOEB102

Introduction to Ecology and Biodiversity

BIOMD101

Introduction to Human Biology

BIOMO101

Introduction to Molecular and Cellular Biology

CHEMY100

Chemistry in Context

CHEMY101

Structure and Spectroscopy

CHEMY102

Chemical Reactivity

CLIMT101

Introduction to Climate Change Science

EARTH101

Introduction to Earth System Sciences

EARTH102

Discovering Planet Earth

ENGEN111

Electricity for Engineers

ENGEN112

Materials Science and Engineering

ENGEN180

Foundations of Engineering

ENVSC101

Environmental Science

PHYSC100

General Physics for Engineers

List C: Science Numeracy

one of

CHEMY202 Physical Chemistry or **CHEMY204** Analytical Chemistry

one of

COMPX101 Introduction to Programming or **COMPX102** Object-Oriented Programming or

ENGEN103 Engineering Computing

one of

COMPX201 Data Structures and Algorithms or **COMPX202** Mobile Computing and Software Architecture or **COMPX223** Database Practice and Experience, or **COMPX241** Software Engineering Design 1, or **COMPX242** Software Engineering Design 2, or **CSMAX101** The World of Data

ENVPL202

Cartography and Spatial Analysis

ENGEN201

Engineering Maths and Modelling 2

one of

MATHS101 Introduction to Calculus or **ENGEN101** Engineering Maths and Modelling 1A

one of

MATHS102 Introduction to Algebra or **ENGEN102** Engineering Maths and Modelling 1B

MATHS135

Discrete Structures

MATHS165

General Mathematics

MATHS168

Preparatory Mathematics

MATHS2XX

Any 200-level paper in MATHS coded papers

one of

PHYSC100 General Physics for Engineers or **PHYSC101** Physics for Engineers and Scientists or **ENGEN110** Engineering Mechanics

one of

DATA111 Statistics for Science or **DATA121** Introduction to Statistical Methods

DATA2XX

Any 200-level DATA coded paper

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Regulations for the Degree of Bachelor of Social Sciences (BSocSc)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#)

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences, the Faculty of Māori and Indigenous Studies, or the Division of Education and follow an approved programme of study.
5. Candidates must gain 360 points at 100, 200, 300, and/or 400 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of a major.
 - (a) *Division of Arts, Law, Psychology and Social Sciences majors*
 - Anthropology
 - Crime Science¹
 - Economics
 - Environmental Planning
 - Geography
 - History
 - Industrial Relations and Human Resource Management¹

Linguistics
Philosophy
Political Science
Population Studies
Psychology
Screen and Media Studies
Social Policy
Sociology

(b) *Faculty of Māori and Indigenous Studies majors*

Māori and Indigenous Studies
Pacific and Indigenous Studies

(c) *Division of Education majors*

Digital Learning
Education and Society
Human Development

7. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
8. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
9. Candidates may complete a second major in any undergraduate major.
10. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
11. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.
12. Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from papers listed for the field of the Degree if completing a double major, including:
 - (a) *for candidates enrolled in majors under section 6(a) of these regulations:*
ARTSC111, 15 points from either ENSLA202 or a paper in List A: Academic Foundations, at least 15 points from papers specified in the Cultural Perspectives page in the [University of Waikato Catalogue of Papers](#), 15 points from List B and at least 15 points from papers as specified in the Work-Integrated Learning page in the [University of Waikato Catalogue of Papers](#).

(b) *for candidates enrolled in majors under section 6(b) of these regulations:*

MAORI100, MAORI103, one of MAORI203 or MAORI303, at least 15 points from papers as specified in the Work-Integrated Learning page in the [University of Waikato Catalogue of Papers](#) and 45 points from MAORI and PACIS coded papers.

(c) *for candidates enrolled in majors under section 6(c) of these regulations:*

ARTSC111, either EDSOC101 or HMDEV100, EDUCA200, 15 points from List A: Academic Foundations, 15 points from List B and at least 15 points from papers as specified in the Work-Integrated Learning page in the [University of Waikato Catalogue of Papers](#).

13. Candidates may take up to 120 points from outside the field of the Degree.

14. The field of the Degree comprises all of the majors listed in section 6 of these regulations as well as Ethics, Gender and Sexuality Studies, Public Policy, Work, Employment and Society.

Conjoint component requirements - Single major only

15. Candidates must gain a minimum 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.

16. Candidates must also complete at least 105 points from papers listed for the field of the Degree, as specified in section 12. However, candidates may substitute any of the following papers for any other field of the Degree paper:

(a) *for candidates enrolled in the Division of Arts, Law, Psychology and Social Sciences:*

(i) 15 points from either ENSLA202 or a paper in List A: Academic Foundations, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#)

(ii) 15 points from papers specified in the Cultural Perspectives page of the [University of Waikato Catalogue of Papers](#), if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined on that page.

(iii) 15 points from papers as specified in the Work-Integrated Learning page of the [University of Waikato Catalogue of Papers](#), if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.

(b) *for candidates enrolled in the Faculty of Māori and Indigenous Studies majors:*

(i) MAORI100, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#).

(ii) 15 points from papers as specified in the Work-Integrated Learning page on the [University of Waikato Catalogue of Papers](#), if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.

(c) *for candidates enrolled in the Division of Education majors:*

- (i) 15 points from List A: Academic Foundations, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#)
- (ii) EDUCA200, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the [University of Waikato Catalogue of Papers](#)
- (iii) 15 points from papers as specified in the Work-Integrated Learning page of the [University of Waikato Catalogue of Papers](#), if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.

17. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority.

18. The field of the Degree is as specified in section 14.

Variations

19. The Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may permit more than 120 points to be taken from outside the field of the Degree in individual cases.

20. The Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

Transitional Arrangements

21. These regulations apply to all new applicants for the Bachelor of Social Sciences from 2018. Students who enrolled in the Bachelor of Social Sciences prior to 2018 may complete under the regulations listed in the 2017 Calendar.

Notes:

1. *There will be no new intake into this major in 2023.*

List A: Academic Foundations

ARTSC101

Indigenous Social Science Research

ARTSC103

Rights and Reason

ARTSC106

Critical Social Science Research: The Crisis of Climate Change

ENSLA103

English as an Additional Language: Effective Academic Writing

List B

EDUCA210

Learning Through Life: Contexts and Considerations

PSYCH211

Understanding Psychological Research

SSRES200

Social Science Research Methods

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Regulations for the Degree of Bachelor of Social Work (BSW)¹

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#)
3. Candidates must have been selected by the Division of Arts, Law, Psychology and Social Sciences as a fit and proper person to be a social worker as defined by Section 47 of the Social Workers Registration Act 2003.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is four years and the requirements for the Degree must be completed within eight years of first enrolling in the degree.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 480 points at 100, 200, 300, and 400 levels, including at least 360 points above 100 level and 225 points above 200 level and 90 points above 300 level.
7. Candidates must complete a specified programme as prescribed in the Social Work entry in the [University of Waikato Catalogue of Papers](#).
8. Students must maintain their fit and proper status (as defined by Section 47 of the Social Workers Registration Act 2003) for the duration of enrolment in the programme.
9. A student's place in the programme may be reviewed at any time if the student has:

- (i) failed a 300 or 400 level Field Placement paper;
- (ii) failed any of the other compulsory papers within the programme at a second attempt;
- (iii) not been placed in a fieldwork placement due to concerns raised by two fieldwork agencies;
- (iv) committed a criminal offence (whether or not a conviction has been entered);
- (v) engaged in conduct that could impact upon them being a 'fit and proper person to practice social work' as defined by the Social Workers Registration Board Fit and Proper Person Policy Statement and Section 47 of the Social Workers Registration Act, 2003;
- (vi) failed to declare a matter covered by (iv)-(v).

Variations

10. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Note:

1. *There will be no new intake into this qualification in 2023.*

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In this section

Regulations for the Degree of Bachelor of Teaching (BTchg)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#)
3. Candidates must have been selected by the Division of Education as a suitable person to be a teacher.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is three years.
5. The requirements for the Degree must be completed within six years of first enrolling in the degree.
6. Candidates must enrol in the Division of Education and follow an approved programme of study.
7. Candidates must gain 360 points at 100, 200, and 300 levels, including at least 225 points above 100 level and 75 points above 200 level.
8. Candidates must complete the requirements of the major, Professional Education.
9. To complete the requirements of the major, candidates must comply with the requirements of a programme, details of which are prescribed in the Teaching entry in the [University of Waikato Catalogue of Papers](#).

Programmes

Early Childhood¹

Primary

Primary Kākano Rua¹
Qualified and Registered Teachers
Secondary¹

10. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.

Conjoint component requirements

11. Candidates must gain a minimum 255 points at 100, 200, 300 and 400 levels, including at least 150 points above 100 level and 60 points above 200 level.
12. Candidates must complete the requirements of the major, Professional Education, as specified in sections 7-8.
13. Candidates may not enrol in specific papers until they have passed certain programme requirements, as outlined in the Division of Education Teacher Education Handbook.

Variations

14. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Transitional Arrangements

15. These regulations apply to all new applicants for the Bachelor of Teaching from 2018. Students who enrolled in the Bachelor of Teaching prior to 2018 may complete under the regulations listed in the 2017 Calendar.

Notes:

1. *There will be no new intake into this programme in 2023.*

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In this section

Regulations for the Degree of Te Ara Poutama Toitū Te Reo (TTR)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have:
 - (a) qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#);
 - (b) provided evidence of te reo Māori competency by:
 - (i) achieving Whakamātauria Tō Reo Māori Level 3 (National Māori Language Proficiency Examinations); or
 - (ii) undertaking all primary schooling and at least three years secondary schooling in te reo Māori; or
 - (iii) undertaking five years of secondary schooling in te reo Māori; or
 - (iv) other means, considered on a case by case basis; and
 - (c) been selected by the Division of Education as a suitable person to be a kaiako, in line with entry requirements outlined in Te Whare o Rongotauira: Māori medium Initial Teachers Education Programme Approval, Monitoring and Review Requirements.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is three years.
4. Candidates must enrol in the Division of Education and follow an approved programme of study.

5. Candidates must gain 360 points at 100, 200, and 300 levels, including at least 225 points above 100 level and 75 points above 200 level.
6. Candidates must complete the requirements of the major Toitū te Reo.
7. To complete the requirements of the major, candidates must complete the requirements of a programme, as prescribed in the Toitū te Reo subject entry in the [University of Waikato Catalogue of Papers](#).
8. Candidates may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the [University of Waikato Catalogue of Papers](#).
9. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.

Conjoint Component requirements

10. Candidates must gain a minimum 270 points at 100, 200, and 300 levels, including at least 120 points above 100 level and 60 points above 200 level.
11. Candidates must complete the requirement of the major, Toitū te Reo, as specified in section 6 of the TTR and TTR conjoint regulations.
12. To complete the requirements of the major, candidates must complete the requirements of a programme, as prescribed in the Toitū te Reo subject entry of University of Waikato Catalogue of Papers.

Variations

13. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Note:

1. *There will be no intake into this qualification in 2023.*

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In this section

Regulations for Conjoint Degrees

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Every candidate must have met the admission requirements of each of the component degrees and be approved by the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies to enrol in the conjoint qualification.
3. Admission may be at initial enrolment, except where noted below, or after the candidate has passed or been credited with papers towards either component degree, but the candidate must not have been awarded either of the component degrees. The following exceptions apply:
 - (1) Candidates cannot enrol in the LLB(Hons) conjoint component at initial enrolment but are eligible to be considered for admission on successful completion of the Honours admission requirements.
 - (2) Candidates cannot enrol in the TTR conjoint component at initial enrolment but are eligible to be considered for admission on completion of their first 120 points towards the TTR with a grade average of B- or higher.
4. No candidate will be admitted into a conjoint programme consisting of both a TTR and BTchg component.

Requirements for the Degree

5. Candidates must enrol in a Division or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
6. Candidates must complete the requirements of each component degree, as specified in the relevant [qualification regulations](#).

7. Candidates must enrol in at least one paper for each of the component degrees each year, unless the requirements of one component degree have already been completed.
8. Each paper must be taken towards one component degree.
9. Only when all of the requirements of both component degrees have been satisfied may the two degrees be awarded.
10. Graduates of a conjoint degree programme may not cross-credit any of the papers contributing to the component degrees towards another University of Waikato qualification. Candidates enrolling in a conjoint degree programme will not be eligible to credit papers from a completed bachelors degree, graduate diploma or postgraduate diploma.

Variations

11. The Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authorities may vary or waive these regulations in individual cases.
12. Subject to approval being granted under clause 11, candidates may include up to 75 points from outside the field of that degree taken in partnership and as part of a conjoint with a Bachelor of Teaching (BTchg) or Te Ara Poutama Toitū Te Reo (TTR).

Notes:

1. *The range of degrees that may be taken in partnership with the Professional degrees without additional papers being required may be limited.*
2. *Not all conjoint combinations will be available in 2023.*

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In this section

Regulations for the Degree of Bachelor of Arts with Honours (BA(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Arts of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
 - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board and
 - (c) for the subjects listed in clause 7(a), normally achieved a B grade average either: over the best 120 points of their major; or over the 300 level papers completed that are listed for their major's subject.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.

7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
 - (a) *Division of Arts, Law, Psychology and Social Sciences subjects requiring admission through clause 2(c)*
 - Anthropology
 - Chinese¹
 - English
 - French¹
 - Geography
 - History
 - Japanese¹
 - Music
 - Philosophy
 - Political Science
 - Psychology
 - Screen and Media Studies
 - Social Policy
 - Sociology
 - Theatre Studies
 - (b) *Faculty of Māori and Indigenous Studies subjects*
 - Māori and Indigenous Studies
 - Pacific and Indigenous Studies
8. Candidates enrolled in the Division of Arts, Law, Psychology and Social Sciences must include at least 30 points in research, as prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

12. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), or
 - (d) Third Class Honours.

13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

14. The Pro Vice-Chancellor of the Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *There will be no new intake into this subject in 2023.*

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In this section

Regulations for the Degree of Bachelor of Business with Honours (BBus(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Business of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, and
 - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol with the Waikato Management School and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue](#)

of Papers:

Subjects

Accounting
Agribusiness
Digital Business
Economics
Entrepreneurship and Innovation¹
Finance
Human Resource Management
Marketing
Public Relations
Strategic Management
Supply Chain Management
Tourism and Hospitality Management

8. Candidates must include at least 30 points in research, as prescribed in relevant subject entry in the University of Waikato [Catalogue of Papers](#).
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
12. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.

Award of Honours

13. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), or
 - (d) Third Class Honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

15. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *There will be no new intake into this subject in 2023.*

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In this section

Regulations for the Degree of Bachelor of Communication Studies with Honours (BCS(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Communication Studies of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, and
 - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must gain at least 60 points from one of the following subjects, including any

compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#):

Subjects

Leadership Communication

Marketing

Public Relations

8. Candidates must include at least 30 points in research, as prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
12. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.

Award of Honours

13. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), or
 - (d) Third Class Honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

15. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#)
3. Candidates who have been awarded the degree of Bachelor of Computing and Mathematical Sciences will not be admitted to this degree

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is four years.
5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates must gain 480 points at 100, 200, 300, and 500 levels, including at least 345 points above 100 level, 195 points above 200 level and 120 points at 500 level.
7. Candidates must complete the requirements of a major.

Majors

Computer Science

Data Analytics

Mathematics

8. To complete the requirements of a single major, candidates must gain 135 points in that major,

including at least 105 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).

9. Candidates must include either COMPX520 Dissertation (45 points), DATA520 Dissertation (45 points), or MATHS520 Dissertation (45 points). Candidates who do not meet the prerequisite requirements to enrol in any one of these papers may be eligible for an alternative qualification, subject to completing the relevant requirements.
10. Candidates must include at least 60 points at 500 level in the subject of their first major, including at least 30 points of research, as prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
11. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
12. Candidates may complete a second major in any undergraduate major.
13. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 30 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
14. A paper completed towards the requirements of a major cannot be counted towards the requirements of another major or a minor.
15. Candidates must also complete at least 105 points from papers listed for the field of the Degree if completing a single major, or at least 120 points from the papers listed for the field of the Degree if completing a double major, including CSMAX170, one of MATHS101, MATHS102, MATHS135, MATHS165, DATA111 or DATA121, CSMAX270, and at least 15 points of Work-Integrated Learning at 300 level from the list of Work-Integrated Learning options in the University of Waikato [Catalogue of Papers](#).
16. Candidates may take up to 180 points from outside of the field of the Degree.
17. The field of the Degree comprises all of the majors listed in section 7 of these regulations.

Award of Honours

18. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division).
19. If awarded, the level of honours will be determined on the basis of candidates' grades in 500 level papers.
20. In order to be eligible for consideration for the award of honours, the 500 level papers must be

completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding two calendar years.

21. Candidates who do not meet the grade requirement for an award of honours may be awarded the Bachelor of Computing and Mathematical Sciences.

Conjoint component requirements - Single major only

22. Candidates must gain a minimum of 345 points at 100, 200, 300, 400 and 500 levels, including at least 240 points above 100 level, 135 points above 200 level and 90 points at 500 level.
23. Candidates must complete the requirements of a major, as specified in sections 7 and 8.
24. Candidates must also complete at least 105 points from papers listed for the field of the Degree, as specified in section 15. However, candidates may substitute any of the following papers for any other field of the Degree paper:
 - (1) CSMAX170, if the candidate completes the Disciplinary Foundations requirement of their other conjoint component as defined in the Catalogue of Papers
 - (2) CSMAX270, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the Catalogue of Papers.
 - (3) 15 points from papers as specified in the Work-Integrated Learning page on the Catalogue of Papers, if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.
25. Candidates must meet the 500 level requirements as specified in section 9.
26. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or delegated authority.
27. The field of the Degree is as specified in section 17.
28. The Degree may be awarded with a level of Honours, as specified in sections 18-21.

Variations

29. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 180 points to be taken from outside of the field of the Degree in individual cases.
30. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Transitional Arrangements

31. These regulations apply to all new applicants for the BCMS(Hons) from 2018. Students who enrolled in the BCMS(Hons) prior to 2018 may complete under the regulations listed in the 2017 Calendar.

Note:

1. *There will be no new intake into this qualification in 2023.*

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Regulations for the Degree of Bachelor of Design with Honours (BDes(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Design of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
 - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol with the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#):

Subjects

Communication Design

Interface Design

Media Design

8. Candidates must include at least 30 points in research, as prescribed in the University of Waikato [Catalogue of Papers](#).
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

12. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), or
 - (d) Third Class Honours.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

14. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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In this section

Regulations for the Degree of Bachelor of Engineering with Honours (BE(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#). Candidates should indicate by the mid-point of their second-year studies whether they wish to add Certificate in Professional Engineering Practice (Cert(PEngPrac) or the Diploma of Engineering Management (DipEM) to their studies, or intend to continue in the BE(Hons) alone.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is four years. If taking the DipEM concurrently, it may be possible for students to complete over the summer of their fourth year of study.
4. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain at least 480 points at 100, 200, 300, and 500 level, with at least 360 points above 100 level and at least 120 points at 500 level.
6. Candidates must complete the requirements of a specified programme.
 - (a) Software Engineering
 - (b) Chemical and Biological Engineering
Civil Engineering
Electrical and Electronic Engineering

Environmental Engineering
Materials and Process Engineering
Mechanical Engineering
Mechatronics Engineering

7. To complete the requirements of a specified programme, candidates must pass the papers prescribed for that programme in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
8. Candidates must also satisfy the Pro Vice-Chancellor of the Division that they have completed a minimum of 800 hours of industrial experience relevant to their specified programme. This may be achieved within the BE(Hons), using zero-point placement papers, or by concurrent enrolment in the Cert(PEngPrac) or DipEM. Completed zero-point placements from the BE(Hons) cannot be credited towards the Cert(PEngPrac) or DipEM if a student subsequently enrolls in that qualification.

Award of Honours

9. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), or
 - (d) Third Class Honours.
10. If awarded, the level of honours will be determined on the basis of the candidates' grades in the papers in Year 3 and 4 of the Engineering programme.

Conjoint component requirements

11. For purposes of IPENZ accreditation the total points that must be achieved for the BE(Hons) component of a conjoint qualification will normally be 480 points, however the points requirement may be reduced depending on the second degree taken for the conjoint qualifications. If reduced, candidates must gain a minimum of 405 points at 100, 200, 300, 400 and 500 levels including at least 315 points above 100 level, 210 points above 200 level and 105 points above 300 level. Students considering a conjoint qualification which includes the BE(Hons) should consult with the Division of Health, Engineering, Computing and Science.
12. Candidates must complete the requirements of a specified programme, as specified in sections 6 and 7.
13. Candidates must also satisfy the Pro Vice-Chancellor of the Division that they have completed a minimum of 800 hours of industrial experience relevant to their specified programme.
14. The Degree may be awarded with a level of Honours, as specified on sections 9 and 10.

Variations

15. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these

regulations in individual cases.

Transitional Arrangements

16. These regulations apply to all new applicants for the BE(Hons) from 2018. Students who enrolled in the BE(Hons) prior to 2018 may complete under the regulations listed in the 2017 Calendar.

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In this section

Regulations for the Degree of Bachelor of Health, Sport and Human Performance with Honours (BHSHP(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Health, Sport and Human Performance of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
 - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the Health, Sport and Human

Performance entry in the University of Waikato [Catalogue of Papers](#), including any compulsory papers.

8. Candidates may take up to 30 points from outside the field of the Degree.
9. The field of the Degree comprises the papers prescribed for the Degree in the Health, Sport and Human Performance entry in the University of Waikato [Catalogue of Papers](#).
10. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

11. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), or
 - (d) Third Class Honours.
12. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

13. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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In this section

Regulations for the Degree of Bachelor of Laws with Honours (LLB(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates who have completed Law Year 1 and Law Year 2, as listed in sections 7.1 and 7.2 of the regulations for the degree of Bachelor of Laws, are eligible to be considered for admission to the degree of Bachelor of Laws with Honours.
3. Candidates who have been awarded the degree of Bachelor of Laws will not be admitted to this degree.

Requirements for the Degree

1. The normal minimum period of enrolment for completion of the Degree is four years.
2. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
3. Candidates must gain 540 points at 100, 200, 300, 400, and 500 levels, including at least 420 points above 100 level, at least 285 points above 200 level, and at least 180 points above 300 level, and at least 60 points at 500 level. Candidates may take a single major in Law or a first major in Law and a second major in another subject.
4. Candidates must complete at least 30 points of Work-Integrated Learning papers from the list of Work-Integrated Learning options in the University of Waikato [Catalogue of Papers](#).
5. Candidates must complete Law Year 5 within two years of the commencement of Law Year 4.
6. Candidates may not present a thesis or dissertation for the Degree without approval from the Pro Vice-Chancellor of the Division or delegated authority.

LLB(Hons) with a Single Major in Law

1. To complete the requirements of the LLB(Hons) with a single major in Law, candidates must pass the following papers:
 - 1.1 Law Year 1
 - (a) LEGAL103 Legal Method A
LEGAL104 Legal Method B
LEGAL106 Legal Systems and Societies (30 points)
 - (b) 60 points at 100 level in subjects other than Law, including 30 points at 100 level in a single subject from outside of Law.
 - 1.2 Law Year 2
 - (a) LEGAL201 Public Law (30 points)
LEGAL203 Jurisprudence
LEGAL204 Contracts (30 points)
LEGAL207 Torts (30 points)
 - (b) 15 points above 100 level in a subject from outside of Law.
 - 1.3 Law Year 3
 - (a) LEGAL301 Crimes (30 points)
LEGAL304 Corporate Entities
LEGAL306 Dispute Resolution
LEGAL307 Land Law (30 points)
LEGAL308 Equity and Succession
 - (b) 15 points above 100 level in a subject from outside of Law.
 - 1.4 Law Year 4
120 points at 400 level in Law.
 - 1.5 Law Year 5
60 points at 500 level in Law.
2. To satisfy the New Zealand Council of Legal Education requirements, students wishing to proceed to a professionals programme and admission as a Barrister and Solicitor must complete a 400 level paper in Legal Ethics (15 points) as one of their 400 level Law papers.
3. Candidates taking the single major in Law may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100 level. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).

LLB(Hons) with a First Major in Law and a Second Major in another subject

1. To complete the requirements of the LLB(Hons) with a First Major in Law and a Second Major in

another subject, candidates must pass the following papers:

1.1 Law Year 1

- LEGAL103 Legal Method A (15 points)
- LEGAL104 Legal Method B (15 points)
- LEGAL106 Legal Systems and Societies (30 points)

1.2 Law Year 2

- LEGAL201 Public Law (30 points)
- LEGAL203 Jurisprudence (15 points)
- LEGAL204 Contracts (30 points)
- LEGAL207 Torts (30 points)

1.3 Law Year 3

- LEGAL301 Crimes (30 points)
- LEGAL304 Corporate Entities (15 points)
- LEGAL306 Dispute Resolution (15 points)
- LEGAL307 Land Law (30 points)
- LEGAL308 Equity and Succession (15 points)

1.4 Law Year 4

120 points at 400 level in Law.

1.5 Law Year 5

60 points at 500 level in Law.

2. Candidates must also pass the requirements of an approved major, as prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).

Award of Honours

1. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division).
2. If awarded, the level of honours will be determined on the basis of candidates' grades in Law Year 3, Law Year 4, and Law Year 5. Candidates' performance in Law Year 1 and Law Year 2 may be taken into account where additional clarification is required.
3. Candidates who do not meet the standard required for the award of honours may, on the recommendation of the Faculty of Law Board of Examiners, be awarded the degree of Bachelor of Laws.
4. Candidates who fail to display a sufficient aptitude in any of the Law Year 5 papers may, on the recommendation of the Faculty of Law Board of Examiners, have their eligibility for honours terminated or be awarded the degree of Bachelor of Laws.

Conjoint component requirements - Single major in each degree only

1. Candidates must gain 450 points at 100, 200, 300, 400 and 500 levels, including at least 390 points above 100 level, and at least 285 points above 200 level , and at least 180 points above 300 level.
2. Candidates must complete the requirements of the major, Law, as specified in section 10.
3. The Degree may be awarded with a level of Honours, as specified in sections 15-18.

Variations

1. Candidates who have completed the requirements for the award of a bachelors degree prior to enrolment for the degree of Bachelor of Laws may apply to the Pro Vice-Chancellor of the Division for exemption from the non-Law component of the Bachelor of Laws degree as set out in sections 10.1(b) and 10.2(b) of the regulations for the degree of Bachelor of Laws. Such candidates may take Law Year 1 and Law Year 2 concurrently.
2. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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In this section

Regulations for the Degree of Bachelor of Management Studies with Honours (BMS(Hons))¹

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the degree must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree is four years.
4. Candidates must enrol with the Waikato Management School and follow an approved programme of study.
5. Candidates must demonstrate competency in employment skills as prescribed by the Waikato Management School.
6. Candidates must gain 480 points at 100, 200, 300, and 500 levels, including at least 345 points above 100 level, 195 points above 200 level, and 120 points at 500 level.
7. Candidates must complete the requirements of a major.

Majors

Accounting
Agribusiness
Digital Business
Economics
Finance

Human Resource Management
Marketing
Public Relations
Strategic Management
Supply Chain Management
Tourism and Hospitality Management

8. To complete the requirements of a single major, candidates must gain 135 points in that major, including at least 105 points above 100 level, of which at least 60 points must be above 200 level. Candidates must also meet any specific requirements prescribed for the major in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).²
9. Candidates completing a single major may also complete a minor by gaining 60 points in any minor subject, including at least 30 points above 100. Candidates must also meet any specific requirements prescribed for the minor in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
10. Candidates may complete a second major in any undergraduate major.
11. To complete the requirements of a double major, candidates must gain 120 points in each major, including at least 90 points above 100 level, of which at least 45 points must be above 200 level. Candidates must also meet the specific requirements prescribed for each major in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
12. A paper completed towards the requirements of a major or minor cannot be counted towards the requirements of another major or minor.
13. Candidates must include in their programme at least 75 points from the following papers: ACCTN101, ECONS101, FINAN101, MGSYS101, MRKTG101, STMGT101.
14. Candidates must complete BUSAN205, MNMGT202 and at least 15 points of Work-Integrated Learning at 300 level from the list of Work-Integrated Learning options in the University of Waikato [Catalogue of Papers](#).
15. Candidates must complete MNMGT511, MNMGT512, MNMGT513, MNMGT514, MNMGT515, MNMGT516, MNMGT517, and MNMGT519.
16. Candidates may include in their programme up to 120 points from outside the field of the Degree.
17. The field of the Degree comprises all of the subjects listed in section 7 of these regulations as well as the papers listed for Agribusiness, International Management and Leadership Communication.
18. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.

Award of Honours

19. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or

(c) Second Class Honours (second division).

20. If awarded, the level of honours will be determined on the basis of the candidates' grades in 500 level papers completed.
21. Candidates who do not meet the standard required for the award of honours may, on the recommendation of the Waikato Management School Board of Examiners, be awarded the degree of Bachelor of Management Studies.

Variations

22. The Pro Vice-Chancellor of the Division or delegated authority may permit more than 120 points to be taken from outside of the field of the Degree in individual cases.
23. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Transitional Arrangements

24. Students may complete the BMS(Hons) under the regulations listed in the 2017 Calendar if they were enrolled in the BMS(Hons) or BMS prior to 2018, or are coming into the BMS(Hons) through a pathway agreement begun prior to 2018.
25. Students may complete the BMS(Hons) under the regulations listed in the 2018 Calendar if they were enrolled in the BMS(Hons) in 2018.
26. In all other circumstances these regulations apply.

Conjoint component requirements - Single major only

27. Candidates must gain a minimum of 345 points at 100, 200, 300, and 500 levels, including at least 255 points above 100 level, 180 points above 200 level and 120 points at 500 level.
28. Candidates must demonstrate competency in employment skills as prescribed by the Waikato Management School.
29. Candidates must complete the requirements of a major, as specified in sections 7 and 8 of the BMS(Hons) regulations.
30. Candidates must include in their programme at least 60 points from the following papers: ACCTN101, ECONS101, FINAN101, MGSYS101, MRKTG101, STMGT101.
31. Candidates, as part of their programme, must complete the requirements of section 14. However, candidates may substitute any of the following papers for any other field of the Degree papers:
 - (a) MNMGT202, if the candidate completes the Cultural Perspectives requirement of their other conjoint component as defined in the Cultural Perspectives page of the [University of Waikato Catalogue of Papers](#).
 - (b) 15 points from papers as specified for the Bachelor of Management with Honours in the Work-Integrated Learning page in the [University of Waikato Catalogue of Papers](#), if the candidate completes the Work-Integrated Learning requirement of their other conjoint component as defined on that page.

32. Candidates must complete MNMGT511, MNMGT512, MNMGT513, MNMGT514, MNMGT515, MNMGT516, MNMGT517 and MNMGT519.
33. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
34. Candidates may take further points from outside the field of the Degree to enhance the coherence of their conjoint programme, with the permission of the Pro Vice-Chancellor of the Division or delegated authority.
35. The field of the Degree is as specified in section 17 of the BMS(Hons) regulations.
36. The Degree may be awarded with a level of Honours, as specified in sections 19-21 of the BMS(Hons) regulations.

Notes:

1. *There will be no new intake into this qualification in 2024*
2. *Candidates completing a single major may count towards their major 15 points of Work-Integrated Learning at 300 level selected from the list of Work-Integrated Learning options in the University of Waikato [Catalogue of Papers](#).*

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In this section

Regulations for the Degree of Bachelor of Media and Creative Technologies with Honours (BMCT(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Media and Creative Technologies of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
 - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the compulsory papers prescribed in the appendix to these

regulations.

8. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#):
 - (a) *Division of Arts, Law, Psychology and Social Sciences subjects*
 - Creative Practices
 - Creative Technologies
 - Screen and Media Studies
 - (b) *Faculty of Māori and Indigenous Studies subjects*
 - Māori Media and Communication¹
9. Candidates must include at least 30 points in research, as prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
10. Candidates may take up to 30 points from outside the field of the Degree.
11. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
12. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

13. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), or
 - (d) Third Class Honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree.

Variations

15. The Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *There will be no new intake into this subject in 2023.*

Appendix

Compulsory Papers

CRPC591

Creative Research Project (30 points) and,

CRPC502

Theory in Action (30 points) or,

MEDIA501

Critical and Creative Approaches to Research (30 points)

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In this section

Regulations for the Degree of Bachelor of Music with Honours (BMus(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Music of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
 - (b) satisfied the prerequisites for graduate study in Music at levels considered appropriate by the Academic Board, and
 - (c) in the case of Performance candidates, passed an audition.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the [Music](#) entry in the the University of Waikato [Catalogue of Papers](#), including any compulsory papers, with an emphasis

on either Composition or Performance.

8. Candidates must include at least 30 points in research, as prescribed in the [Music](#) entry in the the University of Waikato [Catalogue of Papers](#).
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the [Music](#) entry in the the University of Waikato [Catalogue of Papers](#).
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

12. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), or
 - (d) Third Class Honours.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

14. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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In this section

Regulations for the Degree of Bachelor of Nursing with Honours (BNurs(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for:
 - (i) the award of the degree of Bachelor of Nursing of the University of Waikato, with at least a B+ grade average across the 300 level papers; or
 - (ii) a qualification considered by the Academic Board to be equivalent
 - (b) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience, and ability to proceed with the proposed programme, this would normally be demonstrated through being a practising health professional; and
 - (c) satisfied the prerequisites for graduate study in the subject being taken for the Degree.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is two years.
5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.

6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the Nursing entry in the University of Waikato [Catalogue of Papers](#), including any compulsory papers.
8. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

9. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), or
 - (d) Third Class Honours.
10. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

11. The Pro-Vice Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

12. *For the purpose of section 2(a)(ii) of these regulations, the Academic Board normally requires that the candidate shall:*
 - (i) *have completed, at a satisfactory level of achievement, an appropriate nursing registration qualification; and*
 - (ii) *have completed the equivalent of three years of full-time study and have passed the equivalent of 360 points, including 80 points at 300 level.*

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In this section

Regulations for the Degree of Bachelor of Science with Honours (BSc(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Science or Bachelor of Science (Technology) of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and, normally, have completed the requirements in the minimum time for completion of that degree, and
 - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed in no more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding two calendar years, from the date of first enrolment in the Degree.
5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.¹

6. Candidates must gain 120 points at 500 level or above.
7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#):
 - (a) Artificial Intelligence
Computer Science
Mathematics
Statistics
 - (b) Chemistry
Earth Sciences
Ecology and Biodiversity
Environmental Sciences
Materials and Processing
Molecular and Cellular Biology
Physics
Psychology
8. Candidates must include at least 30 points in research, as prescribed in the relevant subject entry in the [Catalogue of Papers](#).
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. Where a candidate fails a paper, they will not be permitted to repeat the paper or take an alternative paper. A candidate who fails a paper will not be permitted to proceed with the Degree.

Award of Honours

12. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), or
 - (d) Third Class Honours.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

14. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. Admission to the BSc(Hons) in the subjects under section 7(b) of these regulations is by invitation only from the Chairperson of the relevant department. Students interested in undertaking the BSc(Hons) in the subjects under section 7(b) of these regulations should consult the Division of Health, Engineering, Computing and Science Graduate Handbook for more information, and then the relevant Chairperson of Department.

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In this section

Regulations for the Degree of Bachelor of Social Sciences with Honours (BSocSc(Hons))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Social Sciences of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
 - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board and
 - (c) for the subjects listed in clause 7(a), normally achieved a B grade average either: over the best 120 points of their major; or over the 300 level papers completed that are listed for their major's subject.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.

7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#):
 - (a) *Division of Arts, Law, Psychology and Social Sciences subjects requiring admission through clause 2(c)*
 - Anthropology
 - Economics
 - Geography
 - History
 - Philosophy
 - Political Science
 - Population Studies and Demography
 - Psychology
 - Public Policy
 - Resources and Environmental Planning
 - Screen and Media Studies
 - Social Policy
 - Sociology
 - (b) *Other Division of Arts, Law, Psychology and Social Science subjects*
 - Health Development and Policy¹
 - (c) *Faculty of Māori and Indigenous Studies subjects*
 - Māori and Indigenous Studies
 - Pacific and Indigenous Studies
8. Candidates must include at least 30 points in research, as prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

12. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), or
 - (d) Third Class Honours.

13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

14. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

There will be no new intake into this subject in 2023.

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In this section

Regulations for the Degree of Bachelor₁ 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.²
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Division of Education and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the [Teaching](#) entry in the University of Waikato [Catalogue of Papers](#), including any compulsory papers.
8. Candidates may take up to 30 points from outside the field of the Degree.

9. The field of the Degree comprises the papers prescribed for the Degree in the [Teaching](#) entry in the University of Waikato [Catalogue of Papers](#).
10. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

11. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), or
 - (d) Third Class Honours.
12. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

13. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *There will be no new intake into this qualification in 2023.*
2. *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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In this section

Regulations for the Degree of Magister Juris (MJur)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Laws, a combined Law degree, or a Bachelor of Arts with a law major, of the University of Waikato with at least a B grade average across the 300 and 400 level papers, or a qualification considered by the Academic Board to be equivalent, and
 - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.

7. Candidates must complete LEGAL507 and up to a further 90 points from the papers prescribed for the Degree in the [Law](#) entry in the University of Waikato Catalogue of Papers.
8. Candidates 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 [Law](#) entry in the University of Waikato Catalogue of Papers.
10. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

11. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

12. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), or
 - (d) 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.
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 four calendar years, from the date of first enrolment in the Degree.

Variations

16. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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In this section

Regulations for the Degree of Master of Applied Finance (MAppFin)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of a bachelors degree of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
 - (b) qualified for the award of the Diploma in Postgraduate Preparation – Pre-Masters of the University of Waikato, and
 - (c) satisfied the prerequisites for graduate study in the subject being presented for the Degree at levels considered appropriate by the Academic Board, normally, quantitative analysis subjects through to 200 level, or equivalent.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is 18 months.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.

- Candidates must gain 180 points at 500 level or above.
- Candidates must complete the compulsory papers prescribed in the [Finance](#) subject entry in the University of Waikato Catalogue of Papers.

Award of Honours

- The Degree may be awarded with Distinction.
- Except with the approval of the Academic Board, the award will be calculated on the basis of the grades for all of the papers completed for the Degree, including any failed paper.

Variations

- The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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In this section

Regulations for the Degree of Master of Applied Psychology (MAppPsy)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Arts, Bachelor of Science, or Bachelor of Social Sciences of the University of Waikato with a major in Psychology with at least a B+ grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, and
 - (b) demonstrated, to the satisfaction of the Programme Selection Committee that they
 - (i) have adequate academic skills and experience
 - (ii) are suitable candidates with respect to:
 1. a Police vetting check
 2. the Vulnerable Children's Act 2014, and
 - (c) satisfied the prerequisites for graduate study in Psychology at levels considered appropriate by the Academic Board, and
 - (d) gained 15 points with a B+ grade in Behaviour Analysis (PSYCH314) for the MAppPsy(BA) or Community Psychology (PSYCH302) for the MAppPsy(Comm) or Organisational Psychology (PSYCH317) for the MAppPsy(Org) or equivalent. Candidates who have not met this requirement may be enrolled in the Bachelor of Social Sciences with Honours or Postgraduate Diploma in Psychology with the possibility of transferring to the Master of Applied Psychology under the provisions of section 12 of these regulations.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is two years, or, in the case of candidates for whom an exemption from up to 120 points has been approved under the provisions of section 12 of these regulations, one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree, or, in the case of candidates for whom an exemption from up to 120 points has been approved under the provisions of section 12 of these regulations, a lesser time may be required.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 240 points at 500 level or above, including any compulsory papers prescribed in the [Psychology](#) subject entry in the University of Waikato Catalogue of Papers, in one of the following specified programmes:
Specified Programmes
 - Behaviour Analysis
 - Community Psychology
 - Organisational Psychology¹
7. Candidates must include
 - (a) a dissertation equivalent to 60 points, or
 - (b) a thesis equivalent to 90 points, or
 - (c) a thesis equivalent to 120 points.
8. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

9. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

10. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or

(c) Second Class Honours (second division).

11. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 240 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

12. Candidates who have completed the degree of Bachelor of Social Sciences with Honours of the University of Waikato in Psychology or for a qualification considered by the Academic Board to be equivalent, may be exempted from up to 120 points for the Degree, provided that their overall graduate programme of study conforms with the requirements of the specified programme prescribed for the Degree.
13. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

¹ The 240 point version of the specified programme of Organisational Psychology is suspended from 2021 and the 120 point version is suspended from 2022.

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In this section

Regulations for the Degree of Master of Arts (MA)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Arts of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
 - (b) qualified for the award of the degree of Bachelor of Arts with Honours of the University of Waikato with at least second class honours (second division), or for a Postgraduate Diploma with at least a B average, or for a qualification considered by the Academic Board to be equivalent, and
 - (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for candidates admitted under section 2(b) of these

regulations is one academic year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.

5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
6. Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level or above. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level or above.
7. Candidates admitted under section 2(a) of these regulations must gain at least 60 points from one of the following subjects, including an approved research methods paper and any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#). Candidates admitted under section 2(b) of these regulations must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#):

(a) *Division of Arts, Law, Psychology and Social Sciences subjects*

Anthropology
Chinese¹
English
French¹
Geography
History
International Relations and Security Studies²
Japanese¹
Music
Philosophy
Political Science
Psychology³
Screen and Media Studies
Social Policy
Sociology
Theatre Studies

(b) *Faculty of Māori and Indigenous Studies subjects*

Māori and Indigenous Studies
Pacific and Indigenous Studies

8. Candidates must include
 - (a) a dissertation equivalent to 60 points, or
 - (b) a thesis equivalent to 90 points, or
 - (c) a thesis equivalent to 120 points.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.

11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
- (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division).
 - (d) or without honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.

Variations

15. The Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

Notes:

¹ *There will be no intake into this subject in 2023.*

² *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.*

³ *Psychology will not be available to candidates admitted under section 2(a) of these regulations.*

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In this section

Regulations for the Degree of Master of Arts (Applied) (MA(Applied))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of a university degree with at least a B grade average across the 300 level papers, or a qualification considered by the Academic Board to be equivalent, and
 - (b) normally qualified for the award of the Postgraduate Diploma in Teaching English to Speakers of Other Languages of the University of Waikato with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.

7. Candidates must complete the papers prescribed for the Degree in the [Applied Linguistics](#) entry in the University of Waikato Catalogue of Papers, including any compulsory papers.
8. Candidates may include
 - (a) a dissertation equivalent to 30 points, or
 - (b) a dissertation equivalent to 60 points, or
 - (c) a thesis equivalent to 90 points.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the [Applied Linguistics](#) entry in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), oror without honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.
15. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than three years from the date of first enrolment in the Degree.

Variations

16. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Business Administration (MBA)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of a bachelors degree of the University of Waikato with at least a B-grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
 - (b) demonstrated to the Academic Board that they have adequate training, experience and ability to proceed with the MBA, and
 - (c) produced sufficient evidence to satisfy the Academic Board of adequate training and experience in the field of management or administration, and
 - (d) be accepted by the Pro Vice-Chancellor of the Division of Management, who will consult with the Director of the MBA Programme as appropriate, and
 - (e) be subject to the completion of any qualifying papers or additional work as may be required by the Academic Board, either prior to admission or concurrently.

Requirements for the Degree

3. Candidates admitted under sections 2(a) or 2(b) of these regulations must gain 180 points at 500 level as prescribed for the MBA programme in the [Executive Education](#) entry in the University of Waikato Catalogue of Papers.
4. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato

Management School.

5. If a candidate fails a paper, they may be required to undertake additional assessment to improve the grade to a pass on one occasion only. A candidate who fails more than once will not be permitted to proceed with the Degree.

Award of Honours

6. The Degree may be awarded with Distinction.
7. Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree, including any failed paper.

Variations

8. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

¹ Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Certificate in Management Studies, if they have completed 60 points towards the MBA, or a Postgraduate Diploma in Management Studies if they have completed 120 points towards the MBA.

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In this section

Regulations for the Degree of Master of Business and Management (MBM)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of a bachelors degree of the University of Waikato with at least a B-grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
 - (b) qualified for the award of the Diploma in Postgraduate Preparation - Pre-Masters of the University of Waikato, and
 - (c) be accepted by the Pro Vice-Chancellor of the Division of Management, who will consult with the Director of the MBM Programme as appropriate, and
 - (d) be subject to the completion of any qualifying papers or additional work as may be required by the Academic Board, either prior to admission or concurrently.

Requirements for the Degree

3. Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level as prescribed for the MBM programme in the [Executive Education](#) entry in the University of Waikato Catalogue of Papers.
4. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
5. If a candidate fails a paper, they may be required to undertake additional assessment to improve

the grade to a pass on one occasion only. A candidate who fails more than once will not be permitted to proceed with the Degree.

Award of Honours

6. The Degree may be awarded with Distinction.
7. Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree, including any failed paper.

Variations

8. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

- 1. Prospective candidates should consult the Director of the MBM well before the commencement of the Degree programme to ensure that they have fulfilled the requirements for admission. The Director will set deadlines and entry test requirements as required.*

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Regulations for the Degree¹ of Master of Clinical Animal Behaviour (MCAB)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Arts, or Bachelor of Science, or Bachelor of Social Sciences with at least a B grade average across the 300 level papers, or
 - (b) qualified for the award of the degree of Bachelor of Arts with Honours, or Bachelor of Science with Honours, or a Bachelor of Social Science with Honours, awarded by the University of Waikato, with a major in a relevant subject with at least second class honours (second division), or a Postgraduate Diploma with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent, and
 - (c) satisfied the prerequisites for graduate study in Psychology, or Biology, or another approved subject at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one calendar year or one and a half academic years. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.

5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 180 points at 500 level or above, including any compulsory papers prescribed in the [Clinical Animal Behaviour](#) entry in the University of Waikato Catalogue of Papers.
7. Candidates must include:
 - (a) a professional practice equivalent to 60 points, and
 - (b) a dissertation equivalent to 60 points.
8. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.²

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), oror without honours.
10. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.

Variations

11. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

¹. *This Master's Degree is not offered in 2023.*

². *Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Certificate or Postgraduate Diploma.*

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In this section

Regulations for the Degree of Master of Counselling (MCouns)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of a bachelors degree of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, and
 - (b) provided evidence of at least two years' prior experience and/or professional preparation in counselling, and
 - (c) been selected as a suitable person for the Counselling programme.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is two years.
5. Candidates must enrol in the Division of Education and follow an approved programme of study.
6. Candidates must gain 240 points at 500 level from the papers offered for the Degree, including any compulsory papers prescribed in the [Counselling](#) entry in the University of Waikato Catalogue of Papers.

7. The programme of study must comprise
 - (a) 120 points from the compulsory papers for the Degree, including a practicum, and a thesis equivalent to 120 points, or
 - (b) 120 points from the compulsory papers for the Degree, including a practicum, and a thesis equivalent to 90 points and a further 30 points from the prescribed papers, or
 - (c) 120 points from the compulsory papers for the Degree, including a practicum, and a dissertation equivalent to 60 points and a further 60 points from the prescribed papers, or
 - (d) 240 points from the prescribed papers, including at least 120 points from the compulsory papers for the Degree and including the practicum.¹
8. Candidates must arrange their own practicum placement in order to meet the requirements of section 7 of these regulations. The arrangements must be approved by the Professional Leader - Counsellor Education Programmes.
9. Candidates must pass the practicum component to be eligible for the award of the Degree.
10. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
11. Where a candidate fails a paper, they may be permitted to repeat the paper or take an alternative paper on one occasion only. A candidate who fails more than one paper will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division),or without honours.
14. Candidates who fail a paper will not be eligible for the award of honours.

Variations

15. Candidates who have completed the Postgraduate Diploma in Counselling of the University of

Waikato or a qualification considered by the Academic Board to be equivalent, will be exempted from 180 points for the Degree.

16. Candidates may, with approval, substitute 60 points from other subjects listed in the University of Waikato [Catalogue of Papers](#) in place of those prescribed for the Degree.
17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

- 1. Candidates who complete a Master of Counselling by coursework alone would not ordinarily be permitted to apply for admission directly to doctoral study.*
- 2. The intake for this programme is limited. Intending candidates should make enquiries regarding application and selection procedures to the Professional Leader - Counsellor Education Programmes by 1 October at the latest in the year prior to that in which they intend studying.*

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In this section

Regulations for the Degree of Master of Cyber Security (MCS)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Science, or Bachelor of Science (Technology) of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
 - (b) qualified for the award of the degree of Bachelor of Computing and Mathematical Sciences, or the Bachelor of Engineering, or the Bachelor of Computing and Mathematical Sciences with Honours, or the Bachelor of Engineering with Honours, or the Bachelor of Science with Honours with at least second class honours (second division); or for the award of the Postgraduate Diploma of the University of Waikato in a relevant subject with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent, and
 - (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted

under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal period of enrolment for completion of the Degree for candidates admitted under section 2(b) of the regulations is one academic year.

5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates admitted under 2(a) of these regulations must gain 180 points at 500 level or above. Candidates admitted under 2(b) of these regulations must gain 120 points at 500 level or above.
7. Candidates must complete the compulsory papers prescribed in the [Computer Science](#) entry in the University of Waikato Catalogue of Papers.
8. Candidates must include
 - (a) a dissertation equivalent to 60 points, or
 - (b) a thesis equivalent to 90 points
9. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

10. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

11. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division),or without honours.
12. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree, including any failed paper.

Variations

13. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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In this section

Regulations for the Degree of Master of Design (MDes)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Design awarded by the University of Waikato with a minimum average grade of B, or for a qualification considered by the Academic Board to be equivalent, or
 - (b) qualified for the award of the degree of Bachelor of Design with Honours awarded by the University of Waikato with at least second class honours (second division), or for a qualification considered by the Academic Board to be equivalent, or
 - (c) qualified for the award of the Postgraduate Diploma in Design awarded by the University of Waikato with a minimum average grade of B, or for a qualification considered by the Academic Board to be equivalent, and
 - (d) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted

under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for candidates admitted under sections 2(b) or 2(c) of these regulations is one academic year.

5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level. Candidates admitted under sections 2(b) or 2(c) of these regulations must gain 120 points at 500 level.
7. Candidates must complete a specified programme as prescribed in the Design entry in the Catalogue of Papers, and must pass all papers on the first attempt.
8. Candidates must include a dissertation or thesis in their programme of study.

Award of Honours

9. In accordance with criteria approved for this purpose by the Academic Board, the Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division),or without honours.

Variations

10. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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In this section

Regulations for the Degree of Master of Digital Business (MDigiBus)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have:
 - (a) Either
 - (i) qualified for the award of a bachelor's degree in a relevant subject area, such as business, commerce, management, information technology or computer science with at least a B- grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
 - (ii) qualified for the award of an honours degree with at least second class honours (second division), or for the award of a Postgraduate Diploma in a relevant subject area such as business, commerce, management, information technology or computer science with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent, or
 - (iii) qualified for the award of the Diploma in Postgraduate Preparation – Pre-Masters of the University of Waikato, and
 - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must

be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a)(i) or 2(a)(iii) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a)(ii) of the regulations is one year.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6. Candidates admitted under section 2(a)(i) or 2(a)(iii) of these regulations must gain 180 points at 500 level. Candidates admitted under section 2(a)(ii) of these regulations must gain 120 points at 500 level.
7. Candidates must include
 - (a) DIGIB519 and DIGIB552, or
 - (b) MNMGT581 and DIGIB591 or DIGIB592 or DIGIB593
8. Candidates admitted under section 2(a)(i) or 2(a)(iii) of these regulations may take up to 60 points from outside the field of the Degree. Candidates admitted under section 2(a)(ii) of these regulations may take up to 30 points from outside the field of the Degree.
9. The field of the Degree comprises the 500-level papers listed for the Digital Business entry in the Catalogue of Papers.
10. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.¹

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), or

or without honours.

14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers presented for the Degree.

Variations

15. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *Candidates who are not permitted to proceed with the Degree may be eligible to graduate with a Postgraduate Certificate or Diploma in Digital Business.*

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In this section

Regulations for the Degree of Master of Disability and Inclusion Studies (MDInS)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of bachelor's degree of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
 - (b) evidence of other approved qualifications related to Disability and Inclusion Studies considered by the Academic Board to be equivalent.
3. In exceptional circumstances, based on academic merit or relevant experience, candidates who do not meet the requirements of Section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under Section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under Section 2(b) of the regulations is one academic year.
5. Candidates must enrol in the Division of Education and follow an approved programme of study.
6. Candidates who are admitted under Section 2(a) or Section 2(b) of these regulations must gain 180 points at 500 level. Candidates admitted under Section 2(c) of these regulations must gain

120 points at 500 level.

7. Candidates must complete the papers prescribed for the Degree in the Disability and Inclusion Studies entry in the University of Waikato [Catalogue of Papers](#), including an approved research methods paper and any compulsory papers.
8. Candidates may include
 - (a) a thesis equivalent to 120 points, or
 - (b) a thesis equivalent to 90 points, or
 - (c) a dissertation equivalent to 60 points, or
 - (d) a directed study equivalent to 30 points.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the [Disability and Inclusion Studies](#) entry in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), oror without honours.
14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.
16. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

Variations

17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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In this section

Regulations for the Degree of Master of Education (MEd)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of a bachelors degree of the University of Waikato, with at least a B grade average across the 300 level papers, and
 - (i) a major or minor in Education, or Counselling Studies,
 - (ii) substantial relevant experience,or for a qualification considered by the Academic Board to be equivalent.
3. In exceptional circumstances, based on academic merit or relevant experience, candidates who do not meet the requirements of Section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one calendar year or one and a half academic years.
5. Candidates must enrol in the Division of Education and follow an approved programme of study.
6. Candidates must gain 180 points at 500 level.
7. Candidates must complete the papers prescribed for the Degree in the Education entry in the

University of Waikato Catalogue of Papers, including an approved research methods paper and any compulsory papers.

- (a) To be awarded a Master of Education in Counselling Studies, candidates must gain at least 60 points from the Counselling Studies subject entry in the University of Waikato Catalogue of Papers.

Subjects

Counselling Studies

8. Candidates must include
 - (a) a thesis equivalent to 120 points, or
 - (b) a thesis equivalent to 90 points, or
 - (c) a dissertation equivalent to 60 points, or
 - (d) a directed study equivalent to 30 points.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the Education entry in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), oror without honours.
14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.
16. In order to be eligible for consideration for the award of honours, the requirements of the Degree

must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

Variations

17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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In this section

Regulations for the Degree of Master of Educational Leadership (MEdLeadership)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of a bachelors degree of the University of Waikato, with at least a B grade average across the 300 level papers, and
 - (i) a major or minor in any of the subjects offered in the Master of Education, or
 - (ii) substantial relevant experience,or for a qualification considered by the Academic Board to be equivalent, or
 - (b) qualified for the award of a
 - (i) bachelors degree with honours of the University of Waikato, with at least second class honours (second division) in any subject relevant to the Master of Educational Leadership, or
 - (ii) Postgraduate Diploma in Educational Leadership of the University of Waikato, with at least a B grade average,
 - (c) or for a qualification considered by the Academic Board to be equivalent, and satisfied the prerequisites for postgraduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit or relevant experience, candidates who do not meet the requirements of Section 2 of these regulations may be considered for admission

subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(b) of the regulations is one academic year.
5. Candidates must enrol in the Division of Education and follow an approved programme of study.
6. Candidates who are admitted under section 2(a) of these regulations must gain 180 points at 500 level. Candidates admitted under section 2(b) of these regulations must gain a further 120 points at 500 level.
7. Candidates must complete the papers prescribed for the Degree in the [Educational Leadership](#) entry in the University of Waikato Catalogue of Papers, including an approved research methods paper and any compulsory papers.
8. Candidates must include
 - (a) a thesis equivalent to 120 points, or
 - (b) a thesis equivalent to 90 points, or
 - (c) a dissertation equivalent to 60 points, or
 - (d) a directed study equivalent to 30 points.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the [Educational Leadership](#) entry in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or

(c) Second Class Honours (second division), or
or without honours.

14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.
16. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

Variations

17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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In this section

Regulations for the Degree of Master of Educational Management (MEdM)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of a bachelors degree of the University of Waikato with at least a B-grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
 - (b) demonstrated to the Academic Board that they have adequate training, experience and ability to proceed with the MEdM, and
 - (c) produced sufficient evidence to satisfy the Academic Board of adequate training and experience in the field of education, management or administration, and
 - (d) been accepted by the Pro Vice-Chancellor of the Division of Education or the Pro Vice-Chancellor of the Division of Management who will consult with the relevant Programme Leader.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission.
4. Admission to the Degree may be subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

5. The normal minimum period of enrolment for completion of the Degree is one and a half

academic years.

6. Candidates must enrol in the Division of Education or the Waikato Management School and follow an approved programme of study.
7. Candidates must gain 180 points at 500 level as prescribed for the [MEdM programme](#) in the University of Waikato Catalogue of Papers.

Award of Honours

8. The Degree may be awarded with Distinction.
9. Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree, including any failed paper.

Variations

10. The Pro Vice-Chancellor of the Division of Education or the Pro Vice-Chancellor of the Division of Management or their delegated authorities may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Engineering (ME)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Engineering of the University of Waikato with at least a B grade average across the 300 level and 500 level papers or Bachelor of Engineering with Honours of the University of Waikato with at least second class honours (second division), or for a qualification considered by the Academic Board to be equivalent, and
 - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year.
5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.

7. Candidates must include
 - (a) a thesis equivalent to 90 points, or
 - (b) a thesis equivalent to 120 points.
8. The thesis must be taken in the subject Engineering.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree is defined in the appendix to these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), oror without honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.
15. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding two calendar years, from the date of first enrolment in the Degree.

Endorsements

16. The Degree may be awarded with one of the following endorsements
 - (a) Chemical and Biological Engineering
 - (b) Civil Engineering
 - (c) Electrical and Electronic Engineering

- (d) Environmental Engineering
- (e) Materials and Process Engineering
- (f) Mechanical Engineering
- (g) Mechatronics
- (h) Robotics
- (i) Software Engineering

The degree may also be awarded without endorsement.

Variations

17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.
-

Appendix

The field of the Degree is defined as the following subjects

Computer Science
Electronics
Engineering
Materials and Processing
Mathematics
Physics

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In this section

Regulations for the Degree of Master of Engineering Practice (MEngPrac)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Engineering of the University of Waikato with at least a B grade average across the 300 level and 500 level papers, or Bachelor of Engineering with Honours of the University of Waikato with at least second class honours (second division), or for a qualification considered by the Academic Board to be equivalent, and
 - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to admission or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is two trimesters.
5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates must gain at least 180 points at 500 level or above.

- Candidates must complete the requirements of a subject.

Subjects

Civil Engineering

Electronics

Materials and Processing

Mechanical Engineering

- To complete the requirements of a subject, candidates must gain at least 150 points in that subject, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
- Candidates must include
 - ENGEN508 Masters Capstone Project (60 points), and
 - 30 points from the papers listed in the Appendix.
- At the discretion of the Dean or nominee, candidates who have either
 - qualified for a Bachelor of Engineering with Honours of the University of Waikato with at least second class honours (second division), or for a qualification considered by the Academic Board to be equivalent, or
 - gained significant and relevant professional experiencemay be granted a waiver or cross-credit of 60-points. Where this applies candidates must still complete 90 points from a subject listed in section 7, including ENGEN508.
- Candidates must pass all of the papers taken for the first 60 points for the Degree with an average grade of at least B in order to be eligible to continue with the Degree.
- If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

- The Degree may be awarded with
 - Distinction, or
 - Merit.
- Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers presented for the Degree, including any failed paper.

Variations

- The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Appendix

EXMBM511

Communication and Collaboration in Organisations

EXMBM512

Leadership and Change Management

EXMBM513

Sustainability and Responsible Management

EXMBM514

Economics and the Global Context

EXMBM521

Strategic Management and Decision Making

EXMBM522

Marketing Strategy

EXMBM523

Digital Business and Supply Chain Management

EXMBM524

Financial Analysis

EXMBM532

Managing Innovation and Value Creation

EXMBM533

Integrative Learning Project

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Regulations for the Degree of Master of Environment and Society (MEnvSoc)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Arts, or Bachelor of Social Sciences of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
 - (b) qualified for the award of the degree of Bachelor of Arts with Honours, or Bachelor of Social Sciences with Honours with at least second class honours (second division), or Bachelor of Environmental Planning, with at least a B grade average across the 300 and 400 level papers, or for the award of the Postgraduate Diploma of the University of Waikato in a relevant subject, with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent,and
 - (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for candidates admitted under 2(b) of these regulations is one academic year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level or above. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level or above.
7.
 - (a) Candidates admitted under section 2(a) of these regulations must gain at least 60 points from the papers listed in Appendix A to these regulations, and at least 30 points from the papers listed in Appendix B to these regulations, including any compulsory papers prescribed in the [Environment and Society](#) entry in the University of Waikato Catalogue of Papers.
 - (b) Candidates admitted under section 2(b) of these regulations must gain at least 30 points from the papers listed in Appendix A to these regulations, including any compulsory papers prescribed in the [Environment and Society](#) entry in the University of Waikato Catalogue of Papers.
8. Candidates must include
 - (a) a dissertation equivalent to 60 points, or
 - (b) a thesis equivalent to 90 points, or
 - (c) a thesis equivalent to 120 points.¹
9. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.²

Examination of thesis (90 points and above)

10. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

11. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), or

(d) or without honours.

12. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of grades for all of the papers completed for the Degree, including any failed paper.

Variations

13. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

- 1. Candidates admitted under 2(a) may include a 120 point thesis only with the approval of the Pro Vice-Chancellor of the Division or delegated authority. Candidates admitted under 2(b) will not normally be able to include a research component of more than 90 points.*
 - 2. Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Certificate or Postgraduate Diploma.*
-

Appendix A

ANTHY521

Cultural Perspectives on Environmental Issues (30 points)

ENVPL505

Māori Environmental Management (15 points)

ENVPL510

Planning Theory (15 points)

GEOGY520

Human Dimensions of Environmental Change (30 points)

HISTY512

Environmental History (30 points)

LCOMM584

Sustainable Futures (30 points)

MAORI502

Sustainable Resource Issues (30 points)

POLSC504

Gender, Justice and the Environment (15 points)

POLSC537

Environmental Politics and Public Policy (30 points)

PSYCH555

Environmental Psychology (15 points)

Appendix B

ANTHY515

Ethnographic Research Methods (30 points)

EDUCA500

Culturally Responsive Methodologies incorporating kaupapa Māori and Critical Theories (30 points)

ENVSC504

Pollution and Environmental Contaminants (15 points)

ENVSC505

Environmental Systems: Biogeosciences across Scales (15 points)

MAORI570

Te Mahi Rangahau: Māori, Pacific and Indigenous Research Methods and Issues (30 points)

MNMGT581

Research Methods in Management Studies (30 points)

SCTED513

Environmental and Sustainability Education (30 points)

STMGT504

Strategies for Sustainability (15 points)

THMGT502

Tourism Development and the Environment (30 points)

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In this section

Regulations for the Degree of Master of Environmental Planning (MEP)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Environmental Planning of the University of Waikato with at least a B grade average across the 300 and 400 level papers, or for a qualification considered by the Academic Board to be equivalent, or
 - (b) qualified for the award of the degree of Bachelor of Social Sciences with Honours of the University of Waikato in Resources and Environmental Planning with at least second class honours (second division) or for a qualification considered by the Academic Board to be equivalent, or
 - (c) qualified for the award of the Postgraduate Diploma of the University of Waikato in Environmental Planning with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent, or
 - (d) in exceptional circumstances, qualified for the award of an approved qualification including, or together with, approved graduate papers and evidence of at least two years' work experience in a field relevant to planning,and
 - (e) satisfied the prerequisites for graduate study in Environmental Planning at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who

do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within five consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above, including a dissertation equivalent to 60 points, or a thesis equivalent to 90 points, or a thesis equivalent to 120 points as prescribed for the Degree in the [Environmental Planning](#) entry in the University of Waikato Catalogue of Papers.
7. Candidates must enrol for and undertake the requirements of the Degree in accordance with the guidelines contained in the Division of Arts, Law, Psychology and Social Sciences Graduate Handbook for the degree of Master of Environmental Planning.
8. The procedures and criteria for assessing the personal and professional competencies central to the satisfactory completion of the Degree are prescribed in the Division of Arts, Law, Psychology and Social Sciences Graduate Handbook for the degree of Master of Environmental Planning.
9. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

10. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

11. The Degree may be awarded with Distinction.
12. Candidates who fail a paper will not be eligible for the award of honours.

Variations

13. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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In this section

Regulations for the Degree of Master of Health Science (MHSc)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of a Bachelors degree of the University of Waikato, with at least a B grade average across the 300 level papers or for a qualification considered by the Academic Board to be equivalent; or
 - (b) qualified for the award of a
 - (i) bachelor's degree with honours, of the University of Waikato, with at least second-class honours (second division) or
 - (ii) Postgraduate Diploma, of the University of Waikato, with at least a B grade average, in a health-related field, or for a qualification considered by the Academic Board to be equivalent; and
 - (c) satisfied the prerequisites for postgraduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit or relevant experience, candidates who do not meet the requirements of Section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under Section 2(a) of these regulations is two academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under Section 2(b) of the regulations is one academic year.
5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates who are admitted under Section 2(a) of these regulations must gain 240 points at 500 level. Candidates admitted under Section 2(b) of these regulations must complete 120 points at 500 level, including any compulsory papers prescribed in the [Health Science](#) entry in the University of Waikato Catalogue of Papers.
7. Candidates must complete the paper prescribed for the Degree in the [Health Science](#) entry of the University of Waikato Catalogue of Papers, including any compulsory papers.
8. Candidates must include:
 - (a) a thesis equivalent to 120 points; or
 - (b) a thesis equivalent to 90 points; or
 - (c) a dissertation equivalent to 60 points; or
 - (d) HLTSC508 and HLTSC509.
9. Candidates may take up to 30 points from outside the Health Science subject.
10. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

11. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

12. The Degree may be awarded with:
 - (a) First Class Honours; or
 - (b) Second Class Honours (first division); or
 - (c) Second Class Honours (second division);or without honours.
13. Candidates who fail a paper will not be eligible for the award of honours.

14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.
15. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

Variations

16. The Pro-Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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In this section

Regulations for the Degree of Master of Health, Sport and Human Performance (MHSHP)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Health, Sport and Human Performance of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
 - (b) qualified for the award of the degree of Bachelor of Health, Sport and Human Performance with Honours with at least second class honours (second division), or for the award of a Postgraduate Diploma in Health, Sport and Human Performance, or for a qualification considered by the Academic Board to be equivalent, and
 - (c) satisfied the prerequisites for postgraduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted

under section 2(b) of the regulations is one academic year.

5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates who are admitted under section 2(a) of these regulations must gain 180 points at 500 level. Candidates admitted under section 2(b) of these regulations must gain a further 120 points at 500 level.
7. Candidates must complete the papers prescribed for the Degree in the [Health, Sport and Human Performance](#) entry in the University of Waikato Catalogue of Papers, including an approved research methods paper and any compulsory papers.
8. Candidates must include
 - (a) a thesis equivalent to 120 points, or
 - (b) a thesis equivalent to 90 points, or
 - (c) a dissertation equivalent to 60 points, or
 - (d) a directed study equivalent to 30 points
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises the papers prescribed for the Degree in the [Health, Sport and Human Performance](#) entry in the University of Waikato Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), oror without honours.
14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the

basis of the grades for all of the papers completed for the Degree.

16. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

Variations

17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Information Technology (MInfoTech)

This qualification is awarded jointly by the University of Auckland and the University of Waikato.

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have qualified for the award of:

either

- (a) a Bachelors (Honours) degree of the University of Waikato, or a 120 point Postgraduate Diploma in Information Technology, or a qualification considered by the Academic Board to be equivalent, with a Grade Point Average of 4.5 or higher in 75 points above 300 level including at least 45 points in Computer Science or a related field at 500 level

or

- (b) (i) a Bachelors degree of the University of Waikato, or a degree qualification considered by the Academic Board to be equivalent, with a Grade Point Average of 4.5 or higher in 75 points at 300 level or above including at least 45 points in Computer Science or a related field

or

- (ii) (a) a Bachelors degree of the University of Waikato, or a degree qualification considered by the Academic Board to be equivalent

and

- (b) the Postgraduate Certificate in Information Technology with a Grade Point Average of 4.5 or higher.

or

- (c) (i) a Bachelors degree of the University of Waikato, or a degree qualification considered by the Academic Board to be equivalent, with a Grade Point Average of 4.5 or higher in 75 points above 200 level

or

- (ii) qualified for the award of the Diploma in Postgraduate Preparation - Pre Masters of the University of Waikato with a Grade Point Average of 4.5 or higher.¹

- 3. In exceptional circumstances, candidates who do not meet the requirements of section 2 of these regulations, but who have at least three years of extensive relevant, practical, professional or scholarly experience deemed to be equivalent to the requirements of section 2(a), (b) or (c) may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe.

Requirements for the Degree

- 4. Candidates admitted under section 2(a) of these regulations must
 - (a) gain 120 points at 500 level or aboveand
 - (b) complete the requirements of the degree in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an enrolment period not exceeding four calendar years from the date of first enrolment in the Degreeand
 - (c) not exceed 150 points for the total enrolment for this Degree.
- 5. Candidates admitted under section 2(b) of these regulations must
 - (a) gain 180 points at 500 level or aboveand
 - (b) complete the requirements of the degree in not more than 18 consecutive months of full-time study, or, in the case of part-time study, an enrolment period not exceeding six calendar years from the date of first enrolment in the Degreeand
 - (c) not exceed 210 points for the total enrolment for this Degree.
- 6. Candidates admitted under section 2(c) or section 3 of these regulations must

- (a) gain 240 points at 500 level or above
 - and
 - (b) complete the requirements of the degree in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an enrolment period not exceeding six calendar years from the date of first enrolment in the Degree
 - and
 - (c) not exceed 270 points for the total enrolment for this Degree.
7. Candidates must enrol in the Division of Health, Engineering Computing and Science and follow an approved programme of study.
 8. Candidates must complete the papers prescribed for the Degree in the [Computer Science](#) entry in the University of Waikato Catalogue of Papers, including any compulsory papers.
 9. If these requirements include papers the same as, or similar to, those already passed by a candidate, alternative papers must be substituted as approved by the Pro Vice-Chancellor of the Division or delegated authority.
 10. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.
 11. A candidate who is required to complete 240 points must have achieved a Grade Point Average of 4.5 or higher in the first 60 points of taught papers taken for this degree. If this Grade Point Average is not achieved, the candidate will not be permitted to proceed with the Degree.
 12. A candidate who is required to complete 240 points must have achieved a Grade Point Average of 4.0 or higher in the first 180 points of taught papers taken for this degree prior to enrolment in CSMAX596. If this Grade Point Average is not achieved, enrolment in the Master of Information Technology cannot continue.
 13. A candidate who is required to complete 180 points must have achieved a Grade Point Average of 4.0 or higher in the first 120 points of taught papers taken for this degree prior to enrolment in CSMAX596. If this Grade Point Average is not achieved, the candidate will not be permitted to proceed with the Degree.
 14. A candidate who is required to complete 120 points must have achieved a Grade Point Average of 4.0 or higher in the first 60 points of taught papers taken for this degree prior to enrolment in CSMAX596. If this Grade Point Average is not achieved, the candidate will not be permitted to proceed with the Degree.
 15. A student admitted to this programme must complete the University of Waikato Academic Integrity Module.

Reassignment

16. A candidate who does not achieve the required Grade Point Average under sections 11, 12, 13 or 14 may apply to reassign papers passed for the Master of Information Technology to either the Postgraduate Diploma in Information Technology or the Postgraduate Certificate in Information Technology.

Award of Honours

17. The Degree may be awarded with
- (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), or
- or without honours.
18. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of grades for all of the papers completed for the Degree, including any failed paper.

Variations

19. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Note:

¹ For the avoidance of doubt this admission criteria applies to admission to the University of Waikato only.

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Regulations for the Degree of Master of Laws (LLM)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Laws or a combined Law degree of the University of Waikato with at least a B grade average across the 300 and 400 level papers, or a qualification considered by the Academic Board to be equivalent, and
 - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.

7. Candidates must complete LEGAL509 and a further 105 points from papers prescribed for the Degree in the [Law](#) entry in the University of Waikato Catalogue of 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 complete the requirements of an endorsement
Endorsements
 - Environmental and Climate Change Law
 - Health Law
 - International Law
 - New Technologies and Cyber Security Law
10. To complete the requirements of an endorsement candidates must pass 60 points from the papers prescribed for that endorsement in the Law entry of the University of Waikato Catalogue of Papers.
11. The degree may be completed without an endorsement.
12. Candidates may take up to 30 points from outside the field of the Degree.
13. The field of the Degree comprises the papers prescribed for the Degree in the [Law](#) entry in the University of Waikato Catalogue of Papers.
14. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

15. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

16. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), oror without honours.

17. Candidates who fail a paper will not be eligible for the award of honours.
18. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree.
19. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

Variations

20. 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 their ability to do so, may be permitted to take the Degree by 120 point thesis alone.
21. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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In this section

Regulations for the Degree of Master of Laws in Māori/Pacific and Indigenous Peoples' Law (LLM(Māori/Pacific and Indigenous Peoples))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Laws or a combined Law degree of the University of Waikato with at least a B grade average across the 300 and 400 level papers, or for a qualification considered by the Academic Board to be equivalent, and
 - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.

6. Candidates must gain 120 points at 500 level or above.
7. Candidates must complete LEGAL509 and a further 105 points from papers prescribed for the Degree in the [Law](#) entry in the University of Waikato Catalogue of 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 Catalogue of Papers.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), oror without honours.
14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree.
16. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 12 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

Variations

17. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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In this section

Regulations for the Degree of Master of Legal Studies (MLS)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of a 360 point bachelors degree of the University of Waikato with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent; or
 - (b) qualified for the award of a 480 point bachelors degree or a bachelors degree with honours, of the University of Waikato, with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent; or
 - (c) qualified for the award of the Diploma in Postgraduate Preparation – Pre-Masters of the University of Waikato with at least a B grade average.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one and a half academic years. The normal minimum period of enrolment for candidates admitted under section 2(b) of these regulations is one academic year.

5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates admitted under section 2(a) or section 2(c) of these regulations must gain 180 points at 500 level. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level.
7. Candidates must complete the papers prescribed for the Degree in the [Legal Studies](#) entry in the University of Waikato Catalogue of Papers.
8. Candidates must pass LEGAL509, and either pass LEGAL500 or have completed a Bachelor of Laws of the University of Waikato or equivalent, in order to be eligible to continue beyond the first 60 points for the Degree.

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. Candidates who fail a paper will not be eligible for the award of honours.
11. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first:
 - (a) 180 points completed by candidates admitted under section 2(a) or section 2(c) of these regulations while enrolled for the Degree, and
 - (b) 120 points completed by candidates admitted under section 2(b) of these regulations while enrolled for the Degree.
12. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

Variations

13. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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In this section

Regulations for the Degree of Master of Management (MMgmt)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of a bachelors degree of the University of Waikato with at least a B-grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
 - (b) qualified for the award of the Diploma in Postgraduate Preparation – Pre-Masters of the University of Waikato.
3. Candidates would not normally be admitted to the Degree where they have completed an undergraduate major, or equivalent, in the subject being presented for the Degree.
4. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

5. The normal minimum period of enrolment for completion of the Degree is one year.
6. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
7. Candidates must gain 180 points at 500 level.

8. The degree will be endorsed in one of the following subjects:

Subjects

Marketing¹

Supply Chain Management

9. Candidates must complete the requirements of a subject by gaining 60 points in that subject, as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.
10. Candidates must also complete 60 points from EXMBM511, EXMBM512, EXMBM513, EXMBM514, EXMBM521, EXMBM522, EXMBM523, EXMBM524 and EXMBM532; as well as MNMGT561, MNMGT562 and MNMGT563.
11. Candidates must pass all of the papers taken in the first 120 points for the Degree in order to be eligible to continue with the Degree.
12. If a candidate fails papers worth not more than 30 points in total, they may repeat the papers or take alternative papers with the same total points value on one occasion only. A candidate who fails papers worth more than 30 points in total will not be permitted to proceed with the Degree.²

Award of Honours

13. The Degree may be awarded with Distinction
14. Except with the approval of the Academic Board, the award will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree, including any failed paper.

Variations

15. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *There will be no new intake into this programme in 2023.*
2. *Candidates who are not permitted to proceed with the Degree may be eligible to graduate with a Postgraduate Diploma.*

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In this section

Regulations for the Degree of Master of Management Studies (MMS)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Business Analysis, Bachelor of Communication Studies, Bachelor of Electronic Commerce, Bachelor of Management Studies or Bachelor of Tourism of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
 - (b) qualified for the award of the degree of Bachelor of Business Analysis with Honours, Bachelor of Communication Studies with Honours, Bachelor of Electronic Commerce with Honours, Bachelor of Management Studies with Honours or Bachelor of Tourism with Honours with at least second class honours (second division), or for the award of a Postgraduate Diploma in a subject relevant for the Master of Management Studies with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent, and
 - (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(b) of the regulations is one year.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6. Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level.
7. Candidates admitted under section 2(a) of these regulations must gain at least 120 points from one of the following subjects or interdisciplinary programmes, including any compulsory papers listed in the relevant subject entry in the [Catalogue of Papers](#). Candidates admitted under section 2(b) of these regulations must gain at least 60 points from one of the following subjects or interdisciplinary programmes, including any compulsory papers listed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).

(a) *Subjects*

Accounting
Agribusiness
Economics
Finance
Human Resource Management
International Management
Leadership Communication
Management Systems¹
Marketing
Public Relations
Strategic Management
Supply Chain Management
Tourism Management

(b) *Interdisciplinary programmes*

Management and Sustainability¹

8. Candidates must include
 - (a) a directed study or dissertation equivalent to 30 points, or
 - (b) a dissertation equivalent to 60 points, or
 - (c) a thesis equivalent to 90 points, or
 - (d) a thesis equivalent to 120 points.

in their main academic area and a research methodology paper worth at least 15 points, as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers.²

9. Candidates admitted under section 2(a) of these regulations may take up to 60 points from outside the field of the Degree. Candidates admitted under section 2(b) of these regulations may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects and interdisciplinary programmes listed in section 7 of these regulations.
11. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
12. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.³

Examination of thesis (90 points and above)

13. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

14. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), oror without honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers presented for the Degree.

Variations

16. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *This subject/interdisciplinary programme is not offered in 2023.*
2. *Candidates admitted under section 2(b) of these regulations may have fulfilled the requirement to complete a research methodology paper in their qualifying qualification.*
3. *Candidates who are not permitted to proceed with the Degree may be eligible to graduate with a Postgraduate Diploma.*

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In this section

Regulations for the Degree of Master of Media and Creative Technologies (MMCT)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Media and Creative Technologies of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, and
 - (b) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, including through submission of a portfolio of previous work, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one calendar year or one and a half academic years.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates must gain 180 points at 500 level or above.

7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#):
 - (a) *Division of Arts, Law, Psychology and Social Sciences subjects*
Screen and Media Studies
8. Candidates must enrol in 180 points at 500 level or above, including a creative research thesis equivalent to 90 points and a theory paper equivalent to 30 points, as prescribed for the Degree in the [Screen and Media Studies](#) entry in the University of Waikato Catalogue of Papers, including any compulsory papers listed in the relevant subject entry.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), oror without honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 180 points completed by the candidate while enrolled for the Degree.

Variations

15. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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In this section

Regulations for the Degree of Master of Music (MMus)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Music with Honours of the University of Waikato with at least second class honours (second division), or for a qualification considered by the Academic Board to be equivalent, and
 - (b) satisfied the prerequisites for graduate study in Music, at levels considered appropriate by the Academic Board, and
 - (c) been accepted by the Chairperson of Music.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.
4. Acceptance into the Degree is subject to the availability of a suitable supervisor for the programme of study required under section 7 of these regulations.

Requirements for the Degree

5. The normal minimum period of enrolment for completion of the Degree is one year.
6. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.

7. Candidates must gain 120 points at 500 level or above, comprising either
 - (a) MUSIC514 Composition Portfolio, or
 - (b) MUSIC524 Advanced Performance, or
 - (c) MUSIC525 Advanced Opera Studies
8. A candidate whose work presented for the Degree under section 7 of these regulations is considered by examiners not to be of a pass standard will have his or her work returned for resubmission at a later date.

Award of Honours

9. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division).
10. A candidate who has resubmitted his or her work under the provision of section 8 of these regulations will not be eligible for the award of honours.
11. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the first 120 points completed by the candidate while enrolled for the Degree, including any failed paper.

Variations

12. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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In this section

Regulations for the Degree of Master of Nursing Practice (MNursPrac)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of a Bachelors degree of the University of Waikato, with at least a B grade average across the 300 level papers or for a qualification considered by the Academic Board to be equivalent, or
 - (b) qualified for the award of the Diploma in Postgraduate Preparation – Pre-Masters of the University of Waikato with at least a B grade average, and
 - (c) satisfied the prerequisites for postgraduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board, and
 - (d) all applicants must follow a selection process approved by the Pro Vice-Chancellor of the Division of Health, Engineering, Computing and Science, or delegated authority, including a police vetting check, to ensure that they meet the criteria for admission to register as nurses as defined by the University and the Nursing Council of New Zealand.
3. In exceptional circumstances, based on academic merit or relevant experience, candidates who do not meet the requirements of Section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is two academic years.

5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates must gain 240 points at 500 level.
7. Candidates must complete the papers prescribed for the Degree in the [Nursing](#) entry of the University of Waikato Catalogue of Papers, including any compulsory papers.
8. If a candidate fails a paper or papers, they may repeat the paper on one occasion only.

Award of Honours

9. The Degree may be awarded with:
 - (a) First Class Honours; or
 - (b) Second Class Honours (first division); or
 - (c) Second Class Honours (second division);or without honours.
10. Candidates who fail a paper will not be eligible for the award of honours.
11. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.
12. In order to be eligible for consideration for the award of honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

Variations

13. The Pro-Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Degree of Master of Professional Accounting (MPAcct)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of a bachelors degree with at least a B- grade average across the 300 level papers, or for the award of a bachelors degree with honours with at least second class honours (second division), or for a programme of study considered by the Academic Board to be equivalent, and
 - (b) qualified for the award of the Diploma in Postgraduate Preparation - Pre-Masters of the University of Waikato, and
 - (c) satisfied the prerequisites for graduate study at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is 14 months.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.

6. Candidates admitted must gain 220 points at 500 level and must include any compulsory papers listed in the [Accounting](#) subject entry in the University of Waikato Catalogue of Papers.
7. Candidates must include:
 - (a) Stage One: Core Knowledge and Skills (120 points) and
 - (b) Stage Two: Advanced Professional Knowledge (60 points) and
 - (c) Stage Three: Professional Development Capstone, including either a Research Project or Professional Internship (40 points).
8. Candidates must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
9. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.¹

Award of Honours

10. The Degree may be awarded with Distinction
11. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree, including any failed paper.

Variations

12. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Certificate or Postgraduate Diploma.*

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Regulations for the Degree of Master of Professional Writing (MPW)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of a bachelors degree of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
 - (b) qualified for the award of a bachelors degree with Honours of the University of Waikato with at least second class honours (second division), or a Postgraduate Diploma with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent, and
 - (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree is one calendar year or one and a half academic years. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.
5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an

approved programme of study.

6. Candidates must gain at least 180 points at 500 level or above.
7. Candidates must complete the compulsory papers prescribed in the [Professional Writing](#) entry in the University of Waikato Catalogue of Papers.
8. Candidates must include
 - (a) a dissertation equivalent to 30 points, or
 - (b) a dissertation equivalent to 60 points, or
 - (c) a thesis equivalent to 90 points, or
 - (d) a thesis equivalent to 120 points.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

11. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

12. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), oror without honours.
13. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.

Variations

14. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Certificate or Postgraduate Diploma.*

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In this section

Regulations for the Degree of Master of Science (MSc)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Science, or Bachelor of Science (Technology) of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
 - (b) qualified for the award of the degree of Bachelor of Computing and Mathematical Sciences, or Bachelor of Computing and Mathematical Sciences with Honours, or Bachelor of Science with Honours with at least second class honours (second division), or for the award of the Postgraduate Diploma of the University of Waikato in a relevant subject with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent, and
 - (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to admission or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years.

The normal period of enrolment for completion of the Degree for candidates admitted under section 2(b) of these regulations is one academic year.

5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates admitted under section 2(a) of these regulations must gain at least 180 points at 500 level or above. Candidates admitted under section 2(b) of these regulations must gain at least 120 points at 500 level or above.
7. Candidates must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#):

Subjects

Artificial Intelligence
Chemistry
Computer Science
Earth Sciences
Ecology and Biodiversity
Electronics
Environmental Sciences
Materials and Processing
Mathematics
Molecular and Cellular Biology
Physics
Psychology¹
Statistics²

8. Candidates must include a dissertation in their subject equivalent to 60 points.
9. Candidates may take up to 60 points from outside their subject. Where necessary, candidates may use these 60 points to satisfy the pre-requisites of their subject papers.
10. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Award of Honours

11. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), oror without honours.

12. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the papers presented for the Degree, including any failed paper.

Variations

13. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. This subject will not be available to candidates admitted under section 2(a) of these regulations.
2. There will be no intake into this subject from 1 July 2023.

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In this section

Regulations for the Degree of Master of Science (Research) (MSc(Research))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Computing and Mathematical Sciences, Bachelor of Science, or Bachelor of Science (Technology) of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
 - (b) qualified for the award of a Postgraduate Diploma of the University of Waikato in a relevant subject with an average grade of at least B, or for a qualification considered by the Academic Board to be equivalent, or
 - (c) qualified for the award of the degree of Bachelor of Computing and Mathematical Sciences with Honours or Bachelor of Science with Honours of the University of Waikato with at least Second Class Honours (second division) or for a qualification considered by the Academic Board to be equivalent, or
 - (d) demonstrated to the Academic Board that they have adequate training, experience and ability to proceed with the degree, and
 - (e) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board, and
 - (f) be subject to the completion of any qualifying papers or additional work as may be required by the Academic Board, either prior to admission or concurrently.

Requirements for the Degree

3. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) or 2(d) of these regulations is one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(b) or 2(c) of these regulations is one academic year.
4. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates admitted under section 2(a) or 2(d) of these regulations must gain at least 180 points at 500 level or above. Candidates admitted under section 2(b) or 2(c) of these regulations must gain at least 120 points at 500 level or above.
6. Candidates must gain at least 60 points of taught papers from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).¹

Subjects

Artificial Intelligence²

Chemistry

Computer Science

Earth Sciences

Ecology and Biodiversity

Electronics

Environmental Sciences

Materials and Processing

Mathematics

Molecular and Cellular Biology

Physics

Psychology³

Statistics⁵

7. Candidates must include a thesis equivalent to 120 points.
8. Candidates admitted under sections 2(a) or 2(d) of these regulations must pass all of the papers taken for the first 60 points for the Degree with an average grade of at least B in order to be eligible to continue with the Degree.⁴
9. Candidates admitted under sections 2(b) or 2(c) of these regulations will be granted exemption from up to 60 points of taught papers.
10. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree.

Examination of thesis

11. The University will appoint two examiners for the candidate's thesis; one examiner external to the

University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

12. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), oror without honours.
13. Candidates who fail a paper will not be eligible for the award of honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree.

Variations

15. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *Candidates admitted under sections 2(a) or 2(d) of these regulations who intend to complete the Degree in a subject without a substantive relationship to their undergraduate major are required to gain at least 120 points of taught papers in their chosen subject.*
2. *This programme will only be available to candidates who have qualified for an award listed in Section 2 in a relevant subject.*
3. *This programme will not be available to candidates admitted under section 2(a) of these regulations.*
4. *Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Diploma in a relevant subject.*
5. *There will be no intake into this subject from 1 July 2023.*

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In this section

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 with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
 - (b) qualified for the award of the degree of Bachelor of Science of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
 - (c) qualified for the award of a Postgraduate Diploma of the University of Waikato in a relevant subject with an average grade of at least B, or for a qualification considered by the Academic Board to be equivalent,¹ or
 - (d) demonstrated to the Academic Board that they have adequate training, experience and ability to proceed with the degree, and
 - (e) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board, and
 - (f) be subject to the completion of any qualifying papers or additional work as may be required by the Academic Board, either prior to admission or concurrently.
3. In exceptional circumstances, candidates without the normal qualifications for admission may be considered for admission on the basis of relevant training and experience, normally comprising

- (a) the completion of a relevant bachelors degree or technical qualification at a level considered satisfactory by the Academic Board, and
- (b) the subsequent successful completion of at least two years of industrial or technical experience, as determined appropriate by the Dean responsible for the relevant subject.

Requirements for the Degree

4. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 180 points at 500 level or above.
6. Candidates must complete the requirements of a subject.

Subjects

Chemistry
Earth Sciences
Ecology and Biodiversity
Electronics
Environmental Sciences
Materials and Processing
Molecular and Cellular Biology
Physics

7. To complete the requirements of a subject, candidates must gain at least 60 points in that subject, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).
8. Candidates must include
 - (a) a thesis equivalent to 90 points, and
 - (b) 30 points of professional practice papersin the last 120 points taken for the Degree.
9. Candidates admitted under sections 2(a) or 2(c) of these regulations must
 - (a) gain 180 points at 500 level as prescribed in the relevant subject entry in the University of Waikato Catalogue of Papers, and
 - (b) pass all of the papers taken for the first 60 points for the Degree with an average grade of at least B in order to be eligible to continue with the Degree.¹
10. Candidates admitted under section 2(b) of these regulations will be granted exemption from up to 60 points for the Degree and must gain at least 120 points at 500 level as prescribed in the University of Waikato [Catalogue of Papers](#).
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not

be permitted to proceed with the Degree.

Examination of thesis

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. Candidates admitted under sections 2(a) or 2(c) of these regulations may be eligible for the award of Honours. The Degree may be awarded with
- (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), or
- or without honours.
14. Candidates who fail a paper will not be eligible for the award of honours.
15. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades of the papers passed by the candidate on the first attempt while enrolled for the Degree.

Variations

16. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *Candidates who are ineligible to continue with the Degree may be eligible to graduate with a Postgraduate Diploma in a relevant subject.*

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In this section

Regulations for the Degree of Master of Security and Crime Science (MSCS)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of a bachelors degree of the University of Waikato with a minimum average grade of B+ in their 300 level or higher majoring papers, or for a qualification considered by the Academic Board to be equivalent, or
 - (b) qualified for the award of a bachelors degree with honours or postgraduate diploma of the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and
 - (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for completion of the Degree for candidates admitted under sections 2(b) of these regulations is one academic year.

5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
6. Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level. Candidates admitted under sections 2(b) of these regulations must gain at least 120 points at 500 level.
7. Candidates must complete the compulsory papers prescribed in the [Security and Crime Science](#) entry in the University of Waikato Catalogue of Papers.
8. Candidates must include a dissertation equivalent to 60 points, unless section 9 applies.
9. In exceptional circumstances (including appropriate work or academic experience), the Director of the NZ Institute for Security and Crime Science may permit a candidate to complete the degree with a 120 point thesis.
10. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Degree².

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) or without honours.
12. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree, including any failed paper.

Variations

13. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *This Master's Degree is not offered in 2023.*
2. *Candidates who are ineligible to continue with Degree may be eligible to complete a Postgraduate Diploma.*

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In this section

Regulations for the Degree of Master of Social Sciences (MSocSc)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) qualified for the award of the degree of Bachelor of Social Sciences of the University of Waikato with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
 - (b) qualified for the award of the degree of Bachelor of Social Sciences with Honours of the University of Waikato with at least second class honours (second division), or a Postgraduate Diploma with at least a B grade average, or for a qualification considered by the Academic Board to be equivalent, and
 - (c) satisfied the prerequisites for graduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

4. The normal minimum period of enrolment for completion of the Degree for candidates admitted under section 2(a) of these regulations is one calendar year or one and a half academic years. The normal minimum period of enrolment for candidates admitted under section 2(b) of these

regulations is one academic year. The requirements of the Degree must be completed within four consecutive years of first enrolling for the Degree.

5. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
6. Candidates admitted under section 2(a) of these regulations must gain 180 points at 500 level or above. Candidates admitted under section 2(b) of these regulations must gain 120 points at 500 level or above.
7. Candidates admitted under section 2(a) of these regulations must gain at least 60 points from one of the following subjects, including an approved research methods paper and any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#). Candidates admitted under section 2(b) of these regulations must gain at least 60 points from one of the following subjects, including any compulsory papers prescribed in the relevant subject entry in the University of Waikato [Catalogue of Papers](#).

(a) *Division of Arts, Law, Psychology and Social Sciences subjects*

Anthropology
Economics
Geography
Health Development and Policy¹
History
Philosophy
Political Science
Population Studies and Demography
Psychology¹
Public Policy
Social Policy
Sociology

(b) *Faculty of Māori and Indigenous Studies subjects*

Māori and Indigenous Studies
Pacific and Indigenous Studies

8. Candidates must include
 - (a) a dissertation equivalent to 60 points, or
 - (b) a thesis equivalent to 90 points, or
 - (c) a thesis equivalent to 120 points.
9. Candidates may take up to 30 points from outside the field of the Degree.
10. The field of the Degree comprises all the subjects listed in section 7 of these regulations.
11. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not

be permitted to proceed with the Degree.

Examination of thesis (90 points and above)

12. The University will appoint two examiners for the candidate's thesis; one examiner external to the University and active in the research field of the thesis; and one examiner internal to the University, with a good grounding in the research field, who is not directly connected to the candidate, or the candidate's thesis research or supervision.

Award of Honours

13. The Degree may be awarded with
 - (a) First Class Honours, or
 - (b) Second Class Honours (first division), or
 - (c) Second Class Honours (second division), oror without honours.
14. Except with the approval of the Academic Board, the level of honours will be calculated on the basis of the grades for all of the papers completed for the Degree.

Variations

15. The Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *These programmes will not be available to candidates admitted under section 2(a) of these regulations.*

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Regulations for the Degree of Master of Teaching and Learning (MTchgLn)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Degree must have
 - (a) satisfied the requirements of a bachelors degree with at least a B grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent, or
 - (b) qualified for the award of a bachelors degree with honours with at least second class honours (second division), or for the award of a postgraduate diploma in a subject relevant to the Master of Teaching and Learning, or for a qualification considered by the Academic Board to be equivalent, and
 - (c) satisfied the prerequisites for postgraduate study in the subject(s) being presented for the Degree, at levels considered appropriate by the Academic Board, and
 - (d) been selected by the Division of Education as meeting the Teaching Council's selection criteria for Initial Teacher Education Programmes.
3. Candidates for the secondary endorsement must have sufficient depth and breadth of relevant subject or curriculum knowledge at Levels 5-7.
4. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Degree

5. The normal minimum period of enrolment for completion of the Degree is one calendar year.
6. Candidates must enrol in the Division of Education and follow an approved programme of study.
7. Candidates must gain at least 180 points at 500 level.
8. Candidates must complete the papers prescribed for the Degree in the [Teaching](#) entry in the University of Waikato Catalogue of Papers, including any compulsory papers.
9. If a candidate fails a paper or papers, they will not be permitted to proceed with the Degree.
10. The programme of study must normally be completed within two years of admission, or three years of part-time study.
11. The programme of study must comply with the requirements of a sector, details of which are prescribed in the Catalogue of Papers. The sectors are:
 - Primary
 - Secondary

Award of Honours

12. The Degree may be awarded with Distinction.
13. Except with the approval of the Academic Board, the award will be calculated on the basis of the grades for all the papers completed for the Degree.

Variations

14. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Master of Philosophy (MPhil)

The regulations below set down the requirements for the award of the degree of Master of Philosophy (MPhil).

Formal policies and procedures related to enrolment and examination for the degree, along with information about administrative matters, are available from [Te Mata Kairangi School of Graduate Research](#) and on the University of Waikato website.

These regulations, policies and procedures are administered by the Dean of Te Mata Kairangi School of Graduate Research and the University's Postgraduate Research Committee.

Regulations for the Degree of Master of Philosophy (MPhil)

Date of effect

1. These regulations are effective from 28 July 2021

Requirements for the Degree

2. The degree of Master of Philosophy (MPhil) is awarded to candidates who have successfully completed approved and supervised research, and presented the results lucidly in a thesis which
 - (a) critically investigates an approved topic of substance and significance, and
 - (b) demonstrates expertise in the methods of research and scholarship, and
 - (c) displays intellectual independence, and
 - (d) makes an original contribution to the research area.

Admission and Enrolments

3. To qualify to enrol for the MPhil, an applicant must
 - (a) have qualified for the award of a New Zealand bachelors degree with honours or masters degree,¹ in a field relevant to the proposed research with at least second class honours (first division) or distinction or for a qualification considered by the Academic Board to be equivalent, or
 - (b) have passed qualifying papers at a satisfactory level in a field relevant to the proposed research,and
 - (c) have demonstrated research ability, normally at least 30 points of research in an honours or master's degree, or significant professional research experience or equivalent, or
 - (d) in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Research Committee that they have adequate skills and knowledge to proceed with the proposed research.
4. Applicants whose first language is not English are required to meet the [English Language Requirements for Admission](#).
5. Applicants must apply through the online [Application to Enrol](#).
6. Applications to enrol and the conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
7. As one of the preconditions for the approval of an application to enrol, the Dean of Te Mata Kairangi School of Graduate Research will establish that the necessary supervision and resources can be provided for the proposed research.
8. The Dean of Te Mata Kairangi School of Graduate Research will appoint a supervisory panel, for each candidate; each candidate must have a minimum of two supervisors, one of whom is normally a continuing staff member of the University and the chief supervisor.
9. Candidates are required to maintain contact with their supervisory panel throughout the entire period of their enrolment in the MPhil.
10. If at any time subsequent to the approval of an application the University encounters changes to its staffing or resources, it will make all reasonable efforts to ensure that these do not disadvantage the candidate. However, changes to staffing and resources can mean that a candidate's conditions of enrolment are subject to change or that their enrolment may be terminated.
11. Pursuant to the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement, a student may not be approved to enrol, or remain enrolled, if:
 - (a) the student has not provided and maintained a valid and current Ministry of Health My Vaccine Pass as evidence of COVID-19 vaccination or exemption, and
 - (b) the student does not have an agreed study plan, approved by the Dean of Te Mata Kairangi

School of Graduate Research, that confirms there are no required activities that would breach the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement.

12. Changes to a candidate's conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
13. The termination of a candidate's enrolment is subject to approval by the Postgraduate Research Committee.
14. Candidates whose applications are approved by the Dean of Te Mata Kairangi School of Graduate Research must enrol in the relevant Division or the Faculty of Māori and Indigenous Studies and, subject to progress which meets expectations, pursue their research for
 - (a) one year if they are enrolled on a full-time (1.0 FTE) basis, or
 - (b) two years if they are enrolled on a part-time (0.5 FTE) basis, or
 - (c) a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
15. In exceptional circumstances a candidate may apply to the Postgraduate Research Committee for an extension of enrolment.
16. Candidates must not be concurrently enrolled in a research qualification at any other university without written permission from both universities.
17. Candidates are required to maintain continuous enrolment throughout the entire period of the MPhil
18. Following enrolment, candidates must submit six-monthly reports on the progress of their research work.
19. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for a suspension from enrolment for a maximum period of twelve months full-time equivalent.
20. A candidate is not entitled to supervision or any University resources during a period of suspension and does not incur tuition fees.
21. The Postgraduate Research Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate progress which meets expectations and/or comply with any regulations or policies which relate to enrolment for the MPhil.
22. Candidates must provide evidence of ethical approval or a statement confirming that it is not required, in accordance with the [Ethical Conduct in Human Research and Related Activities Regulations 2008](#) and/or [Code of Ethical Conduct for the Use of Animals for Research Testing and Teaching 2014](#) .
23. The thesis may consist of the candidate's published or unpublished material, or a combination; all such materials must have been produced within the term of enrolment.
24. Where the thesis includes the candidate's published or unpublished research papers, these must

- (a) be the sole work of the candidate or, where a paper has been co-authored with a supervisor, the candidate will be the lead author, and
 - (b) represent original, supervised research undertaken within the term of the candidate's MPhil enrolment.
25. Where the thesis primarily consists of a series of published or unpublished research papers, these must be accompanied by introductory chapter/s providing a contextual framework for the thesis, and a concluding chapter providing a synthesising discussion.
26. Candidates must indicate in the thesis any material that has been used or presented for any other degree.
27. Where the thesis contains co-authored research papers and/or any other co-produced work, published or unpublished, Co-Authorship Forms must be completed by the candidate and all other joint authors or producers. These forms must be included as an appendix to the thesis when it is submitted for examination.
28. Candidates must comply with the [Dissertations and Theses Regulations 2020](#) which set out the University's requirements with respect to the submission and presentation of theses.

Examination

29. The Dean of Te Mata Kairangi School of Graduate Research will appoint two examiners for the MPhil thesis who are external to the University and not directly connected with the candidate or the candidate's research; at least one of the examiners must be from outside New Zealand.
30. In the case of divergent examination outcomes, the Dean of Te Mata Kairangi School of Graduate Research may appoint a further examiner.
31. On the basis of the reports of the examiners, the Dean of Te Mata Kairangi School of Graduate Research will resolve
- (a) that the thesis be accepted in its present form as fulfilling the requirements of the MPhil, or
 - (b) that the thesis be accepted as fulfilling the requirements of the MPhil subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiners, to the satisfaction of the chief supervisor, or
 - (c) that the thesis be accepted subject to the candidate completing substantial amendments to the satisfaction of the examiners or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks, or
 - (d) that an oral examination of the candidate be conducted, and a further report, based on the oral examination, be provided by the examiners to the Dean of Te Mata Kairangi School of Graduate Research, or
 - (e) that the thesis is not acceptable in its present form and that the candidate, may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or
 - (f) that the candidate has failed to meet the required standard and that no degree be awarded.

32. A candidate will be permitted to revise and re-submit a thesis only once and only one oral examination will be held.
33. A candidate who fails to undertake the oral examination, if required, or who fails to complete amendments to the thesis as required under subclauses 30(b), (c) or (e) will be deemed to have failed to meet the required standard and no degree will be awarded.

Transfers

34. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research at any time between enrolment and submission of the thesis to transfer to the Doctor of Philosophy (PhD).

Complaints and Appeals

35. A candidate who wishes to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research or the Postgraduate Research Committee made under these regulations, or who has a concern about supervision or any other aspect of their candidature, may raise the matter under the [Higher Degree Appeals and Complaints Regulations](#).

Reporting

36. The Dean of Te Mata Kairangi School of Graduate Research and the Postgraduate Research Committee are required to report any decisions they make with respect to MPhil candidates which fall outside of these regulations to the Research Committee.

Notes:

1. *Some professional master's degrees, such as the Master of Business Administration, are not intended to provide a pathway to doctoral study. Applications from those who have completed a professional master's degree will be considered on a case-by-case basis.*

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In this section

Doctor of Philosophy (PhD)

The regulations below set down the requirements for the award of the degree of Doctor of Philosophy (PhD).

Formal policies and procedures related to enrolment and examination for the degree, along with information about administration matters, are available from [Te Mata Kairangi School of Graduate Research](#) and on the University of Waikato website.

These regulations, policies and procedures are administered by the Dean of Te Mata Kairangi School of Graduate Research and the University's Postgraduate Research Committee.

Regulations for the Degree of Doctor of Philosophy (PhD)

Date of effect

1. These regulations are effective from 28 July 2021

Requirements for the Degree

2. The degree of Doctor of Philosophy (PhD) is awarded to candidates who have successfully completed approved and supervised research, and presented the results lucidly in a thesis which
 - (a) critically investigates an approved topic of substance and significance, and
 - (b) demonstrates expertise in the methods of research and scholarship, and
 - (c) displays intellectual independence, and
 - (d) makes a substantial original contribution to the research area.

Admission and Enrolment

3. To qualify to enrol for the PhD, an applicant must

- (a) have qualified for the award of a New Zealand bachelors degree with honours or master's degree,¹ in a field relevant to the proposed research with at least second class honours (first division) or distinction, or for a qualification considered by the Academic Board to be equivalent, or
- (b) have qualified for the degree of Master of Philosophy (MPhil) in a field relevant to the proposed research, or
- (c) have enrolled for the degree of Master of Philosophy (MPhil) in a field relevant to the proposed research and demonstrated that they are able to transfer to the PhD, or
- (d) have passed qualifying papers at a satisfactory level in a field relevant to the proposed research,

and

- (e) have demonstrated research ability, normally at least 30 points of research in an honours or master's degree, or significant professional research experience, or equivalent, or
 - (f) in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Research Committee that they have adequate skills and knowledge to proceed with the proposed research.
4. Applicants whose first language is not English are required to meet the [English Language Requirements for Admission](#).
 5. Applicants must apply through the online [Application to Enrol](#).
 6. Applications to enrol and the conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
 7. As one of the preconditions for the approval of an application to enrol, the Dean of Te Mata Kairangi School of Graduate Research will establish that the necessary supervision and resources can be provided for the proposed research topic.
 8. The Dean of Te Mata Kairangi School of Graduate Research will appoint a supervisory panel for each candidate; each candidate must have a minimum of two supervisors, one of whom is normally a continuing staff member of the University and the chief supervisor.
 9. If at any time subsequent to the approval of an application the University encounters changes to its staffing or resources, it will make all reasonable efforts to ensure that these do not disadvantage the candidate. However, changes to staffing and resources can mean that a candidate's conditions of enrolment are subject to change or that their enrolment may be terminated.
 10. Pursuant to the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement, a student may not be approved to enrol, or remain enrolled, if:
 - (a) the student has not provided and maintained a valid and current Ministry of Health My Vaccine Pass as evidence of COVID-19 vaccination or exemption, and

- (b) the student does not have an agreed study plan, approved by the Dean of Te Mata Kairangi School of Graduate Research, that confirms there are no required activities that would breach the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement.
11. Changes to a candidate's conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
12. The termination of a candidate's enrolment is subject to approval by the Postgraduate Research Committee.
13. Candidates whose applications are approved by the Dean of Te Mata Kairangi School of Graduate Research must enrol in the relevant Division or the Faculty of Māori and Indigenous Studies and, subject to progress which meets expectations, pursue their research for
 - (a) normally a minimum of three years and a maximum of four years if they are enrolled on a full-time (1.0 FTE) basis, or
 - (b) normally a minimum of six years and a maximum of eight years if they are enrolled on a part-time (0.5 FTE) basis, or
 - (c) a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
14. In exceptional circumstances a candidate may apply to the Postgraduate Research Committee for an extension of enrolment.
15. Candidates must not be concurrently enrolled in a research qualification at any other university without written permission from both universities.
16. Candidates are required to maintain continuous enrolment throughout the entire period of the PhD.
17. Enrolment of all new candidates for the PhD approved by the Dean of Te Mata Kairangi School of Graduate Research is conditional for an initial period of six months if they are enrolled on a full-time basis or twelve months if they are enrolled on a part-time basis.
18. Confirmation of enrolment by the Dean of Te Mata Kairangi School of Graduate Research after the initial enrolment period is subject to the submission by the candidate of
 - (a) an acceptable research proposal, and
 - (b) a presentation of the proposed research to a confirmation of enrolment panel, and
 - (c) evidence of ethical approval or a statement confirming that it is not required, in accordance with the [Ethical Conduct in Human Research and Related Activities Regulations 2008](#), and
 - (d) a recommendation from the candidate's supervisors, Head of School or equivalent and Associate Dean Postgraduate Research or equivalent that the candidate proceed into unconditional enrolment.
19. If the candidate's enrolment is not confirmed within nine months of initial enrolment if they are

- enrolled on a full-time basis or eighteen months if they are enrolled on a part-time basis it will be terminated.
20. Candidates are required to maintain contact with their supervisory panel throughout the entire period of the enrolment in the PhD.
 21. Following enrolment, candidates must submit six-monthly reports on the progress of their research work.
 22. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for a suspension from enrolment for a maximum period of twelve months full-time equivalent.
 23. A candidate is not entitled to supervision or any University resources during a period of suspension and does not incur tuition fees.
 24. The Postgraduate Research Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate progress which meets expectations and/or comply with any regulations or policies which relate to enrolment for the PhD.
 25. The thesis may consist of the candidate's published or unpublished material, or a combination of both; all such materials must have been produced within the term of enrolment.
 26. Where the thesis includes the candidate's published or unpublished research papers, these must
 - (a) be the sole work of the candidate or, where a paper has been co-authored with a supervisor, the candidate will be the lead author, and
 - (b) represent original, supervised research undertaken within the term of the candidate's PhD enrolment.
 27. Where a thesis primarily consists of a series of published or unpublished research papers, these must be accompanied by introductory chapter/s providing a contextual framework for the thesis, and a concluding chapter providing a synthesising discussion.
 28. Candidates must indicate in the thesis any material that has been used or presented for any other degree.
 29. Candidates who intend to integrate a creative practice component with their PhD thesis must comply with the [Requirements for PhD with a Creative Practice Component](#). 
 30. Where the thesis contains co-authored research papers and/or any other co-produced work, published or unpublished, Co-Authorship forms must be completed by the candidate and all other joint authors or producers. These forms must be included as an appendix to the thesis when it is submitted for examination.
 31. Candidates must comply with the [Dissertations and Theses Regulations 2020](#) which set out the University's requirements with respect to the submission and presentation of theses.

Examination

32. The Dean of Te Mata Kairangi School of Graduate Research will appoint at least two examiners for the PhD thesis who are external to the University and not directly connected with the candidate or the candidate's research; at least one of the examiners must be from outside New

Zealand.

33. In the case of divergent examination outcomes, the Dean of Te Mata Kairangi School of Graduate Research may appoint a further examiner.
34. The Dean of Te Mata Kairangi School of Graduate Research will make a decision whether or not to proceed to oral examination based on the recommendations and reports of the examiners following the examination of the thesis and will resolve
 - (a) that the thesis should proceed to oral examination, the work does not require significant revisions, or
 - (b) that the thesis should proceed to oral examination, revisions anticipated, or
 - (c) that the thesis should not proceed to oral examination and the candidate should be asked to re-enrol for a minimum of six months to undertake the major revisions indicated in the examiners reports and in due course to re-submit the thesis for re-examination, or
 - (d) that the thesis should not proceed to oral examination and should not be accepted for the PhD but is acceptable as fulfilling the requirements for the degree of Master of Philosophy (subject to amendments of a minor nature), or
 - (e) that the thesis should not proceed to oral examination and should not be accepted for the award of a doctoral degree.
35. On the basis of the final reports of the examiners following the oral examination, the Dean of Te Mata Kairangi School of Graduate Research will resolve
 - (a) that the thesis be accepted in its present form as fulfilling the requirements of the PhD, or
 - (b) that the thesis be accepted as fulfilling the requirements for the degree of PhD, subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiners, to the satisfaction of the chief supervisor, or
 - (c) that the thesis be accepted subject to the candidate completing amendments to the satisfaction of the examiners or chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks of the oral examination, or
 - (d) that the thesis is not acceptable in its present form and that to the candidate may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or
 - (e) that the thesis not be accepted for the degree of PhD, but be accepted as fulfilling the requirements for the degree of Master of Philosophy (MPhil), or
 - (f) that the candidate has failed to meet the required standard and that no degree be awarded.
36. A candidate will be permitted to revise and re-submit a thesis only once and only one oral examination will be held.
37. A candidate who fails to undertake the oral examination or who fails to complete amendments to the thesis as required under subclauses 34(b), (c) or (d) will be deemed to have failed to meet the required standard and no degree will be awarded.

Transfers

38. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research at any time between enrolment and submission of the thesis to transfer from a PhD to a Master of Philosophy (MPhil).

Complaints and Appeals

39. A candidate who wishes to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research or the Postgraduate Research Committee made under these regulations, or who has a concern about supervision or any other aspect of their candidature may raise the matter under the [Higher Degree Appeals and Complaints Regulations](#).

Reporting

40. The Dean of Te Mata Kairangi School of Graduate Research and the Postgraduate Research Committee are required to report any decisions they make with respect to PhD candidates which fall outside of these regulations to the Research Committee.

Notes:

1. *Some professional master's degrees, such as the Master of Business Administration, are not intended to provide a pathway to doctoral study. Applications from those who have completed a professional master's degree will be considered on a case-by-case basis.*

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In this section

Doctor of Education (EdD)

The regulations below set down the requirements for the award of the degree of Doctor of Education (EdD).

Formal policies and procedures related to enrolment and examination for the degree, along with information about administration matters, are available from the [Te Mata Kairangi School of Graduate Research](#) and on the University of Waikato website.

These regulations, policies and procedures are administered by the Dean of Te Mata Kairangi School of Graduate Research and the University's Postgraduate Research Committee.

Regulations for the Degree of Doctor of Education (EdD)

Date of effect

1. These regulations are effective from 1 January 2023

Requirements for the Degree

2. The degree of Doctor of Education (EdD) is awarded to candidates who have successfully completed a programme of coursework and research in two parts as follows:
 - (a) *Part 1 - Coursework*

Candidates must gain

 - (i) a minimum grade of B+ in the paper EDUCA980 *Advanced Education Inquiry: Research Paradigms and Theories*, and
 - (ii) a minimum grade of B+ in each of two elective papers as listed under the prescriptions for the Doctor of Education in the [Education](#) entry in the Catalogue of Papers, and
 - (iii) a Pass grade in the paper EDUCA990 *Advanced Education Inquiry: Research Design*.

(b) *Part 2 - Thesis*

Candidates must undertake approved and supervised research, and present the results lucidly in a thesis which

- (i) critically investigates an approved topic of substance and significance, and
- (ii) demonstrates expertise in the methods of research and scholarship, and
- (iii) displays intellectual independence, and
- (iv) makes a substantial original contribution to the research area.

3. Candidates may not proceed to Part 2 of the EdD until the Postgraduate Studies Committee has confirmed that they have passed, to the prescribed standards, every component of Part 1.

Admission and Enrolment

4. To qualify to enrol for the EdD, an applicant must

- (a) have qualified for the award of a recognised teaching or allied professional qualification and must produce evidence of at least three years of competent service as an education practitioner.

and

- (b) have qualified for the award of a New Zealand bachelors degree with honours or master's degree in a field relevant to the proposed research¹ with at least second class honours (first division) or distinction, or for a qualification considered by the Academic Board to be equivalent, or

- (c) have qualified for the award of the degree of Master of Philosophy (MPhil) in a field relevant to the proposed research, or

- (d) have passed qualifying papers at a satisfactory level in a field relevant to the proposed research,

and

- (e) have demonstrated research experience and ability, normally at least 30 points of research in an honours or master's degree, or significant professional research experience, or equivalent, or

- (f) in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Research Committee that they have adequate skills and knowledge to proceed with the proposed research.

5. Applicants whose first language is not English are required to meet the [English Language Requirements for Admission](#).

6. Applicants must apply through the online [Application to Enrol](#).

7. Initial enrolment is in Part 1. When the Associate Dean Academic of Te Kura Toi Tangata School

of Education has confirmed that candidates have passed Part 1 to the prescribed standards, candidates may apply for enrolment in Part 2.

8. Enrolment in Part 2 is approved by the Dean of Te Mata Kairangi School of Graduate Research subject to the submission by the candidate of
 - (a) an acceptable research proposal, and
 - (b) a presentation of the proposed research to a confirmation of enrolment panel, and
 - (c) evidence of ethical approval or a statement confirming that it is not required, in accordance with the [Ethical Conduct in Human Research and Related Activities Regulations 2008](#) and
 - (d) a recommendation from the candidate's supervisors, Head of School or equivalent and the Division of Education that the candidate proceed into Part 2.
9. The Dean of Te Mata Kairangi School of Graduate Research will appoint a supervisory panel for each candidate who proceeds to Part 2; each candidate must have a minimum of two supervisors, one of whom is a continuing staff member of the University and the chief supervisor.
10. If at any time subsequent to the approval of an application the University encounters changes to its staffing or resources, it will make all reasonable efforts to ensure that these do not disadvantage the candidate. However, changes to staffing and resources can mean that a candidate's conditions of enrolment are subject to change or that their enrolment may be terminated.
11. Changes to a candidate's conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
12. The termination of a candidate's enrolment is subject to approval by the Postgraduate Research Committee.
13. Candidates whose applications are approved by the Dean of Te Mata Kairangi School of Graduate Research must enrol in the Division of Education and, subject to progress which meets expectations, pursue their coursework and research for
 - (a) normally a minimum of three years and a maximum of four years if they are enrolled on a full-time (1.0 EFT) basis, or
 - (b) normally a minimum of six years and a maximum of eight years if they are enrolled on a part-time (0.5 EFT) basis, or
 - (c) a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
14. Enrolment is approved, in the first instance for:
 - (a) a maximum of one year in Part 1 and a maximum of four years in Part 1 and Part 2 if the candidate is registered on a full-time basis, or
 - (b) a maximum of two years in Part 1 and a maximum of eight years in Part 1 and Part 2 if the candidate is registered on a part-time basis, or

- (c) a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
15. In exceptional circumstances a candidate may apply to the Postgraduate Research Committee for an extension of enrolment.
 16. Candidates must not be concurrently enrolled in a research qualification at any other university without written permission from both universities.
 17. Candidates are required to maintain continuous enrolment throughout the entire period of the EdD.
 18. Candidates are required to maintain contact with their supervisory panel throughout the entire period of enrolment in Part 2 of their EdD.
 19. Following enrolment in Part 2, candidates must submit six-monthly reports on the progress of their research work.
 20. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for a suspension from enrolment for a maximum period of twelve months full-time equivalent.
 21. A candidate is not entitled to supervision or any University resources during a period of suspension and does not incur tuition fees.
 22. The Postgraduate Research Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate progress which meets expectations and/or comply with any regulations or policies which relate to enrolment for the EdD.
 23. A thesis may consist of the candidate's published or unpublished material, or a combination of both; all such materials must have been produced within the term of enrolment.
 24. Where the thesis includes the candidate's published or unpublished research papers, these must
 - (a) be the sole work of the candidate or, where a paper has been co-authored with a supervisor, the candidate will be the lead author, and
 - (b) represent original, supervised research undertaken within the term of the candidate's EdD enrolment.
 25. Where the thesis primarily consists of a series of published or unpublished research papers, these must be accompanied by introductory chapter/s providing a contextual framework for the thesis, and a concluding chapter providing a synthesising discussion.
 26. Candidates must indicate in the thesis any material that has been used or presented for any other degree.
 27. Where the thesis contains co-authored research papers and/or any other co-produced work, published or unpublished, Co-Authorship Forms must be completed by the candidate and all other joint authors or producers. These forms must be included as an appendix to the thesis when it is submitted for examination.
 28. Candidates must comply with the [Dissertations and Theses Regulations 2020](#) which set out the

University's requirements with respect to the submission and presentation of theses.

Examination

29. The Dean of Te Mata Kairangi School of Graduate Research will appoint at least two examiners for the thesis who are external to the University and not directly connected with the candidate or the candidate's research; at least one of the examiners must be from outside New Zealand.
30. In the case of divergent examination outcomes, the Dean of Te Mata Kairangi School of Graduate Research may appoint a further examiner.
31. The Dean of Te Mata Kairangi School of Graduate Research will make a decision whether or not to proceed to oral examination based on the recommendations and reports of the examiners following the examination of the thesis and will resolve
 - (a) that the thesis should proceed to oral examination, the work does not require significant revisions, or
 - (b) that the thesis should proceed to oral examination, revisions anticipated, or
 - (c) that the thesis should not proceed to oral examination. The candidate should be asked to re-enrol for a minimum of six months to undertake the major revisions indicated in the examiners reports and in due course to re-submit the thesis for re-examination, or
 - (d) that the thesis should not proceed to oral examination and should not be accepted for the EdD degree but is acceptable as fulfilling the requirements for the degree of Master of Education (MEd) or Master of Philosophy (MPhil) (subject to amendments of a minor nature), or
 - (e) that the thesis should not proceed to oral examination and should not be accepted for the award of a doctoral degree.
32. On the basis of the final reports of the examiners following the oral examination, the Dean of Te Mata Kairangi School of Graduate Research will resolve
 - (a) that the thesis be accepted in its present form as fulfilling the requirements of Part 2 of the EdD, or
 - (b) that the thesis be accepted as fulfilling the requirements of Part 2 of the EdD subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiners, to the satisfaction of the chief supervisor, or
 - (c) that the thesis be accepted as fulfilling the requirements of Part 2 of the EdD subject to the candidate completing substantial amendments to the satisfaction of all the examiners or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks, or
 - (d) that the thesis is not acceptable in its present form and the candidate may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or
 - (e) that the thesis is not acceptable for the EdD but should be accepted as fulfilling the requirements of the degree of Master of Education (MEd) or Master of Philosophy (MPhil), or

(f) that the candidate has failed to meet the required standard and that no degree be awarded.

33. A candidate will be permitted to revise and re-submit a thesis only once and only one oral examination will be held.

Transfers

34. A candidate who has completed Part 1 of the degree, but who has not qualified to proceed to Part 2 may apply to the Postgraduate Research Committee Representative of the Division of Education to transfer to an applicable Postgraduate Diploma.

35. A candidate may apply to the Postgraduate Research Committee Representative of the Division of Education at any time during Part 2 of the degree before submission of the thesis to transfer to the Master of Education (MEd).

36. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research at any time during Part 2 of the degree before submission of the thesis to transfer to the Master of Philosophy (MPhil).

Complaints and Appeals

37. A candidate who wishes to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research or the Postgraduate Research Committee made under these regulations, or who has a concern about supervision or any other aspect of their candidature, may raise the matter under the [Higher Degree Appeals and Complaints Regulations](#).

Reporting

38. The Dean of Te Mata Kairangi School of Graduate Research and the Postgraduate Research Committee are required to report any decisions they make with respect to EdD candidates which fall outside of these regulations to the Research Committee.

Note:

Some professional master's degrees, such as the Master of Business Administration, are not intended to provide a pathway to doctoral study. Applications from students who have completed a professional master's degree will be considered on a case-by-case basis.

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In this section

Doctor of Health Science (DHSc)

The regulations below set down the requirements for award of the Doctor of Health Science (DHSc). Formal policies and procedures related to enrolment and examination for the degree, along with information about administrative matters, are available from the [Te Mata Kairangi School of Graduate Research](#) and on the University of Waikato website.

These regulations, policies and procedures are administered by the Dean of Te Mata Kairangi School of Graduate Research and the University's Postgraduate Research Committee.

Regulations for the Degree of Doctor of Health Science (DHSc)

Date of effect

1. These regulations are effective from 28 July 2021

Requirements for the Degree

2. The degree of Doctor of Health Science (DHSc) is awarded to candidates who have successfully completed a programme of coursework and research in two parts as follows:

(a) *Part 1 - Research Portfolio*

Candidates must gain a pass grade in the paper HLTSC980 Professional Doctoral Research Portfolio.

(b) *Part 2 - Thesis*

Candidates must undertake approved and supervised research and present the results lucidly in a thesis which

- (i) critically investigates an approved topic of substance and significance, and
- (ii) demonstrates expertise in the methods of research and scholarship, and

- (iii) displays intellectual independence, and
- (iv) makes a substantial original contribution to the research area.

Admission and Enrolment

3. To qualify to enrol for the DHSc, an applicant must have
 - (a) qualified for the award of a recognised health professional qualification and must produce evidence of at least three years of service as a health professional,
and
 - (b) have qualified for the award of a New Zealand bachelor's degree with honours or a master's degree in a field relevant to the proposed research, with at least second class honours (first division) or distinction, or for a qualification considered by the Academic Board to be equivalent, or
 - (c) have qualified for the award of the degree of Master of Philosophy (MPhil) in a field relevant to the proposed research, or
 - (d) have passed qualifying papers at a satisfactory level in a field relevant to the proposed research,
and
 - (e) have demonstrated research experience and ability, normally at least 30 points of research in an honours or master's degree, or significant professional research experience, or equivalent, or
 - (f) in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Research Committee that they have adequate skills and knowledge to proceed with the proposed research.
4. Applicants whose first language is not English are required to meet the [English Language Requirements for Admission](#).
5. Applicants must apply through the online [Application to Enrol](#).
6. Applications to enrol and the conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
7. As one of the preconditions for the approval of an application to enrol, the Dean of Te Mata Kairangi School of Graduate Research will establish that the necessary supervision and resources can be provided for the proposed research.
8. If at any time subsequent to the approval of an application the University encounters changes to its staffing or resources, it will make all reasonable efforts to ensure that these do not disadvantage the candidate. However, changes to staffing and resources can mean that a candidate's conditions of enrolment are subject to change or that their enrolment may be terminated.

9. Pursuant to the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement, a student may not be approved to enrol, or remain enrolled, if:
 - (a) the student has not provided and maintained a valid and current Ministry of Health My Vaccine Pass as evidence of COVID-19 vaccination or exemption, and
 - (b) the student does not have an agreed study plan, approved by the Dean of Te Mata Kairangi School of Graduate Research, that confirms there are no required activities that would breach the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement.
10. Changes to a candidate's conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
11. The termination of a candidate's enrolment is subject to approval by the Postgraduate Research Committee.
12. Candidates whose applications are approved by the Dean of Te Mata Kairangi School of Graduate Research must enrol in the Division of Health, Engineering, Computing and Science and, subject to progress which meets expectations, pursue their coursework and research for
 - (a) normally a minimum of three years or a maximum of four years if they are enrolled on a full-time (1.0 EFT) basis, or
 - (b) normally a minimum of six years or a maximum of eight years if they are enrolled on a part-time basis (0.5 EFT), or
 - (c) a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
13. Enrolment is approved, in the first instance for
 - (a) a maximum of one year in Part 1 and a maximum of four years in Part 1 and Part 2 if the candidate is registered on a full-time basis, or
 - (b) a maximum of two years in Part 1 and a maximum of eight years in Part 1 and Part 2 if the candidate is registered on a part-time basis, or
 - (c) a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
14. In exceptional circumstances a candidate may apply to the Postgraduate Research Committee for an extension of enrolment.
15. Candidates for the DHSc must not be concurrently enrolled in a research qualification at any other university without written permission from both universities.
16. Candidates are required to maintain continuous enrolment throughout the entire period of their degree.
17. Initial enrolment is in Part 1. When the Dean of Te Huataki Waiora School of Health has

- confirmed that a candidate has passed Part 1 to the prescribed standards, they may apply for enrolment in Part 2.
18. Enrolment in Part 2 is approved by the Dean of Te Mata Kairangi School of Graduate Research subject to submission by the candidate of
 - (a) an acceptable research proposal, and
 - (b) a presentation of the proposed research to a confirmation of enrolment panel, and
 - (c) evidence of ethical approval or a statement confirming that it is not required, in accordance with the [Ethical Conduct in Human Research and Related Activities Regulations 2008](#), and/or [Code of Ethical Conduct for the Use of Animals for Research Testing and Teaching 2014](#),  and
 - (d) a recommendation from the candidate's supervisors, Head of School or equivalent and the Division of Health, Engineering, Computing and Science that the candidate proceed into Part 2.
 19. The Dean of Te Mata Kairangi School of Graduate Research will appoint a supervisory panel for each candidate who proceeds to Part 2; each candidate must have a minimum of two supervisors, one of whom is normally a continuing staff member of the University and the chief supervisor.
 20. Candidates are required to maintain contact with their supervisory panel throughout the entire period of the enrolment in their degree.
 21. Following enrolment, candidates must submit six-monthly reports on the progress of their research work.
 22. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for a suspension from enrolment for a maximum period of twelve months full-time equivalent. A candidate is not entitled to supervision or any University resources during a period of suspension and does not incur tuition fees.
 23. The Postgraduate Research Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate progress which meets expectations and/or comply with any regulations or policies which relate to enrolment for the DHSc.
 24. The thesis may consist of the candidate's published or unpublished material, or a combination of both; all such materials must have been produced within the term of enrolment.
 25. Where the thesis includes the candidate's published or unpublished research papers, these must
 - (a) be the sole work of the candidate or, where a paper has been co-authored with a supervisor, the candidate will be the lead author, and
 - (b) represent original, supervised research undertaken within the term of the candidate's DHSc enrolment.
 26. Where the thesis primarily consists of a series of published or unpublished research papers, these must be accompanied by introductory chapter/s providing a contextual framework for the

thesis, and a concluding chapter providing a synthesising discussion.

27. Candidates must indicate in the thesis any material that has been used or presented for any other degree.
28. Where the thesis contains co-authored research papers and/or any other co-produced work, published or unpublished, Co-Authorship Forms must be completed by the candidate and all other joint authors or producers. These forms must be included as an appendix to the thesis when it is submitted for examination.
29. Candidates must comply with the [Dissertations and Theses Regulations 2020](#) which set out the University's requirements with respect to the submission and presentation of theses.

Examination

30. The Dean of Te Mata Kairangi School of Graduate Research will appoint at least two examiners for the thesis who are external to the University and not directly connected with the candidate or the candidate's research; at least one of the examiners must be from outside New Zealand.
31. In the case of divergent examination outcomes, the Dean of Mata Kairangi School of Graduate Research may appoint a further examiner.
32. The Dean of Te Mata Kairangi School of Graduate Research will make a decision whether or not to proceed to oral examination based on the recommendations and reports of the examiners following the examination of the thesis and will resolve
 - (a) that the thesis should proceed to oral examination, the work does not require significant revisions, or
 - (b) that the thesis should proceed to oral examination, revisions anticipated, or
 - (c) that the thesis should not proceed to oral examination. The candidate should be asked to re-enrol for a minimum of six months to undertake the major revisions indicated in the examiners reports and in due course to re-submit the thesis for re-examination, or
 - (d) that the thesis should not proceed to oral examination and should not be accepted for the DHSc but is acceptable as fulfilling the requirements for the degree of Master of Health Science (MHSc) or Master of Philosophy (MPhil) (subject to amendments of a minor nature), or
 - (e) that the thesis should not proceed to oral examination and should not be accepted for the award of a doctoral degree.
33. On the basis of the final reports of the examiners following the oral examination, the Dean of Te Mata Kairangi School of Graduate Research will resolve
 - (a) that the thesis be accepted in its present form as fulfilling the requirements of Part 2 of the DHSc, or
 - (b) that the thesis be accepted as fulfilling the requirements of Part 2 of the DHSc subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiners, to the satisfaction of the chief supervisor, or

- (c) that the thesis be accepted as fulfilling the requirements of Part 2 of the DHSc subject to the candidate completing substantial amendments to the satisfaction of all the examiners or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks, or
 - (d) that the thesis is not acceptable in its present form and the candidate should be given the opportunity to revise and re-submit it for examination after a re-enrolment for a minimum period of six months, or
 - (e) that the thesis is not acceptable for the DHSc but should be accepted as fulfilling the requirements of the degree of Master of Health Science (MHSc) or Master of Philosophy (MPhil), or
 - (f) that the candidate has failed to meet the required standard and that no degree be awarded.
34. A candidate will be permitted to revise and re-submit a thesis only once and only one oral examination will be held.

Transfers

35. A candidate may apply to Te Huataki Waiora School of Health at any time during Part 2 of the degree before submission of the thesis to transfer to the Master of Health Science (MHSc).
36. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research at any time during Part 2 of the degree before submission of the thesis to transfer to the Master of Philosophy (MPhil).

Complaints and Appeals

37. A candidate who wishes to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research or the Postgraduate Research Committee made under these regulations, or who has a concern about supervision or any other aspect of their candidature, may raise the matter under the [Higher Degree Appeals and Complaints Regulations](#).

Reporting

38. The Dean of Te Mata Kairangi School of Graduate Research and the Postgraduate Research Committee are required to report any decisions they make with respect to DHSC candidates which fall outside of these regulations to the Research Committee.

Note:

1. *Some professional master's degrees, such as the Master of Business Administration, are not intended to provide a pathway to doctoral study. Applications from those who have completed a professional master's degree will be considered on a case-by-case basis.*

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In this section

Doctor of Juridical Science (SJD)

The regulations below set down the requirements for award of the degree of Doctor of Juridical Science (SJD).

Formal policies and procedures related to enrolment and examination for the degree, along with information about administration matters, are available from [Te Mata Kairangi School of Graduate Research](#) and on the University of Waikato website.

These regulations, policies and procedures are administered by the Dean of Te Mata Kairangi School of Graduate Research and the University's Postgraduate Research Committee.

Regulations for the Degree of Doctor of Juridical Science (SJD)

Date of effect

1. These regulations are effective from 28 July 2021

Requirements for the Degree

2. The degree of Doctor of Juridical Science (SJD) is awarded to candidates who have successfully completed a programme of coursework and research in two parts as follows:
 - (a) *Part 1 - Research Portfolio*

Candidates must gain a pass grade in the paper LEGAL995 Research Portfolio.
 - (b) *Part 2 - Thesis*

Candidates must undertake approved and supervised research and present the results lucidly in a thesis which

 - (i) critically investigates an approved topic of substance and significance, and
 - (ii) demonstrates expertise in the methods of research and scholarship, and

- (iii) displays intellectual independence, and
- (iv) makes a substantial original contribution to the research area.

Admission and Enrolment

3. To qualify to enrol for the SJD an applicant must
 - (a) have qualified for the award of a New Zealand bachelors degree with honours or master's degree in a field relevant to the proposed research¹ with at least second class honours (first division) or distinction, or for a qualification considered by the Academic Board to be equivalent, or
 - (b) have qualified for the award of the degree of Master of Philosophy (MPhil) in a field relevant to the proposed research, or
 - (c) have passed qualifying papers at a satisfactory level in a field relevant to the proposed research,
and
 - (d) have demonstrated research experience and ability, normally at least 30 points of research in an honours or master's degree, or significant professional research experience, or equivalent, or
 - (e) in exceptional circumstances have produced other evidence to the satisfaction of the Postgraduate Research Committee that they have adequate skills and knowledge to proceed with the proposed research.
4. Applicants whose first language is not English are required to meet the [English Language Requirements for Admission](#).
5. Applicants must apply through the online [Application to Enrol](#).
6. Applications to enrol and the conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
7. As one of the preconditions for the approval of an application to enrol, the Dean of Te Mata Kairangi School of Graduate Research will establish that the necessary supervision and resources can be provided for the proposed research.
8. If at any time subsequent to the approval of an application the University encounters changes to its staffing or resources, it will make all reasonable efforts to ensure that these do not disadvantage the candidate. However, changes to staffing and resources can mean that a candidate's conditions of enrolment are subject to change or that their enrolment may be terminated.
9. Pursuant to the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement, a student may not be approved to enrol, or remain enrolled, if:

- (a) the student has not provided and maintained a valid and current Ministry of Health My Vaccine Pass as evidence of COVID-19 vaccination or exemption, and
 - (b) the student does not have an agreed study plan, approved by the Dean of Te Mata Kairangi School of Graduate Research, that confirms there are no required activities that would breach the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement.
10. Changes to a candidate's conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
11. The termination of a candidate's enrolment is subject to approval by the Postgraduate Research Committee.
12. Candidates whose applications are approved by the Dean of Te Mata Kairangi School of Graduate Research must enrol in the Division of Arts, Law, Psychology and Social Sciences and, subject to progress which meets expectations, pursue their coursework and research for
 - (a) normally a minimum of three years and a maximum of four years, if they are enrolled on a full-time (1.0 FTE) basis, or
 - (b) normally a minimum of six years, if they are enrolled on a part-time (0.5 FTE) basis, or
 - (c) a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
13. Enrolment is approved, in the first instance for
 - (a) a maximum of one year in Part 1 and a maximum of four years in Part 1 and Part 2 if the candidate is registered on a full-time basis, or
 - (b) a maximum of two years in Part 1 and a maximum of eight years in Part 1 and Part 2 if the candidate is registered on a part-time basis, or
 - (c) a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
14. In exceptional circumstances a candidate may apply to the Postgraduate Research Committee for an extension of enrolment.
15. Candidates must not be concurrently enrolled in a research qualification at any other university without written permission from both universities.
16. Candidates are required to maintain continuous enrolment throughout the entire period of the SJD.
17. Initial enrolment is in Part 1. When the Dean of Te Piringa Faculty of Law has confirmed that a candidate has passed Part 1 to the prescribed standards, they may apply for enrolment in Part 2.
18. Enrolment in Part 2 is approved by the Dean of Te Mata Kairangi School of Graduate Research subject to the submission by the candidate of
 - (a) an acceptable research proposal, and

- (b) a presentation of the proposed research to a confirmation of enrolment panel, and
 - (c) evidence of ethical approval or a statement confirming that it is not required, in accordance with the [Ethical Conduct in Human Research and Related Activities Regulations 2008](#), and
 - (d) a recommendation from the candidate's supervisor, Head of School or equivalent and the Division of Arts, Law, Psychology and Social Sciences Associate Dean Postgraduate that the candidate proceed into Part 2.
19. The Dean of Te Mata Kairangi School of Graduate Research will appoint a supervisory panel for each candidate who proceeds to Part 2; each candidate must have a minimum of two supervisors, one of whom is normally a continuing staff member of the University and the chief supervisor.
 20. Candidates are required to maintain contact with their supervisory panel throughout the entire period enrolment in Part 2 of the SJD.
 21. Following enrolment, candidates must submit six-monthly reports on the progress of their research work.
 22. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for a suspension from enrolment for a maximum period of twelve months full-time equivalent.
 23. A candidate is not entitled to supervision or any University resources during a period of suspension and does not incur tuition fees.
 24. The Postgraduate Research Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate progress which meets expectations and/or comply with any regulations or policies which relate to enrolment for the SJD.
 25. A thesis may consist of the candidate's published or unpublished material, or a combination of both; all such material must have been produced within the term of enrolment.
 26. Where an SJD thesis includes the candidate's published or unpublished research papers, these must
 - (a) be the sole work of the candidate or, where a paper has been co-authored with a supervisor, the candidate will be the lead author, and
 - (b) represent original, supervised research undertaken within the term of the candidate's SJD enrolment.
 27. Where the thesis primarily consists of a series of published or unpublished research papers, these must be accompanied by introductory chapter/s providing a contextual framework for the thesis, and a concluding chapter providing a synthesising discussion.
 28. Candidates must indicate in the thesis any material that has been used or presented for any other degree.
 29. Where the thesis contains co-authored research papers and/or any other co-produced work, published or unpublished, Co-Authorship Forms must be completed by the candidate and all other joint authors or producers. These forms must be included as an appendix to the thesis when it is

submitted for examination.

30. Candidates must comply with the *Dissertations and Theses Regulations 2020* which set out the University's requirements with respect to the submission and presentation of theses.

Examination

31. The Dean of Te Mata Kairangi School of Graduate Research will appoint at least two examiners for the thesis who are external to the University and not directly connected with the candidate or the candidate's research; at least one of the external examiners Must be from New Zealand.
32. In the case of divergent examination outcomes, the Dean of Te Mata Kairangi School of Graduate Research may appoint a further examiner.
33. The Dean of Te Mata Kairangi School of Graduate Research will make a decision whether or not to proceed to oral examination based on the recommendations and reports of the examiners following the examination of the thesis and will resolve
- (a) that the thesis should proceed to oral examination, the work does not require significant revisions, or
 - (b) that the thesis should proceed to oral examination, revisions anticipated, or
 - (c) that the thesis should not proceed to oral examination. The candidate should be asked to re-enrol for a minimum of six months to undertake the major revisions indicated in the examiners reports and in due course to re-submit the thesis for re-examination, or
 - (d) that the thesis should not proceed to oral examination and should not be accepted for the SJD but is acceptable as fulfilling the requirements for the degree of Master of Laws (LLM) or Master of Philosophy (MPhil) (subject to amendments of a minor nature), or
 - (e) that the thesis should not proceed to oral examination and should not be accepted for the award of a doctoral degree.
34. On the basis of the final reports of the examiners following the oral examination, the Dean of Te Mata Kairangi School of Graduate Research will resolve
- (a) that the thesis be accepted in its present form as fulfilling the requirements of Part 2 of the SJD, or
 - (b) that the thesis be accepted as fulfilling the requirements of Part 2 of the SJD subject to the candidate undertaking minor amendments and/or correcting typographical errors as required by the examiners, to the satisfaction of the chief supervisor, or
 - (c) that the thesis be accepted as fulfilling the requirements of Part 2 of the SJD subject to the candidate completing substantial amendments to the satisfaction of all the examiners or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks, or
 - (d) that the thesis is not acceptable in its present form and the candidate may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or
 - (e) that the thesis is not acceptable for the SJD but should be accepted as fulfilling the

requirements of the degree of Master of Laws (LLM) or Master of Philosophy (MPhil), or

(f) that the candidate has failed to meet the required standard and that no degree be awarded.

35. A candidate will be permitted to revise and re-submit a thesis only once and only one oral examination will be held.

Transfers

36. A candidate who has completed Part 1 of the degree, but who has not qualified to proceed to Part 2 may apply to the Dean of Te Piringa Faculty of Law to transfer to the Postgraduate Diploma in Law (PGDip(Law)).

37. A candidate may apply to the Dean of Te Piringa Faculty of Law, to transfer to the Master of Laws (LLM) either

(a) When they have completed Part 1 and qualified for but not yet enrolled in Part 2 of the degree

(b) At any time during Part 2 of the degree before the submission of the thesis.

38. A candidate may apply to Dean of Te Mata Kairangi School of Graduate Research, at any time during Part 2 of the degree before submission of the thesis to transfer to the Master of Philosophy (MPhil).

Complaints and Appeals

39. A candidate who wishes to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research or the Postgraduate Research Committee made under these regulations, or who has a concern about supervision or any other aspect of their candidature, may raise the matter under the [Higher Degree Appeals and Complaints Regulations](#).

Reporting

40. The Dean of Te Mata Kairangi School of Graduate Research and the Postgraduate Research Committee are required to report any decisions they make with respect to SJD candidates which fall outside of these regulations to the Research Committee.

Note:

1. *Some professional master's degrees, such as the Master of Business Administration, are not intended to provide a pathway to doctoral study. Applications from those who have completed a professional master's degree will be considered on a case-by-case basis.*

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In this section

Doctor of Musical Arts (DMA)

The regulations below set down the requirements for award of the degree of Doctor of Musical Arts (DMA).

Formal policies and procedures related to enrolment and examination for the degree, along with information about administration matters, are available from [Te Mata Kairangi School of Graduate Research](#) and on the University of Waikato website.

These regulations, policies and procedures are administered by the Dean of Te Mata Kairangi School of Graduate Research and the University's Postgraduate Research Committee.

Regulations for the Degree of Doctor of Musical Arts (DMA)

Date of effect

1. These regulations are effective from 28 July 2021

Requirements for the Degree

2. The degree of Doctor of Musical Arts (DMA) is awarded to candidates who have successfully completed a coherent programme of performance and research in two parts as follows:
 - (a) *Part 1 - Performance*

Candidates must

 - (i) undertake supervised musical performance, and present one public recital in their first year, and
 - (ii) give two further public recitals during the course of their candidacy. The repertoire must be determined in consultation with the candidate's supervisory panel and may include a concerto, a leading role in an opera, a chamber music recital or Māori musical arts based

performance, and

- (iii) present a seminar on their proposed research during their second year of study, and
- (iv) present a final research-based public recital, which will be of ninety minutes duration and which demonstrates performance skills at the highest professional levels, meeting internationally recognised standards for such work. This final recital must be recorded to professional standards in audio-visual format.

(b) *Part 2 - Thesis*

Candidates must undertake approved and supervised research that makes an original contribution to the field of knowledge relating to music performance and is presented in the form of a written thesis of no more than 35,000 words which,

- (i) critically investigates an approved topic of substance and significance relating to the candidate's examinable programme, and
- (ii) demonstrates expertise in the methods of research and scholarship, and
- (iii) displays intellectual independence, and
- (iv) makes a substantial original contribution to the research area.

Admission and Enrolment

3. To qualify to enrol for the DMA, an applicant must
 - (a) have qualified for the award of a New Zealand Master of Music (MMus) degree with at least second class honours (first division) or for a qualification considered by the Academic Board to be equivalent, and
 - (b) pass an audition.
4. Applicants whose first language is not English are required to meet the [English Language Requirements for Admission](#).
5. Applicants must apply through the online [Application to Enrol](#). Their application must include an audition recording.
6. Applications to enrol and the conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board.
7. As one of the preconditions for the approval of an application to enrol, the Dean of Te Mata Kairangi School of Graduate Research will establish that the necessary supervision and resources can be provided for the proposed research.
8. If at any time subsequent to the approval of an application the University encounters changes to its staffing or resources, it will make all reasonable efforts to ensure that these do not disadvantage the candidate. However, changes to staffing and resources can mean that a candidate's conditions of enrolment are subject to change or that their enrolment may be terminated.

9. Pursuant to the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement, a student may not be approved to enrol, or remain enrolled, if:
 - (a) the student has not provided and maintained a valid and current Ministry of Health My Vaccine Pass as evidence of COVID-19 vaccination or exemption, and
 - (b) the student does not have an agreed study plan, approved by the Dean of Te Mata Kairangi School of Graduate Research, that confirms there are no required activities that would breach the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University COVID-19 vaccination requirement.
10. Changes to a candidate's conditions of enrolment are subject to approval by the Dean of Te Mata Kairangi School of Graduate Research under delegated authority of the Academic Board
11. The termination of a candidate's enrolment is subject to approval by the Postgraduate Research Committee.
12. Candidates whose applications are approved by the Dean of Te Mata Kairangi School of Graduate Research must enrol in the Division of Arts, Law, Psychology and Social Sciences and, subject to progress which meets expectations, pursue their performance and research for
 - (a) normally a minimum of three years and a maximum of four years, if they are enrolled on a full-time basis (1.0 FTE), or
 - (b) normally a minimum of six years and a maximum of eight years, if they are enrolled on a part-time basis (0.5 FTE), or
 - (c) a term approved by the Dean of Te Mata Kairangi School of Graduate Research which represents a combination of full-time and part-time study.
13. In exceptional circumstances a candidate may apply to the Postgraduate Research Committee for an extension of enrolment.
14. Candidates must not be concurrently enrolled in a research qualification at any other university without written permission from both universities.
15. Candidates are required to maintain continuous enrolment throughout the entire period of the DMA.
16. Enrolment of all new candidates approved by the Dean of Te Mata Kairangi School of Graduate Research is conditional for an initial period of six months. Confirmation of enrolment by the Dean of the School of Graduate Research after the initial period of six months is subject to the submission by the candidate of
 - (a) an acceptable research proposal, and
 - (b) evidence of ethical approval or a statement confirming that it is not required, in accordance with the [Ethical Conduct in Human Research and Related Activities 2008](#), and
 - (c) a presentation of the proposed research to a confirmation of enrolment panel, and
 - (d) a recommendation from the supervisors, the Head of the School of Arts and the Associate

Dean Postgraduate that the candidate proceed into unconditional enrolment.

17. If the candidate's enrolment is not confirmed within nine months of initial enrolment if they are enrolled on a full-time basis or eighteen months if they are enrolled on a part-time basis it will be terminated.
18. The Dean of Te Mata Kairangi School of Graduate Research will appoint a supervisory panel for each candidate; each candidate must have a minimum of two supervisors, one of whom is a continuing staff member of the University and the chief supervisor.
19. Candidates are required to maintain contact with their supervisory panel throughout the entire period of the enrolment in the DMA.
20. Following enrolment, candidates must submit six-monthly reports on the progress of their research work.
21. A candidate may apply to the Dean of Te Mata Kairangi School of Graduate Research for a suspension from enrolment for a maximum period of twelve months full-time equivalent.
22. A candidate is not entitled to supervision or any University resources during a period of suspension and does not incur tuition fees.
23. The Postgraduate Research Committee has authority to terminate the enrolment of a candidate at any time if the candidate fails to demonstrate progress which meets expectations and/or comply with any regulations or policies which relate to enrolment for the DMA.
24. A thesis may consist of the candidate's published or unpublished material, or a combination of both; all such materials must have been produced within the term of enrolment.
25. Where the thesis includes the candidate's published or unpublished research papers, these must
 - (a) be the sole work of the candidate or, where a paper has been co-authored with a supervisor, the candidate will be the lead author, and
 - (b) represent original, supervised research undertaken within the term of the candidate's DMA enrolment.
26. Where the thesis primarily consists of a series of published or unpublished research papers, these must be accompanied by introductory chapter/s providing a contextual framework for the thesis, and a concluding chapter providing a synthesising discussion.
27. Candidates must indicate in the thesis any material that has been used or presented for any other degree.
28. Candidates must comply with the [Dissertations and Theses Regulations 2020](#) which set out the University's requirements with respect to the submission and presentation of theses.
29. Where the thesis contains co-authored research papers and/or any other co-produced work, published or unpublished, Co-Authorship Forms must be completed by the candidate and all other joint authors or producers. These forms must be included as an appendix to the thesis when it is submitted for examination.

Examination

30. The Dean of Te Mata Kairangi School of Graduate Research will appoint at least two examiners for the thesis who are external to the University and not directly connected with the candidate or the candidate's research. At least one of the external examiners must be from outside New Zealand.
31. In the case of divergent examination outcomes, the Dean of Te Mata Kairangi School of Graduate Research may appoint a further examiner.
32. The final public recital will be attended by the New Zealand examiner and the recording of it submitted with the thesis. The thesis must be submitted within three months of the final public recital.
33. The Dean of Te Mata Kairangi School of Graduate Research will make a decision whether or not to proceed to oral examination based on the recommendations and reports of the examiners following the final public recital and the examination of the thesis and will resolve
 - (a) that the candidate should proceed to oral examination, the work does not require significant revisions, or
 - (b) that the candidate should proceed to oral examination, revisions of the work anticipated, or
 - (c) that the candidate should not proceed to oral examination and be asked to re-enrol for a minimum of six months to undertake the major revisions indicated in the examiners reports and in due course to re-submit the work for re-examination, or
 - (d) that the candidate should not proceed to oral examination and their work should not be accepted for the DMA but is acceptable as fulfilling the requirements for the degree of Master of Philosophy (MPhil) (subject to amendments of a minor nature), or
 - (e) that the candidate should not proceed to oral examination and their work should not be accepted for the award of a doctoral degree.
34. On the basis of the final reports of the examiners following the oral examination, the Dean of Te Mata Kairangi School of Graduate Research will resolve
 - (a) that the work be accepted in its present form as fulfilling the requirements for the DMA, or
 - (b) that the work be accepted as fulfilling the requirements for the DMA subject to the candidate undertaking minor amendments and/or correcting typographical errors to the thesis as required by the examiners, to the satisfaction of the chief supervisor, or
 - (c) that the work be accepted as fulfilling the requirements for the DMA subject to the candidate completing substantial amendments to the thesis, to the satisfaction of all the examiners or the chief supervisor, provided that these amendments are not so substantial as to necessitate re-submission and are completed within ten weeks, or
 - (d) that the work is not acceptable in its present form and the candidate may revise it and re-submit it for examination after a re-enrolment for a minimum period of six months, or
 - (e) that the work is not acceptable for the DMA but should be accepted as fulfilling the

requirements of the degree of Master of Philosophy (MPhil), or

(f) that the candidate has failed to meet the required standard and that no degree be awarded.

35. A candidate will be permitted to revise and re-submit a thesis only once and only one oral examination will be held.

Transfer

36. A candidates may apply to the Dean of Te Mata Kairangi School of Graduate Research at any time during Part 2 of the degree before submission of the thesis to transfer to the Master of Philosophy (MPhil).

Complaints and Appeals

37. A candidate who wishes to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research or the Postgraduate Research Committee made under these regulations, or who has a concern about supervision or any other aspect of their candidature, may raise the matter under the [Higher Degree Appeals and Complaints Regulations](#).

Reporting

38. The Dean of Te Mata Kairangi School of Graduate Research and the Postgraduate Research Committee are required to report any decisions they make with respect to DMA candidates which fall outside of these regulations to the Research Committee.

Study Enquiries

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In this section

Higher Doctorate Regulations

Doctor of Laws (LLD), Doctor of Literature (DLit) and Doctor of Science (DSc)

Date of effect

1. These regulations are effective from 28 July 2021

Requirements for the Degrees

2. The degree of Doctor of Laws (LLD), Doctor of Literature (DLit) or Doctor of Science (DSc), may be awarded to a candidate who has successfully presented for examination a collection of work, or a specially composed thesis based on such work, which constitutes an original, substantial and distinguished contribution to scholarship and establishes the candidate as an international authority in the particular field of study.

Application

3. An applicant for a higher doctorate must
 - (a) be a graduate of the University of Waikato,
 - (b) have qualified for the award of a degree from another New Zealand university or for a qualification considered by the Academic Board to be equivalentand
 - (c) have a significant academic association with the University of Waikato, and
 - (d) submit work for examination which is related to the current teaching and research expertise of the University of Waikato.

4. An application must be submitted to the Postgraduate Research Committee (through Te Mata Kairangi School of Graduate Research) and include
 - (a) a copy of the work on which the application is based, and
 - (b) a short discourse on the nature of the work, and
 - (c) a statutory declaration which states
 - (i) in the case of co-authored work, the name(s) of the co-author(s) and the nature and extent of the applicant's particular contribution to the work, and
 - (ii) the details of any other qualification for which the work, in whole or part, has been submitted, and
 - (d) the application fee prescribed in the [Table of Fees and Charges](#) section of the University of Waikato Calendar.
5. The Postgraduate Research Committee has authority to determine whether an application meets the criteria set out in clauses 3 and 4 of these regulations.
6. If the Postgraduate Research Committee determines that an application does not meet the criteria set out in clauses 3 and 4 of these regulations, the applicant will be notified in writing and the Postgraduate Research Committee will take no further action with respect to the application.
7. If the Postgraduate Research Committee determines that an application meets the criteria set out in clauses 3 and 4 of these regulations, the Chairperson of the Postgraduate Research Committee will consult confidentially with staff of the University who have academic expertise in the relevant field about whether, in their opinion, the work is likely to meet the criteria set out in clause 2 of these regulations and will report accordingly to the Postgraduate Research Committee.
8. On the basis of the consultations undertaken and reported under clause 6 of these regulations, the Postgraduate Research Committee will determine whether the application will proceed to examination.
9. If the Postgraduate Research Committee determines that the application will not proceed to examination, the applicant will be notified in writing and the Postgraduate Research Committee will take no further action with respect to the application.
10. If the Postgraduate Research Committee determines that an application will proceed to examination, the candidate will be required to submit three further copies of the work on which the application is based, together with the examination fee prescribed in the [Table of Fees and Charges](#) section of the University of Waikato Calendar.

Examination

11. Three examiners, at least two of whom are external to the University, will be appointed by the Postgraduate Research Committee on the nomination of the Pro Vice-Chancellor of the Division that it considers to be most closely aligned with the applicant's field of expertise or in the case of alignment with the Faculty of Māori and Indigenous Studies, on the nomination of the Deputy

Vice-Chancellor Māori.

12. Each examiner will submit an examiner's report and recommend either:
 - (a) that the degree be awarded, or
 - (b) that the degree not be awarded.
13. The Postgraduate Research Committee will consider the examiners' reports and recommendations and make a recommendation to the Research Committee as to whether the degree should be awarded.
14. The Research Committee has authority to decide whether the degree will be awarded.
15. If the degree is awarded, one set of the relevant work will be retained by the University and placed in the University Library.

Re-Applications

16. An applicant who is not permitted to proceed to examination or a candidate who is not awarded the degree may not re-apply for a higher doctorate until a period of five years has lapsed since the first application or examination and may re-apply only once.

Provisions for Appeals to the Research Committee

17. A candidate for a higher doctorate who wishes to appeal a decision by the Postgraduate Research Committee in relation to their application or the examination of their work may do so in writing to the Research Committee.
18. An appeal may be made only on one or both of the following grounds
 - (a) that the process used to make the decision in relation to the examination was incorrect or unfair, or
 - (b) that the decision in relation to the examination was manifestly at odds with the information on which it was based.
19. An appeal lodged under clause 16 of these regulations must comprise a written statement of the circumstances of, and grounds for, the appeal, together with supporting evidence, if available, and must be lodged with the Secretary to the Research Committee (through the Academic Office) not more than 21 days from the date of notification of the decision being appealed.
20. The Research Committee will hear and decide on the appeal.
21. The Chairperson of the Research Committee will ensure that no-one considering the appeal was a party to the original decision.
22. A decision by the Research Committee on an appeal lodged under clause 16 of these regulations will be notified to the candidate in writing and is final.

Provisions for Appeal to the Academic Board

23. A candidate who wishes to appeal a decision by the Research Committee in relation to the award of the degree may do so in writing to the Academic Board.

24. An appeal to the Academic Board may be made only on one or both of the following grounds
- (a) that the process used to make the decision in relation to the award of the degree was incorrect or unfair, or
 - (b) that the decision in relation to the award of the degree was manifestly at odds with the information on which it was based.
25. An appeal lodged under clause 23 of these regulations must comprise a written statement of the circumstances of, and grounds for, the appeal, together with supporting evidence, if available, and must be lodged with the Secretary to the Academic Board (through the Academic Office) not more than 21 days from the date of notification of the decision being appealed.
26. The Academic Board may delegate authority to hear and decide the appeal on its behalf to a sub-committee comprising:
- (a) the Chairperson of the Academic Board (or nominee), and
 - (b) two members of the Academic Board.
27. The Chairperson of the Academic Board will ensure that no members of a sub-committee appointed under clause 26 of these regulations were party to the original decision.
28. A decision by, or on behalf of, the Academic Board on an appeal lodged under clause 23 of these regulations will be notified to the candidate in writing and is final.

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In this section

Higher Degree Complaints and Appeals Regulations

Date of effect

1. These regulations are effective from 28 July 2021

Higher Degrees

2. These regulations apply to the following higher degrees:
 - Master of Philosophy (MPhil)
 - Doctor of Education (EdD)
 - Doctor of Health Science (DHSc)
 - Doctor of Juridical Science (SJD)
 - Doctor of Musical Arts (DMA)
 - Doctor of Philosophy (PhD)

Complaints

3. A candidate for a higher degree who has a concern about supervision or any other aspect of their candidature (other than in relation to enrolment for the degree or its examination, see clause 9(d) of these regulations) is encouraged, in the first instance, to seek a resolution by raising the matter informally with a supervisor or other relevant staff member (e.g. the relevant Head of School or equivalent or Associate Dean Postgraduate or equivalent).
4. Where it has not been possible to resolve a concern informally, the candidate may make a formal complaint to the Chairperson of the Postgraduate Research Committee.
5. A complaint under clause 4 of these regulations must be made in writing and include an appropriately detailed explanation of the concern, together with supporting evidence if available.

6. The Chairperson of the Postgraduate Research Committee must consider the complaint in accordance with the principles of natural justice, and must ensure that all parties of the complaint are accorded the full benefit of those principles.
7. The process may include meetings with the complainant and/or relevant staff; where meetings are held, the parties may, if they wish, be accompanied by a support person.
8. A decision by the Chairperson of the Postgraduate Research Committee with respect to a complaint made under clause 4 of these regulations must be notified in writing to the candidate within 21 calendar days of receipt of the complaint.

Appeals

9. An applicant or candidate for a higher degree
 - (a) who has met the minimum requirements for admission, and for whom there is appropriate supervision available, but whose application for conditional enrolment is declined, or
 - (b) who has been accepted for conditional enrolment but whose subsequent application for confirmed enrolment has been declined, or
 - (c) who wishes to appeal a decision by the Chairperson of the Postgraduate Research Committee made under clause 8 of these regulations, or
 - (d) who wishes to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research or the Postgraduate Research Committee in relation to their enrolment for the degree or in relation to it examinationmay appeal the decision to the Research Committee.
10. An appeal under clause 9 of these regulations must be made in writing and include a statement of the circumstances of, and grounds for, the appeal, together with supporting evidence if available, and be submitted to the Secretary to the Research Committee not more than 21 calendar days from the date of notification of the decision.
11. Where an appeal is made under clause 9 of these regulations, the Research Committee may delegate authority to hear and decide on the appeal on its behalf to a sub-committee comprising
 - (a) the Chairperson of the Research Committee (or nominee), and
 - (b) two members of the Research CommitteeThe Chairperson of the Research Committee must ensure that none of those considering the appeal was a party to the original decision.
12. A decision by, or on behalf of, the Research Committee on an appeal made under clause 9 of these regulations must be notified to the applicant or candidate in writing, and is final.

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In this section

Regulations for the Certificate of Attainment in Academic English (CertAttainAcadEng)

Admission

1. Candidates for the Certificate of Attainment in Academic English must have achieved the equivalent of an academic IELTS overall score of 4.0 or higher.
2. Admission to the Certificate is subject to the approval of the Head of the University of Waikato College.
3. The level at which admission to the Certificate is approved will be determined by the Head of the University of Waikato College and will depend on the student's proficiency in written and spoken English.

Requirements for the Certificate

4. The Certificate of Attainment in Academic English is taught at five levels. Every candidate must enrol in the University of Waikato College and may complete one or more levels in sequence. The programme of study for each level comprises 43 points. Candidates will receive a Certificate of Attainment for each level passed.
5. Candidates who gain the required 43 points at Levels 4, 5, 6, 7 or 8 will be awarded the Certificate of Attainment in Academic English.
6. The prescription for each level of study for the Certificate is prescribed in the [College Programmes](#) entry in the University of Waikato Catalogue of Papers.
7. The programme of every candidate is subject to the approval of the Head of the University of Waikato College.
8. Every candidate must complete to the satisfaction of the Academic Board such class work,

practical work, assignments, tests, and oral and written examinations as may be required.

Credit Transfers

9. A candidate may apply for credit of one unspecified 100 level paper towards a bachelors degree in respect of the Certificate of Attainment awarded at Level 8. The application must be accompanied by the prescribed fee.

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In this section

Regulations for the Certificate of Attainment in English Language (CertAttainEngLang)

Admission

1. There are no formal prerequisites for admission to the Certificate of Attainment in English Language.
2. Admission to the Certificate is subject to the approval of the Head of the University of Waikato College.
3. The level at which admission to the Certificate is approved will be determined by the Head of the University of Waikato College and will depend on the student's proficiency in written and spoken English.

Requirements for the Certificate

4. The Certificate of Attainment in English Language is taught at three levels. Every candidate must enrol in the University of Waikato College and may complete one or more levels in sequence. The programme of study for each level comprises 43 points. Candidates will receive a Certificate of Attainment for each level passed.
5. Candidates who gain the required 43 points at Levels 1-3 will be awarded the Certificate of Attainment in English Language.
6. The prescription for each level of study for the Certificate is prescribed in the [College Programmes](#) entry in the University of Waikato Catalogue of Papers.
7. The programme of every candidate is subject to the approval of the Head of the University of Waikato College.
8. Every candidate must complete to the satisfaction of the Academic Board such class work,

practical work, assignments, tests, and oral and written examinations as may be required.

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In this section

Regulations for the Certificate of Attainment in Foundation Studies (CertAttainFoundSt)

Admission

1. Candidates for the Certificate must produce evidence which satisfies the Director of the University of Waikato College that they have achieved:
 - (a) English language proficiency to the equivalent of IELTS 5.5 with no band less than 5.0 and the equivalent of 40 credits at NCEA Level 2 with 12 credits in each of three University Entrance approved subjects at Level 2, or
 - (b) English language proficiency to the equivalent of at least IELTS 5.5 with a minimum of 5.5 in the Writing band and one other band, and no band less than 5.0 and the equivalent of NCEA Level 2 Certificate with 12 credits in each of three University Entrance approved subjects at Level 2.
2. Every candidate for the Certificate must be accepted by the Director of the University of Waikato College.

Requirements for the Certificate

3. The normal minimum period of enrolment for completion of the Certificate is two trimesters for candidates admitted under section 1(a) and one trimester for candidates admitted under section 1(b).
4. Candidates must enrol in the University of Waikato College and follow an approved programme of study.
5. Candidates admitted under section 1(a) must gain 120 points, including any compulsory papers, as prescribed in the [College Programmes](#) entry in the University of Waikato Catalogue of Papers.

6. Candidates admitted under section 1(b) must gain 60 points, including 30 points from two compulsory papers, as prescribed in the [College Programmes](#) entry in the University of Waikato Catalogue of Papers.
7. Every candidate for the Certificate must complete to the satisfaction of the Academic Board such class work, practical work, assignments, tests, and oral and written examinations as may be required.

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Regulations for the Certificate of University Preparation (CUP)

Admission

1. Candidates for the Certificate should normally have completed Year 13 in a New Zealand Secondary School or its equivalent.
2. Every candidate for the Certificate must be accepted by the Head of the University of Waikato College.

Requirements for the Certificate

3. The normal minimum period of enrolment for completion of the Certificate is one trimester full-time or its equivalent in part-time study. All study should be completed within one academic year.
4. Candidates must enrol in the University of Waikato College and follow an approved programme of study.
5. Candidates must gain 60 points, including any compulsory papers.
6. Candidates must complete the requirements of a stream, as set out in the appendix to these regulations. The programme of study must include 30 points from the compulsory papers listed under Part A and 30 points selected from the papers listed under Part B for the stream the candidate is enrolled in. Candidates may, on the basis of academic advice and approval, be permitted to choose elective papers from the other stream.

Variations

7. The Head of the University of Waikato College or delegated authority may vary or waive these regulations in individual cases.
-

Appendix

General Stream

Part A: Compulsory Study Skills Papers

FOUND001

Academic Essentials

FOUND002

Foundations of Critical Thought

Part B: Elective Papers

Any two other papers prescribed for the Certificate of University Preparation as described in the relevant entry on the Catalogue of Papers.

Huarahi Māori Stream

Part A: Compulsory Study Skills Papers

FOUND001

Academic Essentials

FOUND002

Foundations of Critical Thought

Part B: Elective Papers

FOUND013

Te Huarahi Bridging Māori plus one other paper prescribed for the Certificate of University Preparation as described in the relevant entry on the Catalogue of Papers.

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In this section

Regulations for the Certificate (Cert)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Certificate must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

Requirements for the Certificate

3. The normal minimum period of enrolment for completion of the Certificate is one year.
4. Candidates for the Certificate must enrol in a Division or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
5. Candidates must gain 120 points at 100 level or above in the Certificate fields listed in section 8 of these regulations.
6. Candidates must gain at least 90 points in one field.
7. Candidates must meet the field requirements, as set out in the appendix to these regulations.
8. *The Certificate fields are*¹
 - Arts (Cert(Arts))
 - Business (Cert(Bus))
 - Design (Cert(Des))
 - Education (Cert(Ed))
 - Environmental Planning (Cert(EnvPlan))
 - Health, Sport and Human Performance (Cert(HSHP))
 - Law (Cert(Law))
 - Management (Cert(Mgt))

Māori and Indigenous Studies (Cert(M&Ist))

Science (Cert(Sc))

Social Sciences (Cert(SocSc))

9. The Certificate awarded will be endorsed in the field in which at least 90 points are gained.

Variations

10. The Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. The subjects and/or papers that comprise each Certificate field are set out in the [Undergraduate Diploma and Certificate Fields](#).

Appendix

Field Requirements

Business

1. Candidates must complete STMGT101 Introduction to Management.

Management

1. Candidates must complete STMGT101 Introduction to Management.

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Regulations for the Certificate in Health and Wellbeing (Cert(HealthWellbeing))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Certificate must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#)

Requirements for the Certificate

3. The normal minimum period of enrolment for completion of the Certificate is two trimesters.
4. Candidates for the Certificate must enrol in Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 120 points at 100 level, as prescribed in the relevant entry in the [University of Waikato Catalogue of Papers](#), in one of the subjects for the Certificate.

Subjects

- Poutū-mārō Biomedical Sciences
- Poutū-manahau Population Health

Variations

6. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Certificate in Professional Engineering Practice (Cert(PEngPrac))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Certificate must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#)

Requirements for the Certificate

3. The normal minimum period of enrolment for completion of the Certificate is three years, normally concurrent with enrolment in the Bachelor of Engineering with Honours.
4. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 90 points at 200 level or above including 45 points above 200 level and 15 points above 300 level.
6. Candidates must complete ENGEN270, ENGEN570, ENGEN272 (30 points), ENGEN372 (30 points).
7. Candidates must complete, or have completed, the requirements for the Bachelor of Engineering with Honours or equivalent in order to be awarded the Certificate.

Variations

8. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Certificate in STEM (Cert(STEM))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Certificate must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

Requirements for the Certificate

3. The normal minimum period of enrolment for completion of the Certificate is one trimester.
4. Candidates for the Certificate must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 60 points at 100 level or above from the papers listed for the field of the Certificate, as set out in the appendix to these regulations. No more than one paper can be chosen from (b) of the appendix.

Variations

6. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.
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Appendix

The field of the Certificate is defined as

- (a) the papers offered by the School of Engineering, School of Computing and Mathematical

Sciences or the School of Science, and

(b) the following papers offered by the Division of Education:

Any DLRNG coded paper

EDUCA390 Directed Study

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Regulations for the Graduate Certificate (GradCert)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Graduate Certificate must have
 - (a) qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, or
 - (b) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience, and ability to proceed with the proposed programme.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Graduate Certificate

4. The normal minimum period of enrolment for completion of the Graduate Certificate is one trimester.
5. Candidates must enrol in a Division or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
6. Candidates must gain 60 points at 100 level or above, including at least 45 points at 300 level or above, in the Graduate Certificate subjects.
7. Candidates must gain at least 45 points from one of the subjects listed in Schedule A.

8. The Graduate Certificate subjects are:

Schedule A

Accounting (GradCert(Acc))
Agribusiness (GradCert(AgBus))
Anthropology (GradCert(Anth))
Applied Computing (GradCert(AppComp))¹
Applied Digital Communication (GradCert(AppDC))
Aquaculture (GradCert(Aqcul))
Artificial Intelligence (GradCert(AI))
Chemistry (GradCert(Chem))
Chinese (GradCert(Chin))
Communication Design (GradCert(ComDes))
Community Health (GradCert(CommHth))
Computer Graphic Design (GradCert(CGD))
Computer Science (GradCert(CompSc))
Creative Media (GradCert(CM))
Data Analytics (GradCert(DataA))
Digital Business (GradCert(DigiB))
Digital Learning (GradCert(DigLn))
Earth Sciences (GradCert(EarthSc))
Ecology and Biodiversity (GradCert(Eco&Biod))
Economics (GradCert(Econ))
Education and Society (GradCert(EdSoc))
Electronics (GradCert(Elec))
Engineering (GradCert(Eng))
English (GradCert(Engl))
Environmental Planning (GradCert(EnvPlan))
Environmental Sciences (GradCert(EnvSc))
Finance (GradCert(Fin))
French (GradCert(Fren))
Gender and Sexuality Studies (GradCert(GnSex))
Geography (GradCert(Geog))
History (GradCert(Hist))
Human Development (GradCert(HumDev))
Human Performance Science (GradCert(HPS))
Human Resource Management (GradCert(HRM))
Industrial Relations and Human Resource Management (GradCert(IR&HRM))¹
Interface Design (GradCert(InterDes))
International Languages and Cultures (GradCert(IntLang&Cultures))
Japanese (GradCert(Jap))
Law (GradCert(Law))
Leadership Communication (GradCert(LComm))
Linguistics (GradCert(Ling))

Management (GradCert(Mgt))
Māori and Indigenous Studies (GradCert(M&ISt))
Māori Language/Te Reo Māori (GradCert(ReoMāori))
Marketing (GradCert(Mrkt))
Materials Science (GradCert(MatSc))
Mathematics (GradCert(Math))
Media Design (GradCert(MedDes))
Media Production (GradCert(MedProd))
Molecular and Cellular Biology (GradCert(Molec&CellBio))
Music (GradCert(Mus))
Pacific and Indigenous Studies (GradCert(P&ISt))
Philosophy (GradCert(Phil))
Political Science (GradCert(PolSc))
Population Studies (GradCert(PopSt))
Psychology (GradCert(Psych))
Public Policy (GradCert(PP))
Public Relations (GradCert(PR))
Relational and Inclusive Practices(GradCert(Rel&InclPrac))
Screen and Media Studies (GradCert(SMSt))
Social Policy (GradCert(SocPol))
Sociology (GradCert(Socy))
Spanish (GradCert(Span))
Sport Development and Coaching (GradCert(SDC))
Statistics (GradCert(Stats))
Strategic Management (GradCert(StratMgt))
Supply Chain Management (GradCert(SCM))
Theatre Studies (GradCert(TheatSt))
Tourism and Hospitality Management (GradCert(THMgt))
Writing Studies (GradCert(WritSt))

9. The Graduate Certificate awarded will be endorsed in the subject in which at least 45 points are gained.

Variations

10. The Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *A Graduate Certificate is not offered in this subject in 2023.*

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In this section

Regulations for the Graduate Certificate in Business Analytics (GradCertBA)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Graduate Certificate in Business Analytics must have qualified for the award of a bachelors degree of the University of Waikato with at least a B- grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Graduate Certificate

4. The normal minimum period of enrolment for completion of the Graduate Certificate in Business Analytics is one trimester.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6. Candidates must gain 60 points from the papers prescribed for the Graduate Certificate in Business Analytics as described in the relevant entry in the [Catalogue of Papers](#).

Variations

7. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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In this section

Regulations for the Graduate Certificate in Project Management (GradCertPM)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Graduate Certificate in Project Management must have qualified for the award of a bachelors degree of the University of Waikato with at least a B- grade average across the 300 level papers, or for a qualification considered by the Academic Board to be equivalent.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Graduate Certificate

4. The normal minimum period of enrolment for completion of the Graduate Certificate in Project Management is one trimester.
5. Candidates must enrol in the Waikato Management School and follow an approved programme of study.
6. Candidates must gain 60 points at 300 level from the papers prescribed for the Graduate Certificate in Project Management as described in the relevant entry in the [Catalogue of Papers](#).

Variations

7. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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In this section

Regulations for the Postgraduate Certificate (PGCert)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Postgraduate Certificate

(a) in regards to the subjects listed in section 7(a) must have:

- (i) qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, and have completed study at an advanced level in the subject to be taken for the Postgraduate Certificate, or
- (ii) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience, and ability to proceed with the proposed programme, and
- (iii) satisfied the prerequisites for graduate study in the subject being taken for the Postgraduate Certificate.

(b) in regards to the subjects listed in section 7(b) must have:

- (i) qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, or
- (ii) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience, and ability to proceed with the proposed programme, and
- (iii) satisfied the prerequisites for graduate study in the subject being taken for the Postgraduate Certificate, including having achieved a B grade average either: over the best 120 points of their major; or over the 300 level papers completed that are listed for their major's subject.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Postgraduate Certificate

4. The normal minimum period of enrolment for completion of the Postgraduate Certificate is one trimester.
5. Candidates must enrol in a Division or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
6. Candidates must gain 60 points at 500 level or above in one of the Postgraduate Certificate subjects.
7. The Postgraduate Certificate subjects are
 - (a) requiring admission through clause 2(a) are:
 - Accounting (PGCert(Acc))
 - Agribusiness (PGCert(AgBus))
 - Chemistry (PGCert(Chem))
 - Children's and Young Adult Literature (PGCert(CYAL))
 - Computer Science (PGCert(CompSc))
 - Counselling (PGCert(Couns))¹
 - Counselling Studies (PGCert(CounsStudies))
 - Digital Business (PGCert(DigiB))
 - Disability and Inclusion Studies (PGCert(DInS))
 - Earth Sciences (PGCert(EarthSc))
 - Ecology and Biodiversity (PGCert(Eco&Biod))
 - Economics (PGCert(Econ))
 - Education (PGCert(Ed))
 - Educational Leadership (PGCert(EdLeadership))
 - Educational Management (PGCert(EdM))²
 - Electronics (PGCert(Elec))
 - Engineering (PGCert(Eng))
 - Environment and Society (PGCert(EnvSoc))
 - Environmental Sciences (PGCert(EnvSci))
 - Finance (PGCert(Fin))
 - Health Development and Policy (PGCert(HealthDevPol))¹
 - Health, Sport and Human Performance (PGCert(HSHP))
 - Human Resource Management (PGCert(HRM))
 - International Management (PGCert(IntMgt))
 - Law (PGCert(Law))
 - Leadership Communication (PGCert(LComm))
 - Legal Studies (PGCert(LS))

Management (PGCert(Mgt))
Management and Sustainability (PGCert(MgtStn))
Management Studies (PGCert(MgtSt))²
Management Systems (PGCert(MgtSys))¹
Māori and Indigenous Studies (PGCert(M&ISt))
Marketing (PGCert(Mrkt))
Materials and Processing (PGCert(Mat&Proc))
Mathematics (PGCert(Math))
Molecular and Cellular Biology (PGCert(Molec&CellBio))
Pacific and Indigenous Studies (PGCert(P&ISt))
Physics (PGCert(Phys))
Statistics (PGCert(Stats))³
Strategic Management (PGCert(StratMgt))
Tertiary Teaching and Learning (PGCert(TertiaryT&L))
Tourism and Hospitality Management (PGCert(THMgt))

(b) requiring admission through clause 2(b) are:

Anthropology (PGCert(Anth))
Applied Linguistics (PGCert(AppLing))
Chinese (PGCert(Chin))¹
Clinical Animal Behaviour (PGCert(ClinAniBehav))¹
Creative Practices (PGCert(CreatePrac))
Creative Technologies (PGCert(CreateTech))
English (PGCert(Engl))
Environmental Planning (PGCert(EnvPlan))
French (PGCert(Fren))¹
Geography (PGCert(Geog))
History (PGCert(Hist))
International Relations and Security Studies (PGCert(IRSSt))
Japanese (PGCert(Jap))¹
Music (PGCert(Mus))
Philosophy (PGCert(Phil))
Political Science (PGCert(PolSc))
Population Studies and Demography (PGCert(PopStud&Dem))
Professional Writing (PGCert(ProfWrit))
Psychology (PGCert(Psych))
Public Policy (PGCert(PP))
Public Relations (PGCert(PR))
Screen and Media Studies (PGCert(SMSt))
Security and Crime Science (PGCert(SCS))
Social Policy (PGCert(SocPol))
Sociology (PGCert(Socy))
Teaching English to Speakers of Other Languages (PGCert(TE SOL))
Theatre Studies (PGCert(TheatSt))

8. The Postgraduate Certificate awarded will be endorsed in the subject in which it is gained.
9. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Certificate.

Variations

10. The Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *A Postgraduate Certificate is not offered in this subject in 2023.*
2. *This Postgraduate Certificate is available only for completion purposes.*
3. *A Postgraduate Certificate is not offered in this subject from 1 July 2023*

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Regulations for the Postgraduate Certificate in Counselling in Family Counselling (PGCertCouns(FamCouns)) and Postgraduate Certificate in Counselling in Professional Supervision (PGCertCouns(ProfSup))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Postgraduate Certificate must have
 - (a) qualified for the award of a bachelors degree of the University of Waikato and a related professional qualification of at least one year's duration or a qualification considered equivalent by the Academic Board, and
 - (b) satisfied the prerequisites for graduate study at levels considered appropriate by the Academic Board, including any prerequisite compulsory papers as prescribed in the [Counselling](#) entry in the University of Waikato Catalogue of Papers, and
 - (c) satisfied the requirements for selection to the specific endorsement sought, as stated in the [Counselling](#) entry in the University of Waikato Catalogue of Papers.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Postgraduate Certificate

4. The normal minimum period of enrolment for completion of the Postgraduate Certificate is one trimester.
5. Candidates must enrol in the Division of Education and follow an approved programme of study.
6. Candidates must gain 60 points at 500 level from the papers prescribed for the Postgraduate Certificate, including any compulsory papers as prescribed in the [Counselling](#) entry in the University of Waikato Catalogue of Papers.
7. The Postgraduate Certificate will be awarded with one of the following endorsements:
Family Counselling (PGCertCouns(FamCouns))¹
Professional Supervision (PGCertCouns(ProfSup))
8. Candidates who fail a paper may repeat it once. Candidates who fail more than one paper or who fail the same paper twice may not proceed with the Postgraduate Certificate.

Credit Transfers

9. Candidates who have been awarded a Postgraduate Certificate may relinquish it for credit of up to 60 points towards an appropriate Division of Education postgraduate qualification, at the discretion of the Pro Vice-Chancellor of the Division.

Notes:

1. *There will be no new intake into the PGCertCouns(FamCouns) in 2023.*

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Regulations for the Postgraduate Certificate in Information Technology (PGCertInfoTech)

This qualification is awarded jointly by the University of Auckland and the University of Waikato.

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Postgraduate Certificate must have qualified for the award of a bachelors degree of the University of Waikato, or a degree qualification considered by the Academic Board to be equivalent, with a Grade Point Average of 4.0 or higher in 75 points at 300 level or above.
3. In exceptional circumstances, candidates who do not meet the requirements of section 2 of these regulations, but who have at least three years of extensive relevant, practical, professional or scholarly experience deemed to be equivalent to the requirements of section 2 may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe.

Requirements for the Postgraduate Certificate

4. Candidates must
 - (a) gain 60 points at 500 level or above

and

 - (b) complete the requirements of the postgraduate certificate in not more than one trimester of full-time study, or, in the case of part-time study, an enrolment period not exceeding four trimesters from the trimester of initial enrolment.
5. The total enrolment for this postgraduate certificate must not exceed 90 points.

6. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
7. A candidate enrolled in this postgraduate certificate must pass 60 points from the papers, excluding internship or project papers, as prescribed in the Computer Science entry in the University of Waikato Catalogue of Papers.
8. If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points value on one occasion only. A candidate who fails a paper or papers worth more 30 points in total will not be permitted to proceed with the Certificate.
9. A student admitted to this programme must complete the University of Waikato Academic Integrity Module.

Variations

10. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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In this section

Regulations for the Postgraduate Certificate of Health Science (PGCertHSc)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Postgraduate Certificate must have
 - (a) qualified for the award of the degree of Bachelor of Nursing of the University of Waikato or a qualification considered by the Academic Board to be equivalent;
 - (b) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience, and ability to proceed with the proposed programme, this would normally be demonstrated through being a practising Registered Nurse; and
 - (c) satisfied the prerequisites for graduate study in the subject being taken for the Postgraduate Certificate.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Postgraduate Certificate

4. The normal minimum period of enrolment for completion of the Postgraduate Certificate is one trimester.
5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.

6. Candidates must gain 60 points at 500 level or above.
7. Candidates must complete the papers prescribed for the Degree in the [Health Science](#) entry in the University of Waikato Catalogue of Papers, including any compulsory papers.
8. If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points 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

9. The Pro-Vice Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Diploma (Dip)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Diploma must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

Requirements for the Diploma

3. The normal minimum period of enrolment for completion of the Diploma is one year.
4. Candidates must enrol in a Division or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
5. Candidates must gain 120 points at 100 level or above, including 75 points at 200 level or above, in the Diploma fields listed in section 8 of these regulations.
6. Candidates must gain at least 75 points in one field.
7. Candidates must meet the relevant field requirements, as set out in the appendix to these regulations.
8. *The Diploma fields are*¹
 - Arts (Dip(Arts))
 - Business (Dip(Bus))
 - Design (Dip(Des))
 - Education (Dip(Ed))
 - Environmental Planning (Dip(EnvPlan))
 - Health, Sport and Human Performance (Dip(HSHP))
 - Management (Dip(Mgt))

Māori and Indigenous Studies (Dip(M&ISt))

Science (Dip(Sc))

Social Sciences (Dip(SocSc))

9. The Diploma awarded will be endorsed in the field in which at least 75 points are gained.

Variations

10. The Pro Vice-Chancellor of the relevant Division or the Dean Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *The subjects and/or papers that comprise each Diploma field are set out in the [Undergraduate Diploma and Certificate Fields](#).*

Appendix

Field Requirements

Business

1. Candidates must complete STMGT101 Introduction to Management.

Management

1. Candidates must complete STMGT101 Introduction to Management.

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Regulations for the Diploma in Engineering Management (DipEM)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Diploma must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

Requirements for the Diploma

3. The normal minimum period of enrolment for completion of the Diploma is three years, concurrent with enrolment in the Bachelor of Engineering with Honours.
4. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
5. Candidates must gain 120 points at 200 level or above, including 75 points above 200 level and 45 points above 300 level.
6. Candidates must complete ENGEN270, ENGEN570, ENGEN272 (30 points), ENGEN372 (30 points), and 30 points from the list set out in the appendix to these regulations.

Variations

7. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.
-

Appendix

EXMBM511

Communication and Collaboration in Organisations

EXMBM512

Leadership and Change Management

EXMBM521

Strategic Management and Decision Making

EXMBM532

Managing Innovation and Value Creation

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In this section

Regulations for the Diploma in Law (DipLAW)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Diploma must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

Requirements for the Diploma

3. The normal minimum period of enrolment for completion of the Diploma is two years.
4. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
5. Candidates must gain 150 points at 100 level or above, including 90 points at 200 level.
6. Candidates must complete a specified programme as prescribed in the [Law](#) entry in the University of Waikato Catalogue of Papers, and as set out in the appendix to these regulations.

Variations

7. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.
-

Appendix

LEGAL103

Legal Method A (15 points)

LEGAL104

Legal Method B (15 points)

LEGAL106

Legal Systems and Societies (30 points)

LEGAL201

Public Law (30 points)

LEGAL204

Contracts (30 points)

LEGAL207

Torts (30 points)

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Regulations for the Diploma in Postgraduate Preparation - Pre-Masters (DipPP)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.
2. Candidates would normally have completed the majority of their tertiary education outside of New Zealand.

Admission

3. Candidates for the Diploma in Postgraduate Preparation – Pre-Masters must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).
4. Candidates for the Diploma in Postgraduate Preparation – Pre-Masters must have achieved:
 - (a) a qualification considered by the Academic Board to be equivalent of level 6 on the New Zealand Qualifications Framework, and
 - (b) the equivalent of two years full time successful tertiary study, and
 - (c) an IELTS score of 6.0 (with no less than 5.5 in any band) or equivalent.

Requirements for the Diploma

5. The normal minimum period of enrolment for completion of the Diploma in Postgraduate Preparation - Pre-Masters is two trimesters.
6. Candidates must enrol in the University of Waikato College and follow an approved programme of study.
7. Candidates must gain 120 points at 100 level or above, including 75 points at 300 level or above, as prescribed in the relevant entry in the [University of Waikato Catalogue of Papers](#).

Variations

8. In exceptional circumstances the Head of the University of Waikato College may vary or waive these regulations in individual cases.
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In this section

Regulations for the Diploma in Te Tohu Paetahi (DipTTP)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Diploma must have qualified for admission to the University of Waikato and met any criteria set out in the [Criteria for Admission to Particular Qualifications](#).

Requirements for the Diploma

3. The normal minimum period of enrolment for completion of the Diploma is one year.
4. Candidates must enrol in Te Pua Wānanga ki te Ao – Faculty of Māori and Indigenous Studies and follow an approved programme of study.
5. Candidates must gain 120 points at 100 level or above, including 75 points above 100 level and 30 points above 200 level.
6. Candidates must complete MAORI111, MAORI112, MAORI115, MAORI206, MAORI211, MAORI212, MAORI311, MAORI312.

Variations

7. The Dean or delegated authority may vary or waive these regulations in individual cases.

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In this section

Regulations for the Graduate Diploma (GradDip)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Graduate Diploma must have
 - (a) qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, or
 - (b) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience and ability to proceed with the proposed programme.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Graduate Diploma

4. The normal minimum period of enrolment for completion of the Graduate Diploma is one year.
5. Candidates must enrol in a Division or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
6. Candidates must gain 120 points at 100 level or above, including at least 75 points at 300 level or above, in the Graduate Diploma subjects.
7. Candidates enrolled in the Waikato Management School must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
8. Candidates must gain at least 90 points from one of the subjects listed in Schedule A.

9. The Graduate Diploma subjects are:

Schedule A

Accounting (GradDip(Acc))
Adult Learning (GradDip(AdLg))
Agribusiness (GradDipAgBus)
Anthropology (GradDip(Anth))
Applied Computing (GradDip(AppComp))¹
Applied Digital Communication (GradDip(AppDC))
Aquaculture (GradDip(Aqcul))
Artificial Intelligence (GradDip(AI))
Chemistry (GradDip(Chem))
Chinese (GradDip(Chin))
Communication Design (GradDip(ComDes))
Community Health (GradDip(CommHth))
Computer Graphic Design (GradDip(CGD))
Computer Science (GradDip(CompSc))
Creative Media (GradDip(CM))
Data Analytics (GradDip(DataA))
Digital Business (GradDip(DigiB))
Digital Learning (GradDip(DigLn))
Dispute Resolution (GradDip(DR))
Earth Sciences (GradDip(EarthSc))
Ecology and Biodiversity (GradDip(Eco&Biod))
Economics (GradDip(Econ))
Education (GradDip(Ed))
Education and Society (GradDip(EdSoc))
Electronics (GradDip(Elec))
Engineering (GradDip(Eng))
English (GradDip(Engl))
Environmental Planning (GradDip(EnvPlan))
Environmental Sciences (GradDip(EnvSc))
Finance (GradDip(Fin))
French (GradDip(Fren))
Geography (GradDip(Geog))
History (GradDip(Hist))
Human Development (GradDip(HumDev))
Human Performance Science (GradDip(HPS))
Human Resource Management (GradDip(HRM))
Industrial Relations and Human Resource Management (GradDip(IR&HRM))¹
Interface Design (GradDip(InterDes))
International Languages and Cultures (GradDip(IntLang&Cultures))
International Management (GradDip(IntMgt))¹
Japanese (GradDip(Jap))

Law (GradDip(Law))
Linguistics (GradDip(Ling))
Management (GradDip(Mgt))
Māori and Indigenous Studies (GradDip(M&ISt))
Māori Language/Te Reo Māori (GradDip(ReoMāori))
Marketing (GradDip(Mrkt))
Materials Science (GradDip(MatSc))
Mathematics (GradDip(Math))
Media Design (GradDip(MedDes))
Media Production (GradDip(MedProd))
Molecular and Cellular Biology (GradDip(Molec&CellBio))
Music (GradDip(Mus))
Pacific and Indigenous Studies (GradDip(P&ISt))
Philosophy (GradDip(Phil))
Political Science (GradDip(PolSc))
Population Studies (GradDip(PopSt))
Psychology (GradDip(Psych))
Public Policy (GradDip(PP))
Public Relations (GradDip(PR))
Screen and Media Studies (GradDip(SMSt))
Social Policy (GradDip(SocPol))
Sociology (GradDip(Socy))
Spanish (GradDip(Spanish))
Sport Development and Coaching (GradDip(SDC))
Statistics (GradDip(Stats))
Strategic Management (GradDip(StratMgt))
Supply Chain Management (GradDip(SCM))
Theatre Studies (GradDip(TheatSt))
Tourism and Hospitality Management (GradDip(THMgt))
Writing Studies (GradDip(WritSt))

10. The Graduate Diploma awarded will be endorsed in the subject in which at least 90 points are gained.

Variations

11. The Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *A Graduate Diploma is not offered in this subject in 2023.*

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Regulations for the Graduate Diploma in Teaching (GradDipTchg)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Graduate Diploma in Teaching must have
 - (a) satisfied the requirements of a university degree or another qualification recognised by the Teaching Council of Aotearoa New Zealand as acceptable for provisional registration as a teacher in an ECE setting, or primary, or secondary school, and
 - (b) been selected by the Division of Education as meeting the Teaching Council's selection criteria for Initial Teacher Education programmes.

Requirements for the Diploma

3. The normal minimum period of enrolment for completion of the Graduate Diploma is one year and the requirements for the Graduate Diploma must be completed within two years of first enrolling in the Graduate Diploma for full-time enrolments and three years for part-time enrolments.
4. Candidates must enrol in the Division of Education and follow an approved programme of study.
5. Candidates must gain at least 150 points at 400 level, as prescribed in the relevant entry in the Waikato Catalogue of Papers.
6. The programme of study of each candidate must comply with the requirements of a sector.

The sectors are:

Early Childhood
Primary
Secondary

7. The Graduate Diploma will be awarded without classification as to honours or distinction.
8. The Graduate Diploma shall be endorsed to indicate the particular sector completed by the candidate from those defined in section 7 of these regulations.

Variations

9. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Te Ara Hou Te Ahikāroa (TA)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Te Ara Hou Te Ahikāroa must have:

either

- (a) satisfied the requirements of:

- (i) a university degree or another qualification recognised by the Teaching Council of Aotearoa New Zealand as acceptable for provisional registration as a kaiako in Kōhungahunga, or Kura Tuatahi or Wharekura,

and

- (ii) Whakamātauria Tō Reo Māori Level 3 (National Māori Language Proficiency Examinations), or demonstrated te reo Māori competency to an equivalent standard, which will be considered on a case-by-case basis,

or

- (b) provided evidence of:

- (i) high levels of te reo Māori language use,
- (ii) relevant work qualifications and professional development, and
- (iii) experience relating to leadership or management skills in a coaching, mentoring, or teaching role, which will be considered on a case-by-case basis,

and

- (c) been selected by the Division of Education as a suitable person to be a kaiako, in line with entry requirements outlined in Te Whare o Rongotauira: Māori medium Initial Teachers Education Programme Approval, Monitoring and Review Requirements (Teaching Council of Aotearoa NZ).

Requirements for the Postgraduate Diploma

3. The normal minimum period of enrolment for completion of Te Ara Hou is one year.
4. Candidates must enrol in the Division of Education and follow an approved programme of study.
5. Candidates must gain at least 150 points at 400 level, as prescribed in the entry in the Waikato Catalogue of Papers.
6. Candidates must complete any Assurance of Te Reo Māori Competency requirements prescribed by the Division of Education.
7. Te Ara Hou will be awarded in the subject of Wharekura.

Variations

8. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the International Diploma (IntDip)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.
2. Candidates would normally have completed the majority of their high school education outside of New Zealand.

Admission

3. Candidates for the International Diploma must have achieved:
 - (a) the equivalent of New Zealand Year 13 High School,
 - (b) the equivalent of at least 32 NCEA level 3 credits across three University Entrance approved subjects and the numeracy component of the University Entrance, and
 - (c) an IELTS score of 5.5 (with no less than 5.0 in any band) or equivalent.

Requirements for the International Diploma

4. The normal minimum period of enrolment for completion of the International Diploma is three trimesters.
5. Candidates must enrol in the University of Waikato College and follow an approved programme of study.
6. Candidates must gain 120 points at 100 level or above.
7. Candidates must meet the relevant field requirements from one of the fields listed below, as set out in the appendix to these regulations.
 - Business
 - Computer Science
8. The Diploma will be endorsed in the field that the candidate has met the requirements of.

Variations

9. The Head of the University of Waikato College may vary or waive these regulations in individual cases.
-

Appendix

Business

Candidates must complete 105 points from:

ACCTN101

Accounting for Management

ECONS101

Economics for Business and Management

ENSLA100

English for Professions

FINAN101

Introduction to Finance

MGSYS101

Digital Business and Supply Chain Management

MRKTG101

Fundamentals of Successful Marketing

STMGT101

Introduction to Management

Students must also complete a relevant 15-point paper as agreed by the Head of the University of Waikato College.

Computer Science

Candidates must complete:

COMPX101

Introduction to Programming

COMPX102

Object-Oriented Programming

DATA111

Statistics for Science

ENSLA100

English for Professions

MATHS135

Discrete Structures

MATHS165

General Mathematics

Students must also complete two of COMPX161, CSMAX170, DIGIB101, MATHS168 and MGSYS101.

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In this section

Regulations for the Postgraduate Diploma (PGDip)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Postgraduate Diploma
 - (a) in regards to the subjects listed in section 8(a) must have:
 - (i) qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, and have completed study at an advanced level in the subject to be taken for the Postgraduate Diploma, or
 - (ii) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience and ability to proceed with the proposed programme, and
 - (iii) satisfied the prerequisites for graduate study in the subject(s) being taken for the Postgraduate Diploma.
 - (b) in regards to the subjects listed in section 8(b) must have:
 - (i) qualified for a bachelors degree of the University of Waikato or a qualification considered by the Academic Board to be equivalent, or
 - (ii) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience, and ability to proceed with the proposed programme, and
 - (iii) satisfied the prerequisites for graduate study in the subject being taken for the Postgraduate Diploma, including having achieved a B grade average either: over the best 120 points of their major; or over the 300 level papers completed that are listed for their major's subject.

3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Postgraduate Diploma

4. The normal minimum period of enrolment for completion of the Postgraduate Diploma is one year.
5. Candidates must enrol in a Division or the Faculty of Māori and Indigenous Studies and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above in the Postgraduate Diploma subjects.
7. Candidates must gain at least 90 points in one subject.
8. The Postgraduate Diploma subjects are
 - (a) requiring admission through clause 2(a) are:
 - Accounting (PGDip(Acc))
 - Agribusiness (PGDip(AgBus))
 - Artificial Intelligence (PGDip(AI))
 - Chemistry (PGDip(Chem))
 - Computer Science (PGDip(CompSc))
 - Counselling (PGDip(Couns))¹
 - Counselling Studies (PGDip(CounsStudies))
 - Cyber Security (PGDip(CyberSec))
 - Digital Business (PGDip(DigiB))
 - Disability and Inclusion Studies (PGDip(DInS))
 - Earth Sciences (PGDip(EarthSc))
 - Ecology and Biodiversity (PGDip(Eco&Biod))
 - Economics (PGDip(Econ))
 - Education (PGDip(Ed))
 - Educational Leadership (PGDip(EdLeadership))
 - Educational Management (PGDip(EdM))²
 - Electronics (PGDip(Elec))
 - Engineering (PGDip(Eng))
 - Entrepreneurship and Innovation (PGDip(Ent&Inn))¹
 - Environment and Society (PGDip(EnvSoc))
 - Environmental Sciences (PGDip(EnvSci))
 - Finance (PGDip(Fin))
 - Health Development and Policy (PGDip(HealthDevPol))¹
 - Health, Sport and Human Performance (PGDip(HSHP))
 - Human Resource Management (PGDip(HRM))
 - International Management (PGDip(IntMgt))
 - Interpreting and Translating Māori (PGDip(Int&Trans))³

Law (PGDip(Law))
Leadership Communication (PGDip(LComm))
Legal Studies (PGDip(LS))
Management (PGDip(Mgt))
Management and Sustainability (PGDip(MgtStn))¹
Management Studies (PGDip(MgtSt))²
Management Systems (PGDip(MgtSys))¹
Māori and Indigenous Studies (PGDip(M&ISt))
Marketing (PGDip(Mrkt))
Materials and Processing (PGDip(Mat&Proc))
Mathematics (PGDip(Math))
Molecular and Cellular Biology (PGDip(Molec&CellBio))
Pacific and Indigenous Studies (PGDip(P&ISt))
Physics (PGDip(Phys))
Security and Crime Science (PGDip(SCS))
Statistics (PGDip(Stats))⁴
Strategic Management (PGDip(StratMgt))
Tourism and Hospitality Management (PGDip(THMgt))

(b) requiring admission through clause 2(b) are:

Anthropology (PGDip(Anth))
Applied Linguistics (PGDip(AppLing))
Chinese (PGDip(Chin))¹
Clinical Animal Behaviour (PGDip(ClinAniBehav))¹
Creative Practices (PGDip(CreatePrac))
Creative Technologies (PGDip(CreateTech))
English (PGDip(Engl))
Environmental Planning (PGDip(EnvPlan))
French (PGDip(Fren))¹
Geography (PGDip(Geog))
History (PGDip(Hist))
International Relations and Security Studies (PGDip(IRSSt))
Japanese (PGDip(Jap))¹
Music (PGDip(Mus))
Philosophy (PGDip(Phil))
Political Science (PGDip(PolSc))
Population Studies and Demography (PGDip(PopStud&Dem))
Professional Writing (PGDip(ProfWrit))
Psychology (PGDip(Psych))
Public Policy (PGDip(PP))
Public Relations (PGDip(PR))
Screen and Media Studies (PGDip(SMSt))
Social Policy (PGDip(SocPol))
Sociology (PGDip(Socy))

Teaching English to Speakers of Other Languages (PGDip(TESOL))
Theatre Studies (PGDip(TheatSt))

- Candidates enrolled in the Waikato Management School must complete any Assurance of Learning requirements as prescribed by the Waikato Management School.
- The Postgraduate Diploma awarded will be endorsed in the subject in which at least 90 points are gained.
- If a candidate fails a paper or papers (worth not more than 30 points in total), he or she may repeat the paper or papers or take an alternative paper or papers with the same total points on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Diploma.

Award of Honours

- The Postgraduate Diploma may be awarded with Distinction.

Variations

- The Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies or delegated authority may vary or waive these regulations in individual cases.

Notes:

- A Postgraduate Diploma is not offered in this subject in 2023.*
- This Postgraduate Diploma is available only for completion purposes.*
- In addition to the admission requirements prescribed in section 2 of these regulations, candidates in this subject must meet additional criteria set out in [Part 2 of the Criteria for Admission to Particular Qualifications](#).*
- A Postgraduate Diploma is not offered in this subject from 1 July 2023.*

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Regulations for the Postgraduate Diploma in Design (PGDipDes)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Postgraduate Diploma must have
 - (a) qualified for the award of the degree of Bachelor of Design, awarded by the University of Waikato, or for a qualification considered by the Academic Board to be equivalent, or
 - (b) in exceptional circumstances, have produced evidence which satisfies the Academic Board that they have adequate training and ability to proceed to the Postgraduate Diploma programme.
3. Selection into the Postgraduate Diploma is on the basis of criteria approved for this purpose by the Academic Board.
4. The Academic Board may prescribe qualifying papers or additional work which must be completed either prior to completion or concurrently if it considers any candidate to be insufficiently prepared for the Postgraduate Diploma programme.

Requirements for the Postgraduate Diploma

5. The normal minimum period of enrolment for completion of the Postgraduate Diploma is one year.
6. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
7. Candidates must complete a specified programme as prescribed in the Design entry in the University of Waikato Catalogue of Papers, and must pass all papers on the first attempt.

Award of Honours

8. In accordance with criteria approved for this purpose by the Academic Board, the Postgraduate Diploma may be awarded with Distinction.

Variations

9. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Postgraduate Diploma in Information Technology (PGDipInfoTech)

This qualification is awarded jointly by the University of Auckland and the University of Waikato.

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Postgraduate Diploma must have
 - (a) been enrolled in the Master of Information Technology, and
 - (b) (i) passed papers with a total value of at least 60 points for that degree
and
(ii) been recommended for admission by the Pro Vice-Chancellor of the Division or delegated authority.
3. No candidate on whom the Degree of Master of Information Technology has been conferred may be permitted to apply for admission to the Postgraduate Diploma.

Requirements for the Postgraduate Diploma

4. Candidates must gain 120 points at 500 level or above.
5. The total enrolment for the Postgraduate Diploma must not exceed 150 points.
6. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
7. A candidate enrolled for the Postgraduate Diploma must pass 120 points from the papers,

excluding internship or project papers, as prescribed in the Computer Science entry in the University of Waikato Catalogue of Papers.

8. A candidate admitted to this programme must complete the University of Waikato Academic Integrity Module.

Award of Honours

9. The Postgraduate Diploma may be awarded with Distinction.

Variations

10. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Postgraduate Diploma in Psychology (Clinical) (PGDipPsych(Clin))

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Postgraduate Diploma must have
 - (a) either:
 - (i) completed, with a minimum of a B+ average, the degree of Bachelor of Arts with Honours, Bachelor of Science with Honours, or Bachelor of Social Sciences with Honours of the University of Waikato, or a Postgraduate Diploma in Psychology or a qualification considered by the Academic Board to be equivalent, or
 - (ii) demonstrated to the satisfaction of the Clinical Psychology Selection Committee that they have adequate academic skills, experience, and are aligned with the New Zealand Psychologist Board's practicing requirements under the Scope of Practice for trainee psychologists and
 - (b) demonstrated, to the satisfaction of the Clinical Psychology Selection Committee and the Head of School of Psychology that:
 - (i) they could meet the criteria for admission to register as clinical psychologists as defined by the New Zealand Psychologists Board, and their New Core Competencies for Practice of Psychology in New Zealand, The Code of Ethics and Best Practice Guidelines. or
 - (ii) they are suitable candidates with respect to:
 1. a Police vetting check,
 2. the Vulnerable Children's Act 2014, and
 3. the Vaccinations for Health Care Workers Policy.

Details of the selection and police vetting processes are available in the programme handbook and Clinical Psychology supplementary application forms.

3. Candidates for the Postgraduate Diploma must
 - (a) be concurrently enrolled in one of the degrees of Master of Arts, Master of Science, Master of Social Sciences, Master of Philosophy, or Doctor of Philosophy of the University of Waikato, in Psychology, or a qualification considered by the Academic Board to be equivalent, with a research topic approved by the Head of School of Psychology or delegated authority, and shall complete the requirements of the concurrent degree before being eligible for the award of the Postgraduate Diploma, or
 - (b) have completed one of the degrees of Master of Arts, Master of Science, Master of Social Sciences, Master of Philosophy or Doctor of Philosophy of the University of Waikato, in Psychology, or a qualification considered by the Academic Board to be equivalent, with a research topic approved by the Head of School of Psychology or delegated authority.
4. The admission of every candidate for the Postgraduate Diploma shall require the approval of the Head of School of Psychology.

Requirements for the Postgraduate Diploma

5. The normal minimum period of enrolment for completion of the Postgraduate Diploma is three years.
6. The requirements of the Postgraduate Diploma must be completed within eight full time consecutive years of first enrolling in the Postgraduate Diploma.
7. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study, including where appropriate, the concurrent programme of study for the Masters degree in clause 3(a).
8. Every candidate for the Postgraduate Diploma shall
 - (a) complete 140 points as prescribed in the [Psychology](#) entry in the University of Waikato Catalogue of Papers, including
 - (b) completing placement(s) and internship(s) in a setting approved by the Director of the Clinical Programme or delegated authority.
9. The University will endeavour to arrange placements which will allow a candidate to undertake the practical and placement work referred to in sections 8(b) of these regulations but cannot guarantee to make such arrangements in a given year. If an approved internship position cannot be arranged, placement of a student may be deferred, normally for a maximum of 12 months. As placements become available priority will be given to students for whom they have been deferred.
10. Every candidate must, before presenting themselves for the final examination for the Postgraduate Diploma, have satisfactorily completed the requirements of sections 8(b). The procedures and criteria for assessing the personal and professional competencies central to the satisfactory completion of the requirements referred to in sections 8(b) of these regulations shall

be as prescribed in the appropriate paper outlines.

11. A student may be withdrawn from the programme if:

- (a) they fail more than two of the clinical papers (PSYC521, PSYC522, PSYC523, PSYC524, PSYCH526, PSYCH527)
- (b) it is determined, by the Clinical Psychology Selection Committee, that they cease to meet the standards set out in the criteria for admission to register as a clinical psychologist as defined by the New Zealand Psychologist Board's Core Competencies for Practice of Psychology in New Zealand, The Code of Ethics and Best Practice Guidelines.

Variations

12. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Postgraduate Diploma in Teaching (PGDipTchg)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Postgraduate Diploma must have
 - (a) qualified for the award of a bachelors degree with at least a B grade average across the 300 level papers or for a qualification considered by the Academic Board to be equivalent, or
 - (b) qualified for the award of a bachelors degree with honours with at least second class honours (second division) or for a qualification considered by the Academic Board to be equivalent, or
 - (c) qualified for the award of a postgraduate diploma in a subject relevant to the Postgraduate Diploma in Teaching, or for a qualification considered by the Academic Board to be equivalent, and
 - (d) satisfied the prerequisites for graduate study in the subject(s) being presented, at levels considered appropriate by the Academic Board.
3. Candidates must be selected by the Division of Education as meeting the Teaching Council's selection criteria for Initial Teacher Education programmes.
4. Candidates for the secondary endorsement must have a body of knowledge, from levels 5-7 or higher on the New Zealand Qualifications Framework, in their entry qualification, that is relevant for teaching a particular secondary school subject.
5. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of the above section may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be

completed either prior to or concurrent with the PGDipTchg.

Requirements for the Postgraduate Diploma

6. The normal minimum period of enrolment for completion of the Postgraduate Diploma is one year and the requirements for the Postgraduate Diploma must be completed within two years of first enrolling in the Postgraduate Diploma for full-time enrolments and three years for part-time enrolments.
7. Candidates must enrol in the Division of Education and follow an approved programme of study.
8. In order to complete the requirements of the Postgraduate Diploma in Teaching, candidates must gain 150 points in papers at 500 level, as prescribed in the relevant entry in the University of Waikato Catalogue of Papers.
9. The Postgraduate Diploma will be awarded with one of the following endorsements:
 - Primary (PGDipTchg(Primary))
 - Secondary (PGDipTchg(Secondary))

Award of Honours

10. The Postgraduate Diploma in Teaching is not awarded with Honours.

Variations

11. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Regulations for the Postgraduate Diploma in the Practice of Psychology (PGDipPracPsych)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Postgraduate Diploma must have
 - (a) qualified for the award of the degree of Master of Applied Psychology from the University of Waikato or for a qualification considered by the Academic Board to be equivalent, and either
 - (i) specialised in the master's degree in the area of study of the proposed endorsement for the Postgraduate Diploma, or
 - (ii) satisfied the Head of the School of Psychology that they have undertaken sufficient graduate taught and research papers to undertake the proposed endorsement.
 - and
 - (b) demonstrated, to the satisfaction of the Programme Selection Committee that:
 - (i) they could meet the admission of the New Zealand Psychologists Board
 - (ii) they are suitable candidates with respect to:
 1. a Police vetting check,
 2. the Vulnerable Children's Act 2014, and
 3. the Vaccinations for Health Care Workers Policy.

Details of the selection and police vetting processes are available in the programme handbook and Clinical Psychology supplementary application forms.

3. Candidates must be in ongoing employment (paid or unpaid) in an organisation which provides

them with the opportunity to practice significantly in the area of study of the proposed endorsement for the Postgraduate Diploma.

4. Candidates must be accepted by the Head of the School of Psychology. Admission to the programme will depend in each individual case on
 - (a) the papers passed by the candidate for the master's degree and their relevance as qualifying papers, and
 - (b) evidence of the suitability of the candidate's current and ongoing employment, and
 - (c) the availability of suitable supervision.

Requirements for the Postgraduate Diploma

5. The normal minimum period of enrolment for completion of the Postgraduate Diploma is one year.
6. Candidates must enrol in the Division of Arts, Law, Psychology and Social Sciences and follow an approved programme of study.
7. In order to complete the requirements of the Postgraduate Diploma, candidates must
 - (a) gain 120 points in papers at 500 level, including any compulsory papers, as prescribed in the [Psychology](#) entry in the University of Waikato Calendar, and
 - (b) prior to completion of the qualification, produce evidence to the Chairperson of Psychology of having undertaken appropriate full-time practical work for a period equivalent to one year.
8. The Postgraduate Diploma will be awarded with one of the following endorsements:
 - Applied Behaviour Analysis (PGDipPracPsych(ABA))
 - Community Psychology (PGDipPracPsych(Comm))
 - Organisational Psychology (PGDipPracPsych(OrgPsych))¹

Variations

9. The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

Notes:

1. *There will be no new enrolments into this Postgraduate Diploma subject in 2023.*

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Regulations for the Postgraduate Diploma of Health Science (PGDipHSc)

1. The [Personal Programmes of Study Regulations](#) apply in these regulations.

Admission

2. Candidates for the Postgraduate Diploma must have
 - (a) qualified for the award of the degree of Bachelor of Nursing of the University of Waikato or a qualification considered by the Academic Board to be equivalent;
 - (b) demonstrated to the satisfaction of the Academic Board that they have adequate training, experience, and ability to proceed with the proposed programme, this would normally be demonstrated through being a practising health professional; and
 - (c) satisfied the prerequisites for graduate study in the subject(s) being taken for the Postgraduate Diploma.
3. In exceptional circumstances, based on academic merit and relevant experience, candidates who do not meet the requirements of section 2 of these regulations may be considered for admission subject to the completion of any qualifying papers the Academic Board may prescribe which must be completed either prior to or concurrently.

Requirements for the Postgraduate Diploma

4. The normal minimum period of enrolment for completion of the Postgraduate Diploma is one year.
5. Candidates must enrol in the Division of Health, Engineering, Computing and Science and follow an approved programme of study.
6. Candidates must gain 120 points at 500 level or above.

- Candidates must gain at least 90 points from the subject of Health Science, including any compulsory papers, as prescribed in the [Health Science](#) entry of the University of Waikato Catalogue of Papers.
- If a candidate fails a paper or papers (worth not more than 30 points in total), they may repeat the paper or papers or take an alternative paper or papers with the same total points on one occasion only. A candidate who fails a paper or papers worth more than 30 points in total will not be permitted to proceed with the Diploma.

Award of Honours

- The Postgraduate Diploma may be awarded with Distinction.

Variations

- The Pro Vice-Chancellor of the Division or delegated authority may vary or waive these regulations in individual cases.

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Associate Dean Māori

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Associate Dean Postgraduate

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Ahonuku/Associate Professors

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Sophie Nock BA(Hons) MA PGDipMPD PhD *Waik* RSA/Cambridge CELTA

Ngā Pūkenga Matua/Senior Lecturers

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Ēnoka Murphy BA(Hons) MMPD PhD *Waik*

Haki Tuaupiki BA(Hons) MA PhD *Waik*

Waikaremoana Waitoki BSocSc BSocSc(Hons) MSocSc PGDipPsych(Clinical) PhD *Waik*

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Finance and Analytics

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Deputy Director of Finance and Analytics

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Associate Professor E. Weymes BSc(Hons) *Leic* PhD *Cran*

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Assistant Director Collections, Discovery and Experience

Steve Donaldson GradDipTchg(Primary) Well DiplLS OpenPoly BA Otago

Pou Arahi

Hurihia McDonald BA BA(Hons) MAWaik

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Associate Director: Accommodation Pastoral Care

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In this section

The University of Waikato Delegation of Powers Statute

1. Title

This is the University of Waikato Delegation of Powers Statute 2014.

2. Date of effect

(1) This Statute is effective from 1 January 2014.

(2) This Statute supersedes the University of Waikato Delegation of Powers Statute 2012.

3. Definitions

In this statute:

Academic Board means the University of Waikato Academic Board established by the Council under schedule 11, clause 18 of the Education and Training Act 2020

Council means the Council of the University of Waikato established under section 271 of the Education and Training Act 2020

staff means staff employed by the University of Waikato.

4. Purpose

(1) The purpose of this Statute is to set out the powers of delegation that exist in the University of Waikato under the Education and Training Act 2020, as set out in various policies, codes, regulations, committee constitutions and terms of reference, employment agreements and separate agreements made between the relevant parties.

(2) The powers of the Council and the Vice-Chancellor to delegate under this Statute are subject to the provisions of the Education and Training Act 2020

5. Delegations by the Council

- (1) The Council may from time to time delegate any of its functions or powers to the Vice-Chancellor or to a committee.
- (2) The Academic Board is established by the Council under schedule 11, clause 18 of the Education and Training Act 2020 to exercise powers delegated to it by the Council.
- (3) A delegation by the Council does not affect or prevent the performance of any function or the exercise of any power by the Council or affect the responsibility of the Council for the actions of the Vice-Chancellor or any committee under the delegation.

6. Delegations by the Vice-Chancellor

- (1) The Vice-Chancellor may from time to time delegate any of his or her functions or powers to the Academic Board.
- (2) The Vice-Chancellor may also from time to time delegate any of his or her functions or powers to staff, either
 - (a) as set out in the relevant employment agreements
 - (b) in separate agreements made with staff from time to time
 - (c) through the establishment of advisory committees to the Vice-Chancellor
 - (d) through the determination of codes, policies and regulations.
- (3) Where the function or power was originally delegated to the Vice-Chancellor by the Council, a delegation by the Vice-Chancellor under section 6(1) or (2) above is subject to the prior approval of the Council.
- (4) A delegation by the Vice-Chancellor does not affect or prevent the performance of any function or exercise of any power by the Vice-Chancellor, or affect the responsibility of the Vice-Chancellor for the actions of any staff member or committee under the delegation.

7. Delegations by the Academic Board and other committees

Where the Council or the Vice-Chancellor has delegated any functions or powers to the Academic Board or another committee, the Academic Board or other committee may, subject to the prior approval of the Council or the Vice-Chancellor, as the case may be, delegate those functions or powers to

- (a) a sub-committee, or
- (b) a staff member.

8. Details of Delegations

- (1) Delegations by the Council to the Vice-Chancellor are as set out in the Council's [Governance and Management Guidelines](#).
- (2) Delegations of functions and powers by the Council and the Vice-Chancellor to committees of the University, and by those committees to staff, are as set out in the constitutions and terms

of reference of those committees and published in the University of Waikato Committee Directory on the [Committees](#) page.

- (3) Delegations by the Council, the Academic Board and other committees and by the Vice-Chancellor through the determination of codes and policies are as set out in the provisions of those codes and policies and published in the [University of Waikato Official Information](#).
- (4) Delegations by the Vice-Chancellor to staff through the determination of regulations are as set out in the provisions of those regulations and published in the [University of Waikato Calendar](#).

9. Power to alter or revoke

The particular delegations made under this Statute may be altered or revoked at any time by the party that made that delegation at its sole discretion.

10. Reporting Requirements

- (1) The reporting requirements relating to the relevant delegated functions and powers are as set out in the particular policies, codes, regulations, committee terms of reference and staff agreements, and must be followed.
- (2) If no such reporting requirements exist, the staff member or committee to whom a function or power has been delegated must report as instructed by the party that delegated it.

11. Monitoring

- (1) Responsibility for monitoring the performance of functions and exercise of powers by the Vice-Chancellor under delegation by the Council rests with the Council.
- (2) Responsibility for monitoring the performance of functions and exercise of powers by staff under delegation by the Vice-Chancellor rests with the Vice-Chancellor.
- (3) The Assistant Vice-Chancellor (Executive) is responsible for ensuring that
 - (a) the University's committee framework provides for systematic reporting by committees against their delegated functions and powers as required in their terms of reference, and by staff to whom delegations have been made by those committees
 - (b) a programme of systematic monitoring of policy and regulatory compliance is in place in accordance with delegations of powers set down in the University's policy and regulatory frameworks.

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Personal Programmes of Study Regulations

These regulations apply to candidates beginning their studies in 2022. Candidates who first enrolled in a qualification prior to 2022 are eligible to complete that qualification either under the regulations which applied at the time of first enrolment or the regulations which apply at the time of re-enrolment. Candidates who are resuming their studies for a qualification after an extended absence are advised to consult the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies concerned at the time of re-enrolment regarding the requirements for completion. However, where there have been significant changes in the structure of a qualification or content of the major or specified programme during the candidate's absence, the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies may prescribe a specific programme of study which will be deemed to satisfy the requirements for completion of the qualification.

1. **Title**

These are the Personal Programmes of Study Regulations 2012.

2. **Date of effect**

These regulations are effective from 1 January 2013.

3. **Delegation of powers**

The powers and authority of the Academic Board referred to in these regulations have been delegated in certain matters under the [Delegation of Powers Statute 2014](#).

4. **Definitions**

In these regulations

paper means a segment of work in a particular subject and is identified by means of a unique code number. Papers are delivered through lectures, tutorials, practicals and such other coursework as may be required by the department concerned

programme of study means the selection of papers taken by a candidate in any one academic year for a particular qualification

equivalent papers are in effect the same papers, one of which was taught in the past with a different paper code

restricted papers share a significant amount of common content. Candidates may therefore receive credit for only one of the papers listed. Restricted papers may not necessarily be used to satisfy prerequisite or corequisite requirements

a **prerequisite** must be passed before a candidate may enrol in the paper for which the prerequisite is specified. (A paper for which a Restricted Pass (RP) has been awarded will not be accepted as meeting the prerequisite requirements for any other paper unless the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies in which the other paper is offered approves otherwise)

a **corequisite** must be taken either prior to or concurrently with the paper for which the corequisite is specified

internal assessment means all or some of the following: essays, assignments and reports of various kinds, practical work, work in tutorials and/or seminars and tests

a **field** means a general area of academic study that includes a number of related subjects

a **subject** is a grouping of papers with a common academic theme, defined in terms of the listings under individual subject headings in the University of Waikato [Catalogue of Papers](#). A department may offer more than one subject

a **major** means a principal area of study a candidate has chosen for a bachelors degree and is selected from those listed in the relevant degree regulations. A candidate is required to take a defined and substantial number of papers in the major at a range of levels up to and including 300 or 400 level

a **minor** means an additional subject to the major and is a requirement of some bachelors degrees

a **supporting subject** means an additional subject to the major, usually of at least 60 points in a single minor subject

a **specialisation** means a recognised pathway within a qualification or major which provides an area of focus within the qualification or major

points is the term used to express the student workload of a paper or programme. A normal full-time academic year comprises 120 points or 1.0 EFTS (Equivalent Full-time Student)

5. Application

These regulations apply to undergraduate certificates, undergraduate diplomas, bachelors degrees, bachelors with honours degrees, graduate certificates, graduate diplomas, postgraduate certificates, postgraduate diplomas, masters degrees and individual paper credits.

6. Admission and re-entry

(1) In order to be eligible to be enrolled at the University of Waikato, candidates must meet the

requirements of Section 255 of the Education and Training Act 2020.

- (2) The criteria for admission to the University of Waikato in a given year are determined by the Council and are set out in the [Admission Statute 2016](#).
- (3) The criteria for admission to a particular qualification in a given year are determined by the Academic Board and are set out in the [Criteria for Admission to Particular Qualifications](#) and the qualification regulations.
- (4) To ensure that a candidate is adequately prepared for a graduate qualification, the Academic Board will require relevant papers in the relevant subject or subjects of the qualifying bachelors degree to have been passed at grades which it deems appropriate.
- (5) Candidates are usually required to have majored in their bachelors degree in the main subject to be presented for a graduate degree. This requirement may be waived in cases where no more than one or two papers in a given subject are proposed to be incorporated into the candidate's graduate degree.
- (6) In exceptional circumstances, based on academic merit, candidates who have no more than 30 points left to complete the requirements of a qualifying degree may be permitted to enrol in a graduate degree, provided that they have completed all of the requirements of the major or main subject of the qualifying degree. The graduate degree will not be deemed to have been completed until the qualifying degree has also been completed.
- (7) The Academic Board may approve limitations on enrolment for programmes or papers due to insufficiency of staffing or resources. Limitations and the criteria for selection are published in the [Limitations Statute](#).
- (8) A candidate who has been awarded a particular qualification in one major or subject may only be re-admitted to the same qualification in another major or subject.
- (9) The criteria for re-entry for returning students are determined by the Academic Board and are set out in Part 3 of the [Criteria for Admission to Particular Qualifications](#).
- (10) In addition, the Academic Board may decline to re-enrol a candidate whose progress during the preceding year or years has not been to the satisfaction of the Academic Board.

7. Enrolment in a programme of study

- (1) The Academic Board may prescribe qualifying or additional papers which must be passed by a candidate either prior to, or concurrently with, the minimum requirements for a qualification. Qualifying or additional papers may be required if the candidate is considered by the Academic Board to be inadequately prepared in a core subject area.
- (2) Enrolment in a programme of study or paper is subject to the approval of the Academic Board. Such approval will be determined on the basis of the candidate's academic background as well as staffing and resources.
- (3) The personal programme of study of every candidate is subject to the approval of the Academic Board.
- (4) The papers for qualifications and their prescriptions are defined in the University of

Waikato [Catalogue of Papers](#). Before enrolling for a paper, candidates must meet any requirements specified in the relevant prescription unless approved otherwise by the Academic Board.

- (5) Particular regulations governing qualifications may be varied or waived by approval of the Academic Board.

8. **Maximum student workload**

- (1) The normal maximum full-time student workload for an academic year (excluding C trimester) is 120 points.
- (2) For the purposes of calculating workload, a paper that runs for the duration of two full trimesters has a workload equivalent to half of its points value during each of the trimesters in which it is taught.
- (3) The normal maximum full-time student workload for C trimester is 45 points.
- (4) Approval of the Academic Board is required for a candidate to enrol in a programme of study which has a workload equivalent to more than the normal maximum full-time workload.

9. **Completion of a qualification**

- (1) The minimum requirements for the completion of a qualification are defined in the relevant regulations.
- (2) With the approval of the Academic Board, a candidate may be permitted to complete the requirements of a qualification in less than the minimum period of enrolment prescribed in the relevant regulations. Approval will depend on the candidate's academic record and on the availability of suitable teaching and supervision arrangements.

10. **Eligibility for Honours or Distinction**

In order to qualify for Honours or Distinction in a particular qualification, a candidate may be required to complete the requirements within a prescribed time period of first enrolling for the qualification.

11. **Dissertations and theses**

- (1) The [Dissertations and Theses Regulations 2020](#) governing the presentation of dissertations and theses apply in these regulations and any dissertation or thesis required for a graduate qualification must be presented in accordance with these regulations.
- (2) Enrolment in a dissertation or thesis, or a qualification which requires the completion of a dissertation or thesis, is subject to the availability of a suitable supervisor for the dissertation or thesis.
- (3) For dissertations and theses, one or more supervisors will be appointed by the Academic Board. If the chief supervisor is also an examiner of the dissertation or thesis, at least one other examiner (who is not also a supervisor) will be appointed.
- (4) A dissertation or thesis must embody the results obtained by the candidate in an investigation

relating to some branch of the subject or subjects being presented, or, with the approval of the Academic Board, shall take some other form proposed by the candidate's supervisors and approved by the relevant Head of School or Dean concerned. The chief supervisor or sole supervisor will be required to certify that the dissertation or thesis embodies the candidate's own work carried out under the supervisor's direct supervision.

- (5) Dissertations and theses are assessed in terms of the points value they represent.

12. **Date for submission of dissertations, theses and research reports**

- (1) The deadline for the submission of any dissertation or research report will be 4.00pm on the last working day of the paper occurrence which completes the candidate's enrolment in the total points required for the dissertation or research report.
- (2) The deadline for the submission of any thesis will be 11.59pm on the last day of the paper occurrence which completes the candidate's enrolment in the total points required for the thesis.
- (3) Candidates who expect that they will not submit their dissertation, thesis or research report by the due date may apply to the relevant Head of School or Dean or delegated authority for an extension of time without the requirement for re-enrolment, provided that the application for an extension is lodged prior to the deadline for submission.
- (4) Extensions will not normally be awarded for periods of more than 21 days beyond the relevant due date.
- (5) Candidates who do not submit their dissertation, thesis or research report by the due date, and who have not applied for and been awarded an extension, will be required to re-enrol for a minimum period to be determined by the relevant Head of School or Dean or delegated authority and will be liable for a further payment of tuition and any other fees and charges for the period of re-enrolment.

13. **Resubmission of dissertations and theses**

- (1) A dissertation or thesis for a graduate qualification that receives a narrow fail may be returned to the candidate with the offer of an opportunity to revise and re-submit. The decision to offer such an opportunity is at the discretion of the relevant Head of School or Dean and is based on a number of factors, including the likelihood that the revision will be successful, and the availability of suitable supervisors and examiners.
- (2) An offer by a Head of School or Dean under subsection 13(1) of these regulations will be in writing, and any conditions attached to the offer will be explicit. The period allowed for the revision will be no more than the equivalent of one trimester and the deadline for submission will be prescribed. If the offer to revise and submit is accepted, the candidate will be eligible to receive a maximum grade of C and, in the case of a masters degree, will not be eligible for the award of Honours.
- (3) A candidate's acceptance of an offer to revise and re-submit and associated conditions must be in writing. The candidate must then re-enrol for the equivalent of one trimester and pay fees accordingly. For administrative and fees purposes, the candidate will enrol for the

particular enrolment period in which the deadline for re-submission falls.

- (4) A 'provisional fail' is recorded against the first dissertation or thesis enrolment for the period of revision. The 'provisional fail' grade is replaced by a final grade (either a fail grade or a C grade, depending on the outcome), after the revision and re-examination processes are concluded.
- (5) The opportunity to revise and re-submit a particular dissertation or thesis may be offered to a candidate only once.

14. **Credit - transfer credit and cross credit**

- (1) **Transfer credit** means credit towards a University of Waikato qualification for papers passed at another tertiary institution.
- (2) **Cross credit** means credit towards a University of Waikato qualification for papers passed towards another University of Waikato qualification.
- (3) A candidate who has passed papers at an appropriate level at the University of Waikato or another tertiary institution may apply for credit in respect of those papers towards a University of Waikato qualification.
- (4) Applications for credit must be submitted on the online qualification application, together with the prescribed fee.
- (5) Applications for credit from another institution must be accompanied by a verified copy of an academic record. If the original document is not in English, the academic record must be accompanied by an official English translation of the record. The University reserves the right to request an original copy of an academic record.
- (6) The policy on the level and amount of credit which may be awarded from a completed qualification is determined by the Academic Board and is set out below:
 - (a) Credit from a completed qualification is normally only available towards a bachelors degree.
 - (b) Credit is not normally awarded from a completed graduate or postgraduate qualification.
 - (c) Credit from a completed qualification will normally be limited to no more than one third of the completed qualification.
 - (d) Credit towards a University of Waikato bachelors degree from a completed qualification will normally be limited to no more than one third of the University of Waikato degree. For the purposes of this regulation, one third of a bachelors degree is considered to be 120 points at 100 and 200 levels, including a maximum of 60 points at 200 level. Where appropriate, the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies may, at their discretion, permit 20 further points at 100 or 200 level to be credited towards a four-year bachelors degree where the Pro Vice-Chancellor of the relevant Division or the Dean of Faculty of Māori and Indigenous Studies deems a paper to be relevant to the candidate's programme of study.
 - (e) Credit will not normally be awarded for 300 or 400 level papers required for a major in an

undergraduate degree.

- (f) No paper may count towards more than two qualifications.
- (7) The decision to award credit in individual cases will be made by the Pro Vice-Chancellor of the relevant Division or the Dean of Faculty of Māori and Indigenous Studies.
- (8) In making decisions on credit, the Pro Vice-Chancellor of the relevant Division or the Dean of Faculty of Māori and Indigenous Studies will consider the relevance and level of the papers completed, the regulations of the University of Waikato qualification concerned, and the credit guidelines maintained by the Student Services.
- (9) Regardless of the total number of papers which an applicant has passed at other institutions, the total credit awarded will not be more than half of the total requirement of the University of Waikato qualification concerned, unless this is approved under subsections 14(10) or 14(11) of these regulations.
- (10) In individual cases, the Pro Vice-Chancellor of the relevant Division or the Dean of Faculty of Māori and Indigenous Studies or delegated authority may vary subsection 14(9) of these regulations and award credit for up to two thirds of the University of Waikato qualification concerned.
- (11) In individual cases, the Education Committee, under delegated authority of the Academic Board, may award credit for more than two thirds of a University of Waikato qualification, or for more than half of an undergraduate degree that includes 300 and/or 400 level papers for a major.
- (12) Applicants wishing to appeal a Pro Vice-Chancellor's or the Dean of the Faculty of Māori and Indigenous Studies decision on credit may apply to the Director of Student Services.
- (13) The consideration of an appeal will involve the Pro Vice-Chancellor or the Dean of the Faculty of Māori and Indigenous Studies concerned being requested to reconsider the decision. Further appeals against the outcome of a reconsideration will be referred to the Education Committee for consideration on behalf of the Academic Board.
15. **Completion of a University of Waikato qualification at another New Zealand university**
A candidate who, based on the assessment of the Pro Vice-Chancellor of the relevant Division or the Dean of Faculty of Māori and Indigenous Studies, has completed the major part of a qualification at the University of Waikato and then moved to another district may, in some cases, complete the University of Waikato qualification by taking the remaining papers at another university in New Zealand. Prior approval of the specific papers, in writing, must be obtained from the Director of Student Services of this University and the prescribed charge paid. The candidate must advise the Registrar of the other university of the purpose of the enrolment and the papers concerned must be taken on a Certificate of Proficiency (COP) basis at that university. The candidate's academic record will not be transferred.
16. **Completion of a qualification of another New Zealand university at the University of**

Waikato

A candidate who has completed the major part of a qualification at another New Zealand university may, in some cases, be permitted by that university to complete the qualification by passing specified papers at the University of Waikato. Any such approval must be given in writing by the 'home' university and the candidate will take the papers concerned on an Individual Paper Credit (IPC) basis at the University of Waikato. The candidate's academic record will not be transferred.

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In this section

Higher Degree Complaints and Appeals Regulations

Date of effect

1. These regulations are effective from 28 July 2021

Higher Degrees

2. These regulations apply to the following higher degrees:
 - Master of Philosophy (MPhil)
 - Doctor of Education (EdD)
 - Doctor of Health Science (DHSc)
 - Doctor of Juridical Science (SJD)
 - Doctor of Musical Arts (DMA)
 - Doctor of Philosophy (PhD)

Complaints

3. A candidate for a higher degree who has a concern about supervision or any other aspect of their candidature (other than in relation to enrolment for the degree or its examination, see clause 9(d) of these regulations) is encouraged, in the first instance, to seek a resolution by raising the matter informally with a supervisor or other relevant staff member (e.g. the relevant Head of School or equivalent or Associate Dean Postgraduate or equivalent).
4. Where it has not been possible to resolve a concern informally, the candidate may make a formal complaint to the Chairperson of the Postgraduate Research Committee.
5. A complaint under clause 4 of these regulations must be made in writing and include an appropriately detailed explanation of the concern, together with supporting evidence if available.

6. The Chairperson of the Postgraduate Research Committee must consider the complaint in accordance with the principles of natural justice, and must ensure that all parties of the complaint are accorded the full benefit of those principles.
7. The process may include meetings with the complainant and/or relevant staff; where meetings are held, the parties may, if they wish, be accompanied by a support person.
8. A decision by the Chairperson of the Postgraduate Research Committee with respect to a complaint made under clause 4 of these regulations must be notified in writing to the candidate within 21 calendar days of receipt of the complaint.

Appeals

9. An applicant or candidate for a higher degree
 - (a) who has met the minimum requirements for admission, and for whom there is appropriate supervision available, but whose application for conditional enrolment is declined, or
 - (b) who has been accepted for conditional enrolment but whose subsequent application for confirmed enrolment has been declined, or
 - (c) who wishes to appeal a decision by the Chairperson of the Postgraduate Research Committee made under clause 8 of these regulations, or
 - (d) who wishes to appeal a decision by the Dean of Te Mata Kairangi School of Graduate Research or the Postgraduate Research Committee in relation to their enrolment for the degree or in relation to it examinationmay appeal the decision to the Research Committee.
10. An appeal under clause 9 of these regulations must be made in writing and include a statement of the circumstances of, and grounds for, the appeal, together with supporting evidence if available, and be submitted to the Secretary to the Research Committee not more than 21 calendar days from the date of notification of the decision.
11. Where an appeal is made under clause 9 of these regulations, the Research Committee may delegate authority to hear and decide on the appeal on its behalf to a sub-committee comprising
 - (a) the Chairperson of the Research Committee (or nominee), and
 - (b) two members of the Research CommitteeThe Chairperson of the Research Committee must ensure that none of those considering the appeal was a party to the original decision.
12. A decision by, or on behalf of, the Research Committee on an appeal made under clause 9 of these regulations must be notified to the applicant or candidate in writing, and is final.

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In this section

Student Complaints Procedures

Preamble

Consistent with its commitment to excellence, the University has adopted these procedures to assist both students and staff in the resolution of student concerns and complaints constructively, quickly and fairly.

Where minor concerns arise, students are encouraged to take a common-sense approach and raise them directly with the relevant staff, paper convenor or Dean or Head of School or equivalent with the aim of resolving them at the lowest possible level and without undue formality. However, where informal discussions have not yielded a satisfactory resolution, or where the matter is more serious, the following procedures provide for a more formal process to be pursued.

Complaints considered through these procedures will be monitored and reviewed to enable the University to continually improve processes and services in support of student learning.

Student and staff rights and responsibilities in relation to these procedures are set out in the appendix.

Procedures

1. Definitions

In these procedures

complaint means a written statement submitted by a student about a matter that requires formal consideration by the University under the terms set out in these procedures

natural justice means the right to have a decision made by an unbiased decision-maker who observes fair and impartial procedures.

student means a person enrolled at the University of Waikato.

2. Application and scope

- (1) Subject to subsection (2), these procedures apply to complaints about any aspect of the teaching and learning process and the broad provision made by the University to support that process.
- (2) These procedures may not be used
 - (a) where the complaint can be dealt with under the [Higher Degree Appeals and Complaints Regulations](#), [Student Discipline Regulations](#) or the [Assessment Regulations](#) , or
 - (b) to challenge the academic judgement of examiners.
- (3) Depending on the nature of the complaint, these procedures should be read in conjunction with the [Staff Code of Conduct](#), the [Code of Student Conduct](#), and the [Education \(Pastoral Care of Tertiary and International Learners\) Code of Practice 2021](#) .
- (4) No action will be taken on complaints that are anonymous, frivolous, vexatious or not made in good faith.
- (5) A complainant must be able to demonstrate that the complaint is brought without malice and is based on evidence that the complainant honestly and reasonably believes to be substantially true. Those responsible for resolving complaints under these procedures must take all reasonable steps to ensure that the complainant is protected against any subsequent recrimination or victimisation.
- (6) Students and staff involved in the consideration of complaints have various rights and responsibilities, which are outlined in the appendix to these procedures.

3. Informal resolution of concerns

- (1) Before making formal written complaints, students are encouraged to seek a resolution to any concerns by raising and discussing them informally with the relevant staff member who is most directly associated with the matter.
- (2) A staff member with whom a concern is raised by a student is expected to deal with the matter in an open and professional manner and to take reasonable and prompt action to try to resolve it informally.
- (3) A student who is uncertain about how to seek informal resolution of a concern is encouraged to seek advice from the [Waikato Students' Union Student Support and Advocacy Service](#).

4. Formal complaints procedures

- (1) Where it has not been possible to resolve a concern informally, a student may make a formal complaint.
- (2) A student who wishes to make a formal complaint must submit it in writing, accompanied by evidence, through [My Waikato](#) addressed to the Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent responsible for the area in which the action or matter that has given rise to the complaint occurred or, if requested to be considered under the Tikanga Māori procedure set out under section 5 of these procedures, to the Deputy Vice-Chancellor

Māori; if the complaint is about a Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent, it must be submitted to the Senior Deputy Vice-Chancellor.

- (3) The written complaint must be submitted within three months of the occurrence of the action or matter that has given rise to the complaint unless the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent agrees to receive it beyond this timeframe.
- (4) The Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent who receives a student complaint must acknowledge it in writing as soon as practicable (normally within three working days). They must create and maintain a file of all documentation in relation to the consideration of the complaint.
- (5) The Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent must consider the complaint in accordance with the principles of natural justice and must ensure that all parties to the complaint are accorded the full benefit of those principles.
- (6) The process of consideration may include meetings with relevant staff, students and the complainant. Where meetings are held, the parties may, if they wish, be accompanied by a support person.
- (7) The Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent may refer a matter to the Police if they believe that a crime has been committed and may suspend consideration of a complaint until such time as any associated Police matter has been concluded.

5. **Tikanga Māori**

- (1) The spirit of tikanga is to seek resolutions to complaints in a Māori way that encourages a facilitated open exchange of views in order to achieve a resolution that is agreed by all the parties involved.
- (2) A complaint may only be addressed through the Tikanga Māori process if
 - (a) the complainant, and
 - (b) the person answering the complaint, and
 - (c) the Deputy Vice-Chancellor Māoriagree to the arrangements determined under subsection (3).
- (3) The Deputy Vice-Chancellor Māori is responsible for determining the arrangements for the Tikanga Māori process after discussion with the parties and for informing the parties of the nature and implications of the process.
- (4) If, at any time after having agreed to the arrangements determined under subsection (3) the complainant or the person answering the complaint wish to withdraw from the Tikanga Māori process, they may do so only with the agreement of all other parties listed under subsection (2); in such cases, the complaint will be referred to the Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent responsible for the area in which the action or matter that

has given rise to the complaint occurred; if the complaint is about a Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent it will be referred to the Senior Deputy Vice-Chancellor.

- (5) Under the Tikanga Māori process a resolution is negotiated by the complainant and the person answering the complaint.
- (6) The process is facilitated by the Deputy Vice-Chancellor Māori, assisted by a tikanga panel appointed by the Deputy Vice-Chancellor Māori.
- (7) A resolution negotiated by the complainant and the person answering the complaint is final; there is no right of appeal.
- (8) Section 6, subsections (1) and (2) and section 7 of these procedures do not apply to complaints addressed under the Tikanga Māori process.

6. Resolution of complaints

- (1) The Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent must make a decision in relation to the complaint and notify their decision to the parties, in writing, as soon as practicable (normally within 28 days of receiving the complaint).
- (2) When the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent notifies the parties of their decision they must include information on the relevant provision for appeal.
- (3) If the complaint involves a University process or service and if, in the opinion of the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent the complaint has substance, the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent may arrange for the relevant process or service to be reviewed with a view to preventing a recurrence and ensuring continued improvement.
- (4) If the complaint involves a breach of the [Staff Code of Conduct](#) and if, in the opinion of the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent the complaint has substance, the Senior Deputy Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent may refer the matter to the Director of People and Capability for consideration of formal disciplinary action.

7. Appeals

- (1) A complainant or a person who was the subject of a complaint may appeal to the Senior Deputy Vice-Chancellor against any decision taken by a Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent under section 6 of these procedures.
- (2) If the original complaint was addressed to the Senior Deputy Vice-Chancellor under section 4(2) of these procedures, any appeal of that decision must be made to the Vice-Chancellor. That appeal will be considered and decided by the Vice-Chancellor or their nominee in accordance with appeal processes consistent with these procedures.
- (3) An appeal may only be made on one or more of the following grounds:

- (a) that the process used for addressing the complaint was unfair
 - (b) that the decision reached was manifestly at odds with the evidence
 - (c) that the remedy imposed was manifestly at odds with the misconduct
 - (d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process that could have had a material effect on the outcome.
- (4) The appeal must be submitted in writing within 28 days of the date of the letter notifying the decision.
 - (5) The Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee will consider the relevant documentation and evidence and may, at their discretion, consult the Pro Vice-Chancellor, Deputy Vice-Chancellor, Director or equivalent who made the decision. The Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee may also interview any parties to the complaint.
 - (6) If they determine that the complaint process has been conducted in accordance with these procedures and the outcome is appropriate, the Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee may dismiss the appeal. Subject to subsections (8) and (9), the decision of the Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee under this section is final.
 - (7) The Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee will notify their appeal decision in writing to the parties as soon as practicable.
 - (8) When they notify the parties of the appeal decision, the Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee will inform the parties of the [Ombudsman's](#) role in relation to complaints about government organisations (including universities) that affect people in their personal capacities, the [New Zealand Qualifications Authority's](#) grievance procedures available to students under the [Education \(Pastoral Care of Tertiary and International Learners\) Code of Practice 2021](#) , and the [iStudent Complaints](#) financial or contractual dispute resolution service available to international students as relevant.
 - (9) The Senior Deputy Vice-Chancellor or the Vice-Chancellor or their nominee will inform any staff member who is dissatisfied with a student complaint process of the steps available to them under the University's [Procedure for Resolving Employment Relationship Problems and Personal Grievances](#).
8. **Confidentiality**
- All processes and decisions under these procedures are confidential to the parties and staff directly involved.

Appendix

Rights and Responsibilities of Parties to a Student Complaint

Parties to a student complaint have the **right** to

- be treated with courtesy at all times
- a fair and timely investigation process in accordance with the principles of natural justice
- express their points of view without fear of recrimination
- be advised in writing of all decisions made in relation to the complaint
- appeal the outcome
- in the case of staff members, avail themselves of the [Procedure for Resolving Employment Relationship Problems and Personal Grievances](#).

Parties to a student complaint have a **responsibility** to

- treat all parties with courtesy at all times
- respect the points of view of others
- respect the rights of all parties to the complaint with respect to confidentiality
- in the case of the complainant, ensure that the complaint is made in good faith and complies with the requirements of the Student Complaints Procedures
- provide full and accurate information to the person investigating the complaint
- not take any action that may prejudice the situation or be regarded as an act of recrimination against any other party.

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[In this section](#)

Student Discipline Regulations

On this page

[Part 1: General](#)

[Part 2: Authorities](#)

[Part 3: Procedures for Making, Investigating and Resolving Complaints of Student Misconduct](#)

[Part 4: Provisions for Appeal](#)

[Part 5: Reporting](#)

Preamble

At the time they enrol, students are required to agree to abide by the regulations of the University of Waikato as published in the University of Waikato Calendar. The Student Discipline Regulations provide the framework for addressing alleged breaches of University regulations by students and for applying penalties where breaches are substantiated.

Members of the University community are entitled to operate and interact in an environment of safety and respect. It is expected that students will act with integrity and demonstrate respect for others.

If differences and disputes arise between members of the University community, it is expected that they will attempt to resolve such conflicts reasonably and co-operatively. Discipline procedures should be used only where other methods of resolving conflicts have been ineffective or would be inappropriate.

It is the policy of the University that all discipline procedures conform to the principles of natural justice. The procedures in these regulations have been adopted to safeguard the rights of individuals in this respect.

Student Discipline Regulations 2020

Part 1

General

1. Title

These are the Student Discipline Regulations 2020.

2. Date of effect

These regulations are effective from 2 December 2020.

3. Purpose

The purpose of these regulations is to:

- (a) define student misconduct
- (b) explain procedures for making, investigating and resolving complaints of student misconduct, and
- (c) set out the penalties that may be applied where misconduct by a student is substantiated.

4. Application

- (1) These regulations apply to the conduct of students while they are enrolled as students of the University of Waikato.
- (2) For the purpose of these regulations, the period during which a student is deemed to be enrolled as a student is defined as:
 - (a) the period in a given year from (inclusively) the Monday of the start week of the paper in the student's programme of study that starts earliest in that year, to the Sunday of the end week of the paper that ends last
 - (b) any orientation period immediately prior to the start week of the student's programme of study in a given year, and
 - (c) any period in which the student is a resident of University of Waikato student accommodation.
- (3) The processes for dealing with complaints of misconduct may extend beyond the period defined in subsection (2).
- (4) These regulations apply to the conduct of students:
 - (a) on any property or in any facility owned or managed by the University (including the halls of residence)
 - (b) in the context of a University activity regardless of geographic location
 - (c) where the conduct is related directly to the student's status as a student
 - (d) where the conduct has harmed or has the potential to harm unfairly another member of

the University community, or

(e) where the conduct has harmed or has the potential to harm unfairly the reputation of the University.

(5) A student against whom a complaint of misconduct is made, either by a member of the University community or another person, is subject to the discipline procedures set down in these regulations.

(6) All authority under these regulations must be exercised in accordance with the principles of natural justice.

5. Misconduct

(1) A student commits misconduct if they:

- (a) commit a serious breach of the obligation, shared by staff and other members of the University community, to act towards others reasonably, courteously, considerately and with good faith
- (b) behave in a manner that significantly impedes or subverts the efficient functioning of the University in accordance with its statutory role
- (c) behave in a manner that discredits, or has the potential to discredit, the University
- (d) behave in a manner that constitutes physical, psychological, sexual or racial assault, harassment, discrimination or bullying of any person
- (e) breach any regulation published in the University of Waikato Calendar
- (f) fail to comply with any reasonable and lawful policy or instruction approved and notified by the Vice-Chancellor, Council, Academic Board, or delegated authority of the Vice-Chancellor, Council or Academic Board
- (g) use University property, resources or funds for other than authorised purposes
- (h) incur liability on the part of the University without authorisation
- (i) behave in a manner that is likely to harm unfairly the reputation or professional prospects of another student or a member of staff
- (j) behave in a manner that jeopardises the health or safety of another person
- (k) knowingly mislead the University in any significant matter
- (l) encourage, assist, or procure a person to commit misconduct, or
- (m) otherwise breach the [Code of Student Conduct](#).

6. Definitions

In these regulations:

bullying means unreasonable behaviour, repeated over time, which is deliberate and intended to humiliate, undermine or otherwise have a detrimental effect on the recipient(s) and/or pose a

risk to their health and safety even though it may not be unlawful

class means a lecture, tutorial, laboratory, workshop, practical session, practicum session, placement session, field trip or any other type of learning activity delivered or supervised by a staff member, including those conducted online

discrimination means conduct that results, or is likely to result, in less favourable treatment, or creates, or is likely to create, a less favourable environment, for a person or group of people on any of the prohibited grounds set out in [section 21](#) of the [Human Rights Act 1993](#) or on any other grounds

harassment means any unwelcome comment, conduct or gesture that is insulting, intimidating, humiliating, malicious, degrading or offensive. It might be repeated or an isolated incident that adversely affects someone's performance, contribution or work environment. It can include physical, degrading or threatening behaviour, abuse of power, isolation, discrimination, sexual harassment and racial harassment. It is behaviour that is unwanted by the recipient even if the recipient does not tell the perpetrator that the behaviour is unwanted. It may be unintentional

internal assessment means the portion of the assessment for a paper that is assigned, supervised and marked internally within the relevant Division or the Faculty of Māori and Indigenous Studies; it may include assignments, practical work, work in tutorials, seminars, written or oral tests, recitals, performances or attendance requirements

natural justice means the right to have a decision made by an unbiased decision-maker who observes fair and impartial procedures

programme of study means the selection of papers applied for or taken by a student in any one academic year for a particular qualification

student means a person enrolled at the University of Waikato

summary jurisdiction means a process for dealing with a complaint of misconduct, where a designated person has authority, individually, to obtain and hear evidence, arrive at a judgement and, within the terms of that authority as defined in these regulations, impose a penalty

University means the University of Waikato

University of Waikato student accommodation means a hall of residence (Bryant Hall, College Hall, Orchard Park and Student Village), apartment or other student accommodation operated by the University, and homestay accommodation facilitated by the University.

7. Annotation of grades

Where a student is refused credit for a paper as a whole as a penalty for misconduct, an NC (No Credit)

grade will be awarded for that paper.

Part 2 Authorities

8. General

(1) Unless otherwise specified under Part 3 of these regulations, authorities may determine their

own procedures for hearing and deciding complaints of misconduct, provided that they conform to the principles of natural justice, and may issue procedural directions.

- (2) Authorities may suspend consideration of a complaint of misconduct until such time as any associated Police matter has been concluded.

9. Authority of staff for discipline in classes

A staff member delivering or supervising a class may dismiss from it, for its duration, any student who, in their judgement, has committed misconduct in that class.

10. Authority of the Pro Vice-Chancellor of the Division of Health, Engineering, Computing and Science for discipline in laboratories

The Pro Vice-Chancellor of the Division of the Health, Engineering, Computing and Science may exclude from any laboratory in the Division of Health, Engineering, Computing and Science, for up to five working days, any student who, in the Pro Vice-Chancellor's judgement, has committed misconduct in the laboratory.

11. Authority of the University Librarian for discipline in the Library

The University Librarian may exclude from the Library, for up to seven days, any student who, in the Librarian's judgement, has committed misconduct in the Library.

12. Authority of the Director of Student Services for discipline in examinations

- (1) The Director of Student Services may impose a formal warning and/or a fine of up to \$100 on any student found to have brought into an examination room an electronic device where that device has, in an examination supervisor's judgement, made an audible noise during an examination.
- (2) All other complaints of misconduct in examinations must be directed to the Chairperson of the Student Discipline Committee in accordance with section 14 of these regulations.

13. Authority of the Director of Student Services, Associate Director Student Accommodation and delegated authorities for discipline in University of Waikato student accommodation

- (1) The Director of Student Services has general authority for order and discipline in University of Waikato student accommodation; the Director of Student Services has delegated this authority to the Associate Director Student Accommodation.
- (2) The Associate Director Student Accommodation has delegated authority for day-to-day order and discipline in University of Waikato student accommodation to the relevant Residential Life Manager or equivalent.
- (3) Where the Director of Student Services receives a complaint of misconduct in University of Waikato student accommodation they may
 - (a) offer summary jurisdiction to the student, or

- (b) refer the matter to the Student Discipline Committee.
- (4) Where the Associate Director Student Accommodation receives a complaint of misconduct in University of Waikato student accommodation they may
 - (a) offer summary jurisdiction to the student, or
 - (b) refer the matter to the Director of Student Services, or
 - (c) refer the matter to the Student Discipline Committee.
- (5) Where a Residential Life Manager or equivalent receives a complaint of misconduct in University of Waikato student accommodation they may
 - (a) offer summary jurisdiction to the student, or
 - (b) refer the matter to the Associate Director Student Accommodation
 - (c) refer the matter to the Director of Student Services, or
 - (d) refer the matter to the Student Discipline Committee.
- (6) If the Director of Student Services, Associate Director Student Accommodation or Residential Life Manager or equivalent offers summary jurisdiction, the student may choose to
 - (a) accept the offer of summary jurisdiction, or
 - (b) have the matter referred to the Student Discipline Committee.
- (7) Where the offer to exercise summary jurisdiction is accepted under this section, the Director of Student Services, Associate Director Student Accommodation or Residential Life Manager or equivalent must follow the summary jurisdiction procedures set out under section 22 of these regulations.
- (8) Where the complaint of misconduct is referred to the Student Discipline Committee under this section, the Student Discipline Committee must follow the procedures set out under section 24 of these regulations.

14. Authority of the Chairperson of the Student Discipline Committee

- (1) Where the Chairperson of the Student Discipline Committee receives a complaint of misconduct against a student, the Chairperson of the Student Discipline Committee may
 - (a) offer summary jurisdiction to the student
 - (b) offer a Tikanga Māori process to the student, or
 - (c) refer the matter to the Student Discipline Committee.
- (2) If the Chairperson of the Student Discipline Committee offers summary jurisdiction or a Tikanga Māori process, the student may choose either
 - (a) to accept the offer of summary jurisdiction or a Tikanga Māori process, or
 - (b) to have the matter referred to the Student Discipline Committee.

- (3) Subject to section 15 of these regulations, where the offer to exercise summary jurisdiction is accepted under this section, the Chair of the Student Discipline Committee must follow the summary jurisdiction procedures set out under section 22 of these regulations.
- (4) Where the offer to exercise a Tikanga Māori process is accepted under this section, the Deputy Vice-Chancellor Māori must follow the procedures set out under section 23 of these regulations.
- (5) Where the complaint of misconduct is referred to the Student Discipline Committee under this section, the Student Discipline Committee must follow the procedures set out under section 24 of these regulations.
- (6) Subject to the agreement of the Vice-Chancellor, the Chairperson of the Student Discipline Committee may delegate their authority under these regulations.

15. **Authority of Academic Delegates**

- (1) The authority of the Chairperson of the Student Discipline Committee to exercise summary jurisdiction under section 14 of these regulations may be delegated to an Academic Delegate, provided that
 - (a) the complaint involves alleged plagiarism or cheating in a pre-degree, 100 or 200 level item of internal assessment which is worth less than 33% of the total assessment for the paper concerned
 - (b) the student who is the subject of the complaint has not previously had a finding of misconduct against them under these regulations, and
 - (c) the student against whom the complaint is made accepts the delegated authority of the Academic Delegate.
- (2) Where authority to exercise summary jurisdiction is delegated by the Chairperson of the Student Discipline Committee to an Academic Delegate under this section, the Academic Delegate must follow the summary jurisdiction procedures set out under section 22 of these regulations.
- (3) The Chairperson of the Student Discipline Committee is responsible for maintaining a list of Academic Delegates appropriately trained in the summary jurisdiction procedures set out under section 22 of these regulations.

16. **Authority of the Student Discipline Committee**

- (1) The Student Discipline Committee is a committee of the Academic Board with delegated authority to exercise the powers and responsibilities set out in these regulations in accordance with the procedures set out under section 24 of these regulations.
- (2) The Student Discipline Committee comprises
 - (a) a staff member with appropriate expertise appointed as Chairperson for a designated term by the Vice-Chancellor
 - (b) two people appointed by the Chairperson of the Student Discipline Committee from a

pool of twelve staff including four based in Tauranga, nominated by the Academic Board for terms of up to three years such that the terms of the members provide for continuity

- (c) two students, one of whom is enrolled at the undergraduate level and one of whom is enrolled at the postgraduate level, appointed by the Chairperson of the Student Discipline Committee from a pool of eight students; the pool of students, five of whom are enrolled at the undergraduate level including two based in Tauranga, and three of who are enrolled at the postgraduate level including one based in Tauranga, is appointed by the Chairperson of the Student Discipline Committee after consultation with the student members of the Academic Board.
- (3) The Chairperson of the Student Discipline Committee may appoint an adviser or advisers to assist at a hearing in relation to particular aspects of a case; the Chairperson may also co-opt the adviser or advisers as a member of the Student Discipline Committee for that hearing.
- (4) One member of the pool of staff nominated by the Academic Board may be appointed by the Chairperson of the Student Discipline Committee as Deputy Chairperson; the Chairperson of the Student Discipline Committee may from time to time delegate their powers and responsibilities, as set out in these regulations, to the Deputy Chairperson.
- (5) No meeting of the Student Discipline Committee may be held unless the Chairperson or Deputy Chairperson, at least one staff member and at least one student are present.

17. Authority of the Student Discipline Appeals Committee

- (1) The Student Discipline Appeals Committee is a committee of Council with delegated authority to exercise the powers and responsibilities set out in these regulations in accordance with the procedures set out under section 27 of these regulations.
- (2) The Student Discipline Appeals Committee comprises
 - (a) two members appointed by and from Council, and
 - (b) one other member, who is either a member of Council, or a staff member, Emeritus Professor or Honorary Fellow of the University, appointed by Council on the basis of their knowledge of legal processes, who is Chairperson.
- (3) The Chairperson of the Student Discipline Appeals Committee may appoint an adviser to assist at a hearing in relation to particular aspects of a case; the Chairperson may also co-opt that adviser as a member of the Student Discipline Appeals Committee for that hearing.
- (4) Subject to the agreement of the Chancellor, the Chairperson of the Student Discipline Appeals Committee may delegate their authority under these regulations.

18. Authority of the Deputy Vice-Chancellor Māori

- (1) The Deputy Vice-Chancellor Māori has authority to determine the arrangements for the Tikanga Māori process set out under section 23 of these regulations.
- (2) Subject to the agreement of the Vice-Chancellor, the Deputy Vice-Chancellor Māori may delegate their authority under these regulations.

19. Authority of the Vice-Chancellor

- (1) The Vice-Chancellor may exclude a student from the University, or limit access to any designated part, system or facility of the University, if the student has been convicted of a criminal offence and if, in the Vice-Chancellor's judgement, the nature of the offence impinges detrimentally, or has the potential to impinge detrimentally, on the University or its staff or students.
- (2) The Vice-Chancellor may, on suspicion of possible misconduct, initiate an investigation of the conduct of a student, whether or not there has been a complaint of misconduct. Any investigation under this section and any procedure related to that investigation must be consistent with these regulations.
- (3) The Vice-Chancellor may, on suspicion of possible misconduct or pending the resolution of a complaint of misconduct, suspend a student when and to whatever extent they consider it necessary from
 - (a) any University building, premises, grounds or University of Waikato student accommodation
 - (b) any class
 - (c) any event organised by the University
 - (d) use of any resource of the University.
- (4) When considering whether to suspend a student under subsection (3) the Vice-Chancellor shall take into account the following:
 - (a) the best interest of the students, staff and other members of the University community
 - (b) the physical safety of the students, staff and other members of the University community
 - (c) the orderly conduct of teaching, research and administration of the University
 - (d) the protection of the property or resources of the University
 - (e) the potential effects of suspension on the student's programme of study, and any other matters raised by the student
 - (f) any other matters the Vice-Chancellor considers appropriate in the circumstances.
- (5) The Vice-Chancellor may delegate their authority under these regulations.

20. Authority of Council

- (1) Council may withdraw or refuse to grant an academic award if it is satisfied that the candidate has committed misconduct in relation to the award while enrolled, or been otherwise dishonest in relation to the award.
- (2) Council must consult with the Academic Board before taking a decision under this section; the advice of the Academic Board must be based on a recommendation by the Student Discipline Committee.

- (3) The principles and processes followed by the Student Discipline Committee in formulating its recommendation to the Academic Board must be consistent with the principles and procedures outlined in these regulations for the investigation and hearing of allegations of misconduct.
- (4) The Academic Board must make all reasonable effort to ensure that the candidate concerned receives prior notification of the advice that it intends to give to Council and is given an opportunity to make a written submission directly to Council.
- (5) A decision by Council under this section is final.

Part 3

Procedures for Making, Investigating and Resolving Complaints of Student Misconduct

21. Procedures for making a complaint

- (1) Any person may lodge a complaint of misconduct against a student.
- (2) A complaint of student misconduct must be made in writing
 - (a) if it relates to student conduct in University of Waikato student accommodation, to the [Director of Student Services, Associate Director Student Accommodation](#) or relevant [Residential Life Manager](#) or equivalent
 - (b) if it is of the nature set out under section 15(1)(a) of these regulations and the authority of the Chairperson of the Student Discipline Committee has been delegated to an Academic Delegate under section 15(1), to the relevant Academic Delegate
 - (c) in cases other than (a) or (b), to the [Chairperson of the Student Discipline Committee](#).
- (3) If a person who is a party to a complaint of misconduct fails to respond to a communication by a relevant authority, provided the authority has made all reasonable effort to locate and contact that person and to provide adequate opportunity for a response, the authority may proceed to deal with the complaint at their discretion.

22. Summary jurisdiction

- (1) Summary jurisdiction may be exercised by the following authorities:
 - (a) the Director of Student Services, Associate Director Student Accommodation or Residential Life Manager or equivalent under section 13 of these regulations
 - (b) the Chairperson of the Student Discipline Committee under section 14 of these regulations
 - (c) an Academic Delegate under section 15 of these regulations.
- (2) A student who accepts summary jurisdiction may write an answer to the complaint.
- (3) The complainant and the student

- (a) must be given the opportunity to appear and give evidence at a summary jurisdiction meeting with the relevant authority
 - (b) may be required to attend, at the authority's discretion
 - (c) may be accompanied at the meeting by any other person to act as an adviser or support person, subject to any conditions that the authority may impose.
- (4) Where an authority exercises summary jurisdiction, it determines whether the student has committed misconduct on
 - (a) the evidence provided by the complainant and the student, and
 - (b) any other evidence, written or oral, that they may seek or accept at their discretion, provided that this evidence is disclosed to the student and they are given the opportunity to comment on it.
- (5) The authority may decide at any time to take no further action on a complaint of misconduct if, in their judgement
 - (a) the evidence provided by the complainant is insufficient
 - (b) the subject matter of the complaint is trivial
 - (c) the complaint is frivolous, vexatious, or not made in good faith, or
 - (d) the complaint falls outside the scope of these regulations.
- (6) If, having investigated a complaint, an authority determines that a student has committed misconduct, they may take one or more of the following actions:
 - (a) issue to the student a warning containing a statement of the possible consequences if the act or behaviour that provoked the complaint is repeated
 - (b) require an undertaking from the student as to future behaviour while enrolled at the University and set in place provisions for monitoring the student's behaviour in keeping with the undertaking
 - (c) require the student to provide any appropriate and available remedy to relieve distress, or repair damage, or correct a mistake
 - (d) require the student to make a public or private apology, either written or spoken

in the case of summary jurisdiction exercised by the Director of Student Services, Associate Director Student Accommodation, Residential Life Manager or equivalent under section 13 of these regulations

 - (e) require the student to pay, by a given date, a sum of up to the equivalent of one week's board or rent at the relevant University of Waikato student accommodation
 - (f) require the student to undertake community service work in the relevant University of Waikato student accommodation of whatever nature the authority thinks fit
 - (g) require the student to participate in a specified educational and/or training programme

related to the misconduct, in terms prescribed by the Director of Student Services, Associate Director Student Accommodation, Residential Life Manager or equivalent and within a prescribed period

- (h) impose an alcohol ban
- (i) impose a visitor ban
- (j) require the student to transfer to other University of Waikato student accommodation
- (k) exclude the student from the relevant University of Waikato student accommodation for up to one year
- (l) exclude the student from, or limit access to, a designated part or facility of the relevant University of Waikato student accommodation for up to one year.

in the case of summary jurisdiction exercised by the Chairperson of the Student Discipline Committee under section 14 of these regulations

- (m) require the student to pay, by a given date, compensation or a fine of up to \$500
- (n) arrange for the student to be formally reprimanded by the relevant Pro Vice-Chancellor, a Deputy Vice-Chancellor or the Senior Deputy Vice-Chancellor, either in person or in writing
- (o) suspend the student from attendance at any class or programme for up to one year
- (p) exclude the student from, or limit access to, any designated part or facility of the University for up to one year
- (q) if the misconduct is related to a particular paper or programme of the University,
 - (i) require the student to repeat or complete additional assessment
 - (ii) refuse or reduce credit for part or all of an individual item of assessment, or refuse credit for a paper as a whole
- (r) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Chairperson of the Student Discipline Committee and within a prescribed period
- (s) annotate the student's academic record accordingly, either permanently or for a period of time designated by the Chairperson of the Student Discipline Committee.

in the case of summary jurisdiction exercised by an Academic Delegate under section 15 of these regulations

- (t) require the student to repeat or complete additional assessment
- (u) refuse or reduce credit for part or all of an individual item of assessment
- (v) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the authority and within a prescribed period.

- (7) The authority must exercise their discretion in the matter as expeditiously as possible.
- (8) The authority is responsible for communicating the outcome of the complaint, in writing, to the complainant, the student answering the complaint, and the Chairperson of the Student Discipline Committee as expeditiously as possible.

23. **Tikanga Māori**

- (1) The spirit of tikanga is to seek resolutions to complaints in a Māori way that encourages a facilitated open exchange of views, in order to achieve a resolution that is agreed by all the parties involved.
- (2) A complaint may only be addressed through the Tikanga Māori process if
 - (a) the complainant
 - (b) the student answering the complaint
 - (c) the Chairperson of the Student Discipline Committee, and
 - (d) the Deputy Vice-Chancellor Māoriagree to the arrangements determined under subsection (3).
- (3) The Deputy Vice-Chancellor Māori is responsible for determining the arrangements for the Tikanga Māori process after discussion with the parties and for informing the parties of the nature and implications of the process.
- (4) If, at any time after having agreed to the agreements determined under subsection (3), the complainant or the student answering the complaint wishes to withdraw from the Tikanga Māori process, they may do so only with the agreement of all other parties listed under subsection (2); in such cases, the complaint will be referred back to the Chairperson of the Student Discipline Committee for reconsideration under section 14 of these regulations.
- (5) Under the Tikanga Māori process a resolution is negotiated by the complainant and the student answering the complaint.
- (6) The process is facilitated by the Deputy Vice-Chancellor Māori, assisted by a tikanga panel appointed by the Deputy Vice-Chancellor Māori
- (7) In negotiating a resolution under subsection (5), the complainant and the student answering the complaint are authorised to take any of the actions that are available under summary jurisdiction procedures, as provided under section 22 of these regulations.
- (8) A resolution negotiated by the complainant and the student answering the complaint is final; there is no right of appeal.
- (9) The Deputy Vice-Chancellor Māori is responsible for reporting the resolution negotiated under subsection (5), in writing, to the complainant, the student answering the complaint, and the Chairperson of the Student Discipline Committee as expeditiously as possible.
- (10) The Chairperson of the Student Discipline Committee is responsible for ensuring that all appropriate records relating to the outcome are maintained.

(11) Failure to comply with a resolution negotiated under this section is misconduct.

24. Procedures of the Student Discipline Committee

- (1) The Student Discipline Committee must convene as soon as is practicable to hear
 - (a) the evidence provided by the complainant and the student, and
 - (b) any other evidence, written or oral, that the Committee may seek or accept at its discretion, provided that this evidence is disclosed to the student and they are given the opportunity to comment on it.
- (2) Written notice of the time, date and place of the hearing of the Student Discipline Committee, together with full details of the substance of the complaint, must be sent to the student against whom the complaint has been made, at least 14 days before the date of the hearing.
- (3) The student who is the subject of the complaint may write an answer to the complaint.
- (4) Both the complainant and the student answering the complaint
 - (a) must be given the opportunity to appear and give evidence at the Student Discipline Committee hearing
 - (b) may be required to attend, at the Committee's discretion
 - (c) may be accompanied at the hearing by another person to act as an adviser or support person, subject to any conditions that the Student Discipline Committee may impose.
- (5) The Student Discipline Committee may decide at any time to take no further action on a complaint of misconduct if, in its judgement,
 - (a) the evidence provided by the complainant is insufficient
 - (b) the subject matter of the complaint is trivial
 - (c) the complaint is frivolous, vexatious, or not made in good faith, or
 - (d) the complaint falls outside the scope of these regulations.
- (6) If misconduct is substantiated, the Student Discipline Committee may take one or more of the following actions:
 - (a) issue to the student a warning containing a statement of the possible consequences if the act or behaviour that provoked the complaint is repeated
 - (b) require an undertaking from the student as to future behaviour while they remain enrolled at the University and set in place provisions for monitoring the student's behaviour in keeping with the undertaking
 - (c) require the student to provide any appropriate and available remedy to relieve distress, or repair damage, or correct a mistake
 - (d) require the student to make a public or private apology, either written or spoken
 - (e) require the student to pay, by a given date, compensation or a fine of up to \$1000

- (f) arrange for the student to be formally reprimanded by the relevant Pro Vice-Chancellor, a Deputy Vice-Chancellor or the Senior Deputy Vice-Chancellor, either in person or in writing
 - (g) suspend the student from attendance at any class or programme for up to one year
 - (h) exclude the student from, or limit access to, any designated part or facility of the University for a specified period of time or permanently
 - (i) cancel a student's enrolment at the University, as a whole or in respect of any paper or programme, for a specified period of time or permanently
 - (j) if the misconduct is related to a particular paper or programme of the University,
 - (i) require the student to repeat or complete additional assessment
 - (ii) refuse or reduce credit for part or all of an individual item of assessment, or refuse credit for a paper as a whole
 - (k) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Student Discipline Committee and within a prescribed period
 - (l) annotate the student's academic record accordingly, either permanently or for a period of time designated by the Chairperson of the Student Discipline Committee.
- (7) The Student Discipline Committee must exercise its jurisdiction in the matter as expeditiously as possible.
- (8) The outcome must be communicated to the complainant and the student as expeditiously as possible.
- (9) Failure to comply with a resolution negotiated or determined under this section is misconduct.

Part 4

Provisions for Appeal

25. Provision for appeal to the Director of Student Services

- (1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Director of Student Services against any decision taken by the Associate Director Student Accommodation or Residential Life Manager or equivalent with authority for discipline in University of Waikato student accommodation under section 13 of these regulations.
- (2) An appeal must be addressed and submitted in writing to the Director of Student Services.
- (3) An appeal must be received by the Director of Student Services not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.

- (4) An appeal may be made only on one or more of the following grounds:
 - (a) that the process used for addressing the alleged misconduct was unfair
 - (b) that the decision reached was manifestly at odds with the evidence
 - (c) that the remedy imposed was manifestly at odds with the misconduct
 - (d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.
- (5) The Director of Student Services must hear the appeal as expeditiously as possible.
- (6) The appellant and the authority that made the original discipline decision
 - (a) must be given the opportunity to appear and give evidence at the appeal hearing
 - (b) may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Director of Student Services may impose.
- (7) Having heard an appeal, the Director of Student Services may
 - (a) dismiss the appeal and uphold the original decision
 - (b) vary the decision with respect to the original complaint
 - (c) require any appropriate and available remedy to settle the appeal.
- (8) The Director of Student Services may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.
- (9) The outcome must be communicated to the appellant, the authority that made the original discipline decision and the Chairperson of the Student Discipline Committee as expeditiously as possible.
- (10) Failure to comply with a resolution negotiated or determined under this section is misconduct.
- (11) The decision of the Director of Student Services on an appeal is final.

26. **Provision for appeal to the Chairperson of the Student Discipline Committee**

- (1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Chairperson of the Student Discipline Committee against any decision taken by
 - (a) the Pro Vice-Chancellor of Health, Engineering, Computing and Science under section 10 of these regulations
 - (b) the University Librarian under section 11 of these regulations
 - (c) the Director of Student Services under section 12 or section 13 of these regulations, unless it is an appeal decision under section 27 of these regulations, or
 - (d) an Academic Delegate under section 15 of these regulations.

- (2) An appeal must be addressed and submitted in writing to the Chairperson of the Student Discipline Committee, together with the prescribed fee; it must include a postal address and must be signed.
- (3) An appeal must be received by the Chairperson of the Student Discipline Committee not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.
- (4) An appeal may be made only on one or more of the following grounds:
 - (a) that the process used for addressing the alleged misconduct was unfair
 - (b) that the decision reached was manifestly at odds with the evidence
 - (c) that the remedy imposed was manifestly at odds with the misconduct
 - (d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.
- (5) The Chairperson of the Student Discipline Committee must hear the appeal as expeditiously as possible.
- (6) The appellant and the authority that made the original discipline decision
 - (a) must be given the opportunity to appear and give evidence at the appeal hearing
 - (b) may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Chairperson of the Student Discipline Committee may impose.
- (7) Having heard an appeal, the Chairperson of the Student Discipline Committee may
 - (a) dismiss the appeal and uphold the original decision
 - (b) vary the decision with respect to the original complaint
 - (c) require any appropriate and available remedy to settle the appeal.
- (8) The Chairperson of the Student Discipline Committee may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.
- (9) The outcome must be communicated to the appellant and the authority that made the original discipline decision as expeditiously as possible.
- (10) Failure to comply with a resolution negotiated or determined under this section is misconduct.
- (11) The decision of the Chairperson of the Student Discipline Committee on an appeal is final.

27. Provision for appeal to the Student Discipline Appeals Committee

- (1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Student Discipline Appeals Committee, a

committee of Council, against any decision made under these regulations

- (a) by the Vice-Chancellor under section 19 of these regulations
 - (b) by the Chairperson of the Student Discipline Committee under section 22 of these regulations
 - (c) by the Student Discipline Committee under section 24 of these regulations.
- (2) An appeal must be addressed and submitted in writing to the Secretary to the Student Discipline Appeals Committee, together with the prescribed fee; it must include an email address and must be signed.
 - (3) An appeal must be received by the Secretary to the Student Discipline Appeals Committee not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.
 - (4) An appeal may be made only on one or more of the following grounds:
 - (a) that the process used for addressing the alleged misconduct was unfair
 - (b) that the decision reached was manifestly at odds with the evidence
 - (c) that the remedy imposed was manifestly at odds with the misconduct
 - (d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.
 - (5) The Student Discipline Appeals Committee must hear appeals as expeditiously as possible.
 - (6) The appellant must be given the opportunity to appear and give evidence at the appeal hearing and may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Student Discipline Appeals Committee may impose.
 - (7) The other parties to the complaint, including the authority that made the original discipline decision, must also be given the opportunity to appear and give evidence.
 - (8) Having heard an appeal, the Student Discipline Appeals Committee may
 - (a) dismiss the appeal and uphold the original decision
 - (b) vary the decision with respect to the original complaint
 - (c) refer the complaint back to the authority that made the decision appealed against, for rehearing.
 - (9) The Student Discipline Appeals Committee may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.
 - (10) The outcome must be communicated to the student and the other parties to the complaint, including the authority that made the original discipline decision, as expeditiously as possible.

- (11) Failure to comply with a resolution negotiated or determined under this section is misconduct.
 - (12) The decision of the Student Discipline Appeals Committee on an appeal is final.
 - (13) At the discretion of the Chairperson of the Student Discipline Appeals Committee, the fee for an appeal may be refunded, either in full or in part, if the appeal is decided in the appellant's favour.
-

Part 5

Reporting

28. Reports to the Academic Board

The Chairperson of the Student Discipline Committee must submit an annual report through the Education Committee to the Academic Board, including

- (a) an overview of summary jurisdiction decisions taken during the relevant year by the Chairperson of the Student Discipline Committee, Academic Delegates and any others who have exercised authority delegated by the Chairperson of the Student Discipline Committee
- (b) an overview of decisions through the Tikanga Māori process
- (c) an overview of decisions by the Student Discipline Committee
- (d) an overview of appeals heard by the Chairperson of the Student Discipline Committee or their delegate
- (e) an overview of student discipline matters, including any patterns or trends
- (f) a statement about the appropriateness and effectiveness of current regulations, policies and processes concerning student discipline, and
- (g) any recommendations with respect to current regulations, policies and processes concerning student discipline.

29. Reports to Council

The outcome of any appeal heard by the Student Discipline Appeals Committee must be reported to the next meeting of the Council.

30. Confidentiality

- (1) All processes and decisions under these regulations are confidential to the parties involved and to staff responsible for administering student discipline processes and maintaining students' academic records.
- (2) Relevant information may be made available to relevant Pro Vice-Chancellors, Heads of Schools, Deans and other staff responsible for student progress and for maintaining the University's academic standards and the integrity of its assessment processes.
- (3) Relevant information may be made available to relevant staff responsible for the placement of

students in work placements and practicums as part of a safety check (vetting) process.

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[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Staff of the University

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[Vice-Chancellor's Office](#)
[Faculty of Arts and Social Sciences](#)
[School of Computing and Mathematical Sciences](#)
[School of Education](#)
[School of Law](#)
[Waikato Management School](#)
[School of Māori and Pacific Development](#)
[School of Science and Engineering](#)
[Corporate Services](#)
[Human Resource Management Division](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:30:40 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/index.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Vice-Chancellor's Office](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Alumni Office

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

Director
Jill Rodgers BSc(Tech) Waikato

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:30:46 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/vcoffice/alumni.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Vice-Chancellor's Office](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Foundation Studies Centre

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

Director

Lester Finch BEd MPhil PGDipSLT Massey DipT

Senior Teachers

Dominic O'Sullivan BA Well BSocSc(Hons) PhD Waikato DipBusSt Massey DipT

Hala Rohorua BA MBA S.Pac PGCertBusRes Waikato

Steve Wood BA(Hons) BSc Otago DipSc Massey DipT

Teachers

Teresa Fernandez BSc DipEd NUSingapore MEd Waikato CTESOL

Rose Granger BA Cape Town BA(Hons) Transkei MA Stell H.Ed Natal CELTA

Martin Gwengo BSc BEd MEd S.Af MEd Auck CertEd Rhodesia

Yvonne Kuys BSc(Hons) BA MSc Otago PhD PGDipSLT Waikato

RSA/Cambridge CTEFLA

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:30:53 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/vcoffice/foundation.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Vice-Chancellor's Office](#)

[Site Index](#) | [Text Only](#)

You are currently viewing the archived 2007 Calendar

International

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

Pro Vice-Chancellor (International)
Professor Shayne P. Quick BAAppSc FIT BEd VicInst MA Wont PhD OhioState

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)



The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:31:01 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/vcoffice/international.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Vice-Chancellor's Office](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

International Global Change Institute

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

Director
Professor Janet Bornman

Professors
Neil Ericksen BA MA Cant PhD Tor
Janet Bornman BSc Natal PhD Lund DipT

Directors of Programmes
Associate Professor Richard Warrick BA Calif MA PhD Colorado
Peter Ulrich BA MA Wisconsin PhD ANU
Wei Ye BEng Tsinghua MSc CAPM PhD ANU

Senior Research Fellow
Peter Kouwenhoven MSc Leiden PhD Twente

Research Officers
Nathan Kennedy BSocSc(Hons) Waikato
Lisa Koshy BSc Auck MSc PgDip USP
Greg Mason BA MRRP Otago

Research Associates
Sarah Chapman BSocSc MSocSc PGDipREP Waikato
Jan Crawford BA MPA Harv DipTP Auck
Neil de Wet MBChB MPhil Cape Town
Tom Fookes MA Cant PhD Waikato DipTP Auck
Richard Jefferies BMS Waikato DipT
Xianfu Lu MSc PhD ChineseAcademyOfSciences
P. Ali Memon BA Nair MA Wat PhD W.Ont
M.Q. Mirza BEng MEng Dhaka PhD Waikato
Peter Waterman BA MSc W.Aust DipSocSc W.Aust IT GradDipUrbanPlan
TasCAE

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:31:07 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/vcoffice/igci.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Vice-Chancellor's Office](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Language Institute

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

Manager

Lester Finch BEd MPhil PGDipSLT Massey DipT

Advanced Teacher/Teacher Trainer

Liz Howell BA(Hons) Lond BA(Hons) Manc MA Birm PGCertEd Lond DipRSA

Senior Teachers

Jodie Allison BA Massey MA(Applied) PGDipSLT Waikato CTESOL Lond

Bill Charleston BA Well MA Syd DipEd Massey DipT DipRSA

Carol Coleman BA PGDipSLT Waikato DipT

Mark Dawson-Smith CTEFLA Camb

Patrick Houlahan BA MA Auck

Dianne Moffitt RSA/Cambridge CELTA TTC

Chris Orange BEd MEd Massey CTESOL

Tina Peresson BCom Potchef PGHDipEd Randse AdvDipEd S.Af RSA/Cambridge CEELT

Angela Reid BA Auck DipSLT Waikato RSA/Cambridge CTEFLA DipT

Meg Shovelton BA MA Oxf MEd Manc TESOL RSA/Cambridge DELTA CELTA

Carol Tebbutt BA DipELT Auck

Teachers

Manju Bhaskar BA MA Hyd PGDipLT Auck CTESOL

Katherine Brown BA MA(Applied) PGDipSLT Waikato

Wendy Buchanan BA MA Cant PGDipSLT Waikato RSA/Cambridge CELTA DipT

Vanessa De Roux Buisson BSocSc Waikato CTESOL RSA/Cambridge DELTA

Cynthia Gale BA Auck PGDipSLT Waikato CTESOL

Christina Gera BA PGDipSLT Waikato RSA/Cambridge CELTA

Biz Jens BEd Massey RSA/Cambridge CELTA DipT

Mariana Nordmark BEd Waikato GradDipLT UnitecIT DipT

Radha Sheppard BA(Hons) DipEd NUSingapore RSA/Cambridge DELTA

Margaret Standing PGDipSLT MA(Applied) Waikato TTC RSA/Cambridge CTEFLA

Judith Stevens BA Waikato CTESL Massey

Jenny Webber BSc PGDipDevSt Massey CTESOL

Derek White BMS Waikato MDiv RegentColl GradDipIT WIT

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[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:31:13 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/vcoffice/langinst.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Vice-Chancellor's Office](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Research Office

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

Group Manager
Jan Bates

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:31:18 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/vcoffice/researchoffice.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Vice-Chancellor's Office](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Teaching and Learning Development Unit

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

Acting Director
Dorothy Spiller BA MA DipEd Natal

Lecturer
Varvara A. Richards BA MA Peabody DipEdSt Waikato

Senior Tutors
Andrea Haines BA MEd Waikato JP
Peter Denham BA Otago DipEd PGDipComm MMS Waikato

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:31:24 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/vcoffice/tldu.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Vice-Chancellor's Office](#)

[Site Index](#) | [Text Only](#)

You are currently viewing the archived 2007 Calendar

Te Mātāhauariki Research Institute

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

Director
Professor Alex Frame LLB LLM Auck LLD Well

Deputy Director
Wayne Rumbles BA LLB LLM Waikato

Adjunct Professor
Richard Benton BA NZ MA PhD Hawaii MRSNZ

Research Officer
Paul Meredith LLB BA(Hons) Waikato

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:31:30 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/vcoffice/tematahauariki.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Vice-Chancellor's Office](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

University of Waikato Foundation

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

Director

Gerald D.G. Bailey QSO LLB Cant HonD Waikato

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:31:35 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/vcoffice/uowfoundation.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Vice-Chancellor's Office](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

University of Waikato at Tauranga

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

Director

Associate Professor Alan M. Neilson BSocSc MSocSc Waikato MSc York(UK)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:31:40 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/vcoffice/tauranga.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Vice-Chancellor's Office](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

WEL Energy Trust Academy of Performing Arts

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

Manager
Jeremy Bell MA Camb

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:31:45 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/vcoffice/wellarts.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Faculty of Arts & Social Sciences](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Humanities

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

Chairperson
To be appointed

English

Professor
Alexandra Barratt BA(Hons) MA Camb MA Car PhD Tor FRHS

Associate Professors
Anne M. McKim MA Dund MA Manit PhD Edin
Norman Simms BA Alfred MA PhD Wash

Senior Lecturers
Mark Houlahan BA MA Auck PhD Tor
Janice Pilditch BA Massey MA DPhil Waikato
Sarah Shieff BA MA PhD Auck

Lecturer
Kirstine Moffatt BA MA Waikato PhD Well

Research Associate
Kenneth O. Arvidson BA MA Auck HonD Waikato

Chinese

Associate Professor
Min Lin BA Fudan MPhil Ljubljana PhD Leeds

Senior Lecturer
Maria Galikowski BA(Hons) PhD Leeds

Lecturer
Xiaoning Wang BA Shanghai MA PhD Waikato

Research Associate
Kunyong Lee BA MA PhD Kookmin

French

Senior Lecturer
William Jennings BSc BA MA PhD Auck

Lecturer
Nathalie Philippe BA MA Sorbonne-Nouvelle DEA Bourgogne PhD Sorbonne

Research Associate
Denis L. Drysdall MA DipEd Oxf DrIIIecycle Sorbonne

German

Senior Lecturer
Norman P. Franke MA Hamburg PhD Humboldt

Senior Tutor
Beate Jones Staatsexamen Munich MA Waikato

Japanese

Lecturers
K. McNeil BSc Auck MSc DPhil Waikato
Akiko Nakayama BA MA Tokyo UFS PhD Monash
Fumiko Nishimura BA MEd Hiroshima

Associate
Alistair D. Swale BA Cant MA PhD Kyoto

Spanish

Senior Lecturer
Jay Corwin BA QueensCUNY MA Hawaii PhD FloridaSt

Senior Tutor
Maria Blé-Herrero GradDipArts Waikato

Theatre Studies

Senior Lecturer
William Farrimond PhD Copenhagen CertEd Oxon

Lecturers
John Davies MA C.Sturt
Gaye Poole BA(Hons) MA(Hons) NSW

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& [REQUESTS](#)

 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:31:50 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/fass/humanities.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Faculty of Arts & Social Sciences](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

General and Applied Linguistics

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)

Chairperson
Marcia Johnson

Associate Professor
Ray Harlow BA MA Otago DrPhil Zür

Senior Lecturers
Roger Barnard BEd Sus MA Lond MA Sur PhD S'ton RSA/Cambridge DTEFLA
Diane Johnson BA MA PhD Waikato DMEAV Nice DipT RSA/Cambridge
CTEFLA
Marcia Johnson BA MA PhD Tor

Lecturers
Ian Bruce BA Cant DipSLT Massey MA(Applied) PhD Waikato KDS Munich
RSA/Cambridge CTEFLA DipT
James Mclellan BA PGCertEd Camb MA York(UK) PhD Curtin

Assistant Lecturer
Julie Barbour BA Waikato MA Auck RSA/Cambridge CTEFLA

Senior Tutors
Lucy Campbell BA Dorset MA(Applied) PGDipSLT Waikato RSA/Cambridge
CTEFLA
Anthea Fester BA SA DipSLT PGDipSLT MA(Applied) Waikato HDipEd W.Cape
RSA/Cambridge CTEFLA

Research Associate
Christopher Hall MA DPhil Bonn

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:31:55 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/fass/linguistics.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Faculty of Arts & Social Sciences](#)

[Site Index](#) | [Text Only](#)

You are currently viewing the archived 2007 Calendar

Geography, Tourism and Environmental Planning

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

Chairperson
To be appointed

Professor
Robyn Longhurst BSocSc MSocSc PhD Waikato

Associate Professors
John R. Campbell BA MA Cant PhD Hawaii
Lex Chalmers BA MA Auck PhD Brist

Senior Lecturers
Lars Brabyn BA(Hons) BSc(Hons) PhD Cant
Anne-Marie d’Hauteserre MA PhD Paris
Mairi Jay BA Mani MA BrCol MA Wat PhD Waikato MNZPI
Lynda Johnston BA Otago MSocSc PhD Waikato
Russell Kirkpatrick BA MA PhD Cant
Hamish G. Rennie BSc(Hons) Otago MA Nfld PhD Waikato MNZPI MNZARM

Lecturers
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Colin McLeay BSocSc MSocSc Waikato PhD Macq

Senior Research Fellow
Elsie Ho BSocSc MSocSc HK DPhil Waikato

Senior Tutors
Elaine Bliss BA MA Wis
Diana L. Porteous BSocSc MSocSc Waikato TTC
Pip Wallace LLB Auck LLM(Hons) Waikato

Honorary Lecturers
Jacquie Lidgard BSocSc MSocSc PhD Waikato
Robert Makgill LLB Waikato LLM Auck
David Vincent

Research Associate
Nicholas Edgar BSc MSc DPhil Waikato

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[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:31:59 2023
URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/fass/geography.html>
This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Faculty of Arts & Social Sciences](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

History

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

Chairperson
Catharine Coleborne

Senior Lecturers
Catharine Coleborne BA(Hons) MA Melb PhD LaTrobe
Jeanine Graham BA MA PhD Auck
Raymond Richards BA(Hons) Waikato MA Maryland PhD Calif
Douglas Simes MA Cant DPhil Oxf

Lecturers
Rosalind McClean BA(Hons) Otago PhD Edin
Rowland Weston BA(Hons) PhD JamesCook

Senior Tutor
Nepia Mahuika BTchg BA BA(Hons) MA Waikato

Research Associates
Ross Galbreath BSc(Hons) Well BA Auck PhD Cant DPhil Waikato
Philip Hart BA(Hons) MA Tas PhD ANU
Hugh Douglas Morrison BA(Hons) Otago BTh AustCollTheology PhD Massey
Jane Moodie BSc(Hons) Otago BA MA PhD Waikato

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:32:04 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/fass/history.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Faculty of Arts & Social Sciences](#)

[Site Index](#) | [Text Only](#)

You are currently viewing the archived 2007 Calendar

Music

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

Chairperson

Ian Whalley

Senior Lecturers

William Dart BMus MMus PhD Auck MNZM LRSM LTCL LMus TCL

David Griffiths BMus MMus Auck

Martin Lodge MA Waikato MMus Well

Ian Whalley BA BMus Well MSocSc Waikato APMT NSWCon AIRMT

Lecturers

Katherine Austin BMus MMus Auck LRSM LTCL

Rachael Griffiths-Hughes BMus MMus Auck DMA SUNY

Lara Hall BMus AdvDipMus Auck MMus DMA Mich

James Tennant BMus Mich

Michael Williams BA(Hons) GradDipT MMus Waikato DipMus MelbaMCM

Research Associates

Richard Nunns TTC

Peter Walls BMus MA(Hons) Well DPhil Oxf

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[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:32:09 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/fass/music.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Faculty of Arts & Social Sciences](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Philosophy and Religious Studies

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

Acting Chairperson
Tracy A. Howell

Philosophy

Associate Professor
Alastair S. Gunn BA(Hons) Sus DPhil Waikato

Senior Lecturers
David Lumsden BA(Hons) Lond MA PhD Prin
Liezl van Zyl BA(Hons) MA DPhil Stell

Lecturers
Tracy A. Howell BA(Hons) Sus MPhil Camb PhD Auck
Justine Kingsbury BA(Hons) MA Well PhD Rutgers
Catherine Legg BA Melb MA Monash PhD ANU
Ruth Walker BSocSc MSocSc Waikato PhD Auck

Religious Studies

Associate Professor
G. Douglas Pratt BA MA Auck BD Otago BA Waikato LTh NZ PhD StAnd

Lecturer
Margaret Coldham-Fussell BSocSc DipRelSt BA(Hons) MA Waikato

Research Associates
Joan Taylor BA Auck BD Otago PhD Edin
Carolyn King BSc Liv DPhil Oxon PhD Waikato

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[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:32:13 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/fass/philosophy.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Faculty of Arts & Social Sciences](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Political Science and Public Policy

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

Chairperson
Dr Geoffrey Cupit

Professor
Dov Bing BA Hebrew University Jerusalem PhD Auck FRAS

Senior Lecturers
Geoffrey Cupit BA(Hons) Lanc PhD Liv
Priya A. Kurian BA Madr MA PhD Purdue
Colm McKeogh MScEcon Wales BA(Mod) PhD Dub
Mark G. Rolls BA(Hons) CNA MA Lanc PhD Hull
Alan C. Simpson BA BA(Hons) MA Well PhD Lond FRSA
Ron Smith BSc(Hons) S'ton BA MA DPhil Waikato

Lecturer
Patrick Barrett PGCertTT Waikato BSW PhD Massey

Honorary Associates
John Beaglehole MA Oxf BSc(Econ) PhD Lond
Gabriel Dekel BA Haifa MSc Israel Inst of Tech PhD W.Ont
David McCraw BA Auck DipA MA PhD Otago
Wayne Robinson BA MA Vic PhD Monash

Research Associate
Matthew Gibbons BSocSc BSocSc(Hons) PhD Waikato

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:32:18 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/fass/politicalscience.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Faculty of Arts & Social Sciences](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Population Studies Centre

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)

Director

Professor Richard D. Bedford

Professors

Richard D. Bedford BA MA Auck PhD ANU FRSNZ

Ian Pool BA MA NZ PhD ANU FRSNZ

Jacques Poot Drs VU Amst PhD Well HonFRNAAS

Honorary Professor

Peggy G. Koopman-Boyden CNZM BA MA DipEd Massey

Research Associates

Len Cook BA(Hons) Otago CBE

A. Dharmalingam BSc MSc Madur PhD ANU

Bevan C. Grant BEd MA VicBC PhD Otago

Elsie Ho BSocSc MSocSc HK DPhil Waikato

Stewart R. Lawrence BSc(Hons)(Econ) Lond MSc Warw PhD Waikato ACMA

Jacqueline Lidgard BSocSc MSocSc PhD Waikato

S. Hillcoat Nallétamby BA(Hons) Lanc Maitrise DEA Doctorat Paris

[2018 Calendar](#)

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:32:22 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/fass/population.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Faculty of Arts & Social Sciences](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Psychology

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

Chairperson

Professor Michael P. O'Driscoll

Professors

T. Mary Foster BSc MSc DipClinPsych PhD Auck

Michael P. O'Driscoll BSc(Hons) WAust PhD Flin

Jane Ritchie OBE BA MA NZ PhD Well JP

Associate Professors

Douglas Boer BSc MSc PhD Alberta

William Temple BSc MSc PhD Auck

Senior Lecturers

Samuel Charlton BA SanJose MA PhD NewMexico

Darrin Hodgetts BA DipSocSc PhD Massey

Robert B. Isler DipNatW PhD Zürich

Linda Waimarie Nikora BSocSc MSocSc Waikato

John A. Perrone BSc MSc PhD Cant

Neville R. Robertson BA Cant MSocSc DipPsych(Com) PhD Waikato

Catherine Sumpter BSocSc MSocSc DPhil Waikato

Jo Thakker PGDipPsych(Clin) PhD Cant

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James McEwan BSocSc MSocSc DPhil Waikato

Bridgette Masters BSocSc MSocSc PGDipPsych(Com) Waikato

Nicola J. Starkey BSc(Hons) C.Lancs PhD Leeds

Research Officer

Mohi Rua BSocSc BSocSc(Hons) MSocSc Waikato

Senior Tutor

Kyle Smith MSocSc PGDipPsych(Clin) Waikato

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Paul Dumble MSocSc Waikato

John Fitzgerald MA Keele MSc(Clin) Birm PhD Waikato

Glen Kilgour BSocSc MSocSc DipPsych(Clin) Waikato

James Ritchie MA DipEd PhD NZ FBPsS FNZPsS FAAA

Juanita Ryan MA PGDipCIPs Otago

Philippa Thomas BA MSocSc PGDipPsych(Clin) Waikato

Research Associates

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Michelle Levy BSocSc MSocSc PGDipPsych(Com) Waikato

Jean Newman BA McG MA PhD Tor

Clinical Psychology Programme Associates

John Ballantyne BA MA(Hons) DipPsych(Applied) Massey, Clinical Psychologist, Adult Mental Health, Thames Hospital

Carlene Bone BSocSc MSocSc PGDipPsych(Clin) Waikato, Clinical Psychologist, Mental Health Services for Older People, Health Waikato

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 Ron Dick MPsyCh(Clin) Flin, Neuropsychologist, Rehabilitation Services, Health Waikato
 Richard Edghill MSocSc DipPsych(Clin) Waikato, Clinical Psychologist, Private Practice, Hamilton
 Dianne Farrell BSocSc MSocSc PGDipPsych(Clin) Waikato, Clinical Psychologist, Department of Corrections, Hamilton
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 Ann Monahan MSc PGDipPsych(Clin) Otago MNZSPA MNZCCP, Clinical Psychologist, Private Practice
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 Wendy Tuck BSocSc MSocSc DipPsych(Clin) Waikato, Professional Advisor in Psychology, Corporate Centre, Health Waikato
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 Corinne Young BSocSc MSocSc PGDipPsych(Clin) Waikato, Clinical Psychologist, Adult Mental Health, Health Waikato

Community Psychology Programme Associates

Jane Furness BSocSc MSocSc PGDipPsych(Com) Waikato, Policy Analyst, Tertiary Education Commission
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 Sallie Greenwood BSocSc MSocSc PGDipPsych(Com) Waikato, Nurse Educator, Waikato Institute of Technology
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 Ingrid Huygens MA Auck DipPsych(Com) Waikato, Director, Workwise Associates
 Beth Neill BSocSc MSocSc PGDipPsych(Com) Waikato, Senior Policy Analyst, Ministry of Social Development, Northland
 Rebekah Pratt BSocSc MSocSc PGDipPsych(Com) Waikato
 Hope Simonsen BSocSc MSocSc PGDipPsych(Com) Waikato, Consultant, Waikato Social Services Trust, Hamilton
 Patricia Te Wairere Ahiahi Young BSocSc MSocSc PGDipPsych(Com) Waikato,

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Ministry of Health, Wellington

Behaviour Analysis Programme Associates
Eric Messick BA Lafayette MA West Virginia PhD Waikato, Team Leader,
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Richard Edghill MSocSc DipPsych(Clin) Waikato, Clinical Psychologist, Private
Practice, Hamilton

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& [REQUESTS](#)



The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:32:26 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/fass/psychology.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Faculty of Arts & Social Sciences](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Screen and Media Studies

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)

Chairperson

Professor Dan Fleming

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 Waikato

Craig Hight MA PhD Waikato

Stan Jones BA PhD Hull

Gareth Schott BSc(Hons) Glam PGDipRM PhD Cardiff

Alistair D. Swale BA Cant MA PhD Kyoto

Lecturers

Suzette Major BMS MMS PhD Waikato

Mark McGeady BA Waikato

Maree Mills BFineArts Cant MFineArts RMIT

Lisa Perrott BA(Hons) Waikato BMA WaikatoPoly

Virginia Pitts BA(Hons) CNAA DipArts Auck

Bevan Yeatman BA MA PhD Waikato

Research Associates

S.R. Edwards BA BA(Hons) MA Well DipT

Anne Kennedy PhD BGSU

William McArthur MSocSc DPhil Waikato

Michael Redman

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK & REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:32:31 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/fass/screenmedia.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Faculty of Arts & Social Sciences](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Societies and Cultures

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

Chairperson
Michael Law

Anthropology

Senior Lecturers

Wendy E. Cowling BA(Hons) PhD Macq
Michael Goldsmith BA Auck AM PhD Ill
Judith Macdonald BA MA PhD Auck
Tom Ryan BA MA PhD Auck DEA EHESS Paris

Lecturer

Keith Barber BA MA PhD Auck

Research Associate

Ngapare Hopa BA Auck MBA Massey BLitt PhD Oxford

Certificate of University Preparation

Senior Tutor

Gemma Piercy BSocSc(Hons) MSocSc Waikato

Demography and Population Studies

Associates

Richard D. Bedford BA MA Auck PhD ANU FRSNZ
Ian Pool BA MA NZ PhD ANU FRSNZ
Jacques Poot Drs VU Amst PhD Well HonFRNAAS

Labour Studies

Senior Lecturers

Paul Harris BA Exe MA PhD Lanc
Michael Law BA Auck DipEdSt Waikato EdM Rutgers
David J.M. Neilson MA Cant PhD EAnglia
Tom Ryan BA MA PhD Auck DEA EHESS Paris

Senior Tutor

Gemma Piercy BSocSc(Hons) MSocSc Waikato

Associate

Joyce Stalker BHSc Guelph MEd EdD BrCol

Social Policy

Associate Professor
David A. Swain BSc Lond DPhil Waikato

Senior Lecturer
Jo Barnes BSc(Hons) S'ton MSc Sur PhD Flin PGCertTT Waikato

Lecturer
Maxine Campbell BSocSc(Hons) PhD Waikato

Social Science Research

Senior Lecturers
John Paterson BA(Hons) Otago MPhil Waikato PhD BrCol
Jo Barnes BSc(Hons) S'ton MSc Sur PhD Flin PGCertTT Waikato

Sociology

Associate Professor
David A. Swain BSc Lond DPhil Waikato

Senior Lecturers
Jo Barnes BSc(Hons) S'ton MSc Sur PhD Flin PGCertTT Waikato
L.E. (Ted) Ninnis MA Dund MSc Stir PhD Edin

Lecturer
Maxine Campbell BSocSc(Hons) PhD Waikato

Women's and Gender Studies

Lecturers
Maxine Campbell BSocSc(Hons) PhD Waikato
Carolyn Michelle MSocSc PhD Waikato

Associates
Tracy A. Bowell BA(Hons) Sus MPhil Camb
Joyce Stalker BHSc Guelph MEd EdD BrCol

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& [REQUESTS](#)



The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:32:36 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/fass/societies.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Computing & Mathematical Sciences](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Computer Science

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

Chairperson

Associate Professor G. Holmes

Professors

M.D. Apperley BE PhD Auck FNZCS

John G. Cleary BSc MSc PhD Cant

S.V. Reeves BSc(Hons) PhD Birm MRSNZ MNZCS

I.H. Witten MSc Calg MA Camb PhD Essex CEng FACM FRSNZ MIEE MIEEE

Associate Professors

G. Holmes BSc(Hons) PHD S'ton

Tony McGregor BSc(Hons) MSc Massey PhD Waikato

Senior Lecturers

D. Bainbridge BEng(Hons) Edin PhD Cant

S.J. Cunningham BA BSc Tennessee PhD Louisiana

Eibe Frank Dipl Inform Karlsruhe PhD Waikato

Mark Hall BCMS(Hons) PhD Waikato

Annika Hinze Dipl Math Techn Tu Berlin PhD Fu Berlin

Alan Holt BSc(Hons) Wolv PhD Open(UK) CEng MBCS MIEE

S. Jones BSc(Hons) PhD Stirling

Masood Masoodian BSc(Hons) Massey PhD Waikato

Richard Nelson BE(Hons) ME PhD Cant

David Nichols BSc(Hons) PhD Lanc CEng MBCS CITP

M.W. Pearson BSc(Hons) PhD Massey

Bernhard Pfahringer PhD Vienna Tech

W.J. Rogers BSc MSc Waikato

Anthony Smith MSc Calg PhD Waikato

Mark Utting MSc Waikato PhD NSW

Senior Research Fellow

David Streader BSc York MSc BristPoly PhD Lond

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Robi Malik Dipl Inform PhD Kaiserslautern

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Petra Malik Dipl Inform PhD Kaiserslautern

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Phillip Treweek BSc BA DipRelSt MCMS Waikato

Tutor

Bronwyn Poki BA(Hons) Waikato

Honorary Adjunct Professor

Ian D. Graham BSc Lond PhD Camb CEng

Honorary Professors

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Robert Spence BSc PhD DIC DSc Lond DrRCA FIEEE FEng

Honorary Lecturer
Gillian Reid BCom Auck MBA Brun

Research Associates
J. Stephen Downie BA MLIS PhD W.Ont
Lloyd A. Smith BMus MS PhD N.Texas

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& [REQUESTS](#)

 [BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:32:40 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/scms/compsci.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Computing & Mathematical Sciences](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Computer Graphic Design Group

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

Lecturers

James Barnett BA(Hons) NottTrent
Polly Cantlon BA Well MCGD Waikato DipT
Mark T.F. Liu MCGD Waikato
Trevor Morris DipFineArts Cant DipT
Keith Soo BCGD(Hons) Waikato
Nic Vandeerschantz BCGD(Hons) Waikato

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)



The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:32:44 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/scms/compgraphic.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Computing & Mathematical Sciences](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Mathematics

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)

Chairperson

Associate Professor Stephen Joe

Professors

Ian J.D. Craig BSc(Hons) PhD Lond

Ernest G. Kalnins BSc(Hons) Cant MSc PhD WOnt FRSNZ

Alfred D. Sneyd BA BSc MSc Auck PhD Camb

Associate Professors

Kevin A. Broughan BSc MSc Auck MA PhD Col MACM MIPENZ FNZMS

Stephen Joe BSc(Hons) MSc Massey PhD NSW

Senior Lecturers

Rua Murray BSc(Hons) Cant PhD Camb

Sean Oughton BSc(Hons) Well PhD Del

Tim Stokes BSc(Hons) PhD Tas

Lecturer

Ian J. Hawthorn BSc(Hons) MSc Auck PhD Minn

[2018 Calendar](#)

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& [REQUESTS](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:32:49 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/scms/mathematics.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Computing & Mathematical Sciences](#)

[Site Index](#) | [Text Only](#)

You are currently viewing the archived 2007 Calendar

Statistics

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

Chairperson
David Whitaker

Professor
To be appointed

Associate Professor
David Whitaker BSc(Hons) Wales MA Lanc

Senior Lecturers
W.M. (Bill) Bolstad BA Missouri MSc Stan DPhil Waikato
Lyn Hunt BSc MSc DPhil Waikato
Murray A. Jorgensen BSc(Hons) Cant MA PhD BrCol
Ray A. Littler BSc MSc Auck PhD Monash

Lecturer
J.L. (Judi) McWhirter BSocSc MSocSc DPhil Waikato

Honorary Lecturers
N.R. Cox BSc MSc Auck PhD Lond
H.Henderson BSc(Hons) Massey PhD Cornell

[2018 Calendar](#)

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The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:32:53 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/scms/statistics.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Computing & Mathematical Sciences](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Waikato Centre for Applied Statistics

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

Director

Ray A. Littler BSc MSc Auck PhD Monash

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK & REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:32:57 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/scms/waikatoappliedstatistics.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Education](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Arts and Language Education

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

Chairperson
Terry Locke

Professor
Stephen May BA Auck BA(Hons) Well MEd Massey PhD Brist DipT

Associate Professor
Terry Locke BA MA PhD Auck

Senior Lecturers
Gail H. Cawkwell BEd MEd Waikato TTC
Rosemary J. De Luca BA MA Auck DipEdSt PhD Waikato
Stephanie Dix BEd MEd Waikato DipT
Sue Dymock BSocSc MEd Waikato PhD Auck DipT
Margaret Franken BA MA PhD Well DipT
Clare Henderson BMus Well MEd Waikato LTCL LRSM TTC
Richard Hill BEd MA(Applied) Waikato DipT
Julie Jackson-Gough BMus Cant MM PhD Flor DipTh FTCL LRSM TTC AIRMT
Donn K. Ratana TTC
Cath Rau BEd MEd Waikato DipT
David Whitehead BA MA Massey DPhil MPhil Waikato GradDipRdgEd Clare DipT

Lecturers
Viv Aitken BA MPhil Wales PhD Waikato
E.M. Blakeney-Williams BEd MEd Waikato DipT TTC
Nicola Daly PhD LaTrobe
Sheilpa Patel BA ClaremontMcKenna MEd Harv
Cheri Waititi BEd Waikato TTC

Senior Tutors
Alison Annals BA MA Waikato
Chris Brough BEd Waikato DipT
Wendy Carss BEd Waikato DipT
Sally Mills PGDipSLT Waikato BA Well DipT
Graham Price BA Otago MEd Waikato DipT
Catherine Short BTchg Waikato TTC

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& [REQUESTS](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:33:01 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/soe/artslanguage.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Education](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Human Development and Counselling

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)

Chairperson
Roger I. Moltzen

Professor
Ted L. Glynn BA MA Auck PhD Tor DipGrad Otago FNZPsS FRSNZ

Associate Professors
Wendy J. Drewery BA MA Auck DPhil DipEdSt Waikato
Deborah Fraser BEd(Hons) Massey PhD Waikato DipT
R.I. Moltzen BEd MEd PhD Waikato DipT
Monica Payne BSc(Hons) Wales PGCE PhD Durh
Jenny Young Loveridge BA(Hons) Otago PhD Tor DipT

Senior Lecturers
Kathleen J. Crocket BA Well PhD Waikato DipGuidCouns Massey DipT
Elmarie Kotze BA(SW) BA(Hons) DipOrtoped MEd Pret D.Litt et Phil
RandAfrikaans
Angus Macfarlane BA MSocSc PhD Waikato DipEd DipT
Sally Peters BEd MEd PhD Waikato DipNZFKU DipT
Peter Stanley BA BEdSt Well MSocSc Waikato DipEd Massey DipT ANZPsS
John Winslade BA MA Auck PhD Waikato DipEd Massey DipT

Lecturer
Tina Williams BEd MEd Waikato DipT

Senior Tutor
Wally McKenzie BSocSc MSocSc Waikato

[2018 Calendar](#)

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& [REQUESTS](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:33:06 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/soe/humandevlopment.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Education](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Mathematics, Science and Technology Education

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)

Chairperson
Ian J. Taylor

Associate Professor
Jenny Young Loveridge BA(Hons) Otago PhD Tor DipT

Senior Lecturers
Nigel Calder BSocSc MEd Waikato TTC
Michael Forret BSc(Hons) Aberd DPhil Waikato DipT
Anne Hume BSc Auck MEd DipEdSt PhD Waikato DipT
Kathy Saunders BSc Auck MSc Curtin DipT
Sashi Sharma BEd USP MEd PhD Waikato
Ian J. Taylor BSc(Hons) Liv MEd DipEdSt PhD Waikato

Lecturers
Judy Bailey BSc MEd Waikato DipT
Ngarewa Hawera BSocSc MEd Waikato
John Lockley BSc MSc Waikato DipT
Louise Milne HDipT MEd Waikato DipT
Merilyn Taylor BEd Waikato DipT

Honorary Lecturers
Miles Barker BSc MSc Auck DipEd Massey DPhil Waikato AdvDipT
Fred Biddulph BA MA Cant DPhil Waikato DipT

[2018 Calendar](#)

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& [REQUESTS](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:33:10 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/soe/mste.html>

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Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Education](#)

[Site Index](#) | [Text Only](#)

You are currently viewing the archived 2007 Calendar

Policy, Cultural and Social Studies in Education

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

Chairperson
Martin Thrupp

Professors
Susan C. Middleton BA MA BEdSt Well DipEd Massey DPhil Waikato DipT
Martin Thrupp BA Cant MED PhD Well DipT

Associate Professors
Gregory D. Lee BA MEd PhD Otago ATCL DipTchg Lond
Joyce Stalker BHSc Guelph MEd EdD BrCol

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Deb J. Hill BEd Otago MPhil Auck DPhil Waikato DipT
Philippa Hunter BA Otago MA Waikato DipT
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L.C.I. Moss BA DipEd PGDA Otago DipT

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Honorary Lecturer
Peter D.K. Ramsay BA MA DipEd Well DPhil Waikato

[2018 Calendar](#)

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The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:33:14 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/soe/pcsse.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Education](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Professional Studies in Education

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

Chairperson
Russell Yates

Professor
Margaret A. Carr BA MA Well DPhil DipEdSt Waikato DipNZFKU

Associate Professors
Beverley Bell BSc Well MEd DPhil Waikato DipEd Massey DipT
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Fred K. Kana BA MA Waikato DipBiEd HDipT
Jeremy Kedian BA BEd MEd HDipEd Natal
Catherine M. Lang BEd MEd DipEd Waikato
Heather L. Mansell BEd MCouns Waikato DipT
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Rosina Merry HDipT Auck AdvDipT MEd Waikato
Lesley Rameka BEd Massey MEd Waikato DipT
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Jane Strachan MEd DipCounselling PhD Waikato DipPhEd Otago DipT
Karaitiana M. Tamatea BA BA(Hons) MA Waikato HDipT TTC
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Timote Vaioleti MBA CertGenSt Waikato TTC
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Kerry Earl BEd Cant MEd PGDipTM Waikato DipT
Jenny Ferrier-Kerr BEd MEd Waikato HDipT TTC
Dianne Forbes BA(Hons) Otago MEdMgmt Auck DipT
Parepikake Kana DipEL MEdL Waikato TTC
Koro Ngapo BA BA(Hons) MA(Hons) Waikato AdvDipT
Carol P. Nicholson BEd Waikato Playcentre Supervisors Cert NZCA Cert

Senior Tutors
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Maree Nobilo BEd Waikato DipT DipRS
Vanessa Paki BEd PGDipEd Waikato DipT

Associates
Peter Ballingall MA Auck DipT CTEFLA
Ian Calder MA Auck DPhil Waikato DipT MNZPsS
Garry Casey TTC
Wendy Lee CertContEd Waikato DipT

Honorary Lecturers
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Judy McGee BEd MEd Waikato TTC
Margaret Nicholls BEd MEd Waikato PhD Well TTC

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:33:18 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/soe/profstudies.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Education](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Sport and Leisure Studies

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

Chairperson
Douglas Booth

Professors
Douglas Booth BSc(Hons) Melb MSocSc Natal PhD Macq
Bevan C. Grant BEd MA VicBC PhD Otago

Senior Lecturers
Toni Bruce BPhEd Otago MSc PhD III
Margaret Cosgriff BPhEd Otago MSc Minn DipT
Donna Little BA DipEd Qld MA PhD Griff
Clive C. Pope DipPhEd Otago MEd Waikato PhD OhioState
Richard Pringle BPhEd Otago MEd WAust PhD Waikato DipT
D. George Salter MEd Waikato DipPE Lough DipNZCRS DipT
Margaret Scratchley BEd MEd PhD Waikato TTC Liv CertPE Chelsea DipNZCRS

Lecturers
Karen Barbour BSocSc MSocSc PhD Waikato DipContDance UnitecIT
Lisa M. Hayes DipPhEd Otago MA Well
Katie Fitzpatrick BEd Cant BSpLS(Hons) Waikato DipT
Kirsten Petrie BEd Cant MTchLn CCE DipT
Rachel Saunders BEd BLS PGDipEd Waikato DipT
Christopher Schmidt BARM BLS PhD Griff
Brett Smith BSc BPhEd MPhEd Otago
Holly Thorpe BPhEd Otago

Senior Tutors
Sherrin Jefferies BEd MEdL Waikato DipT
Chris Milne BHB MBChB PGDipObst Auck DipSportMed LondHospMedColl
FACSP FRNZCGP
Wendy Neilson BEd MEd Waikato DipT

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:33:23 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/soe/sportleisure.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Education](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Centre for Continuing Education

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

Director

Lorraine Webber BSocSc(Hons) MSocSc DipLabStud DipTchg Waikato

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:33:27 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/soe/cfce.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Science & Engineering](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Centre for Science and Technology Education Research

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

Associate Professor

Richard K. Coll BSc PhD Cant ScEdD Curtin MRSNZ FNZIC

Senior Lecturers

Bronwen Cowie BSc MSc PhD Waikato DipT

Chris Eames BSc MSc PhD Waikato

Michael Forret BSc(Hons) Aderd PhD Waikato DipT

Judy Moreland MEd PhD Waikato DipT

Lecturers

Alison Campbell BSc(Hons) PhD Massey TTC

Kathrin Otrell-Cass MSc Salzburg PhD Waikato

Senior Research Officer

Cathy Bunting BSc MSc Waikato

[2018 Calendar](#)

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[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

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Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Education](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Centre for Teacher Education

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

Assistant Dean: Teacher Education
Brian Prestidge BA MA Cant DipT JP

Programme Coordinators

BTchg – Early Childhood
Carol Nicholson BEd Waikato PlaycentreSupervisorsCert. NZCA Cert

BTchg – Primary (Hamilton)
Stephanie Dix BEd MEd Waikato DipT

BTchg – Primary (Tauranga)
Barbara M. Whyte BEd MEd Waikato DipT RSA/Cambridge CTEFLA

Graduate DipT – Primary
Jenny Ferrier-Kerr BEd MEd Waikato HDipT TTC

BTchg – Kākano Rua/Rumaki
Cath Rau BEd MEd Waikato DipT

BTchg – Primary Distance
Bill Ussher BEd MEd GradDipEL Waikato DipT

Conjoint Degrees
Beverley Cooper BSc MSc Waikato DipT

Graduate DipT – Secondary (Hamilton)
Heather Mansell BEd MCouns Waikato DipT

Graduate DipT – Secondary (Tauranga and Distance)
David McPherson BA Well DipSchMgmt UnitecIT DipT

Teaching Practicum – Primary Coordinator
Mark Weston BTchg Waikato

Professional Practice Coordinators
Beverley Cooper BSc MSc Waikato DipT
Catherine M. Lang BEd MEd Waikato DipT
Rosina Merry HDipT Auck AdvDipT MEd Waikato

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& [REQUESTS](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:33:35 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/soe/teachereducation.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Education](#)

[Site Index](#) | [Text Only](#)

You are currently viewing the archived 2007 Calendar

Wilf Malcolm Institute of Educational Research

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

Director

Alister T. Jones BSc Otago MSc DPhil Waikato DipT MRSNZ

Professors

Noeline Alcorn QSO BA Well MA Cant PhD Calif DipEd Massey DipT FNZEAS

Russell Bishop BA(Hons) Well MA PhD Otago DipEd Massey DipT

Margaret A. Carr BA MA Well DPhil DipEdSt Waikato DipNZFKU

Alister T. Jones BSc Otago MSc DPhil Waikato DipT MRSNZ

Clive McGee BA MA DPhil Waikato DipT

Stephen May BA Auck BA(Hons) Well MEd Massey PhD Brist DipT

Martin Thrupp BA Cant PhD Well

Senior Research Officers

Cathy Bunting BSc MSc PhD Waikato

Anne M. McKim MA Dund MA Mani PhD Edin

Noeline Wright DipEL EdD Waikato

Senior Research Fellow

Wendy Lee CertContEd Waikato DipT

Visiting Professor

John Smyth BCom Melb BEdSt Qld DipEd Monash MEdAdmin NE DPhil Alta

MPolLaw LaTrobe

[2018 Calendar](#)

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The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:33:39 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/soe/wminstedres.html>

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Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Education](#)

[Site Index](#) | [Text Only](#)

You are currently viewing the archived 2007 Calendar

Services for Teachers in Schools

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

School and Teacher Professional Development

School Support Services Director
Jane Barnett BSc Cant PGDipTech Waikato TTC

Associate Director
Neil Couch AdvDipT PGDipEd Waikato TTC

Educational Leadership

Director
Jan M. Robertson BEd MEd DPhil Waikato DipT

Manager
Jeremy Kedian BA BEd MEd HDipEd Natal

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The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:33:43 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/soe/servicesforteachers.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Waikato Management School](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Accounting

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

Co-Chairpersons

Professor Howard Davey
Associate Professor Martin Kelly

Professors

Howard B. Davey BA BBS MBA Massey PhD Waikato CA ACIS
Ian Eggleton BCom BCA Well MBA PhD Chicago CA ACIM
Stewart R. Lawrence BSc(Hons)(Econ) Lond MSc Warw PhD Waikato ACMA
Alan D. Lowe BA(Hons) CNA MA Manc PhD Waikato ACMA MRSNZ
FNZSSS
Karen A. Van Peurse BSc Oregon MBS Massey PhD Waikato CPA CA

Associate Professor

Martin Kelly MBS Massey PhD Waikato FCCA

Senior Lecturers

Clinton R. Alley BCA Well CA CMA
Joanne Locke BCom Tas MBS PhD Massey ASCPA
Grant Samkin BCompt(Hons) SA MCom Durban-Westville DCompt SA CA
R. Helen Samujh BCom(Hons) Otago MEc NE CA

Lecturers

Brennan G. Allen BCA Well MMS PhD Waikato
Mary C.H. Low BA DipEd USP MMS DipAcc&Fin Waikato CA

Teaching Fellow

Jim Ryan MMS Waikato CA

Senior Fellow

Graham Francis BSc(Econ) Hull MA DeMont MBA Warw

Senior Tutors

Murugesh Arunachalam BAacct Malaya MSc Stir
Andrea Bather LLB Cant LLM Waikato
Alison McCourt LLB Cape Town LLM Waikato
Umesh Sharma BA BEd MA DipEd DipAcc&Fin DipEdAd S'Pac

Tutor

Jacqueline Allen BMS GradDipEnvMgt MMS Waikato CA

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:33:48 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/wms/accounting.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Waikato Management School](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Economics

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

Chairperson

To be appointed

Adjunct Professor

Arthur Grimes

Professors

John Gibson BAgSc Cant MAgSc Lincoln PhD Stan
Mark Holmes BA Essex MSc Lond PhD Dund
Philip McCann BA MA PhD Camb
Riccardo Scarpa MA WiscMadison MSc Wales PhD WiscMadison
Frank Scrimgeour BAgSc(Hons) Cant PhD Hawaii

Associate Professors

Kenneth Carlaw BA MA PhD S.Fraser
Warren Hughes BCom MCom Auck MBA DBA Indiana
John Tressler BEc(Hons) JamesCook PhD Missouri

Senior Lecturers

Sayeeda Bano MA Patna and Alta MPhil JNehruU PhD SFraser
Richard Dutu PhD ParisXNanterre
Steven Lim BSocSc Waikato MEd Monash PhD Adel
Dan Marsh MSc Reading MA Oxf PhD Waikato
Brian Silverstone BCom MCom Otago MPhil Waikato
Anna Strutt BSocSc(Hons) Waikato PhD Adel

Lecturer

Bridget Daldy BSc MSocSc DipEcon Waikato

Senior Research Fellows

Pam Kaval BSc Rutgers MSc Maine PhD CSU
Bonggeun Kim MA SNU PhD Michigan

Honorary Lecturer

Veronica Jacobsen LLB DPhil Waikato

Associate

Jacques Poot Drs VU Amst PhD Well HonFRNAAS

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& [REQUESTS](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:33:52 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/wms/economics.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Waikato Management School](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Finance

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

Chairperson

To be appointed

Professor

Ed Vos BSc Wis MBA OhioState PhD Waikato

Associate Professor

Stuart Locke BEc(Hons) ANU PhD Tas CA

Senior Lecturers

Daniel Choi BSc FuJenCatholic MASc Wat MA Lanc PhD Stir

Dani Foo BCom MCom Auck MBA PhD Texas

Philip O'Connor PhD Maryland

Senior Fellow

Kurt Hess DiplIngETH Switzerland MBA BrCol

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:33:56 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/wms/finance.html>

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Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Waikato Management School](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Management Communication

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)

Chairperson

Professor Juliet Roper

Adjunct Professor

George Cheney PhD Purdue

Professors

David McKie MA Glas PGCE Sheffield PhD Stir

Judy Motion BA MMS PhD Waikato

Juliet Roper BA Otago MMS PhD Waikato

Ted Zorn BA Charleston MA PhD Kentucky

Associate Professors

Debashish Munshi BA(Hons) Calc PhD Waikato

C. Kay Weaver BA(Hons) PhD Stir

Senior Lecturers

Nittaya Campbell BSocSc DPhil Waikato MA Hawaii DipTESL

Cheryl Cockburn-Wooten BA(Hons) Glam PGCE PhD Wales

Shiv Ganesh BA Delhi MA Tata Inst.Soc.Scis PhD Purdue

Prue Holmes BA Well MMS PhD Waikato DipSLT Massey

Lecturers

Fabrice Desmarais BA(Hons) PhD Waikato

Michelle Schoenberger-Orgad BA Well DipArts Auck ML Camb PGDipComm Waikato

Mary Simpson BSW Massey PGDipComm Waikato

Margalit Toledano BA MA Hebrew PhD Paris APR

[2018 Calendar](#)

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& [REQUESTS](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:34:00 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/wms/mgmtcomm.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Waikato Management School](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Management Systems

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)

Chairperson

To be appointed

Professors

James L. Corner BSc Virginia MBA Wyoming PhD ArizonaState

Les R. Foulds BSc MSc Auck PhD VirgPolyInst FTICA

Robert J. McQueen BApSc(EE) Wat MBA Harv PhD Waikato

Associate Professors

Chuda B. Basnet BEng Poona MS Montana State PhD Oklahoma State

Paul Childerhouse PhD Wales

John L. Scott BSc(Hons) BCA Well CertPGS Camb PhD Well

Senior Lecturers

Eric Deakins BSc(Hons) MBA PhD Plymouth

Stuart Dillon BSc MMS PGDipMgtSys PhD Waikato

Hyung Jun Ahn PhD KoreaAIST

Valerie Martin MSc Strath PhD Cran

Stefan Seuring-Stella MSc Brist MSc Kent PhD Oldenburg

[2018 Calendar](#)

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:34:05 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/wms/mgmtsystems.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Waikato Management School](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Marketing

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)

Chairperson
Professor Richard Varey

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 North Carolina
Lorraine Friend BS Ohio MS ColoradoState PhD Otago
Ron Garland BA MA Otago PhD Massey
Scott Koslow BA MBA Mich PhD SCalif
David B. Taylor BSc(Econ) Belf MA Lanc MCIM

Senior Lecturer
Mary FitzPatrick BEd DipEd PGDipMrkt PhD Waikato

Lecturer
Valentyna Melnyk PhD Tilburg

Senior Tutors
Janet Davey BSc MA MPhil Massey
Mark Kilgour BMS MMS Waikato
Patricia Koslow BBA Texas MEd NthTexas
James McIntosh BSc Leeds PhD Waikato DipBusSt WaikatoPoly
Quentin Somerville BAgSc Massey MMS DipMrkt Waikato

Doctoral Assistant
Djavlonbek Kadirov MSc Salf

[2018 Calendar](#)

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:34:09 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/wms/marketingmngt.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Waikato Management School](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Strategy and Human Resource Management

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

Co-Chairpersons

J.E.F. Gilbert BA DipBIA PhD Auck MBA Cran IT
 Michèle E.M. Akoorie BA Auck MBA City London DPhil Waikato
 Kathryn Pavlovich BA Auck DipMgt MMS PhD Waikato

Professors

James Barker BA Arkansas MA Purdue PhD Colorado
 Delwyn N. Clark BSc Auck BMS DPhil Waikato DipT
 C.H.J. Gilson BA(Hons) Middx MA PhD Warw
 Mark Harcourt BCom(Hons) QueensUniKingston BEd Toronto PhD Alberta

Associate Professors

Michèle E.M. Akoorie BA Auck MBA City London DPhil Waikato
 M.T. Humphries MSocSc DPhil DipMrkt Waikato
 Kathryn Pavlovich BA Auck DipMgt MMS PhD Waikato

Senior Lecturers

Marc Anderson BS(Econ) Carnegie-Mellon MBA Michigan PhD Minn
 Stephen Bowden BCom MCom Cant PhD Ill
 Eva Collins BSc PortlandState MA Essex PhD GWashington
 Suzette Dyer BMS MMS PhD Waikato
 J.E.F. Gilbert BA DipBIA PhD Auck MBA Cran IT
 Jarrod Haar BMS MMS PGDipStratMgt PGDipOrgLdr PhD Waikato
 Glyn Jones BSc(Econ) Wales MA Leeds

Lecturers

Jennifer Gibb BSocSc MSocSc PhD Waikato
 Linda Twiname BSocSc MMS PhD Waikato

Assistant Lecturer

Suzanne Grant BMS MMS Waikato

Teaching Fellow

Neil Harnish BA NotreDame MMS Waikato

Senior Tutor

Anca Ryan BA MBA Sheff

Doctoral Assistants

Marlize De Witt BA Pret MMS PGDipHRM Waikato
 Vesna Sedoglavich MMS PGDipMrkt Waikato
 Smita Singh MBA AUT

Research Associate

Kurt Heppard PhD Colorado

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Page Generated: Tue Nov 21 05:34:13 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/wms/strategic.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Waikato Management School](#)

[Site Index](#) | [Text Only](#)

You are currently viewing the archived 2007 Calendar

Tourism and Hospitality Management

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

Chairperson

To be appointed

Professors

Christine Lim PhD W.Aust

Christopher Ryan BSc(Econ)(Hons) Lond MED Nott MPhil CNAA PhD Aston PhD Kensington CertEd Leic

Associate Professor

Alison McIntosh PhD QM Edin/Open(UK)

Senior Lecturers

Tim Lockyer BSc(Hons) BYHawaii MBS Massey DipEd Sur PhD Waikato

Asad Mohsin BSc Delhi MBA PhD NTerritory

Anne Zahra BCom MCom NSW

Lecturers

Jenny Cave BA Otago MMuS Tor

Charlie Panakera BTech(Accy) PNGTech DipBusAdmin MBA Massey

[2018 Calendar](#)

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The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:34:17 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/wms/tourismmngt.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Waikato Management School](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Centre for Corporate and Executive Education

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

Director
John Tucker MBA Waikato

Associate Professor
Jens Mueller MBA NorthernIllinois LLM Goldengate MSc(AdvMgmt) Claremont
JD WesternState

Senior Fellows
John Cunningham BE ME DipBIA Auck
Colleen Rigby BA(Hons) MA PhD Natal

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:34:21 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/wms/executive.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Maori & Pacific Development](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Centre for Research and Development

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

Toi Huarewa/Professor
Ngahuia Te Awekotuku BA MA(Hons) Auck PhD Waikato

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:34:26 2023

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This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Maori & Pacific Development](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Te Aka Reo

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)

Pou/Chairperson
To be appointed

Toi Huarewa/Professor
Pou Temara MA Well TTC

Ngā Pūkenga Matua/Senior Lecturers
Waldo T.P.T. Houia MIL BSocSc MPhil DipBiEd DipSLT Waikato TTC JP
Te Kahautu Maxwell BA MA Waikato
Haupai Puke MA(Hons) Auck DipT
Tom Roa BA DipTESL Well MA(Applied) Waikato DipT JP
Rapata Wiri BA MA PhD Auck

Ngā Pūkenga/Lecturers
Hine-iti-moana Greensill BA(Hons) PGDipSLT Waikato
Hori Manuirirangi BA MA PGDipInt&Trans Waikato RSA/Cambridge CELTA
Enoka Murphy BA(Hons) Waikato
Sophie Nock BA(Hons) MA Waikato RSA/Cambridge CELTA
Natana Takurua BA(Hons) Waikato
Jackie Tuauipiki BA(Hons) Waikato

Kaiāwhina Matua/Senior Tutors
Rauhina Cooper BEd Waikato
Jessie Sam TTC
Hinekahukura Te Kanawa HDipT Waikato TTC

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:34:30 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/smpd/teakareo.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Maori & Pacific Development](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Te Aka Tikanga

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)

Pou/Chairperson
Sandy Morrison

Toi Huarewa/Professor
Pou Temara MA Well TTC

Ngā Pūkenga Matua/Senior Lecturers
Ngahuia M. Dixon BA MA Waikato RSA/Cambridge CTEFLA DipT
Materoa Dodd BA MA Auck DipSW Well
Sandy Morrison BA PGDipMPD MMPD Waikato CertCrim Well

Ngā Pūkenga/Lecturers
Donna Campbell PGDipFA MFineArts Auck
Terri Crawford BMPA EIT
Pania Melbourne BA MA Waikato
Enoka Murphy BA(Hons) Waikato

Kaiāwhina Matua/Senior Tutor
Hoturoa Barclay-Kerr BA Auck

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:34:34 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/smpd/teakatikanga.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Maori & Pacific Development](#)

[Site Index](#) | [Text Only](#)

You are currently viewing the archived 2007 Calendar

Te Tīmatanga Hou

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

Director
Linda M. Ward BA DipEd Waikato

Senior Kaiwhakaako
George Wynyard DipT

Kaiwhakaako
Sam Collins BSc Waikato
Jocleen Karu BA Waikato DipT
Jacqueline Smith BA DipSocSc Waikato

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK & REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:34:39 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/smpd/tetimatangahou.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Science & Engineering](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Biological Sciences

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

Chairperson

To be appointed

Professors

Craig Cary BSc FloridaIT MSc SanDiegoSt PhD Calif
Roy M. Daniel BSc(Hons) PhD Leic FRSNZ FNZIC
Roberta L. Farrell BSc Missouri MSc PhD Ill 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
Warwick B. Silvester BSc NZ MSc Auck PhD Cant
Richard J. Wilkins MSc Auck PhD Otago

Adjunct Professor

P.L. Bergquist BSc MSc PhD NZ DSc Auck FRSNZ

Reader

L.M. McLeay MAgrSc Massey PhD Melb

Associate Professors

Viv Arcus BSc MSc Waikato PhD Camb
Bruce Clarkson BSc MSc DPhil Waikato TTC
B.J. Hicks BSc MSc Auck PhD Oregon State
J.R. Waas BSc(Hons) Trent PhD Cant

Senior Lecturers

Alison Campbell BSc(Hons) PhD Massey TTC
R. Cursons MSc PhD Massey
C.W. Eames BSc MSc PhD Waikato
Chrissen E.C. Gemmill BS Calif PhD Colorado
Ian Hogg MAppSc Canberra BSc PhD Tor
C.M. King BSc(Hons) Liv DPhil Oxf PhD Waikato
N. Ling BSc MSc PhD Auck
Ryan D. Martinus BSc MSc Waikato PhD Massey
Ian R. McDonald BSc Ulster PhD Liv
David R. Musgrave BSc Massey DipSci PhD Otago
C. Pilditch BSc MSc Otago PhD Dal

Lecturer

Ian Duggan BSc MSc PhD Waikato

Manager – DNA Sequencing Unit

John Longmore BSc(Tech) Waikato

Senior Tutor

Lynne Chepulis BSc MSc MPhil Waikato

Research Associates

Leopoldo G. Sancho PhD Madrid
Roman Türk DPhil Vienna

Honorary Professors

Chris H. Bornman BSc MSc Stell PhD UC Davis DSc Natal

Donald A. Cowan BSc MSc PhD Waikato

Honorary Lecturers

D.K. Berg MSc PhD Minnesota

B. Burns BSc MSc Auck PhD Colorado DipNR Lincoln

V. Cassie-Cooper MA PhD Auck

M.A. Chapman MSc Otago PhD Glas

Beverley R. Clarkson BSc MSc PhD Waikato

Kevin J. Collier BSc MSc PhD Waikato

S.R. Davis MSc PhD Nott

Nicholas B. Edgar BSc MSc GradDipMgt PhD Waikato

P. Gerard BHortSc Lincoln DPhil Waikato

R. Hill BSc PhD R'dg

J. Innes BSc MSc Massey

Ravi Kambadur BSc MSc SVUTirupati PhD Chandigarh

Michael Landman MSc PhD Waikato

J.R. Leathwick BForSc DSc Cant

Carolyn J. Lundquist BSc PhD Davis

C.J. Morrow BSc MSc Waikato PhD George Mason

B.J. Oback BSc MSc Giessen PhD Heidelberg

P.L. Pfeffer BSc BSc(Hons) PhD Cape Town

C.G. Prosser BSc(Hons) PhD WAust

P. Shannon MAgSc Durh DSc Waikato

K. Stelwagen BSc(Hons) Leeuwarden MSc PhD Guelph

W.N. Vant BSc MSc(Hons) Auck MSc Wales

K. Wong BSc BDS Otago PhD Lond

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& [REQUESTS](#)



The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:34:44 2023

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This page has been reformatted for printing



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Science & Engineering](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Chemistry

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

Chairperson
Professor W. Henderson

Professors
W. Henderson BSc(Hons) PhD Leic FNZIC
B.K. Nicholson BSc(Hons) PhD Otago FNZIC
A.L. Wilkins BSc(Hons) PhD Otago FNZIC

Associate Professors
C.H. Hendy BSc MSc PhD Well MNZIC
A.G. Langdon BSc MSc PhD Well FNZIC
L. Main MSc Well PhD Auck FNZIC
D.W. Smith BSc(Hons) StAnd DPhil Oxf FNZIC

Senior Lecturers
Tony Cartner BSc(Hons) PhD Otago MNZICF
Merylyn Manley-Harris BSc(Hons) JamesCook PhD Montana
P.J. Morris BSc MSc PhD Well MNZIC
M.R. Mucalo BSc MSc PhD Auck MNZIC MRSC
Michèle R. Prinsep BSc(Hons) PhD Cant MNZIC

Tutor
Corry Decker PhD Waikato

Honorary Lecturers
Donald E. Kiely PhD Connecticut
N.D. Kim BSc(Hons) PhD Cant
C.O. Miles MSc DPhil Waikato
Michael Rathbone BSc LeicPoly PhD Aston
Peter G. Robinson PhD Auck
A.J. Rogers BSc(Hons) PhD Otago
T. Sims MSc MPhil Waikato
I. Suckling BSc(Hons) Well PhD BrCol
Kate Wilson BSc MSc(Hons) Waikato

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[BACK TO TOP](#)

The University of Waikato - Te Whare Wānanga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:34:48 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/sst/chemistry.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Science & Engineering](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Earth and Ocean Sciences

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

Chairperson
D.I. Campbell

Professors
P.J.J. Kamp BSc MSc PhD Waikato
C.S. Nelson BSc(Hons) Well PhD Auck FRSNZ

Port of Tauranga Ltd Research Professor in Coastal Environmental Sciences
T.R. Healy BSc MSc Auck PhD Monash FIPENZ

Associate Professors
W.E. Bardsley BSc(Hons) MSc PhD Otago
R.M. Briggs BSc MSc PhD Auck FAusIMM
D.J. Lowe BSc MSc PhD Waikato FNZSSS

Senior Lecturers
M.R. Balks BSc(Hons) Massey PhD Waikato AMNZPI
K.R. Bryan BSc(Hons) Tor PhD Dal
D.I. Campbell BSc(Hons) PhD Otago
W.P. de Lange BSc MSc DPhil Waikato
V.G. Moon BSc MSc DPhil Waikato
L.A. Schipper BSc MSc DPhil Waikato

Lecturer
R.T. Smith BSc(Hons) PhD Cant

Assistant Lecturer
Stephanie Nyman BSc MississippiState MSc Texas

Research Associates
A.B. Challinor BSc DSc Waikato
M.J. Pearson BSc DipEd PhD Sheff
A.P.W. Hodder BSc MSc Well PhD Waikato DipEd Massey MNZIC
Graham Sparling BSc(Hons) PhD Sheffield FNZSSS

Honorary Lecturers
E.J. Brown MSc PhD Waikato
Giovanni Coco BSc Catania PhD Plymouth
Richard Duirs BRS Lincoln
J.C. Hadfield BSc DipAppSc MPhil Waikato
B.A. Huser PhD Eth-Zurich
C.D.A. McLay BSc MSc Waikato PhD Lincoln
T. Payn BSc(Hons) Nth Wales PhD Cant
P.L. Singleton MSc PhD Waikato
Jeff Smith BSc(Hons) Otago PhD PGDipMgtSt Waikato
W.N. Vant BSc MSc(Hons) Auck MSc Wales

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:34:53 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/sst/earthsciences.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Science & Engineering](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Engineering

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

Chairperson
Janis E. Swan

Professors
Jonathan Scott BSc BE MEngSc PhD Syd SMIEEE
Janis E. Swan BTech MTech Massey PhD Wat FNZIFST FIPENZ

Associate Professors
Sinniah Ilanko BSc MSc Manc PhD W.Ont
Rainer Künнемeyer DiplPhys DrRerNat Hanover SMIEEE MIPENZ MSPIE
Alan G. Langdon BSc MSc PhD Well FNZIC
Maira L. Steyn-Ross BSc MSc PhD Waikato MNZIP
Deliang Zhang BE NorthEastUniTechnology DPhil Oxf MTMS

Senior Lecturers
Michael Cree BSc(Hons) PhD Cant SMIEEE MACPSEM MNZIP
Mike Duke BEng SBankPoly PhD SBank
Brian L. Gabbitas BSc PhD Leeds CEng MIM MIPENZ
Nihal Kularatna BScEng Ceyl FIET FIE SMIEEE
Kim L. Pickering BScEng LondImp PhD Surrey CPeng IntPE MIPENZ MIMMM
Giridhar Raghavan Nair BSc Kerala BSc(Eng) Cochin MTech PhD IITDelhi
Howell Round BSc(Tech) Waikato MSc Sur PhD Cant FNZIP FACPSEM SMIEEE MIPENZ
D. Alistair Steyn-Ross BSc MSc PhD Waikato MRSNZ MNZIP
Michael R.W. Walmsley BE PhD Auck MAICHE

Lecturers
James Carson BE(Hons) ME Cant PhD Massey
Mark Lay BSc MSc PhD Waikato
Sadhana Talele BE ME Poona GradDipT Waikato
Rob Torrens BSc(Tech) MSc PhD Waikato
Johan Verbeek BEng MEng PhD Pret PrEng MSAICHE MIPENZ
Marcus Wilson BA Camb PhD Brist MInstP CPhys

Honorary Lecturers
Ian Brown BSc PhD Well
James W. Sleigh MB ChB CapeT DipAppStats Massey MD Auck FANZCA

Research Associate
Rod Claycombe BSc BE(Hons) ME Auck PhD Tor MIEEE MACPSEM MIPENZ

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& [REQUESTS](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:34:57 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/sst/engineering.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Science & Engineering](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Antarctic Research Unit

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

Director
C.H. Hendy BSc MSc PhD Well MNZIC

Assistant Director
T.G. Allan Green BA MA DPhil Oxf

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)



The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:35:02 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/sst/antarctic.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Science & Engineering](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Carbon Dating Unit

Contents

[Admission, Enrolment and Fees](#)

Senior Research Fellow
A.G. Hogg MSc DPhil Waikato

[Research, Assessment and Graduation](#)

Research Officer
Fiona Petchey DPhil Waikato

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK & REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:35:06 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/sst/carbondating.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Science & Engineering](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Centre for Biodiversity and Ecology Research

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

Director
Bruce Clarkson BSc MSc DPhil Waikato TTC

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:35:10 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/sst/cber.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Science & Engineering](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Centre for Research in Animal Biology

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

Director
R.J. Wilkins MSc Auck PhD Otago

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:35:15 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/sst/animalbiology.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Science & Engineering](#)

[Site Index](#) | [Text Only](#)

You are currently viewing the archived 2007 Calendar

Cooperative Education Unit

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

Director and Associate Professor
Richard K. Coll BSc PhD Cant ScEdD Curtin MRSNZ FNZIC

Senior Lecturers
Chris Eames BSc MSc PhD Waikato
M.R. Mucalo BSc MSc PhD Auck MNZIC MRSC

Lecturers
Mark C. Lay BSc MSc PhD Waikato
Karsten E. Zegwaard BSc MSc(Tech) Waikato

Senior Tutors
Sue McCurdy BSc MSc Waikato
Levinia Paku MSc Waikato

[2018 Calendar](#)

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The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:35:19 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/sst/cooperativeeducation.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Science & Engineering](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Honey Research Unit

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

Joint Directors

P.C. Molan MBE BSc(Hons) Wales PhD Liv
A.L. Wilkins BSc(Hons) PhD Otago MNZIC

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)



The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:35:23 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/sst/honeyresearch.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Science & Engineering](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Thermophile and Microbial Biochemistry and Biotechnology Unit

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

Joint Directors

R.M. Daniel BSc(Hons) PhD Leic FRSNZ FNZIC

H.W. Morgan BSc Wales MSc Strath PhD Guelph

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK & REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:35:27 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/sst/thermophile.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [School of Science & Engineering](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Waikato Stable Isotope Unit

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

Director

Brendan J. Hicks BSc MSc Auck PhD Oregon State

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:35:31 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/sst/isotope.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Corporate Services](#)

[Site Index](#) | [Text Only](#)

You are currently viewing the archived 2007 Calendar

Facilities Management Division

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

Director
John Cameron BSocSc Waikato NZCB

Group Manager Facilities
Tony Dicks BSc(Eng) Natal MBA Durban-W PGDipHE Delft

Security Manager
Ray Hayward

Support Services Manager
Hemi Dean

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:35:36 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/corp/fmd.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Corporate Services](#)

[Site Index](#) | [Text Only](#)

You are currently viewing the archived 2007 Calendar

Financial Services Division

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

Director of Finance
Andrew McKinnon BBS Massey CA

Manager Financial Management
To be appointed

Manager Financial Operations
Richard Ooi MBA Strath

Manager Procurement
To be appointed

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)



The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:35:40 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/corp/fsd.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Corporate Services](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Information and Technology Services

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)

Director

To be appointed

Campus Computers Manager
Garron Smith

Client Support Manager
Bryce Nicholls NZCE

Information Systems Manager
Mark Willcock BSocSc Waikato

Infrastructure Manager
Simon Travaglia

Internet Services Manager
Shaun Nicholson BFA Auck GradDipMgt Waikato

Project Manager
Coralie Gibbison BA Auck Dip Management NZIM

Waikato Print Manager
Sally Sleigh BA HDipLib Cape Town GradDipMgt Waikato

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:35:44 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/corp/its.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Corporate Services](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Library

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

University Librarian
Annette McNicol BA NE MTechMgt Griff AALIA

Manager Academic Services
Rae Gendall DipILS TOPNZ TTC

Manager Client Services
Vye Perrone BA Cant MLIS Well PGCertEd Waikato

Information Resources Manager
Ross Hallett MSc Waikato DipLib Well

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:35:48 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/corp/library.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Corporate Services](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Management Information Unit

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

Manager
Campbell Vette BSc Waikato

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:35:53 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/corp/mgmtinfo.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Corporate Services](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Public Relations and Marketing

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

Public Relations and Events Manager
To be appointed

Publications and Media Manager
Maree McNulty BCS AUT

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:35:57 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/corp/prm.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Corporate Services](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Risk Assurance

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

Group Manager
Ken Housley

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:36:01 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/corp/riskassurance.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#) > [Corporate Services](#)

[Site Index](#) | [Text Only](#)

You are currently viewing the archived 2007 Calendar

Student and Academic Services Division

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[2018 Calendar](#)

Director
Wendy Craig BSW(Hons) PhD Massey
Group Manager: Academic Administration
Lee-Ann Jordan
Group Manager: Resources
Margaret Taylor
Group Manager: Student Recruitment and Enrolment
Clare Cramond BBS Massey LTCL
Group Manager: Student Support
Elizabeth Weir BA Waikato DipT

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[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:36:05 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/corp/sasd.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Bachelors Degree Regulations

Contents

Admission, Enrolment and Fees	Bachelor of Arts (BA)
	Bachelor of Business Analysis – Financial (BBA(Fin))
	Bachelor of Communication Studies (BCS)
Research, Assessment and Graduation	Bachelor of Computer Graphic Design (BCGD)
	Bachelor of Computing and Mathematical Sciences (BCMS)
	Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons))
Staff and Honours	Bachelor of Electronic Commerce (BECom)
	Bachelor of Engineering (BE)
University Overview and Charter	Bachelor of Engineering with Honours (BE(Hons))
	Bachelor of Laws (LLB)
	Bachelor of Laws with Honours (LLB(Hons))
Schedule of Papers	Bachelor of Liberal Studies (BLibS)
	Bachelor of Management Studies (BMS)
General Regulations and Policies	Bachelor of Management Studies with Honours (BMS(Hons))
	Bachelor of Māori and Pacific Development (BMPD)
Qualification Regulations	Bachelor of Music (BMus)
	Bachelor of Science (BSc)
Research Centres	Bachelor of Science (Technology) (BSc(Tech))
	Bachelor of Social Sciences (BSocSc)
Academic, Consultancy and Service Units	Bachelor of Sport and Leisure Studies (BSpLS)
	Bachelor of Teaching (BTchg)
	Bachelor of Tourism (BTour)
General Services	Conjoint Degree Programmes in Management Studies and Science
	Conjoint Degree Programmes in Teacher Education
Important Dates	
Full Table of Contents	

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:36:09 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/bachelor/index.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Higher Degree Regulations

Contents

[Admission, Enrolment
and Fees](#)

[Research, Assessment
and Graduation](#)

[Staff and Honours](#)

[University Overview and
Charter](#)

[Schedule of Papers](#)

[General Regulations and
Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy
and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

[Master of Philosophy \(MPhil\)](#)

[Doctor of Philosophy \(PhD\)](#)

[Doctor of Education \(EdD\)](#)

[Doctor of Juridical Science \(SJD\)](#)

[Doctor of Laws \(LLD\)](#)

[Doctor of Literature \(DLit\)](#)

[Doctor of Science \(DSc\)](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:36:15 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/higher/index.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Diploma Regulations

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[Diploma \(Dip\)](#)
[Graduate Diploma \(GradDip\)](#)
[Graduate Diploma in Pōkairua Kaupae-Rua Whakaako mō te Māori/Māori Medium](#)
[Teaching \(GradDipEd\(MāoriMedTchg\)\)](#)
[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\(Clin\)\)](#)
[Postgraduate Diploma in Psychology \(Community\) \(PGDipPsych\(Com\)\)](#)
[2018 Calendar](#)
[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)
[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:36:19 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/diplomas/index.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Qualification Regulations](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Certificate Regulations

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[Certificate of Attainment in English Language \(CertAttainEngLang\)](#)
[Certificate of Attainment in Foundation Studies \(CertAttainFoundSt\)](#)
[Certificate of University Preparation \(CUP\)](#)
[Te Tīmatanga Hou \(TTH\)](#)
[Certificate \(Cert\)](#)
[Certificate in Leisure and Sport \(CertLSp\)](#)
[Graduate Certificate \(GradCert\)](#)
[Postgraduate Certificate \(PGCert\)](#)
[Postgraduate Certificate in Counselling in Counselling Supervision \(PGCertCouns\(CounsSup\)\)](#)
[Postgraduate Certificate in Counselling in Family Counselling \(PGCertCouns\(FamCouns\)\)](#)
[2018 Calendar](#)
[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)
[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:36:23 2023
URL: <http://calendar.waikato.ac.nz/archive/2007/regulations/certificates/index.html>
This page has been reformatted for printing

Login

In this section

Criteria for Admission to Particular Qualifications

In addition to meeting the Admission requirements below, applicants whose first language is not English or Māori are required to provide satisfactory evidence of English language proficiency, generally in the form of an IELTS (academic) or TOEFL examination score (see the [English Language Requirements for Admission](#))

On this page

[Part 1: Admission to Bachelors Degrees](#)

[Part 2: Admission to Certificates and Diplomas](#)

[Part 3: Re-entry for Returning Students](#)

[Part 4: Admission for Transferring Students](#)

[Part 5: Exclusion for Unsatisfactory Progress from Particular Papers](#)

[Part 6: Appeals](#)

Part 1 Admission to Bachelors Degrees¹

1. Admission to the

Bachelor of Arts (BA)

Bachelor of Business (BBus)

Bachelor of Business Analysis (BBA)

Bachelor of Climate Change (BCC)

Bachelor of Communication (BC)

Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons))

Bachelor of Design (BDes)

Bachelor of Environmental Planning (BEP)

Bachelor of Health (BHealth)

Bachelor of Health, Sport and Human Performance (BHSHP)

Bachelor of Science (BSc)

Bachelor of Science (Technology) (BSc(Tech))

Bachelor of Social Sciences (BSocSc) degrees

Applicants for the above degrees must fulfil the academic criteria listed below:

1.1 University Entrance²

Applicants who have achieved University Entrance through NCEA will be accepted into the degrees listed above.

1.2 Discretionary Entrance³

Applicants will normally be granted Discretionary Entrance if they have gained a total of at least 80 credits in NCEA at Level 2 in four subjects equivalent to the approved subjects for University Entrance in NCEA at Level 3, with a minimum grade of Merit in at least half of the achievement standards for each subject. Applicants must also have satisfied the numeracy and literacy requirements of University Entrance.

Applications must be supported by the applicant's school principal or a University Student Recruitment Adviser.

1.3 Special Admission

Applicants will be considered on a case by case basis. Applicants 20 years old and over by the beginning of their programme of study will be accepted, except those that are clearly insufficiently prepared for academic study. Preference may be given to applicants who have successfully completed appropriate University of Waikato College bridging programmes.

1.4 Admission at entrance level or with credit from previous study for

Bachelor of Arts (BA)

Bachelor of Design (BDes)

Bachelor of Environmental Planning (BEP)

Bachelor of Health (BHealth)

Bachelor of Health, Sport and Human Performance (BHSHP)

Bachelor of Media and Creative Technologies (BMCT)

Bachelor of Science (BSc) with respect to the majors listed under section 6(b) of the Bachelor of Science regulations

Bachelor of Science (Technology) (BSc(Tech))

Bachelor of Social Sciences (BSocSc) degrees

1.4.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

1.4.2 *Admission from the University of Waikato Certificate of Attainment in Foundation*

*Studies, or equivalent*⁴

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted¹ into the qualifications listed above provided that they have achieved

- (a) no less than a C- grade in any paper, and
- (b) a B- grade or better in each of FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study.

Applicants not satisfying these requirements will be assessed on a case by case basis.

1.4.3 *Admission from the University of Waikato Certificate of University Preparation*

Applicants who have successfully completed the Certificate of University Preparation with no less than a C- grade in any paper will be accepted¹ into the qualifications listed above.

Applicants not satisfying this requirement will be assessed on a case by case basis.

1.5 **Admission at entrance level or with credit from previous study for**

Bachelor of Business (BBus)

Bachelor of Science (BSc) with respect to the majors listed under section 6(a) of the Bachelor of Science regulations, degrees

1.5.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

1.5.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*⁴

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted¹ into the qualifications listed above provided that they have achieved

- (a) no less than a C- grade in any paper, and
- (b) a B- grade or better in each of FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study.

Applicants not satisfying these requirements will be assessed on a case by case basis.

1.5.3 *Admission from the University of Waikato Certificate of University Preparation*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, with no less than a C- grade in any paper, will be accepted¹ into the qualifications listed above.

Applicants not satisfying this requirement will be assessed on a case by case basis.

1.5.4 *Admission from the International Diploma (Business)*

Applicants who have successfully completed the requirements of the International

Diploma (Business) with no less than a C- grade in any paper, and have not been awarded the Diploma, will be accepted, with credit transferred from that programme, into the Bachelor of Business.

Applicants not satisfying this requirement will be assessed on a case by case basis.

1.5.5 *Admission from the International Diploma (Computer Science)*

Applicants seeking admission into the Bachelor of Science with a major in either Applied Computing, Computer Science or Data Analytics will be accepted into this qualification, with credit, upon completing the International Diploma (Computer Science) with no less than a C- grade in any paper, and having not been awarded the Diploma.

Applicants not satisfying this requirement will be assessed on a case by case basis.

1.6 **Admission at entrance level or with credit from previous study for**

Bachelor of Communication (BC)

Bachelor of Computing and Mathematical Sciences with Honours (BCMS(Hons))

1.6.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

1.6.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent⁴*

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted¹ into the qualifications listed above provided that they have achieved

- (a) no less than a C- grade in any paper, and
- (b) a B- grade or better in each of FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study.

Applicants not satisfying these requirements will be assessed on a case by case basis.

1.6.3 *Admission from the University of Waikato Certificate of University Preparation*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, with no less than a C- grade in any paper, will be accepted¹ into the qualifications listed above.

Applicants not satisfying this requirement will be assessed on a case by case basis.

2. Admission to the

Bachelor of Computer Graphic Design (BCGD) degree

In addition to satisfying the requirements for achieving University Entrance, entry into the BCGD is available only to applicants who are chosen by the Division of Health, Engineering, Computing and Science's selection process. Applicants must have achieved a minimum of 14 credits in NCEA at Level 2 in Mathematics; in addition, applicants must submit a portfolio as part of the selection process and may also be required to attend an interview.

Bachelor of Education (BEd) and Bachelor of Teaching (BTchg) degrees

In addition to satisfying the requirements for achieving University Entrance, entry into the BEd and BTchg programmes is available only to applicants who are chosen by the Division of Education's selection process (see the [Schedule of Limitations on Enrolments](#)).

Bachelor of Music (BMus) degree

In addition to satisfying the requirements for achieving University Entrance, all applicants for the BMus must have

- (a) at least 14 credits in NCEA at Level 3 in Music, or
- (b) a Grade 3 Theory pass or better in the New Zealand Music Education Board, or Australian Music Education Board, or
- (c) a Grade 5 Theory pass or better in the Trinity College or Royal College of Music examinations, or
- (d) a music qualification assessed as equivalent.

Bachelor of Nursing (BNurs) degree

In addition to satisfying the requirements for achieving University Entrance, all applicants must follow a selection process approved by the Pro Vice-Chancellor of the Division of Health, Engineering, Computing and Science, or delegated authority, including a police vetting check, to ensure that they meet the criteria for admission to register for nurses as defined by the University and the Nursing Council of New Zealand.

Bachelor of Social Work (BSW) degree

In addition to satisfying the requirements for achieving University Entrance, all applicants must follow a selection process approved by the Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences or delegated authority, including a police vetting check, to ensure that they meet the criteria for a 'fit and proper' person to practice Social Work as defined by the University and the New Zealand Social Workers Registration Board. The Criminal Records (Clean Slate) Act 2004 provisions do not apply to social work. Students must also complete further Police vetting checks prior to fieldwork placements. An assessment of a student's suitability under the Children's Act 2014 will also take place during the BSW admissions process and prior to fieldwork placements. Details of the selection and police vetting processes are available in the BSW supplementary application forms.

Applicants to the above programmes must satisfy the requirements for admission to university listed below:

2.1 **University Entrance**²

Applicants who have achieved University Entrance through NCEA will be eligible to be accepted into the degrees listed above.

2.2 **Discretionary Entrance**³

Applicants will normally be granted Discretionary Entrance if they have gained a total of at least 80 credits in NCEA at Level 2 in four subjects equivalent to the approved subjects for University Entrance in NCEA at Level 3, with a minimum grade of Merit in at least half of the achievement standards for each subject. Applicants must also have satisfied the numeracy and literacy requirements of University Entrance. Applications must be supported by the applicant's school principal or a University Student Recruitment Adviser.

2.3 **Special Admission**

Applicants will be considered on a case by case basis. Applicants 20 years old and over by the beginning of their programme of study will be eligible for acceptance, except those that are clearly insufficiently prepared for academic study. Preference may be given to applicants who have successfully completed appropriate University of Waikato College bridging programmes.

2.4 **Admission at entrance level or with credit from previous study for Bachelor of Music (BMus) degree**

2.4.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

2.4.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*⁴

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted¹ into the BMus provided that they are chosen through the selection process as set out in section 2 of these regulations and have achieved

- (a) no less than a C- grade in any paper, and
- (b) a B- grade or better in each of FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study.

Applicants not satisfying these requirements will be assessed on a case by case basis.

2.4.3 *Admission from the University of Waikato Certificate of University Preparation*

Applicants who have successfully completed the Certificate of University Preparation with no less than a C- grade in any paper will be accepted¹ provided that they meet the

additional criteria for the BMus as set out in section 2 of these regulations.

Applicants not satisfying this requirement will be assessed on a case by case basis.

2.5 Admission at entrance level or with credit from previous study for Bachelor of Education (BEd), Bachelor of Teaching (BTchg) and Bachelor of Nursing (BNurs) degrees

2.5.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

2.5.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent⁴*

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted¹ into the qualification provided that they are chosen through the selection process for their intended qualification as set out in section 2 of these regulations and have achieved

(a) no less than a C- grade in any paper, and

(b) a B- grade or better in each of FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study.

Applicants not satisfying these requirements will be assessed on a case by case basis.

2.5.3 *Admission from the University of Waikato Certificate of University Preparation*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, with no less than a C- grade in any paper, will be accepted¹ provided that they are chosen through the selection process for their intended qualification as set out in section 2 of these regulations.

Applicants not satisfying this requirement will be assessed on a case by case basis.

2.6 Admission at entrance level or with credit from previous study for Bachelor of Social Work (BSW) degree

2.6.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

2.6.2 No credit transfer or recognition of prior learning will be awarded for successful study that took place more than 5 years prior to the date of first enrolment in the degree. Credit transfer or recognition of prior learning will not be awarded for more than 50% of the degree. No credit transfer or recognition of prior learning will be granted for field education unless the transfer is from a current Social Workers Registration Board

recognised programme.

2.6.3 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*⁴

Applicants seeking admission with a Certificate of Attainment in Foundation Studies will be accepted¹ into the BSW provided that they are chosen through the selection process as set out in section 2 of these regulations and have achieved

- (a) no less than a C- grade in any paper, and
- (b) a B- grade or better in each of FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study.

Applicants not satisfying these requirements will be assessed on a case by case basis.

2.6.4 *Admission from the University of Waikato Certificate of University Preparation*

Applicants who have successfully completed the Certificate of University Preparation with no less than a C- grade in any paper will be accepted¹ into the BSW provided that they are chosen through the selection process as set out in section 2 of these regulations. Applicants not satisfying this requirement will be assessed on a case by case basis.

3. Admission to the **Bachelor of Computer Science (BCompSc)** degree

3.1 **University Entrance**²

3.1.1 *Admission to the BCompSc in the Specified Programme of Data Analytics*

Entry into the BCompSc in the above specified programme will be guaranteed to applicants who gain University Entrance, including a minimum of 16 credits in NCEA at Level 3 in Mathematics.

3.1.2 *Admission to the BCompSc in the Specified Programme of Embedded Systems*

Entry into the BCompSc in the above specified programme will be guaranteed to applicants who gain University Entrance, including a minimum of 16 credits in NCEA at Level 3 in Calculus. Applicants must also gain a minimum of 14 credits in NCEA at Level 3 in Physics.

3.1.3 *Admission to the BCompSc without a Specified Programme*

Entry into the BCompSc without a specified programme will be guaranteed to applicants who gain University Entrance.

3.2 **Discretionary Entrance**

Applicants will normally be granted Discretionary Entrance into the BCompSc without a specified programme if they have gained a total of at least 80 credits in four subjects at Level 2 in the NCEA, with a minimum grade of Merit in at least half of the achievement standards for each subject. All subjects must be from the list of approved subjects. Applicants must also

have satisfied the numeracy and literacy requirements for University Entrance. Applications must be supported by the applicant's school principal or a University Student Recruitment Adviser.

3.3 Special Admission

3.3.1 *Admission to the BCompSc without a Specified Programme*

Applicants will be considered on a case by case basis. Applicants 20 years old and over by the beginning of their programme of study will be accepted, except those that are clearly insufficiently prepared for academic study. Preference may be given to applicants who have successfully completed an appropriate University of Waikato College bridging programme.

3.3.2 *Admission to the BCompSc in a Specified Programme*

Applicants should meet the requirements of Section 3.3.1 and have a sufficient background in Mathematics. Applicants for the Embedded Systems specified programme must also have a sufficient background in Physics.

3.4 Admission at entrance level or with credit from previous study

3.4.1 Applications will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

3.4.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*⁴

3.4.2.1 *Admission to the BCompSc in the Specified Programmes of Data Analytics*

Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved

- (a) an overall B- grade average, including
- (b) a B- grade in FOUND007 and
- (c) at least a C- grade in every other paper and
- (d) a B- grade in FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study

will be accepted¹ into this specified programme.

Applicants not satisfying these requirements will be assessed on a case by case basis.

3.4.2.2 *Admission to the BCompSc in the Specified Programme of Embedded Systems*

Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved:

- (a) an overall B- grade average, including
- (b) a B- grade in FOUN007 and
- (c) a B- grade in FOUN011 and
- (d) at least a C- grade in every other paper and
- (e) a B- grade in FOUN021 and FOUN022 to satisfy the minimum English language requirement for undergraduate study

will be accepted¹ into this specified programme. Applicants not satisfying these requirements will be assessed on a case by case basis.

3.4.3 *Admission to the BCompSc without a Specified Programme*

Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved:

- (a) no less than a C- grade in any paper, and
- (b) a B- grade in FOUN021 and FOUN022 to satisfy the minimum English language requirement for undergraduate study

will be accepted¹ into this specified programme. Applicants not satisfying these requirements will be assessed on a case by case basis.

3.4.4 *Admission from the University of Waikato Certificate of University Preparation*

3.4.4.1 *Admission to the BCompSc in the Specified Programmes of Data Analytics*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, including a B- grade in FOUN007, and at least a C- grade in every other paper will be accepted.¹ Applicants not satisfying these requirements will be assessed on a case by case basis.

3.4.4.2 *Admission to the BCompSc in the Specified Programme of Embedded Systems*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, including a B- grade in FOUN007, a B grade in FOUN011 and at least a C- grade in every other paper, will be accepted.¹ Applicants not satisfying these requirements will be assessed on a case by case basis.

3.4.4.3 *Admission to the BCompSc without a Specified Programme*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, with no less than a C- grade in every other paper, will be accepted¹ into the qualifications listed above.

Applicants not satisfying these requirements will be assessed on a case by case basis

3.4.5 *Admission from the International Diploma (Computer Science)*

3.4.5.1 *Admission to the BCompSc without a Specified Programme*

Applicants who have successfully completed the International Diploma (Computer Science) with no less than a C- grade in any papers, and have not been awarded the Diploma, will be accepted into the qualifications listed above.

Applicants not satisfying this requirement will be assessed on a case by case basis.

4. Admission to the **Bachelor of Engineering with Honours (BE(Hons))** degree

4.1 **University Entrance**²

4.1.1 *Admission to the BE(Hons) in the Specified Programmes of Civil Engineering, Electrical and Electronic Engineering, Mechanical Engineering and Mechatronics Engineering*

Entry into the BE(Hons) in the above specified programmes will be guaranteed to applicants who gain University Entrance, including a minimum of 16 credits in NCEA at Level 3 in Calculus.

Applicants must also gain at least 14 credits in NCEA at Level 3 in Physics.

4.1.2 *Admission to the BE(Hons) in the Specified Programmes of Chemical and Biological Engineering, Environmental Engineering, and Materials and Process Engineering*

Entry into the BE(Hons) in the above specified programmes will be guaranteed to applicants who gain University Entrance, including a minimum of 16 credits in NCEA at Level 3 in Calculus.

Applicants must also gain at least 16 credits in NCEA at Level 3 in Chemistry and 14 credits in NCEA at Level 3 in Physics.

4.1.3 *Admission to the BE(Hons) in the Specified Programme of Software Engineering*

Entry into the BE(Hons) in the above specified programme will be guaranteed to applicants who gain University Entrance, including a minimum of 16 credits in NCEA at Level 3 in Calculus. Applicants must also gain at least 14 credits in NCEA at Level 3 in two other approved subjects for University Entrance.

4.1.4 The Pro Vice-Chancellor of the Division of Health, Engineering, Computing and Science may waive up to 120 points of level 100 papers of the degree of Bachelor of Engineering (Honours) for candidates who have achieved exceptionally high grades in approved subjects in the National Certificate of Educational Achievement (NCEA)

qualification at Level 3 or higher or in other qualifications considered by the Academic Board to be equivalent, provided that students substitute approved alternative papers of equal points value.

4.2 **Special Admission**

Applicants with evidence of successfully completed post-secondary study will normally be accepted. This includes applicants who have successfully completed an appropriate University of Waikato College bridging programme.

4.3 **Admission at entrance level or with credit from previous study**

4.3.1 Applications will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

4.3.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*⁴

4.3.2.1 *Admission to the BE(Hons) in the Specified Programmes of Civil Engineering, Electrical and Electronic Engineering, Mechanical Engineering and Mechatronics Engineering*

Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved

- (a) an overall B- grade average, including
- (b) a B- grade in FOUND011 and
- (c) a B- grade in FOUND007 and
- (d) at least a C- grade in every other paper and
- (e) a B- grade in FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study

will be accepted¹ into this specified programme.

Applicants not satisfying these requirements will be assessed on a case by case basis.

4.3.2.2 *Admission to the BE(Hons) in the Specified Programmes of Chemical and Biological Engineering, Environmental Engineering, and Materials and Process Engineering*

Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved:

- (a) an overall B- grade average, including
- (b) a B- grade in FOUND010 and
- (c) a B- grade in FOUND007 and

- (d) a B- grade in FOUND011 and
 - (e) at least a C- grade in every other paper and
 - (f) a B- grade in FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study
- will be accepted¹ into this specified programme.

Applicants not satisfying these requirements will be assessed on a case by case basis.

4.3.2.3 *Admission to the BE(Hons) in the Specified Programme of Software Engineering*

Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved:

- (a) an overall B- grade average, including
- (b) a B- grade in FOUND007 and
- (c) at least a C- grade in every other paper; and
- (d) a B- grade in FOUND021 and FOUND022 to satisfy the minimum English language requirement for undergraduate study

will be accepted¹ into this specified programme. Applicants not satisfying these requirements will be assessed on a case by case basis.

4.3.3 *Admission from the University of Waikato Certificate of University Preparation*

4.3.3.1 *Admission to the BE(Hons) in the Specified Programmes of Civil Engineering, Electrical and Electronic Engineering, Mechanical Engineering and Mechatronics Engineering*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, including a B- grade in FOUND011, a B- grade in FOUND007, and at least a C- grade in every other paper will be accepted.¹ Applicants not satisfying these requirements will be assessed on a case by case basis.

4.3.3.2 *Admission to the BE(Hons) in the Specified Programmes of Chemical and Biological Engineering, Environmental Engineering, and Materials and Process Engineering*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, including a B- grade in two of FOUND007, FOUND010 or FOUND011 and at least a C- grade in every other paper, will be accepted.¹ Applicants not satisfying these requirements will

be assessed on a case by case basis.

4.3.3.3 *Admission to the BE(Hons) in the Specified Programme of Software Engineering*

Applicants who have successfully completed the Certificate of University Preparation and achieved an overall B- grade average, including a B- grade in FOUND007 and at least a C- grade in every other paper, will be accepted.¹

Applicants not satisfying these requirements will be assessed on a case by case basis

5. Admission to the **Bachelor of Management Studies with Honours (BMS (Hons)) degree**

5.1 Entry into the BMS(Hons) programme at the beginning of the first year of study will be guaranteed to applicants who have gained University Entrance.

5.2 Students who have been admitted to the BMS(Hons) must achieve a B+ grade average or better over the first two years of the programme to be guaranteed re-entry into year 3 of the BMS(Hons). Students who do not gain re-entry to the BMS(Hons), but who meet the re-entry criteria for the Bachelor of Business (BBus), will be able to be admitted to the BBus.

5.3 Students may apply to be admitted to the BMS(Hons) in the third year of the degree. As part of the application process students must provide a personal statement that sets out their leadership/community involvement and their future career aspirations. Applicants would normally be expected to have achieved a B+ grade average or better in their previous 240 points of study. Selection will also take into account leadership potential and community citizenship.

6. Admission to all **Law** papers and programmes⁵

The Te Piringa Faculty of Law Undergraduate Programmes Committee will have regard to equity considerations in making its decisions, but in all cases those offered places will have demonstrated their academic preparedness for the Faculty's programme of study. The Faculty does not set aside places for specific groups of applicants (see the [Schedule of Limitations on Enrolments](#)).

6.1 **University Entrance**² There are a limited number of places in the Te Piringa Faculty of Law and a selection process applies. Each applicant will be considered by the Te Piringa Faculty of Law Undergraduate Programmes Committee on a case by case basis. Factors such as academic results in NCEA at Level 3 and other forms of assessment, as well as school and community involvement and achievements will be taken into account. Applicants will be required to provide supporting evidence of results and achievements with their written statement. All applicants will be required to have satisfied the requirements for achieving University Entrance, including NCEA Level 1 numeracy and Level 2 literacy requirements.

6.2 **Discretionary Entrance**³ Applicants will normally be granted Discretionary Entrance if they

have gained a total of at least 80 credits in four subjects at Level 2 in the NCEA, with a minimum grade of Merit in at least half of the achievement standards for each subject. All subjects must be from the list of approved subjects. Applicants must also have satisfied the numeracy and literacy requirements for University Entrance. Applications must be supported by the applicant's school principal or a University Student Recruitment Adviser, and be approved by the Te Piringa Faculty of Law Undergraduate Programmes Committee which will also consider the applicant's personal statement and their academic preparedness for university law study.

6.3 Special Admission Applicants will be considered for Special Admission on a case by case basis, having regard to their level of schooling, other relevant study, interests and expertise, experience and skills, and other such information as is available with respect to their academic preparedness, including, where appropriate, the completion of University of Waikato College bridging programmes.

The Faculty will afford priority to

- applicants with law-related experience
- applicants who have successfully completed a programme of degree level study at a tertiary institution.

6.4 Admission at entrance level or with credit from previous study

6.4.1 Applicants will be considered on a case by case basis bearing in mind patterns of admission which have applied in previous years and the standing of the qualification in New Zealand.

6.4.2 *Admission from the University of Waikato Certificate of Attainment in Foundation Studies, or equivalent*⁴

Applicants who have successfully completed the Certificate of Attainment in Foundation Studies and achieved at least a B- grade average overall, with a B- grade or higher in FOUND001 will have guaranteed entry into the Bachelor of Laws programme.

Other students are encouraged to apply and will be considered by the Te Piringa Faculty of Law Undergraduate Programmes Committee on a case by case basis, taking account of their level of academic achievement.

6.4.3 *Admission from the University of Waikato Certificate of University Preparation*

Applicants who have successfully completed the Certificate of University Preparation with at least a B- grade average overall, with B- grades or higher in FOUND001 and FOUND002 and subsequently B- grades or higher in all their B trimester non-Law degree level papers, will have guaranteed entry into the Bachelor of Laws programme.

Other students are encouraged to apply and will be considered by the Te Piringa Faculty of Law Undergraduate Programmes Committee, on a case by case basis, taking account of their level of academic achievement.

Part 2

Admission to Certificates and Diplomas

1. In addition to the admission criteria set out in the relevant qualification regulations, applicants for certificates and diplomas in the following qualifications must meet specific criteria for admission:
 - 1.1 **Certificate in Professional Engineering Practice**

Entry into the Certificate in Professional Engineering Practice in the Division of Health, Engineering, Computing and Science is available only to applicants who are currently enrolled in, or have completed, a Bachelor of Engineering with Honours, or equivalent.
 - 1.2 **Diploma in Engineering Management**

Entry into the Diploma in Engineering Management in the Division of Health, Engineering, Computing and Science is available only to applicants who are currently enrolled in, or have completed, a Bachelor of Engineering with Honours, or equivalent.
 - 1.3 **Graduate Diploma in Teaching**

Entry into the GradDipTchg programme in the Division of Education is available only to applicants who are chosen by the Division's selection panels (see the [Schedule of Limitations on Enrolment](#)).
 - 1.4 **Postgraduate Diploma in Interpreting and Translating Māori (PGDip(Int&Trans))**

Applicants must satisfy the Dean of the Faculty of Māori and Indigenous Studies that they have a high standard of proficiency in English and Māori.

Part 3

Re-entry for Returning Students

1. The right to re-entry applies to re-enrolment in the qualification(s) in which a student was enrolled in her/his most recent period of enrolment.
2. **Annual re-entry criteria**
 - 2.1 A student who gains unrestricted passes in papers worth at least half of the total points the student is enrolled in for the year will gain re-entry, except in the case of re-entry to the qualifications listed below.
3. **Re-entry to Bachelor of Nursing**
 - 3.1 A student gains unrestricted passes in all of their required Bachelor of Nursing papers will gain re-entry.
 - 3.2 The Pro Vice-Chancellor has authority to determine on a case by case basis whether candidates who fail Bachelor of Nursing papers in a given year may repeat those papers and whether they may enrol concurrently for more advanced Bachelor of Nursing papers.

4. **Re-entry to Law Programmes**

- 4.1 A student who gains unrestricted passes in papers worth at least half of the total points the student is enrolled in and has not failed more than the equivalent of 30 points in Law papers will gain re-entry.
- 4.2 The Dean of Te Piringa Faculty of Law has authority to determine on a case by case basis whether candidates who fail Law papers in a given year may repeat those papers, and whether they may enrol concurrently for more advanced papers in Law.

5. **Re-entry to Social Work Programmes**

- 5.1 A student who gains unrestricted passes in papers worth at least half of the total points the student is enrolled in and who satisfactorily completes any 300 or 400 level field placement papers attempted will gain re-entry.

6. **Re-entry to Teacher Education Programmes**

- 6.1 A student in the Graduate Diploma in Teaching must pass TEEDU400 to gain re-entry. A student who is ineligible for re-entry but who is enrolled in subsequent papers will be withdrawn from those papers.
- 6.2 A student in the Postgraduate Diploma in Teaching must pass TEEDU500 to gain re-entry. A student who is ineligible for re-entry but who is enrolled in subsequent papers will be withdrawn from those papers.
- 6.3 A student who gains unrestricted passes in papers worth at least half of the total points the student is enrolled in and who satisfactorily completes the professional experience requirements will gain re-entry.
- 6.4 A returning student who wishes to transfer between teacher education streams will need permission from the Pro Vice-Chancellor of Education.
- 6.5 The Pro Vice-Chancellor has authority to determine on a case by case basis whether candidates who fail papers in the Graduate Diploma in Teaching, Postgraduate Diploma in Teaching and the Master of Teaching and Learning in a given year, may repeat those papers.

7. **Re-entry to Social Work Programmes**

- 7.1 A student who gains unrestricted passes in papers worth at least half of the total points the student is enrolled in and who satisfactorily completes any 300 or 400 level field placement papers attempted will gain re-entry.

8. **Re-entry to conjoint degree programmes**

- 8.1 To be eligible for re-entry to a conjoint degree programme a student must meet the re-entry requirements for each of the component degrees and satisfy the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies that their academic performance is of a good standard.

9. **Trimester re-entry criteria**

- 9.1 A student who is enrolled in papers worth more than 20 points in a single trimester and who fails all of those papers will be ineligible for re-entry in the following trimester.
- 9.2 A student who is ineligible for re-entry in the following trimester but who is enrolled in papers in that trimester will be withdrawn from those papers.

Part 4

Admission for Transferring Students

1. A student who wishes to transfer from one qualification to another needs to meet the general and relevant specific requirements for re-entry for returning students listed in Part 3 of these regulations.
2. Additional criteria apply in the case of transfer into the following qualifications.
3. **Transfer into the Bachelor of Business Analysis (BBA), Bachelor of Communication (BC), and Bachelor of Management Studies (BMS) degrees**
Students will not normally be considered unless they have successfully completed a full-time year of study and obtained a minimum B average.
4. **Transfer into Law programmes**
 - 4.1 The Te Piringa Faculty of Law Undergraduate Programmes Committee will have regard to equity considerations in making its decisions, but in all cases those offered places will have demonstrated their academic preparedness for the Faculty's programme of study. The Faculty does not set aside places for specific groups of applicants.
 - 4.2 Students will be considered for transfer from another degree or tertiary institution on a case by case basis. Preference will be given to those who obtain the highest grades and whose performance provides evidence of literacy.
 - 4.3 Those who have completed a first degree may apply for exemption from the non-Law requirements of the LLB and will be considered for admission to Law 1 and Law 2 concurrently.
5. **Transfer into the Bachelor of Health, Sport and Human Performance (BHSHP)**
 - 5.1 There are a limited number of places available for transferring students within the BHSHP degree and this may vary from year to year.
 - 5.2 Students will be considered for transfer into the BHSHP degree by the Director of the BHSHP Programme on a case by case basis. Preference will be given to candidates who have successfully completed a full-time year of study and obtained a B minimum average.
6. **Transfer into the Bachelor of Education (BEd) and Bachelor of Teaching (BTchg)**
 - 6.1 Entry to the BEd and BTchg is available only to applicants who are chosen by the Division of Education's selection panels and who satisfy the requirements for admission to university.
 - 6.2 Students will be considered for transfer from another qualification or tertiary institution by the

relevant Programme Selection Committee on a case by case basis.

Part 5

Exclusion for Unsatisfactory Progress from Particular Papers

1. Students who have failed a paper, or any equivalent or substantially similar paper, on a second or subsequent enrolment will be excluded from the paper and will be ineligible to re-enrol in that paper.
2. Where a student is excluded from a paper that is a compulsory paper for a qualification the student will not be permitted to enrol in, or continue a current enrolment in, that qualification.

Part 6

Appeals

1. A person who
 - (a) is qualified for admission to the university but who is not accepted into his or her choice of qualification, or
 - (b) fails to meet the criteria for re-entry to their qualification, or
 - (c) is excluded from a papermay apply to the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies in which the person wishes to enrol for a reconsideration of their decision.
2. A person whose application for reconsideration is declined by the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies may make a further appeal to the Deputy Vice-Chancellor Academic under delegated authority of the Academic Board.
3. An appeal, comprising a written statement of the circumstances of the appeal, together with supporting evidence, if available, must be submitted by the student to the Deputy Vice-Chancellor Academic not more than seven days after the date on which notification of the relevant decision is received.
4. A decision by the Deputy Vice-Chancellor Academic is notified in writing, and is final.
5. **Report to the Education Committee**

The Deputy Vice-Chancellor Academic must submit an annual report to the Education Committee providing an overview of admission appeal decisions made during the relevant year, together with any consequent recommendations with respect to the Criteria for Admission to Particular Qualifications.

Notes:

1. *Many of the degrees offered at the University of Waikato have prerequisites on their core papers.*

Applicants who have not achieved specified prerequisites either through their study in NCEA at Level 2 and Level 3 or through their Foundation Studies programme will be required to take additional papers or foundation courses in order to satisfy these prerequisites. Applicants in this situation are advised that not all papers undertaken may count towards the completion of the degree and that the programme of study may take an additional period of time.

- 2. Applicants who have achieved an equivalent to New Zealand University Entrance through a qualification other than NCEA at Level 3 will have their admission assessed on a case by case basis.*
- 3. Applicants who have achieved an equivalent to Discretionary Entrance through a qualification other than NCEA at Level 2 will have their admission assessed on a case by case basis.*
- 4. Applicants who have achieved an equivalent to the University of Waikato Certificate of Foundation Studies will have their admission assessed based on an approved guaranteed credit arrangement or on a case by case basis.*
- 5. Except the major in law taken within the Bachelor of Arts, or any programme with a law second major. In these cases, the admission criteria for the qualification being enrolled in apply.*

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In this section

English Language Requirements for Admission

Due to COVID-19 the University will temporarily accept a number of additional English language tests to meet the English language entry requirements. These tests are listed [here](#).

Applicants whose first language is not English or Māori are required to provide satisfactory evidence of English language proficiency. Scores can vary according to the qualification sought.

Applicants who have achieved University Entrance through NCEA are not required to provide further evidence of English language proficiency.

1. Admission to CertAttainFoundSt

The following minimum scores are considered to be evidence of such competence:

- an Academic IELTS overall score of 5.5 (with at least 5.0 in the Writing band), or
- an iBT (Internet Based TOEFL) minimum score of 46 with a writing score of 14, or
- a TOEFL iBT Home-based minimum score of 46 with a writing score of 14, or
- a B grade or better at Level 6 in the Certificate of Attainment in Academic English, or
- a PTE Academic overall score of 42 and no band score lower than 36, or
- a Language Cert International ESOL (LRWS) B2 Communicator with a pass and no less than pass in each skill, or
- awarded a New Zealand Certificate in English Language (Applied) (Level 3), or
- a Trinity College London Integrated Skills in English (ISE) II with no less than a pass in any band, or
- a C1 Advanced (formally known as Cambridge English: Advanced (CAE)) with an overall score of 162 and no bands below 154, or

a C2 Proficiency (formally known as Cambridge English: Proficiency (CPE)) with an overall score of 162 and no bands below 154, or

- a Michigan English Language Assessment Battery (MELAB) minimum score of 75.

All other evidence is considered on a case by case basis.

2. **Admission to International Diploma**

The following minimum scores are considered to be evidence of such competence:

- an Academic IELTS overall score of 5.5 (with no less than 5.0 in any band) or equivalent.
- an iBT (Internet Based TOEFL) minimum score of 46 with a Writing score of 14, or
- a B grade or better with a B in Writing at Level 6 in the Certificate of Attainment in Academic English, or
- a PTE Academic overall score of 42 and no band score lower than 38, or
- a Language Cert International ESOL (LRWS) B1 Achiever with a high pass and no less than pass in each skill, or
- awarded a New Zealand Certificate in English Language (Applied) (Level 3), or
- a Trinity College London Integrated Skills in English (ISE) II with no less than a merit in any band, or
- a B1 and B2 (formally known as Cambridge English: Proficiency (CPE)) with an overall score of 162 and no bands below 154, or
- a Michigan English Language Assessment Battery (MELAB) minimum score of 75.

All other evidence is considered on a case by case basis.

3. **Admission to the Diploma in Postgraduate Preparation - Pre-Masters**

The following minimum scores are considered to be evidence of such competence:

- an Academic IELTS overall score of 6.0 (with no less than 5.5 in any band) or equivalent.
- an iBT (Internet Based TOEFL) score of 80 with a Writing score of 21, or
- a TOEFL iBT Home-based overall score of 80 with a writing score of 21, or
- a B grade or better at Level 7 in the Certificate of Attainment in Academic English, or
- a PTE Academic overall score of 50 and no PTE communicative skills score below 42, or
- a Language Cert International ESOL (LRWS) C1 Expert with an overall pass and no less than pass in each skill, or
- awarded a New Zealand Certificate in English Language (Academic) (Level 4), or
- a Trinity College London Integrated Skills in English (ISE) II with distinction in all four components, or
- a C1 Advanced (formally known as Cambridge English: Advanced (CAE)) with an overall score of 169 and no bands below 162, or
- a C2 Proficiency (formally known as Cambridge English: Proficiency (CPE)) with an overall score of 169 and no bands below 162, or
- a Michigan English Language Assessment Battery (MELAB) minimum score of 80.

All other evidence is considered on a case by case basis.

4. **Admission to all undergraduate qualifications with the exception of LLB, BNurs, BSW and Initial Teacher Education (ITE) qualifications**

The following minimum scores are considered to be evidence of such competence:

- an Academic IELTS overall score of 6.0 (with no bands below 5.5), or
- an iBT (Internet Based TOEFL) score of 80 with a Writing score of 21, or
- a TOEFL iBT Home-based overall score of 80 with a Writing score of 21, or
- a B grade or better at Level 7 in the Certificate of Attainment in Academic English, or
- a PTE Academic overall score of 50 and no PTE communicative skills score below 42, or
- a Language Cert International ESOL (LRWS) C1 Expert with an overall pass and no less than pass in each skill, or
- awarded a New Zealand Certificate in English Language (Academic) (Level 4), or
- a Trinity College London Integrated Skills in English (ISE) II with distinction in all four components, or
- a C1 Advanced (formally known as Cambridge English: Advanced (CAE)) with an overall score of 169 and no bands below 162, or
- a C2 Proficiency (formally known as Cambridge English: Proficiency (CPE)) with an overall score of 169 and no bands below 162, or
- a Michigan English Language Assessment Battery (MELAB) minimum score of 80.

All other evidence is considered on a case by case basis.

5. **Admission to LLB**

The following minimum scores are considered to be evidence of such competence:

- an Academic IELTS overall score of 6.5 (with no less than 6.0 in any band), or
- an iBT (Internet Based TOEFL) score of 90 with a Writing score of 21, or
- a B grade or better at Level 8 in the Certificate of Attainment in Academic English, or
- a PTE Academic overall score of 58 and no PTE communicative skills score below 50.

All other evidence is considered on a case by case basis.

6. **Admission to BNurs**

The following minimum scores are considered to be evidence of such competence:

- an Academic IELTS overall score of 6.5 (with no bands below 6.5).

All other evidence is considered on a case by case basis.

7. **Admission to BSW**

All students who do not have English, Māori, or New Zealand sign language as their primary language must demonstrate either:

- an Academic IELTS overall score of 6.5 (with no less than 6.5 in any band) or
- an iBT (Internet Based TOEFL) score of 85 or higher with a Writing score of 22.

These tests must have been completed in one sitting within the previous two years. All other

evidence will be considered on a case by case basis.

8. **Admission to graduate/postgraduate programmes**

The requirements are higher for admission to graduate qualifications (including higher degrees such as the MPhil, PhD and EdD). It is generally recommended that students have:

- an Academic IELTS Overall score of at least 6.5 (with no less than 6.0 in any band), or
- an iBT (Internet Based TOEFL) score of 90 with a Writing score of 21, or
- a TOEFL iBT Home-based overall score of 90 with a Writing score of 21, or
- a B grade or better at Level 8 in the Certificate of Attainment in Academic English, or
- a PTE Academic overall score of 58 and no PTE communicative skills below 50, or
- a Language Cert International ESOL (LRWS) C1 Expert with an overall high pass and no less than a pass in each skill, or
- a Language Cert International ESOL (LRWS) C2 Mastery with an overall pass and no less than a pass in each skill, or
- awarded a New Zealand Certificate in English Language (Academic) (Level 5), or
- a Trinity College London Integrated Skills in English (ISE) III with a pass in all four components, or
- a C1 Advanced (formally known as Cambridge English: Advanced (CAE)) with an overall score of 176 and no bands below 169, or
- a C2 Proficiency (formally known as Cambridge English: Proficiency (CPE)) with an overall score of 176 and no bands below 169, or
- a Michigan English Language Assessment Battery (MELAB) minimum score of 85.

However, some qualifications, such as the LLD and SJD, require a higher score. The English language proficiency requirements for admission to particular qualifications are at the discretion of the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies concerned.

9. **Admission to MNursPrac**

The following minimum score is considered to be evidence of such competence:

- an Academic IELTS overall score of 7.0 (with no less than 7.0 in any band); and

All other evidence is considered on a case by case basis.

10. **Admission to all Initial Teacher Education (ITE) programmes (BTchg, BEd(Technology), GradDipTchg, PGDipTchg) and MTchgLn**

The following minimum scores are considered to be evidence of such competence:

- an Academic IELTS overall score of 7.0 (with no less than 7.0 in any band)
- International Baccalaureate full diploma in English medium (24 points minimum). This must be completed at an IB school;
- Cambridge International Examinations minimum 120 points on the UCAS Tariff plus meeting the CIE literacy requirements;
- Awarded Cambridge Certificate in Teaching English to Speakers of Other Languages (CELTA);

- Awarded Trinity College London Certificate in Teaching English to Speakers of Other Languages (CertTESOL);
- Cambridge English exams C2 Proficiency (CPE) or C1 Advanced (CAE) or Cambridge English exams B2 First (FCE). A minimum score of 185, with no band score less than 185;
- International Second Language Proficiency Ratings (ISLPR). A minimum score of 4 in all modules;
- Pearson Test of English (PTE) Academic. A minimum score of 65 in all four modules;
- Trinity ISE III (3). A pass with Merit in all four modules;
- LanguageCert C2 Mastery IESOL. A pass in all four modules;
- LanguageCert C1 Expert IESOL. A high pass in all four modules;
- TOEFL Internet-based test (IBT). Must meet the following scores in each module: Listening - 24; Reading - 24; Writing - 27; Speaking - 23.

All other evidence is considered on a case by case basis.

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Ethical Conduct in Human Research and Related Activities Regulations

Preamble

Any member of the University community who participates in research and specified related activities is required to conduct the research and/or related activities in a manner that conforms with ethical standards set down by the University, by relevant national and international professional bodies, and by the law of the country in which the research is undertaken.

These regulations apply specifically to the following activities: research, teaching, consulting, evaluation, and publications which involve collecting data about and from people and organisations. These regulations also apply to any research where there are ethical issues that are not addressed by the Animal Ethics Committee [Code of Ethical Conduct for the Use of Animals for Research, Testing and Teaching](#) .

Students are referred also to the University's [Student Discipline Regulations 2020](#) in this Calendar, and the [Guidelines for Professional Practice and Community Contact in the Conduct of University Research or Related Activities](#)  (see Appendix 1 to these regulations), and the Higher Research Degrees website, as amended from time to time: <http://www.waikato.ac.nz/students/research-degrees/>.

Staff are referred also to the University's [Staff Code of Conduct](#).

Students and staff are also referred to the resources on [Human Research Ethics](#), available from the [Research & Enterprise Office](#).

Ethical Conduct in Human Research and Related Activities Regulations

1. **Title**

These are the Ethical Conduct in Human Research and Related Activities Regulations 2008.

2. **Purpose**

Ethical issues arise when University research and/or related activities involve the interests and rights of others. The purpose of these regulations is to facilitate ethical conduct which respects the rights of people, communities, companies, trusts, and other organisations. These regulations explain the standards of ethical conduct and the procedures that apply for the maintenance and monitoring of these standards. All applications to the University's human research ethics review committees will be reviewed for approval on the basis of their compliance with these regulations.

3. **Date of effect**

These regulations are effective from 1 July 2008.

4. **Scope**

(1) These regulations apply to all

(a) staff of the University of Waikato

(b) students of the University of Waikato, and

(c) any other person authorised to undertake research and/or a related activity on behalf of the University of Waikato, including those employed or contracted in wholly-owned subsidiary entities.

(2) Research collaborators or partners are expected to apply for approval of their research and/or related activities from their organisation and must also apply to the relevant University of Waikato Divisional or Faculty of Māori and Indigenous Studies committee.

(3) Under these regulations, all research and/or related activities are required to have formal ethics review and approval.

(4) Applications for approval are not required for normal teaching activities; but are required for specific teaching that involves the participation of a student or students and has the potential for harm (see section 13 of these regulations), or that involves collection of data from students.

(5) Applications are not required for University teaching evaluations or for University reviews and quality assurance activities; however, such activities do have ethical implications and should be conducted in a professional way consistent with the University *Staff Code of Conduct* and should be consistent with the spirit of these regulations.

5. **Definitions**

In these regulations

research means an inquiry of an investigative, experimental, or critical nature which is driven by a question, hypothesis, or intellectual position capable of rigorous assessment, and the

findings of which are open to scrutiny and formal evaluation. It may include any intellectual or creative work published, exhibited, presented, or performed in a written, spoken, electronic, broadcasting, visual, performance, or other medium

related activities may include teaching, consulting, evaluation, and publication when these activities involve collecting data about and from people and organisations. These activities are defined as follows:

teaching means teaching in lectures, tutorials, demonstrations, and related educational research

consulting means the provision of advice to a client, such advice being based upon the pre-existing professional knowledge and skills of the consultant

evaluation means the systematic collection and analysis of information to make judgements, usually about the effectiveness, efficiency, and/or appropriateness of the research and/or related activity

publication means any intellectual or creative work published, exhibited, presented, or performed in a written, spoken, electronic, broadcasting, visual, performance, or other medium

participant means a live human being or group of live human beings who participate in research and/or related activities whether by observation, questioning, participation in an experiment, provision of specimens or human tissue samples, or by any other means

organisation means a social unit of people systematically arranged and managed to meet a need or to pursue collective goals on a continuing basis. Examples include firms, iwi groupings, schools, and professional societies

researcher means the person undertaking research and/or related activities

harm includes physical, psychological, social, economic, or cultural harm to participants

field research means research conducted in person in a natural setting outside of a laboratory.

6. Application procedures

- (1) A staff member, student, or authorised person must not commence research or a related activity until it has been approved by the appropriate authority and in accordance with these regulations.
- (2) Researchers must submit applications for approval for their research or related activity to one of the delegated relevant Divisional or Faculty of Māori and Indigenous Studies committees (see section 22 of and Appendix 2 to these regulations) within the University.
- (3) Where applications are made to an external ethics committee, an application must also be submitted to, and approved by, the relevant delegated committee within the University (see section 22(3) of and Appendix 5 to these regulations).
- (4) Applications for approval of research and/or related activities must be submitted in the form prescribed for the relevant Division or the Faculty of Māori and Indigenous Studies (see Appendix 3 to these regulations).
- (5) If an ethical issue relating to the research and/or related activity that was not envisaged at the beginning arises during its course, the researcher must stop the research and/or related activity, consult the appropriate authority, and apply for approval. The researcher must not

begin the research and/or related activity again until the necessary approval has been obtained.

- (6) For situations where prior, free, express, and informed consent from participants may not be possible, see sections 10 and 11 of these regulations for guidance in making application for approval of the research or a related activity.

7. **Responsibility for ethics in research and related activities**

- (1) Individual staff, students, and authorised persons are responsible for ensuring their research and/or related activities comply with these regulations.
- (2) If a researcher is a student, the staff member responsible for supervising the student's research must take all reasonable steps to ensure that the student complies with these regulations.
- (3) Paper convenors may apply for ethics approval for an entire paper if it involves students in that paper engaging in research or related activities. Such applications must cover all anticipated research or related activities the student may engage in, and the convenor's, lecturers' and/or tutors' responsibilities. Applications must identify ethical issues and describe practices for addressing them.

8. **Value of research or related activities and the public interest**

- (1) A researcher must be able to justify to their peers the goals and methodology of the research and/or related activity in terms of its reasonably anticipated benefits balanced against any foreseeable risk of harm to the participants.
- (2) A researcher must normally make available the findings of research in the public domain. Any exception to this must be approved in writing by the Senior Deputy Vice-Chancellor, or by a person to whom authority is delegated in writing by the Senior Deputy Vice-Chancellor (see section 10(7) and section 14 of the [Dissertations and Theses Regulations 2015](#)).

9. **Informed consent of participants**

- (1) Researchers must gain participants' prior, free, express, and informed consent in a culturally and socially appropriate manner, unless in the case of approved exceptions. For proxy consent from authorised representatives, see subsection (4)(e) and (4)(f) of this section of these regulations. Exceptions regarding large sample surveys and similar research methods, some cases of field research, and the possibility of gaining informed consent after data collection are dealt with in sections 10, 11 and 14 of these regulations.
- (2) A researcher must establish explicit processes for reaching agreement with participants. A researcher must not involve a participant in any research and/or related activities unless the researcher is satisfied that the participant has understood the nature of their involvement and freely agreed to it in accordance with the principles outlined in this section.
- (3) A researcher must not use explicit or implicit coercion to obtain the agreement, and must not use inducement to obtain the agreement except in accordance with section 18 of these regulations.

- (4) Unless sections 10, 11 or 14 of these regulations apply, a researcher must adhere to the following principles with respect to informed consent of participants:
- (a) A researcher must inform prospective participants of all information relevant to the decision to participate including
 - (i) their right to decline to participate in the research and/or related activities or any portion or any part of these
 - (ii) the form in which the findings will be published
 - (iii) duration and security of data storage
 - (iv) their right to withdraw any information they have provided up until analysis has commenced on their data
 - (v) their right to access and correct personal information
 - (vi) the process for withdrawing information they have provided.
 - (b) The more readily identifiable the participants may be, the more formal the consent should be. Where participants are asked to answer questionnaires that might identify them, answer questions in a formal interview, undergo formal tests, or where they are subjected to formal observation and recording procedures, the process for obtaining informed consent, and the form of the consent, should be similarly formal and recorded in writing or some other reproducible form. Where the participation is more anonymous the consent may be less personalised and less explicit (see section 10 of these regulations).
 - (c) If the research or related activity involves manipulation of, or intervention in, the physical or psychological state of a participant, the participant's consent, or, if subsection (e) of this section applies, the consent of the person with authorised responsibility for the participant, must be recorded in writing or some other reproducible form.
 - (d) Because some research and/or related activities involve collectives, a researcher must recognise the complexities of relationships between individuals and collectives. In some cultures it is common for the leader of a collective to make a decision in respect of participation on behalf of its members. If an individual in a collective wishes to participate or not to participate in the research and/or related activity, regardless of a decision taken on behalf of the collective, the individual's wishes must be respected and all reasonable care taken to ensure that those wishes are also respected by other members of the collective.
 - (e) If a prospective participant is reasonably judged incapable of giving informed consent, the researcher must obtain the proxy consent from the person who has responsibility for the prospective participant's welfare, taking particular care to protect the participant's interests and also taking into account any potential conflict of interest between them and the person whose consent is required.
 - (f) A researcher who seeks the proxy consent of another person on behalf of a prospective

participant under subsection (e) of this section must make all reasonable effort to involve the prospective participant themselves in the process and the decision about consent.

- (g) Staff, students, and other approved persons must obtain informed consent when recording images of participants, participants' possessions, or research and/or related activity in which participants are involved, unless the recording of images is of lawful activity occurring in a public place and is culturally appropriate.
- (h) A researcher must provide the information under subsection (a) of this section plainly and in the language and medium that is appropriate for the prospective participants.
- (i) A researcher must inform participants of their right of access to any data that may have been collected from or about them.
- (j) A researcher must inform participants of their right to complain about the conduct of the research and/or related activity and must also inform them of the process for making a complaint.

10. Large random sample surveys and informed consent

- (1) A researcher who intends to collect data involving large numbers of people is not required to adhere to all the principles concerning informed consent outlined in section 9(4) of these regulations if the research method makes adherence to all these principles impractical or undesirable and if such a requirement is likely to impact adversely on the researcher's ability to generate reliable information.
- (2) However, the researcher must declare and justify an intention not to adhere to the principles in section 9(4) of these regulations in the application for approval submitted under section 6 of these regulations.
- (3) In these situations the researcher must provide the following information, as a minimum, to a participant before the research or related activity begins
 - (a) the anticipated length of the research or related activity
 - (b) the general purpose of the research or related activity
 - (c) the forms in which the data might be published
 - (d) an assurance that the participant will not be identified in any publication or dissemination of research findings.

11. Field research and informed consent

- (1) 'Field' research in this context means research conducted in person in a natural setting outside of a laboratory.
- (2) In field research situations, prior, free, express, and informed consent must be gained in a culturally and socially appropriate manner from participants.
- (3) In some forms of field research using such methods as participant observation, participatory research and action research, where obtaining prior, free, express, and informed consent

from all participants would be inappropriately intrusive or impractical for social, cultural, or methodological reasons, it is acceptable not to gain such consent.

- (4) However, the researcher must take care to apply other ethical principles, especially minimising the risk of harm to participants and maintaining the anonymity of participants. It may also be appropriate in such cases that informed consent be sought afterwards but prior to the publication of research findings, from people who have in the course of information collection come to the attention of the researcher.

12. Archiving of data, privacy, storage, and use of information

- (1) All non-identifying data (eg data sets and transcripts) used for publication must be securely kept long enough to allow for academic examination, challenge, or peer review. This period would normally be at least five years. Identifying data such as consent forms, photographs, and videos will be securely stored consistent with agreements made under section 9(4)(a) of these regulations. The responsibility for data storage lies with the department or other equivalent academic unit.
- (2) Where the research and/or related activity is conducted in New Zealand, the researcher must comply with the Privacy Act 1993 and the Official Information Act 1982, and must adhere to the following principles consistent with that legislation
 - (a) participants and informants must not be publicly identified or identifiable without their explicit consent
 - (b) participants must be informed (unless sections 10, 11 and 14 of these regulations apply) that they will not be identified in any publication or dissemination of the research findings without their explicit consent
 - (c) researchers must take all reasonable precautions to prevent unauthorised use, access, modification, or disclosure of personal information
 - (d) data identifying participants must not be kept for longer than required for the purpose for which it is collected (see subsection (1) of this section)
 - (e) except in circumstances specified in the relevant legislation, personal information may be used only for the purpose for which it is collected.
- (3) Where the research and/or related activity is conducted in a country other than New Zealand, the researcher must comply with any legislation that applies in that country with respect to privacy and storage of personal information.
- (4) Even where the research and/or related activity is conducted in a country other than New Zealand, the researcher must comply as far as possible with the spirit of the Privacy Act 1993 and the Official Information Act 1982; however, if there are contradictions between the legislation of New Zealand and the other country, the legislation of the other country must prevail
- (5) A researcher must include in an application submitted under section 4(3) of these regulations a statement about the conditions under which, and the period for which, any personal

information collected for the research and/or related activity is to be stored.

- (6) Data must not be made available to persons or for purposes that are not named on the application.

13. **Minimisation of harm**

- (1) A researcher must make particular effort to identify physical, psychological, social, economic, or cultural harm to participants before seeking their consent to participation.
- (2) A researcher must minimise both the risk of harm to a participant and the potential for negative consequences of the harm.
- (3) 'Harm' in this context includes pain, stress, emotional distress, fatigue, embarrassment, and exploitation.
- (4) Unless it would be impractical or undesirable to do so in the terms described in section 10 of these regulations, a researcher must consult participants to ascertain any risk of harm that they themselves may identify or concerns that they themselves may have.
- (5) If, during the course of the research and/or related activity, it is apparent to the researcher that the risk of harm to the participant is greater than originally envisaged, the researcher must inform the participant and re-evaluate the research and/or related activity in terms of the principles outlined in this section.

14. **Limitation of deception**

- (1) Deception of participants conflicts with the principle of informed consent, but in some research and/or related activities it may be necessary to withhold information about the purpose of the research and/or related activity or the procedures involved.
- (2) Research and/or related activities involving deception of participants will be approved only if the researcher demonstrates in the application for ethics review that the deception is absolutely essential to the goals of the research and/or related activity.
- (3) A researcher who undertakes research and/or related activities involving deception of a participant must ensure that the participant is provided with an explanation of the true purpose of the research and/or related activity and the reason for the deception as soon as practicable after the participation.

15. **Social and cultural sensitivity**

- (1) A researcher must respect the cultural, social, and language preferences and sensitivities of the participant.
- (2) Where the research and/or related activity potentially affects individuals or groups who are significantly different in culture from the researcher, the researcher must consult an appropriate person before the research and/or related activity begins about appropriate cultural procedures and approaches to the research and/or related activity and about informing the participant or community concerned of the research findings.
- (3) An application for ethics review under these regulations must demonstrate how the

researcher has responded to the advice received from the person consulted.

- (4) Appropriate consultation and subsequent responses on matters of social and cultural sensitivity are the responsibility of the researcher.

16. **Exploitation of relationships**

- (1) A researcher must not exploit the relationship between researcher and participant.
- (2) A researcher must resist any initiative by a participant to exploit the relationship between researcher and participant.
- (3) 'Exploitation' in this context means the seeking or obtaining of money, goods, services, favours, information or relationships that have no direct bearing on the stated research and/or related activity aims or data gathering.
- (4) Where a researcher is a staff member and the prospective participant a student, the researcher must not exploit that relationship and must strive to ensure that the student is not disadvantaged through their participation or refusal to participate, academically, professionally, or otherwise.

17. **Respect for property rights**

- (1) A researcher must ensure that procedures or publications associated with the research and/or related activity do not infringe legally determined property rights.
- (2) A researcher must ensure that procedures or publications associated with the research and/or related activity do not infringe culturally determined property rights to the extent possible and reasonable in all circumstances.
- (3) Property rights in this context may apply to land, goods, works of art and craft, images, and intangible materials such as spiritual treasures, music, information, and intellectual property (see Appendix 4 of these regulations).
- (4) A researcher must identify and address any issues associated with property rights and ownership of data at the time they seek informed consent and monitor these issues throughout the research process.

18. **Payment for participation**

A researcher must not pay participants for their participation, or arrange for participants to be paid, in money, goods, services, prizes, favours, or in any other form of remuneration or form of hospitality appropriate to the engagement, either directly or indirectly, unless the payment is approved by the appropriate approving authority (see section 22 of and Appendix 2 to these regulations).

19. **Professional codes of ethics**

A researcher must ensure that their research or related activity complies with any professional code of ethical practice or standard relevant to the research and/or related activity.

20. **University research and/or related activities in schools and early childhood services**

A researcher involved in research and/or related activities in schools or early childhood services must comply with the [Guidelines for Observation and Research in Schools and Early Childhood Services](#)  (see Appendix 5 to these regulations).

21. Declaration of potential conflict of interest

- (1) A researcher must, in an application submitted under section 4 of these regulations, declare any potential conflict of interest.
- (2) 'Conflict of interest' occurs where a researcher or related party is, or is reasonably likely to
 - (a) obtain an unfair, inappropriate, or unethical professional, commercial, or personal advantage as a result of or in connection with the research and/or related activity
 - (b) be in a position in relation to the activity or the participants that could appear to affect the researcher's impartiality in the research and/or related activity;
 - (c) obtain a direct or indirect pecuniary benefit or interest as a result of or in connection with the research or related activity.
- (3) If the research and/or related activity is commissioned or sponsored, the researcher must ensure that the commission or the sponsorship
 - (a) is declared to the participants and in any published findings

22. Authority for ethical approval and monitoring

- (1) Authority for administering these regulations rests with the University of Waikato Human Research Ethics Committee.
- (2) The University of Waikato Human Research Ethics Committee makes recommendations to the Vice-Chancellor through the Academic Board for the promotion, review, and monitoring of ethical practice in University research and/or related activities and for monitoring compliance with these regulations.
- (3) Each Division and the Faculty of Māori and Indigenous Studies has one or more committees with responsibility at the Divisional or Faculty of Māori and Indigenous level, delegated by the University of Waikato Human Research Ethics Committee, for
 - (a) the approval of research and/or related activities with human participants in the relevant Division or the Faculty of Māori and Indigenous Studies (health and disability research involving human participants must also be reviewed by the University of Waikato Human Research Ethics Committee).
 - (b) compliance with these regulations in the relevant Division or the Faculty of Māori and Indigenous Studies
 - (c) maintaining records of University research and/or related activity with human participants in the relevant Division or the Faculty of Māori and Indigenous Studies in the form required by the University of Waikato Human Research Ethics Committee
 - (d) reporting to the University of Waikato Human Research Ethics Committee in the form

required by that Committee.

- (4) The Pro Vice-Chancellor of the relevant Division or the Dean of Faculty of Māori and Indigenous Studies recommends to the University of Waikato Human Research Ethics Committee for approval the committee structure for the respective area, and the Terms of Reference, constitution, membership, and procedures of any committee involved consistent with these regulations (see Appendix 2 to these regulations).
- (5) Responsibility for the following matters in any organisational unit outside a Division or the Faculty of Māori and Indigenous Studies is delegated by the University of Waikato Human Research Ethics Committee to the Director of that unit
 - (a) ensuring applications for approval of research and/or related activities with human participants in the unit are submitted to the University of Waikato Human Research Ethics Committee
 - (b) compliance with these regulations in the unit
 - (c) maintaining records of human research and/or related activities with human participants in the unit in the form required by the University of Waikato Human Research Ethics Committee
 - (d) reporting to the University of Waikato Human Research Ethics Committee in the form required by that Committee.
- (6) A committee at the relevant Division or the Faculty of Māori and Indigenous Studies level, or a Director of a unit outside a Division or the Faculty of Māori and Indigenous Studies, may consult with the University of Waikato Human Research Ethics Committee at any time and may request that the University of Waikato Human Research Ethics Committee review any relevant matter, or review any decision taken under delegated authority.

23. Researcher appeals against decisions concerning applications for approval

- (1) Having made an application under these regulations, a researcher may appeal to the University of Waikato Human Research Ethics Committee against any decision taken at the relevant Divisional or the Faculty of Māori and Indigenous Studies level.
- (2) A researcher may appeal to the Academic Board against any decision by the University of Waikato Human Research Ethics Committee under these regulations.
- (3) The Academic Board may determine its own procedures for hearing and deciding the appeal provided that they conform with the principles of natural justice, and may delegate authority to hear and decide an appeal on its behalf.
- (4) The decision of the Academic Board (or delegated authority) on an appeal is final.

24. Addressing concerns and complaints

- (1) A concern or complaint about the research and/or related activities to which these regulations apply may be referred to the University of Waikato Human Research Ethics Committee.
- (2) If a concern or complaint arises, the University of Waikato Human Research Ethics

Committee may require that the relevant research and/or related activity be discontinued until the issue is resolved.

- (3) If the University of Waikato Human Research Ethics Committee considers that the issue is sufficiently serious, it may refer the matter to the Vice-Chancellor who may arrange for it to be dealt with as applicable
 - (a) under the [Student Discipline Regulations 2020](#), as amended from time to time
 - (b) as a breach of the [Staff Code of Conduct](#)
 - (c) as the Vice-Chancellor thinks fit.
- (4) If the University of Waikato Human Research Ethics Committee considers that the issue is not sufficiently serious to be referred to the Vice-Chancellor, it may take informal action, at its discretion, to deal with the complaint or dispute.

25. Appeal provision

- (1) A person may appeal to the Academic Board against any matters dealt with under section 23 or section 24 of these regulations by the University of Waikato Human Research Ethics Committee under these regulations.
- (2) The Academic Board determines its own procedures for hearing and deciding the appeal conforming with the principles of natural justice, and delegates authority to hear and decide an appeal on its behalf.
- (3) The decision of the Academic Board (or delegated authority) on an appeal is final.

Appendix 1

[Guidelines for Professional Practice and Community Contact in the Conduct of University Research or Related Activities](#) 

Appendix 2

[Delegated Ethics Committees](#) 

Appendix 3

[Application Format](#)

Appendix 4

[Intellectual Property in Research](#) 

Appendix 5

[Guidelines for Observation and Research in Schools and Early Childhood Services](#) (under review)

Appendix 6

[Referring Human Ethics Applications to a Health and Disability Ethics Committee](#) (under review)

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Dissertations and Theses

Deadlines for the submission of dissertations and theses for graduate qualifications are prescribed in section 12 of the [Personal Programmes of Study Regulations](#).

General information about the submission of MPhil and doctoral theses is published on the Higher Research Degrees [website](#).

Deadlines for the submission of theses for the Master of Philosophy (MPhil) and doctoral degrees - Doctor of Philosophy (PhD), Doctor of Education (EdD), Doctor of Health Science (DHSc), Doctor of Juridical Science (SJD), and Doctor of Musical Arts (DMA) are determined on an individual basis. Details about terms of enrolment for these degrees are available from Te Mata Kairangi School of Graduate Research.

Students may obtain details about style, general layout, and important conventions to be followed in writing a thesis (referencing, bibliographies etc.) from their supervisor or relevant School or Faculty. The University of Waikato Library also publishes a guide to the presentation and submission of dissertations and theses which is available from the Library [website](#).

Dissertations and Theses Regulations

1. Title

These are the Dissertations and Theses Regulations 2020.

2. Date of effect

These regulations are effective from 1 January 2020.

3. Definitions

In these regulations

dissertation means a piece of written work that reports on the findings of a theoretical or empirical investigation and is undertaken in accordance with the regulations for an honours or first masters degree

first masters degree means a masters degree except for the Master of Philosophy (MPhil)

thesis means a piece of written work undertaken in accordance with the regulations for a first masters degree and equivalent to at least 90 points at 500 level, or a piece of written work undertaken in accordance with the regulations for a Master of Philosophy or doctoral degree. Applicants who intend to integrate a creative practice component with their thesis must comply with the Requirements for PhD with a Creative Practice Component, available from Te Mata Kairangi School of Graduate Research. A thesis is externally examined and if passed is considered to embody research of a kind and standard appropriate for the thesis to be lodged permanently in the University's digital repository, Research Commons, and is publicly accessible (unless embargoed under section 12 of these regulations).

4. **Word limit for dissertations**

The maximum word limit for a dissertation is determined by the School of Faculty in which the dissertation is undertaken.

5. **Word limit for first masters theses**

Unless the Head of School or Dean of the School or Faculty in which the thesis is undertaken approves otherwise in the case of an individual student or subject, the maximum word limit for a first masters thesis is 50,000 words.

6. **Word limit for Master of Philosophy (MPhil) theses**

Unless the Postgraduate Research Committee approves otherwise in an individual case, the maximum word limit for an MPhil thesis is 50,000 words.

7. **Word limit for doctoral theses**

Unless the Postgraduate Research Committee approves otherwise in an individual case, the maximum word limit is

- (a) for a PhD thesis, 100,000 words
- (b) for an EdD or SJD thesis, 60,000 words
- (c) for a DMA thesis, 50,000 words.

8. **Submission of dissertations**

- (1) When the dissertation is ready for examination, the student must submit two copies to the relevant Head of School or Dean of the School or Faculty.
- (2) Dissertations are not required to be bound, but must be formatted and presented in accordance with relevant School or Faculty policy.
- (3) The relevant Head of School or Dean may agree to accept part or all of a dissertation solely

in digital form.

9. Submission of first masters theses

- (1) When it is ready for examination, a digital copy of the thesis, which will include an abstract of no more than 500 words, immediately following the title page and written in a form suitable for publication, must be submitted by the student to the Student Centre Team.
- (2) The thesis must be accompanied by a declaration, signed by the student's chief supervisor, stating
 - (a) whether the thesis is, in the supervisor's opinion, ready for examination, and
 - (b) that the thesis embodies the student's own work, carried out under the supervisor's direct supervision, and
 - (c) that evidence of ethical approval or a statement confirming that it is not required, in accordance with the [Ethical Conduct in Human Research and Related Activities Regulations 2008](#) and/or the [Code of Ethical Conduct for the Use of Animals for Research Testing and Teaching 2014](#)  had been provided.
- (3) After a thesis has been examined, passed and returned to a student, the student must, within three weeks, submit a final digital copy of the thesis to the University's digital repository, Research Commons.
- (4) After a thesis has been examined, passed, and submitted in final digital form the digital copy will be lodged permanently in the University's digital repository, and, unless the Deputy Vice-Chancellor Research has approved an embargo under section 12 of these regulations, will be publicly accessible.

10. Submission of MPhil and doctoral theses

- (1) When it is ready for examination, a digital copy of the MPhil thesis or the doctoral thesis, which will include an abstract of no more than 500 words, immediately following the title page and written in a form suitable for publication, must be submitted by the student to Te Mata Kairangi School of Graduate Research.
- (2) The thesis must be accompanied by a declaration, signed by the student's chief supervisor, stating
 - (a) whether the thesis is, in the supervisor's opinion, ready for examination, and
 - (b) that the thesis embodies the student's own work, carried out under the supervisor's direct supervision, and
 - (c) that evidence of ethical approval or a statement confirming that it is not required, in accordance with the [Ethical Conduct in Human Research and Related Activities Regulations 2008](#) and/or the [Code of Ethical Conduct for the Use of Animals for Research Testing and Teaching 2014](#)  had been provided.
- (3) After a thesis has been examined and passed, a student, before being entitled to have the relevant degree formally conferred, must submit in final digital form, the copy to be lodged

permanently in the University's digital repository, Research Commons, and, unless the Deputy Vice-Chancellor Research has approved an embargo under section 12 of these regulations, this copy will be publicly accessible.

11. Digital format

- (1) The format for submission of the digital copy of a thesis required under subsection 9(1) and 10(1) of these regulations is set out in the University publication *Write and Submit a Thesis* a which is available from the Library website.

12. Embargoes

- (1) Because freedom to exchange ideas and to publish acquired knowledge are fundamental to the purposes of a university, restrictions on freedom of access to dissertations and theses are acceptable only in very limited circumstances approved by the Deputy Vice-Chancellor Research.
- (2) Embargoes of dissertations or theses, either in part or in full, are subject to written approval of the Deputy Vice-Chancellor Research.
- (3) Embargo of a dissertation or thesis is normally approved only under the following circumstances:
 - (a) if it is pending publication
 - (b) if it is pending the filing of a patent
 - (c) to allow a funder to comment
 - (d) to protect pre-existing traditional knowledge of a whanau/hapu/iwi
 - (e) to protect pre-existing commercial agreements
 - (f) if there is a pre-existing contractual obligation
 - (g) if restriction is necessary under the Privacy Act 1993 or the Official Information Act 1982.
- (4) An embargo will be approved only for a limited period.
- (5) If the Deputy Vice-Chancellor Research has approved an embargo, only the author, title, abstract and other meta-data of the full digital copy held by the University may be publicly accessible through the University's digital repository, Research Commons.

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Table of Fees and Charges

Students should also refer to the [Regulations Governing Payment of Fees and Charges](#).

Fees

Tuition and Resource Fees

Domestic tuition and resource fees are available from the Student Centre and are published in the online [Catalogue of Papers](#). International fees are available online at [Waikato International](#).

Charges (GST inclusive)

Admission Applications

LLD, DLit and DSc applications (\$500 for the Application Fee and \$1500 for the Examination Fee)	\$2000.00
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Library Fines and Charges

Administrative charge for non-returned, lost or damaged material, additional to the cost of replacement or repair	\$10.00
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Associate Membership fee (per annum)	\$200.00
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Replacement charge for lost or damaged Associate Membership card	\$10.00
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Replacement charge for a barcode removed from a Library book	\$4.50
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Fines for late return of books	
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- for a <i>High Demand Collection</i> issued book for	\$2.00 per hour or part
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use within the Library	thereof
- for a book issued on short-term loan	\$3.00 a day
- for a book not returned by the due date shown on the recall notice	\$3.00 a day
- all other cases	30 cents a day

Notes:

1.	<i>The maximum fine charged for any single overdue book or any single failure to respond to a recall notice within the required period specified in subsections 10(1) and 10(2) of the Library Regulations 2007 shall be limited to \$30.00.</i>
2.	<i>Library fines may be paid at the Library Service Desk or online.</i>
3.	<i>Library invoices may be paid at the Fees Office or online.</i>
4.	<i>Borrowing facilities will be withheld from students and Approved Borrowers whose fines at any time exceed \$10.00, and staff whose fines exceed \$50.00. Borrowing facilities will be withheld from all other Library borrowers whose fines exceed \$5.00.</i>
5.	<i>The borrower has the right to appeal to the Vice-Chancellor against any fines imposed, and such appeal shall proceed as the Vice-Chancellor determines.</i>
6.	<i>These fines and charges shall apply to all Library borrowers.</i>

Miscellaneous Services

Application for credit	\$60.00
Application for credit from overseas study prior to enrolment	\$120.00
Application for cross-credit from a completed degree	Free
Application for approval to take papers elsewhere for a Waikato qualification	
- within New Zealand	\$60.00

- overseas	\$60.00
Reinstatement of enrolment after cancellation	\$60.00
Charge for issuing a replacement cheque	\$18.00
RPL (Recognition of prior learning)	
- Challenge Examination (per paper)	\$205.00
- Administration fee (per application)	\$50.00

Examination Charges

Review of grade under the Assessment Regulations 2016 - per paper	\$65.00
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Scripts, Transcripts and Certificates

Replacement identity card	\$15.00
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Academic transcripts

- first copy	\$40.00
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- each additional copy (if requested at the same time as the first copy)	\$20.00
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- faxing/scanning letters and transcripts	\$10.00
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Replacement degree/diploma or other qualification certificate	\$100.00
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All other official letters of certification

- first copy	\$40.00
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- each additional copy (if requested at the same time as the first copy)	\$20.00
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- faxing/scanning letters overseas	\$10.00
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Resubmission of thesis (MPhil & PhD)	\$100.00
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Copy of exam script	\$15.00
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Late Enrolment Charges

Charge after deadline to complete enrolment (see Enrolment for the prescribed deadlines after which this charge applies)	\$100.00
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Late Payment Charges

Payment of fees and charges made on the start of the trimester or thereafter will incur a charge of 10% or \$100 (maximum \$100)	10% or \$100.00
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Student Discipline Appeal Charges

Appeal to the Chairperson of the Student Discipline Committee against a discipline decision under the Student Discipline Regulations 2020	\$50.00
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Appeal to the Council against a discipline decision under the Student Discipline Regulations 2020	\$200.00
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International Students Refund Administration Charge

Refund of pre-paid tuition fees administration charge (see International Students , for the Pre-Paid Tuition Fees Policy)	
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Other Charges

Student Services Fee (compulsory)

The Student Services Fee is charged on a per point basis	\$7.04 per point
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Student Health Service User Charges

Domestic students enrolled with the Student Health Service (PHO) (per consultation)	\$10.00
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Domestic students not enrolled with the Student Health Service (PHO) Nurse appointment

With a Community Services Card (per consultation)	\$15.00
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Without a Community Services Card (per consultation)	\$20.00
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Domestic students not enrolled with the Student Health Service (PHO) Doctor appointment

With a Community Services Card (per consultation)	\$30.00
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Without a Community Services Card (per consultation)	\$45.00
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ACC consultation surcharges and repeat prescription charges also apply to domestic students not

enrolled with the PHO.	
International Students using the Student Health Service (per consultation)	varies depending on consultation type
DNA (Did not arrive for scheduled appointment)	\$10.00

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Christopher Glasson GradDipEd PhD *James Cook*

Greg Jacobson BSc MSc PhD *Waik*

Marie Magnusson PhD *James Cook*

Tim Manukau DipEnvMgt BSc *Waik*

Phil Ross PhD *Waik*

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Adjunct Research Fellow

Christina Praeger PhD *JamesCook*

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Marijke Struijk PhD *Reading*

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John Innes BSc MSc *Massey*
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Jonni Koia PhD *Qld*
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Mark Holmes BA *Essex* MSc *Lond* PhD *Dund*

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Antoine Gilbert-Saad MBA *ICN Business School PhD Auck*
Narges Safari BSc *Iran PhD AUT*
Amob Zahid BSc *Lanc MSc Beds PhDCant*

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Director

Eva Collins BSc *PortlandState* MA *Essex* PhD *GWashington*

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In this section

Admission Statute

1. Title

This is the Admission Statute 2016.

2. Date of effect

This statute is effective from 1 January 2017.

3. Application

This statute applies to those seeking admission to the University of Waikato at undergraduate level and higher (100 - 900 levels). It does not apply to those seeking admission to non-assessed or sub-degree level papers or qualifications.

4. General

- (1) Unless approved otherwise by the Academic Board, a person who will be under 16 years of age on the first day of the trimester in which he or she wishes to enrol is not eligible for admission.
- (2) Unless approved otherwise by the Academic Board, a person who is enrolled for full-time instruction in a secondary school or area school is not eligible for admission.
- (3) Subject to the [Limitations Statute](#) and any academic criteria that may apply with respect to particular papers or qualifications, a person may qualify for admission under any of the following provisions:
 - (a) University Entrance
 - (b) Discretionary Entrance
 - (c) Special Admission

(d) Admission at entrance level with credit based on previous tertiary study.

(4) In addition to qualifying under section 5 of this statute, the person must also meet the particular academic criteria set out

(a) in the case of undergraduate qualifications, in the [Criteria for Admission to Particular Qualifications](#)

(b) in the case of graduate and postgraduate qualifications, in the regulations for the relevant qualification.

5. University Entrance

University Entrance means

(a) From 2015:

(i) NCEA Level 3,

(ii) a minimum of 14 credits at Level 3 or higher on the National Qualifications Framework, in each of three approved subjects, and

(iii) the numeracy requirements of a minimum of 10 credits at Level 1 or higher on the National Qualifications Framework, made up of achievement standards and/or unit standards specified by NZQA, and

(iv) the literacy requirement¹ of a minimum of 10 credits at Level 2 or higher on the National Qualifications Framework, made up of:

5 credits in reading, and

5 credits in writing from a list specified by NZQA.

(b) From 2005-2014:

(i) A minimum of 42 credits at Level 3 or higher on the National Qualifications Framework,

including a minimum of 14 credits at Level 3 or higher in each of two subjects from an approved list, with a further

14 credits at Level 3 or higher taken from one or two additional domains or approved subjects

(ii) and the numeracy requirements of a minimum of 14 credits at Level 1 or higher in Mathematics or Pāngarau on the National Qualifications framework

(iii) and the literacy requirement of a minimum of 8 credits at Level 2 or higher which show reading and writing skills in English or te reo Māori are required.¹

(c) From 1993 to 2004: Higher School Certificate and a C grade or higher in each of three New Zealand University Entrance, Bursaries and Scholarships (NZUEBS) subjects; or an A or B bursary

- (d) A qualification recognised by the New Zealand Qualifications Authority for University Entrance purposes
- (e) From 1986 to 1992: a D grade or higher in each of four NZUEBS subjects
- (f) Before 1986: the University Entrance qualification (by accreditation or examination).

6. Discretionary Entrance

- (1) From 2005: A person who has undertaken NCEA at Level 3 in three or more approved subjects (in the same year) and failed to gain University Entrance is not eligible to be considered for Discretionary Entrance until the B trimester of the following year.
- (2) Admission will be at the discretion of the University, with the proviso that a person who has undertaken Year 13 study beyond 1 June at a New Zealand secondary school may normally not be admitted under the Discretionary Entrance provisions before July in the following year.²
- (3) Otherwise, a person who will be at least 16 years of age and under 20 years of age on the first day of the trimester of enrolment who does not meet the University Entrance standard, but
 - (a) is a citizen or permanent resident of New Zealand or Australia³, and
 - (b) has received secondary schooling to at least New Zealand Year 12 level (or its equivalent overseas) and earned at least 14 credits in an approved subject at Level 2 towards NCEA (or its equivalent), and
 - (c) has met the literacy and numeracy standards required for University Entrance, or their equivalents,
may apply for Discretionary Entrance.
- (4) Approval of an application for Discretionary Entrance is based on
 - (a) the applicant's submission
 - (b) the proposed programme of study
 - (c) the applicant's past academic achievements, and
 - (d) a statement from an adviser (such as a school principal or a University Student Recruitment Adviser) as to the applicant's preparedness for university study.
- (5) A person who wishes to apply for Discretionary Entrance must do so as part of the formal enrolment application.
- (6) Applications for Discretionary Entrance are considered and decided by the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies in which the applicant wishes to enrol, under delegated authority of the Academic Board.
- (7) If Discretionary Entrance is approved, the prescribed fee is payable by the student at enrolment.

- (8) A person whose application for Discretionary Entrance is declined by the relevant Pro Vice-Chancellor or the Dean of the Faculty of Māori and Indigenous Studies may appeal the decision to the Deputy Vice-Chancellor Academic under delegated authority of the Academic Board.
- (9) A person whose application for Discretionary Entrance is declined by the Deputy Vice-Chancellor Academic may make a further appeal to the New Zealand Qualifications Authority.
- (10) A person studying at a New Zealand secondary school who is attempting to qualify for University Entrance may apply for Discretionary Entrance in the same year for the purpose of enrolling in papers offered by the University. Any person admitted under this regulation who does not subsequently meet the University Entrance standard during the period enrolled at the University will be required to withdraw from the University and may re-apply for admission at mid-year. Any papers passed during the period enrolled at the University will not be credited to a qualification until a University Entrance qualification is gained.

7. **Special Admission**

- (1) Applicants are eligible to be considered for Special Admission if they will be at least 20 years of age on the first day of the trimester for which they are applying to enrol.
- (2) In exceptional cases, an applicant who does not hold a university entrance qualification and who will not be 20 by the first day of the trimester for which admission is sought, may apply for special admission. In assessing whether to grant special admission in exceptional cases, the primary focus will be on the applicant's level of preparedness for university study.
- (3) Approval of an application for Special Admission is based on
 - (a) the applicant's submission
 - (b) the proposed programme of study
 - (c) the applicant's past academic achievements, and
 - (d) evidence of the applicant's preparedness for university study.
- (4) A person who wishes to apply for Special Admission must do so as part of the formal enrolment application.
- (5) Applications for Special Admission are considered and decided by the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies in which the applicant wishes to enrol, under delegated authority of the Academic Board.
- (6) A person whose application for Special Admission is declined by the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies may appeal the decision to the Deputy Vice-Chancellor Academic under delegated authority of the Academic Board.

8. **Admission at entrance level or with credit from previous study**

- (1) A person may qualify for admission at entrance level, or with credit, on the basis of

- (a) having been awarded a qualification which is deemed to be equivalent to University Entrance
 - (b) having completed previous tertiary study.
- (2) A person who wishes to apply for admission under subsection 8(1) of this statute must do so as part of the formal enrolment application.
- (3) If admission at entrance level or with credit from previous tertiary study is approved, the prescribed fee is payable by the student at enrolment.
- (4) Applications for admission at entrance level or with credit from previous tertiary study are considered and decided by the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies in which the applicant wishes to enrol, under delegated authority of the Academic Board.
- (5) A person whose application for admission under subsection 8(1) of this statute is declined by the Pro Vice-Chancellor of the relevant Division or the Dean of the Faculty of Māori and Indigenous Studies may appeal the decision to the Deputy Vice-Chancellor Academic under delegated authority of the Academic Board.
- (6) A person whose application for admission at entrance level is declined by the Deputy Vice-Chancellor Academic may make a further appeal to the New Zealand Qualifications Authority.

9. Delegation of powers

The powers and authority of the Academic Board referred to in this statute have been delegated in certain matters under the [Delegation of Powers Statute 2014](#).

10. Report to the Education Committee

The Deputy Vice-Chancellor Academic must submit an annual report to the Education Committee providing an overview of admission appeal decisions made during the relevant year, together with any consequent recommendations with respect to the Admission Statute.

Notes:

1. *The University of Waikato Certificate of Studies: English at Level 2 or Level 3 is recognised as meeting the literacy requirements of NCEA.*
2. *In special circumstances, the Chair of the CUAP Sub-Committee on University Entrance may permit persons who do not fulfil section 6(3)(b) or 6(3)(c) of these regulations to apply for Discretionary Entrance.*
3. *Australian applicants' most recent year of schooling must have been in New Zealand.*

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Limitations Statute

Limitations on enrolments can be established under:

- section 255(4) of the Education and Training Act 2020 where the Council is satisfied that it is necessary to do so because of insufficiency of staff, accommodation or equipment, or
- section 525(4) of the Education and Training Act 2020 where the Council has established places for foreign students in a programme whose continued availability is dependent on the fees payable by foreign students enrolled in it.

The Council has delegated authority to approve limitations under section 255(4) to the Academic Board.

Schedule of Limitations on Enrolments for 2022

Limitations under Section 255(4) of the Education and Training Act 2020

Ministry-funded enrolments will be limited in a manner that allows the University to meet the Government's expectations with respect to its approved Mix of Provision for the year in question.

Applications from Ministry-funded students who meet the University's published deadlines for applications to enrol, as well as the admission, entry, re-entry and programme approval criteria for the relevant qualifications and papers, will be accepted according to the priority groups listed below until the relevant Mix of Provision target is achieved at the relevant level.

If places are still available after the published deadlines for applications to enrol, Ministry-funded students who have not met those deadlines, but who meet the admission, entry, re-entry and programme approval criteria for the relevant qualifications and papers, will be accepted in order of application up until the relevant targets have been met.

Undergraduate (Bachelors, Undergraduate and Graduate Certificates and Diplomas)

All these groups will be considered in priority order and, within each priority group, on academic merit.

1. Undergraduate returners (enrolled in undergraduate study in the previous year returning to continue an undergraduate qualification).
2. School Leavers (in secondary school in 2018 or 2019) who qualify for University Entrance (UE) or who are eligible for Discretionary Entrance in terms of the Criteria for Admission to Particular Qualifications.
3. Students transferring into degree programmes having successfully undertaken recognised partner pathway programmes in 2019 (including Certificate of University Preparation (CUP) and Toi Ohomai Institute of Technology guaranteed credit programmes).
4. Students who have previously been enrolled at the University of Waikato, returning after a break of up to two years to continue an undergraduate qualification.
Applicants who have qualified for admission to university but who have been away from secondary school for up to two years.
Special Admission applicants (students over 20 without UE).
Other students with UE or equivalent.

Taught Postgraduate (500 level - except 594 theses)

All these groups will be considered in priority order and, within each priority group, on academic merit.

1. Taught postgraduate returners (enrolled in taught postgraduate study in the previous year returning to continue a postgraduate qualification).
2. Students who have previously been enrolled at the University of Waikato, commencing taught postgraduate study or returning (after a gap in study) to continue a postgraduate qualification.
Students new to the University of Waikato.

Research Postgraduate (Doctoral, MPhil, Masters 594 theses)

Because research postgraduate students can apply to enrol at any point in the year, applications will be considered at regular intervals according to the following groups:

All these groups will be considered in priority order and, within each priority group, on academic merit.

1. Research postgraduate returners (enrolled in research postgraduate study in the previous year).
2. University of Waikato Doctoral and Masters Scholarship recipients.
3. Students who have previously been enrolled at the University of Waikato, commencing research postgraduate study or returning after a gap in study to continue research postgraduate study.
Students new to the University of Waikato.

Notes:

1. *In order to be considered within any priority group, students must apply by the relevant deadlines, as set out in the Enrolment section and Change of Enrolment Regulations.*

2. *Within each level (undergraduate, taught postgraduate, research postgraduate), applicants who have not met the relevant deadlines will be considered in the same order of priority as indicated above after all of the students who have applied within the deadlines for that level have been considered.*

Limitations

Division of Arts, Law, Psychology and Social Sciences

Bachelor of Laws and Bachelor of Laws conjoint programmes

Ministry-funded enrolments are limited to 230 students selected by the Te Piringa Faculty of Law Undergraduate Programmes Committee.

Law: LEGAL458 Advocacy

30 students selected by the Dean of Law, with priority given to students on the basis of previous academic merit and/or involvement in competitions.

Psychology: PSYCH581-22A (HAM) Psychological Assessment

25 students per trimester selected by the Paper Convenor on order of application to enrol, with priority given in up to eight places to students enrolled in the PGDipPsych(Clin).

Screen and Media Studies: MEDIA206 Introduction to Filmmaking

35 students per trimester selected by the Course Convenor.

Division of Education

Counselling: COUNS542-22X (HAM) Counselling Practicum

20 students per year who have previously been selected into the Master of Counselling programme.

Counselling: COUNS544-22X (BLK) Discourse and Counselling Psychologies

20 students per year who have previously been selected into the Master of Counselling programme.

Counselling: COUNS545-22X (BLK) Professional Practice of Counselling

20 students per year who have previously been selected into the Master of Counselling programme.

Division of Health, Engineering, Computing and Science

Bachelor of Nursing

New enrolments are limited as per the cap advised by the Tertiary Education Commission. Students are selected following the Bachelor of Nursing selection process.

HLTSC101-22X (HAM) Health Assessment 1

Restricted to students who are enrolled in the Bachelor of Nursing.

HLTSC102-22X (HAM) Applied Health Science 1

Restricted to students who are enrolled in the Bachelor of Nursing.

HLTSC103-22X (HAM) Nursing Practice 1

Restricted to students who are enrolled in the Bachelor of Nursing.

HLTSC104-22X (HAM) The Socio-Political Context of Health and Healthcare

Restricted to students who are enrolled in the Bachelor of Nursing.

HLTSC201-22X (HAM) Health Assessment 2

Restricted to students who are enrolled in the Bachelor of Nursing.

HLTSC202-22X (HAM) Applied Health Science 2

Restricted to students who are enrolled in the Bachelor of Nursing.

HLTSC203-22X (HAM) Nursing Practice 2

Restricted to students who are enrolled in the Bachelor of Nursing.

HLTSC204-22X (HAM) Pharmacology for Nurses

Restricted to students who are enrolled in the Bachelor of Nursing.

Limitations under Section 525(4) of the Education and Training Act 2020

Enrolments from full-cost international students will be accepted on the basis that they pay full fees to fund their courses of study and, therefore, that they are not taking a place that would otherwise be available to a domestic student.

University of Waikato College

Entry to the following qualifications is limited to full-cost international students:

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Certificate of Attainment in English Language

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| Copyright & Legal Statement





Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Vice-Chancellor's Office

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

On this page:

[Departments](#)

Vice-Chancellor

Professor Roy Crawford BSc(Hons) PhD DSc Belf FIMechE FIMMM FREng

Deputy Vice-Chancellor

Professor Douglas Sutton BA(Hons) MA PhD Otago

Head of Corporate Services

Raymond McNickle BCom Auck CA

Pro Vice-Chancellor (Māori)

Professor Tamati Reedy BA MA Auck MA PhD Hawaii (until 30 June 2007)

Professor Linda Smith BA MA PhD Auck (from 1 July 2007)

Head of the Vice-Chancellor's Department

Helen Pridmore BA Otago MA Cant PDL D USP

Departments

[Alumni Office](#)
[Foundation Studies Centre](#)
[International](#)
[International Global Change Institute](#)
[Language Institute Research Office](#)
[Teaching and Learning Development Unit](#)
[Te Mātāhauariki Research Institute](#)
[University of Waikato Foundation](#)
[University of Waikato at Tauranga](#)
[WEL Energy Trust Academy of Performing Arts](#)

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:56:45 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/vcoffice/index.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Faculty of Arts and Social Sciences

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

On this page:

[Departments](#)

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Daniel G. Zirker BA MA Montana PhD Alta

Deputy Dean/Associate Dean (Academic)

Janice Pilditch BA Massey MA DPhil Waikato

Associate Dean (Graduate & Postgraduate Studies)

Mark Houlahan BA MA Auck PhD Tor

Associate Dean (International)

Dov Bing BA HebrewUniversityJerusalem PhD Auck FRAS

Associate Dean (Research)

Lex Chalmers BA MA Auck PhD Brist

Faculty Manager

Bruce Nunns NZDipBus WaikatoPoly

Student Services and Registration Manager

Josephine Ashdown BA MA DipSLT Waikato

Departments

[Humanities](#)
[General and Applied Linguistics](#)
[Geography, Tourism and Environmental Planning](#)
[History](#)
[Music](#)
[Philosophy and Religious Studies](#)
[Political Science and Public Policy](#)
[Population Studies Centre](#)
[Psychology](#)
[Screen and Media Studies](#)
[Societies and Cultures](#)

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:56:50 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/fass/index.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#)

[Site Index](#) | [Text Only](#)

You are currently viewing the archived 2007 Calendar

School of Computing and Mathematical Sciences

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

On this page:
[Departments](#)

Dean
Professor M.D. Apperley BE PhD Auck FNZCS

Deputy Dean
Ray A. Littler BSc MSc Auck PhD Monash

School Manager
Hazel Leslie

Public Relations and Marketing Manager
To be appointed

Technical Support Manager
Mike Vallabh BCMS Waikato

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[Computer Science](#)
[Computer Graphic Design Group](#)

[Mathematics](#)

[Statistics](#)

[Waikato Centre for Applied Statistics](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)



The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:56:54 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/scms/index.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

School of Education

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

On this page:

[Departments](#)

Dean

To be appointed

Assistant Dean (Graduate Studies)

Rosemary J. De Luca BA MA Auck DipEdSt PhD Waikato

Assistant Dean (Teacher Education)

Brian Prestidge BA MA Cant DipT JP

Assistant Dean (Internationalisation)

John Lockley BSc MSc Waikato DipT

Associate Dean (Organisation)

John S. Graham BA MA Auck DipT

Te Kaiurungi

Fred K. Kana BA MA Waikato DipBiEd HDipT

Senior Research Fellow

Chris Knowles BSc(Hons) Brun MSc Kingston Poly PhD Lond

Manager - Dean's Office

Melinda Ormond

Academic Manager

Deborah Oliver MSocSc Waikato

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 Continuing Education](#)
[Centre for Science and Technology Education Research](#)
[Centre for Teacher Education](#)
[Wilf Malcolm Institute of Educational Research](#)
[Services for Teachers in Schools](#)

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& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:56:59 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/soe/index.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

School of Science and Engineering

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

On this page:

[Departments](#)

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Deputy Dean

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Associate Dean (Graduate Studies)

Professor C.S. Nelson BSc(Hons) Well PhD Auck FRSNZ

Associate Dean (Research)

P.J.J. Kamp BSc MSc PhD Waikato

Associate Dean (Undergraduate Studies)

Dr A.M. Cartner BSc(Hons) PhD Otago

Associate Dean (Engineering)

Janis E. Swan BTech MTech Massey PhD Wat MNZIFST FIPENZ

School Registrar

Anna Pinder

School Services Manager

Stephen Bergin

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[Biological Sciences](#)
[Chemistry](#)
[Earth Sciences](#)
[Engineering](#)
[Antarctic Research Unit](#)
[Carbon Dating Unit](#)
[Centre for Biodiversity and Ecology Research](#)
[Centre for Research in Animal Biology](#)
[Centre for Science and Technology Education Research](#)
[Cooperative Education Unit](#)
[Honey Research Unit](#)
[Thermophile and Microbial Biochemistry and Biotechnology Unit](#)
[Waikato Stable Isotope Unit](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:57:03 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/sst/index.html>

This page has been reformatted for printing



Archived 2007 Calendar



SEARCH


[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)
[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#)
[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Waikato Management School

Contents

[Admission, Enrolment and Fees](#)
[Research, Assessment and Graduation](#)
[Staff and Honours](#)
[University Overview and Charter](#)
[Schedule of Papers](#)
[General Regulations and Policies](#)
[Qualification Regulations](#)
[Research Centres](#)
[Academic, Consultancy and Service Units](#)
[General Services](#)
[Important Dates](#)
[Full Table of Contents](#)
[2018 Calendar](#)

On this page:

[Departments](#)

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Professor M.J. Pratt BA(Hons) Sheff MComm Witw DCom SA ACA FCA

Adjunct Professor

Neil Richardson MCom NSW JD SouthernIllinois

Adjunct Professor Sustainable Enterprise

Kevin Roberts HonD Waikato

Academic Manager/Accreditation Manager

Rachel Williams DipComm Waikato

Director, Business Services

Dorothy Wales BSocSc MSocSc Waikato DipGuidCouns Massey

Executive Director, Research

Professor Delwyn N. Clark BSc Auck BMS DPhil Waikato

Executive Director, Information Technology

John Creek BSc Lond DipCompSc Waikato

Executive Director, Public Relations and Marketing

Sarah Knox BMS(Hons) Waikato MSc Bath APR

Executive Director, Academic

John Tressler BEc(Hons) JamesCook PhD Missouri

Executive Director, International

Associate Professor E. Weymes BSc(Hons) Leic PhD Cran

Assistant Dean, Academic Staffing

Professor Ted Zorn BA Charleston MA PhD Kentucky

Student Services Manager

Pam Bird GradDipComm MBA Waikato

Departments

[Accounting](#)
[Economics](#)
[Finance](#)
[Management Communication](#)
[Management Systems](#)
[Marketing](#)
[Strategy and Human Resource Management](#)
[Tourism and Hospitality Management](#)
[Centre for Corporate and Executive Education](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:57:07 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/wms/index.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#)

[Site Index](#) | [Text Only](#)

You are currently
viewing the archived
2007 Calendar

Te Pua Wānanga ki te Ao School of Māori and Pacific Development

Contents

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

On this page:
[Departments](#)

Te Amokapua/Dean
Professor Aroha Yates-Smith BA MA PhD Waikato DipT

Manukura/Associate Professor
Winifred Crombie MA Edin MPhil CNA A PhD Lond RSA/Cambridge CTEFLA

Pro Dean (Academic)
Haupai Puke MA(Hons) Auck DipT

Academic Programmes Manager
Louise Tainui

Departments

[Centre for Research and Development](#)

[Te Aka Reo](#)

[Te Aka Tikanga](#)

[Te Tīmatanga Hou](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#)
& [REQUESTS](#)

[BACK TO TOP](#)

The University of Waikato - Te Whare Wananga o Waikato
Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:57:11 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/smpd/index.html>

This page has been reformatted for printing



Archived 2007 Calendar

SEARCH



[LEARNING](#) [RESEARCH](#) [LIBRARY](#) [ENROLMENT](#) [NEWS](#) [ABOUT US](#) [CONTACT US](#)

[Home](#) > [Calendar](#) > [2007 Calendar](#) > [Staff and Honours](#) > [Staff of the University](#)

[Site Index](#) | [Text Only](#)

You are currently viewing the archived 2007 Calendar

Corporate Services

Contents

On this page:

[Departments](#)

[Admission, Enrolment and Fees](#)

[Research, Assessment and Graduation](#)

[Staff and Honours](#)

[University Overview and Charter](#)

[Schedule of Papers](#)

[General Regulations and Policies](#)

[Qualification Regulations](#)

[Research Centres](#)

[Academic, Consultancy and Service Units](#)

[General Services](#)

[Important Dates](#)

[Full Table of Contents](#)

Departments

[Facilities Management Division](#)

[Financial Services Division](#)

[Information and Technology Services](#)

[Library](#)

[Management Information Unit](#)

[Public Relations and Marketing](#)

[Risk Assurance](#)

[Student and Academic Services Division](#)

[2018 Calendar](#)

[COPYRIGHT AND LEGAL STATEMENT](#) | [ADDRESS](#) | [WEBMASTER](#) | [SITE FEEDBACK](#) & [REQUESTS](#)



The University of Waikato - Te Whare Wananga o Waikato

Last modified: Thu May 6 01:31:47 2021

Page Generated: Tue Nov 21 05:57:16 2023

URL: <http://calendar.waikato.ac.nz/archive/2007/officershonoursstaff/people/corp/index.html>

This page has been reformatted for printing

Login

In this section

Student Discipline Regulations

On this page

[Part 1: General](#)

[Part 2: Authorities](#)

[Part 3: Procedures for Making, Investigating and Resolving Complaints of Student Misconduct](#)

[Part 4: Provisions for Appeal](#)

[Part 5: Reporting](#)

Preamble

At the time they enrol, students are required to agree to abide by the regulations of the University of Waikato as published in the University of Waikato Calendar. The Student Discipline Regulations provide the framework for addressing alleged breaches of University regulations by students and for applying penalties where breaches are substantiated.

Members of the University community are entitled to operate and interact in an environment of safety and respect. It is expected that students will act with integrity and demonstrate respect for others.

If differences and disputes arise between members of the University community, it is expected that they will attempt to resolve such conflicts reasonably and co-operatively. Discipline procedures should be used only where other methods of resolving conflicts have been ineffective or would be inappropriate.

It is the policy of the University that all discipline procedures conform to the principles of natural justice. The procedures in these regulations have been adopted to safeguard the rights of individuals in this respect.

Student Discipline Regulations 2020

Part 1

General

1. Title

These are the Student Discipline Regulations 2020.

2. Date of effect

These regulations are effective from 2 December 2020.

3. Purpose

The purpose of these regulations is to:

- (a) define student misconduct
- (b) explain procedures for making, investigating and resolving complaints of student misconduct, and
- (c) set out the penalties that may be applied where misconduct by a student is substantiated.

4. Application

- (1) These regulations apply to the conduct of students while they are enrolled as students of the University of Waikato.
- (2) For the purpose of these regulations, the period during which a student is deemed to be enrolled as a student is defined as:
 - (a) the period in a given year from (inclusively) the Monday of the start week of the paper in the student's programme of study that starts earliest in that year, to the Sunday of the end week of the paper that ends last
 - (b) any orientation period immediately prior to the start week of the student's programme of study in a given year, and
 - (c) any period in which the student is a resident of University of Waikato student accommodation.
- (3) The processes for dealing with complaints of misconduct may extend beyond the period defined in subsection (2).
- (4) These regulations apply to the conduct of students:
 - (a) on any property or in any facility owned or managed by the University (including the halls of residence)
 - (b) in the context of a University activity regardless of geographic location
 - (c) where the conduct is related directly to the student's status as a student
 - (d) where the conduct has harmed or has the potential to harm unfairly another member of

the University community, or

(e) where the conduct has harmed or has the potential to harm unfairly the reputation of the University.

(5) A student against whom a complaint of misconduct is made, either by a member of the University community or another person, is subject to the discipline procedures set down in these regulations.

(6) All authority under these regulations must be exercised in accordance with the principles of natural justice.

5. Misconduct

(1) A student commits misconduct if they:

- (a) commit a serious breach of the obligation, shared by staff and other members of the University community, to act towards others reasonably, courteously, considerately and with good faith
- (b) behave in a manner that significantly impedes or subverts the efficient functioning of the University in accordance with its statutory role
- (c) behave in a manner that discredits, or has the potential to discredit, the University
- (d) behave in a manner that constitutes physical, psychological, sexual or racial assault, harassment, discrimination or bullying of any person
- (e) breach any regulation published in the University of Waikato Calendar
- (f) fail to comply with any reasonable and lawful policy or instruction approved and notified by the Vice-Chancellor, Council, Academic Board, or delegated authority of the Vice-Chancellor, Council or Academic Board
- (g) use University property, resources or funds for other than authorised purposes
- (h) incur liability on the part of the University without authorisation
- (i) behave in a manner that is likely to harm unfairly the reputation or professional prospects of another student or a member of staff
- (j) behave in a manner that jeopardises the health or safety of another person
- (k) knowingly mislead the University in any significant matter
- (l) encourage, assist, or procure a person to commit misconduct, or
- (m) otherwise breach the [Code of Student Conduct](#).

6. Definitions

In these regulations:

bullying means unreasonable behaviour, repeated over time, which is deliberate and intended to humiliate, undermine or otherwise have a detrimental effect on the recipient(s) and/or pose a

risk to their health and safety even though it may not be unlawful

class means a lecture, tutorial, laboratory, workshop, practical session, practicum session, placement session, field trip or any other type of learning activity delivered or supervised by a staff member, including those conducted online

discrimination means conduct that results, or is likely to result, in less favourable treatment, or creates, or is likely to create, a less favourable environment, for a person or group of people on any of the prohibited grounds set out in [section 21](#) of the [Human Rights Act 1993](#) or on any other grounds

harassment means any unwelcome comment, conduct or gesture that is insulting, intimidating, humiliating, malicious, degrading or offensive. It might be repeated or an isolated incident that adversely affects someone's performance, contribution or work environment. It can include physical, degrading or threatening behaviour, abuse of power, isolation, discrimination, sexual harassment and racial harassment. It is behaviour that is unwanted by the recipient even if the recipient does not tell the perpetrator that the behaviour is unwanted. It may be unintentional

internal assessment means the portion of the assessment for a paper that is assigned, supervised and marked internally within the relevant Division or the Faculty of Māori and Indigenous Studies; it may include assignments, practical work, work in tutorials, seminars, written or oral tests, recitals, performances or attendance requirements

natural justice means the right to have a decision made by an unbiased decision-maker who observes fair and impartial procedures

programme of study means the selection of papers applied for or taken by a student in any one academic year for a particular qualification

student means a person enrolled at the University of Waikato

summary jurisdiction means a process for dealing with a complaint of misconduct, where a designated person has authority, individually, to obtain and hear evidence, arrive at a judgement and, within the terms of that authority as defined in these regulations, impose a penalty

University means the University of Waikato

University of Waikato student accommodation means a hall of residence (Bryant Hall, College Hall, Orchard Park and Student Village), apartment or other student accommodation operated by the University, and homestay accommodation facilitated by the University.

7. Annotation of grades

Where a student is refused credit for a paper as a whole as a penalty for misconduct, an NC (No Credit)

grade will be awarded for that paper.

Part 2 Authorities

8. General

(1) Unless otherwise specified under Part 3 of these regulations, authorities may determine their

own procedures for hearing and deciding complaints of misconduct, provided that they conform to the principles of natural justice, and may issue procedural directions.

- (2) Authorities may suspend consideration of a complaint of misconduct until such time as any associated Police matter has been concluded.

9. Authority of staff for discipline in classes

A staff member delivering or supervising a class may dismiss from it, for its duration, any student who, in their judgement, has committed misconduct in that class.

10. Authority of the Pro Vice-Chancellor of the Division of Health, Engineering, Computing and Science for discipline in laboratories

The Pro Vice-Chancellor of the Division of the Health, Engineering, Computing and Science may exclude from any laboratory in the Division of Health, Engineering, Computing and Science, for up to five working days, any student who, in the Pro Vice-Chancellor's judgement, has committed misconduct in the laboratory.

11. Authority of the University Librarian for discipline in the Library

The University Librarian may exclude from the Library, for up to seven days, any student who, in the Librarian's judgement, has committed misconduct in the Library.

12. Authority of the Director of Student Services for discipline in examinations

- (1) The Director of Student Services may impose a formal warning and/or a fine of up to \$100 on any student found to have brought into an examination room an electronic device where that device has, in an examination supervisor's judgement, made an audible noise during an examination.
- (2) All other complaints of misconduct in examinations must be directed to the Chairperson of the Student Discipline Committee in accordance with section 14 of these regulations.

13. Authority of the Director of Student Services, Associate Director Student Accommodation and delegated authorities for discipline in University of Waikato student accommodation

- (1) The Director of Student Services has general authority for order and discipline in University of Waikato student accommodation; the Director of Student Services has delegated this authority to the Associate Director Student Accommodation.
- (2) The Associate Director Student Accommodation has delegated authority for day-to-day order and discipline in University of Waikato student accommodation to the relevant Residential Life Manager or equivalent.
- (3) Where the Director of Student Services receives a complaint of misconduct in University of Waikato student accommodation they may
 - (a) offer summary jurisdiction to the student, or

- (b) refer the matter to the Student Discipline Committee.
- (4) Where the Associate Director Student Accommodation receives a complaint of misconduct in University of Waikato student accommodation they may
 - (a) offer summary jurisdiction to the student, or
 - (b) refer the matter to the Director of Student Services, or
 - (c) refer the matter to the Student Discipline Committee.
- (5) Where a Residential Life Manager or equivalent receives a complaint of misconduct in University of Waikato student accommodation they may
 - (a) offer summary jurisdiction to the student, or
 - (b) refer the matter to the Associate Director Student Accommodation
 - (c) refer the matter to the Director of Student Services, or
 - (d) refer the matter to the Student Discipline Committee.
- (6) If the Director of Student Services, Associate Director Student Accommodation or Residential Life Manager or equivalent offers summary jurisdiction, the student may choose to
 - (a) accept the offer of summary jurisdiction, or
 - (b) have the matter referred to the Student Discipline Committee.
- (7) Where the offer to exercise summary jurisdiction is accepted under this section, the Director of Student Services, Associate Director Student Accommodation or Residential Life Manager or equivalent must follow the summary jurisdiction procedures set out under section 22 of these regulations.
- (8) Where the complaint of misconduct is referred to the Student Discipline Committee under this section, the Student Discipline Committee must follow the procedures set out under section 24 of these regulations.

14. Authority of the Chairperson of the Student Discipline Committee

- (1) Where the Chairperson of the Student Discipline Committee receives a complaint of misconduct against a student, the Chairperson of the Student Discipline Committee may
 - (a) offer summary jurisdiction to the student
 - (b) offer a Tikanga Māori process to the student, or
 - (c) refer the matter to the Student Discipline Committee.
- (2) If the Chairperson of the Student Discipline Committee offers summary jurisdiction or a Tikanga Māori process, the student may choose either
 - (a) to accept the offer of summary jurisdiction or a Tikanga Māori process, or
 - (b) to have the matter referred to the Student Discipline Committee.

- (3) Subject to section 15 of these regulations, where the offer to exercise summary jurisdiction is accepted under this section, the Chair of the Student Discipline Committee must follow the summary jurisdiction procedures set out under section 22 of these regulations.
- (4) Where the offer to exercise a Tikanga Māori process is accepted under this section, the Deputy Vice-Chancellor Māori must follow the procedures set out under section 23 of these regulations.
- (5) Where the complaint of misconduct is referred to the Student Discipline Committee under this section, the Student Discipline Committee must follow the procedures set out under section 24 of these regulations.
- (6) Subject to the agreement of the Vice-Chancellor, the Chairperson of the Student Discipline Committee may delegate their authority under these regulations.

15. **Authority of Academic Delegates**

- (1) The authority of the Chairperson of the Student Discipline Committee to exercise summary jurisdiction under section 14 of these regulations may be delegated to an Academic Delegate, provided that
 - (a) the complaint involves alleged plagiarism or cheating in a pre-degree, 100 or 200 level item of internal assessment which is worth less than 33% of the total assessment for the paper concerned
 - (b) the student who is the subject of the complaint has not previously had a finding of misconduct against them under these regulations, and
 - (c) the student against whom the complaint is made accepts the delegated authority of the Academic Delegate.
- (2) Where authority to exercise summary jurisdiction is delegated by the Chairperson of the Student Discipline Committee to an Academic Delegate under this section, the Academic Delegate must follow the summary jurisdiction procedures set out under section 22 of these regulations.
- (3) The Chairperson of the Student Discipline Committee is responsible for maintaining a list of Academic Delegates appropriately trained in the summary jurisdiction procedures set out under section 22 of these regulations.

16. **Authority of the Student Discipline Committee**

- (1) The Student Discipline Committee is a committee of the Academic Board with delegated authority to exercise the powers and responsibilities set out in these regulations in accordance with the procedures set out under section 24 of these regulations.
- (2) The Student Discipline Committee comprises
 - (a) a staff member with appropriate expertise appointed as Chairperson for a designated term by the Vice-Chancellor
 - (b) two people appointed by the Chairperson of the Student Discipline Committee from a

pool of twelve staff including four based in Tauranga, nominated by the Academic Board for terms of up to three years such that the terms of the members provide for continuity

- (c) two students, one of whom is enrolled at the undergraduate level and one of whom is enrolled at the postgraduate level, appointed by the Chairperson of the Student Discipline Committee from a pool of eight students; the pool of students, five of whom are enrolled at the undergraduate level including two based in Tauranga, and three of who are enrolled at the postgraduate level including one based in Tauranga, is appointed by the Chairperson of the Student Discipline Committee after consultation with the student members of the Academic Board.
- (3) The Chairperson of the Student Discipline Committee may appoint an adviser or advisers to assist at a hearing in relation to particular aspects of a case; the Chairperson may also co-opt the adviser or advisers as a member of the Student Discipline Committee for that hearing.
- (4) One member of the pool of staff nominated by the Academic Board may be appointed by the Chairperson of the Student Discipline Committee as Deputy Chairperson; the Chairperson of the Student Discipline Committee may from time to time delegate their powers and responsibilities, as set out in these regulations, to the Deputy Chairperson.
- (5) No meeting of the Student Discipline Committee may be held unless the Chairperson or Deputy Chairperson, at least one staff member and at least one student are present.

17. Authority of the Student Discipline Appeals Committee

- (1) The Student Discipline Appeals Committee is a committee of Council with delegated authority to exercise the powers and responsibilities set out in these regulations in accordance with the procedures set out under section 27 of these regulations.
- (2) The Student Discipline Appeals Committee comprises
 - (a) two members appointed by and from Council, and
 - (b) one other member, who is either a member of Council, or a staff member, Emeritus Professor or Honorary Fellow of the University, appointed by Council on the basis of their knowledge of legal processes, who is Chairperson.
- (3) The Chairperson of the Student Discipline Appeals Committee may appoint an adviser to assist at a hearing in relation to particular aspects of a case; the Chairperson may also co-opt that adviser as a member of the Student Discipline Appeals Committee for that hearing.
- (4) Subject to the agreement of the Chancellor, the Chairperson of the Student Discipline Appeals Committee may delegate their authority under these regulations.

18. Authority of the Deputy Vice-Chancellor Māori

- (1) The Deputy Vice-Chancellor Māori has authority to determine the arrangements for the Tikanga Māori process set out under section 23 of these regulations.
- (2) Subject to the agreement of the Vice-Chancellor, the Deputy Vice-Chancellor Māori may delegate their authority under these regulations.

19. Authority of the Vice-Chancellor

- (1) The Vice-Chancellor may exclude a student from the University, or limit access to any designated part, system or facility of the University, if the student has been convicted of a criminal offence and if, in the Vice-Chancellor's judgement, the nature of the offence impinges detrimentally, or has the potential to impinge detrimentally, on the University or its staff or students.
- (2) The Vice-Chancellor may, on suspicion of possible misconduct, initiate an investigation of the conduct of a student, whether or not there has been a complaint of misconduct. Any investigation under this section and any procedure related to that investigation must be consistent with these regulations.
- (3) The Vice-Chancellor may, on suspicion of possible misconduct or pending the resolution of a complaint of misconduct, suspend a student when and to whatever extent they consider it necessary from
 - (a) any University building, premises, grounds or University of Waikato student accommodation
 - (b) any class
 - (c) any event organised by the University
 - (d) use of any resource of the University.
- (4) When considering whether to suspend a student under subsection (3) the Vice-Chancellor shall take into account the following:
 - (a) the best interest of the students, staff and other members of the University community
 - (b) the physical safety of the students, staff and other members of the University community
 - (c) the orderly conduct of teaching, research and administration of the University
 - (d) the protection of the property or resources of the University
 - (e) the potential effects of suspension on the student's programme of study, and any other matters raised by the student
 - (f) any other matters the Vice-Chancellor considers appropriate in the circumstances.
- (5) The Vice-Chancellor may delegate their authority under these regulations.

20. Authority of Council

- (1) Council may withdraw or refuse to grant an academic award if it is satisfied that the candidate has committed misconduct in relation to the award while enrolled, or been otherwise dishonest in relation to the award.
- (2) Council must consult with the Academic Board before taking a decision under this section; the advice of the Academic Board must be based on a recommendation by the Student Discipline Committee.

- (3) The principles and processes followed by the Student Discipline Committee in formulating its recommendation to the Academic Board must be consistent with the principles and procedures outlined in these regulations for the investigation and hearing of allegations of misconduct.
- (4) The Academic Board must make all reasonable effort to ensure that the candidate concerned receives prior notification of the advice that it intends to give to Council and is given an opportunity to make a written submission directly to Council.
- (5) A decision by Council under this section is final.

Part 3

Procedures for Making, Investigating and Resolving Complaints of Student Misconduct

21. Procedures for making a complaint

- (1) Any person may lodge a complaint of misconduct against a student.
- (2) A complaint of student misconduct must be made in writing
 - (a) if it relates to student conduct in University of Waikato student accommodation, to the [Director of Student Services, Associate Director Student Accommodation](#) or relevant [Residential Life Manager](#) or equivalent
 - (b) if it is of the nature set out under section 15(1)(a) of these regulations and the authority of the Chairperson of the Student Discipline Committee has been delegated to an Academic Delegate under section 15(1), to the relevant Academic Delegate
 - (c) in cases other than (a) or (b), to the [Chairperson of the Student Discipline Committee](#).
- (3) If a person who is a party to a complaint of misconduct fails to respond to a communication by a relevant authority, provided the authority has made all reasonable effort to locate and contact that person and to provide adequate opportunity for a response, the authority may proceed to deal with the complaint at their discretion.

22. Summary jurisdiction

- (1) Summary jurisdiction may be exercised by the following authorities:
 - (a) the Director of Student Services, Associate Director Student Accommodation or Residential Life Manager or equivalent under section 13 of these regulations
 - (b) the Chairperson of the Student Discipline Committee under section 14 of these regulations
 - (c) an Academic Delegate under section 15 of these regulations.
- (2) A student who accepts summary jurisdiction may write an answer to the complaint.
- (3) The complainant and the student

- (a) must be given the opportunity to appear and give evidence at a summary jurisdiction meeting with the relevant authority
 - (b) may be required to attend, at the authority's discretion
 - (c) may be accompanied at the meeting by any other person to act as an adviser or support person, subject to any conditions that the authority may impose.
- (4) Where an authority exercises summary jurisdiction, it determines whether the student has committed misconduct on
 - (a) the evidence provided by the complainant and the student, and
 - (b) any other evidence, written or oral, that they may seek or accept at their discretion, provided that this evidence is disclosed to the student and they are given the opportunity to comment on it.
- (5) The authority may decide at any time to take no further action on a complaint of misconduct if, in their judgement
 - (a) the evidence provided by the complainant is insufficient
 - (b) the subject matter of the complaint is trivial
 - (c) the complaint is frivolous, vexatious, or not made in good faith, or
 - (d) the complaint falls outside the scope of these regulations.
- (6) If, having investigated a complaint, an authority determines that a student has committed misconduct, they may take one or more of the following actions:
 - (a) issue to the student a warning containing a statement of the possible consequences if the act or behaviour that provoked the complaint is repeated
 - (b) require an undertaking from the student as to future behaviour while enrolled at the University and set in place provisions for monitoring the student's behaviour in keeping with the undertaking
 - (c) require the student to provide any appropriate and available remedy to relieve distress, or repair damage, or correct a mistake
 - (d) require the student to make a public or private apology, either written or spoken

in the case of summary jurisdiction exercised by the Director of Student Services, Associate Director Student Accommodation, Residential Life Manager or equivalent under section 13 of these regulations

 - (e) require the student to pay, by a given date, a sum of up to the equivalent of one week's board or rent at the relevant University of Waikato student accommodation
 - (f) require the student to undertake community service work in the relevant University of Waikato student accommodation of whatever nature the authority thinks fit
 - (g) require the student to participate in a specified educational and/or training programme

related to the misconduct, in terms prescribed by the Director of Student Services, Associate Director Student Accommodation, Residential Life Manager or equivalent and within a prescribed period

- (h) impose an alcohol ban
- (i) impose a visitor ban
- (j) require the student to transfer to other University of Waikato student accommodation
- (k) exclude the student from the relevant University of Waikato student accommodation for up to one year
- (l) exclude the student from, or limit access to, a designated part or facility of the relevant University of Waikato student accommodation for up to one year.

in the case of summary jurisdiction exercised by the Chairperson of the Student Discipline Committee under section 14 of these regulations

- (m) require the student to pay, by a given date, compensation or a fine of up to \$500
- (n) arrange for the student to be formally reprimanded by the relevant Pro Vice-Chancellor, a Deputy Vice-Chancellor or the Senior Deputy Vice-Chancellor, either in person or in writing
- (o) suspend the student from attendance at any class or programme for up to one year
- (p) exclude the student from, or limit access to, any designated part or facility of the University for up to one year
- (q) if the misconduct is related to a particular paper or programme of the University,
 - (i) require the student to repeat or complete additional assessment
 - (ii) refuse or reduce credit for part or all of an individual item of assessment, or refuse credit for a paper as a whole
- (r) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Chairperson of the Student Discipline Committee and within a prescribed period
- (s) annotate the student's academic record accordingly, either permanently or for a period of time designated by the Chairperson of the Student Discipline Committee.

in the case of summary jurisdiction exercised by an Academic Delegate under section 15 of these regulations

- (t) require the student to repeat or complete additional assessment
- (u) refuse or reduce credit for part or all of an individual item of assessment
- (v) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the authority and within a prescribed period.

- (7) The authority must exercise their discretion in the matter as expeditiously as possible.
- (8) The authority is responsible for communicating the outcome of the complaint, in writing, to the complainant, the student answering the complaint, and the Chairperson of the Student Discipline Committee as expeditiously as possible.

23. **Tikanga Māori**

- (1) The spirit of tikanga is to seek resolutions to complaints in a Māori way that encourages a facilitated open exchange of views, in order to achieve a resolution that is agreed by all the parties involved.
- (2) A complaint may only be addressed through the Tikanga Māori process if
 - (a) the complainant
 - (b) the student answering the complaint
 - (c) the Chairperson of the Student Discipline Committee, and
 - (d) the Deputy Vice-Chancellor Māoriagree to the arrangements determined under subsection (3).
- (3) The Deputy Vice-Chancellor Māori is responsible for determining the arrangements for the Tikanga Māori process after discussion with the parties and for informing the parties of the nature and implications of the process.
- (4) If, at any time after having agreed to the agreements determined under subsection (3), the complainant or the student answering the complaint wishes to withdraw from the Tikanga Māori process, they may do so only with the agreement of all other parties listed under subsection (2); in such cases, the complaint will be referred back to the Chairperson of the Student Discipline Committee for reconsideration under section 14 of these regulations.
- (5) Under the Tikanga Māori process a resolution is negotiated by the complainant and the student answering the complaint.
- (6) The process is facilitated by the Deputy Vice-Chancellor Māori, assisted by a tikanga panel appointed by the Deputy Vice-Chancellor Māori
- (7) In negotiating a resolution under subsection (5), the complainant and the student answering the complaint are authorised to take any of the actions that are available under summary jurisdiction procedures, as provided under section 22 of these regulations.
- (8) A resolution negotiated by the complainant and the student answering the complaint is final; there is no right of appeal.
- (9) The Deputy Vice-Chancellor Māori is responsible for reporting the resolution negotiated under subsection (5), in writing, to the complainant, the student answering the complaint, and the Chairperson of the Student Discipline Committee as expeditiously as possible.
- (10) The Chairperson of the Student Discipline Committee is responsible for ensuring that all appropriate records relating to the outcome are maintained.

(11) Failure to comply with a resolution negotiated under this section is misconduct.

24. Procedures of the Student Discipline Committee

- (1) The Student Discipline Committee must convene as soon as is practicable to hear
 - (a) the evidence provided by the complainant and the student, and
 - (b) any other evidence, written or oral, that the Committee may seek or accept at its discretion, provided that this evidence is disclosed to the student and they are given the opportunity to comment on it.
- (2) Written notice of the time, date and place of the hearing of the Student Discipline Committee, together with full details of the substance of the complaint, must be sent to the student against whom the complaint has been made, at least 14 days before the date of the hearing.
- (3) The student who is the subject of the complaint may write an answer to the complaint.
- (4) Both the complainant and the student answering the complaint
 - (a) must be given the opportunity to appear and give evidence at the Student Discipline Committee hearing
 - (b) may be required to attend, at the Committee's discretion
 - (c) may be accompanied at the hearing by another person to act as an adviser or support person, subject to any conditions that the Student Discipline Committee may impose.
- (5) The Student Discipline Committee may decide at any time to take no further action on a complaint of misconduct if, in its judgement,
 - (a) the evidence provided by the complainant is insufficient
 - (b) the subject matter of the complaint is trivial
 - (c) the complaint is frivolous, vexatious, or not made in good faith, or
 - (d) the complaint falls outside the scope of these regulations.
- (6) If misconduct is substantiated, the Student Discipline Committee may take one or more of the following actions:
 - (a) issue to the student a warning containing a statement of the possible consequences if the act or behaviour that provoked the complaint is repeated
 - (b) require an undertaking from the student as to future behaviour while they remain enrolled at the University and set in place provisions for monitoring the student's behaviour in keeping with the undertaking
 - (c) require the student to provide any appropriate and available remedy to relieve distress, or repair damage, or correct a mistake
 - (d) require the student to make a public or private apology, either written or spoken
 - (e) require the student to pay, by a given date, compensation or a fine of up to \$1000

- (f) arrange for the student to be formally reprimanded by the relevant Pro Vice-Chancellor, a Deputy Vice-Chancellor or the Senior Deputy Vice-Chancellor, either in person or in writing
 - (g) suspend the student from attendance at any class or programme for up to one year
 - (h) exclude the student from, or limit access to, any designated part or facility of the University for a specified period of time or permanently
 - (i) cancel a student's enrolment at the University, as a whole or in respect of any paper or programme, for a specified period of time or permanently
 - (j) if the misconduct is related to a particular paper or programme of the University,
 - (i) require the student to repeat or complete additional assessment
 - (ii) refuse or reduce credit for part or all of an individual item of assessment, or refuse credit for a paper as a whole
 - (k) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Student Discipline Committee and within a prescribed period
 - (l) annotate the student's academic record accordingly, either permanently or for a period of time designated by the Chairperson of the Student Discipline Committee.
- (7) The Student Discipline Committee must exercise its jurisdiction in the matter as expeditiously as possible.
- (8) The outcome must be communicated to the complainant and the student as expeditiously as possible.
- (9) Failure to comply with a resolution negotiated or determined under this section is misconduct.

Part 4

Provisions for Appeal

25. Provision for appeal to the Director of Student Services

- (1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Director of Student Services against any decision taken by the Associate Director Student Accommodation or Residential Life Manager or equivalent with authority for discipline in University of Waikato student accommodation under section 13 of these regulations.
- (2) An appeal must be addressed and submitted in writing to the Director of Student Services.
- (3) An appeal must be received by the Director of Student Services not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.

- (4) An appeal may be made only on one or more of the following grounds:
 - (a) that the process used for addressing the alleged misconduct was unfair
 - (b) that the decision reached was manifestly at odds with the evidence
 - (c) that the remedy imposed was manifestly at odds with the misconduct
 - (d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.
- (5) The Director of Student Services must hear the appeal as expeditiously as possible.
- (6) The appellant and the authority that made the original discipline decision
 - (a) must be given the opportunity to appear and give evidence at the appeal hearing
 - (b) may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Director of Student Services may impose.
- (7) Having heard an appeal, the Director of Student Services may
 - (a) dismiss the appeal and uphold the original decision
 - (b) vary the decision with respect to the original complaint
 - (c) require any appropriate and available remedy to settle the appeal.
- (8) The Director of Student Services may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.
- (9) The outcome must be communicated to the appellant, the authority that made the original discipline decision and the Chairperson of the Student Discipline Committee as expeditiously as possible.
- (10) Failure to comply with a resolution negotiated or determined under this section is misconduct.
- (11) The decision of the Director of Student Services on an appeal is final.

26. **Provision for appeal to the Chairperson of the Student Discipline Committee**

- (1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Chairperson of the Student Discipline Committee against any decision taken by
 - (a) the Pro Vice-Chancellor of Health, Engineering, Computing and Science under section 10 of these regulations
 - (b) the University Librarian under section 11 of these regulations
 - (c) the Director of Student Services under section 12 or section 13 of these regulations, unless it is an appeal decision under section 27 of these regulations, or
 - (d) an Academic Delegate under section 15 of these regulations.

- (2) An appeal must be addressed and submitted in writing to the Chairperson of the Student Discipline Committee, together with the prescribed fee; it must include a postal address and must be signed.
- (3) An appeal must be received by the Chairperson of the Student Discipline Committee not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.
- (4) An appeal may be made only on one or more of the following grounds:
 - (a) that the process used for addressing the alleged misconduct was unfair
 - (b) that the decision reached was manifestly at odds with the evidence
 - (c) that the remedy imposed was manifestly at odds with the misconduct
 - (d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.
- (5) The Chairperson of the Student Discipline Committee must hear the appeal as expeditiously as possible.
- (6) The appellant and the authority that made the original discipline decision
 - (a) must be given the opportunity to appear and give evidence at the appeal hearing
 - (b) may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Chairperson of the Student Discipline Committee may impose.
- (7) Having heard an appeal, the Chairperson of the Student Discipline Committee may
 - (a) dismiss the appeal and uphold the original decision
 - (b) vary the decision with respect to the original complaint
 - (c) require any appropriate and available remedy to settle the appeal.
- (8) The Chairperson of the Student Discipline Committee may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.
- (9) The outcome must be communicated to the appellant and the authority that made the original discipline decision as expeditiously as possible.
- (10) Failure to comply with a resolution negotiated or determined under this section is misconduct.
- (11) The decision of the Chairperson of the Student Discipline Committee on an appeal is final.

27. Provision for appeal to the Student Discipline Appeals Committee

- (1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to the Student Discipline Appeals Committee, a

committee of Council, against any decision made under these regulations

- (a) by the Vice-Chancellor under section 19 of these regulations
 - (b) by the Chairperson of the Student Discipline Committee under section 22 of these regulations
 - (c) by the Student Discipline Committee under section 24 of these regulations.
- (2) An appeal must be addressed and submitted in writing to the Secretary to the Student Discipline Appeals Committee, together with the prescribed fee; it must include an email address and must be signed.
 - (3) An appeal must be received by the Secretary to the Student Discipline Appeals Committee not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.
 - (4) An appeal may be made only on one or more of the following grounds:
 - (a) that the process used for addressing the alleged misconduct was unfair
 - (b) that the decision reached was manifestly at odds with the evidence
 - (c) that the remedy imposed was manifestly at odds with the misconduct
 - (d) that significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.
 - (5) The Student Discipline Appeals Committee must hear appeals as expeditiously as possible.
 - (6) The appellant must be given the opportunity to appear and give evidence at the appeal hearing and may be accompanied by another person to act as an adviser or support person, subject to any conditions that the Student Discipline Appeals Committee may impose.
 - (7) The other parties to the complaint, including the authority that made the original discipline decision, must also be given the opportunity to appear and give evidence.
 - (8) Having heard an appeal, the Student Discipline Appeals Committee may
 - (a) dismiss the appeal and uphold the original decision
 - (b) vary the decision with respect to the original complaint
 - (c) refer the complaint back to the authority that made the decision appealed against, for rehearing.
 - (9) The Student Discipline Appeals Committee may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.
 - (10) The outcome must be communicated to the student and the other parties to the complaint, including the authority that made the original discipline decision, as expeditiously as possible.

- (11) Failure to comply with a resolution negotiated or determined under this section is misconduct.
 - (12) The decision of the Student Discipline Appeals Committee on an appeal is final.
 - (13) At the discretion of the Chairperson of the Student Discipline Appeals Committee, the fee for an appeal may be refunded, either in full or in part, if the appeal is decided in the appellant's favour.
-

Part 5

Reporting

28. Reports to the Academic Board

The Chairperson of the Student Discipline Committee must submit an annual report through the Education Committee to the Academic Board, including

- (a) an overview of summary jurisdiction decisions taken during the relevant year by the Chairperson of the Student Discipline Committee, Academic Delegates and any others who have exercised authority delegated by the Chairperson of the Student Discipline Committee
- (b) an overview of decisions through the Tikanga Māori process
- (c) an overview of decisions by the Student Discipline Committee
- (d) an overview of appeals heard by the Chairperson of the Student Discipline Committee or their delegate
- (e) an overview of student discipline matters, including any patterns or trends
- (f) a statement about the appropriateness and effectiveness of current regulations, policies and processes concerning student discipline, and
- (g) any recommendations with respect to current regulations, policies and processes concerning student discipline.

29. Reports to Council

The outcome of any appeal heard by the Student Discipline Appeals Committee must be reported to the next meeting of the Council.

30. Confidentiality

- (1) All processes and decisions under these regulations are confidential to the parties involved and to staff responsible for administering student discipline processes and maintaining students' academic records.
- (2) Relevant information may be made available to relevant Pro Vice-Chancellors, Heads of Schools, Deans and other staff responsible for student progress and for maintaining the University's academic standards and the integrity of its assessment processes.
- (3) Relevant information may be made available to relevant staff responsible for the placement of

students in work placements and practicums as part of a safety check (vetting) process.

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In this section

Regulations Governing Payment of Fees and Charges

Fees and Charges Payable

1. A student is deemed enrolled and liable for payment of fees upon signing and acceptance of an Enrolment Agreement, Notification of Change, or other document(s) by which acceptance into a paper or papers is formally agreed.
2. Every person must pay fees and charges (as set out in the [Table of Fees and Charges](#) in the University of Waikato Calendar) according to arrangements and terms agreed at the time of enrolment in the Enrolment Agreement or Notification of Change.
3. Students who do not attend a paper in which they have formally accepted a place will be liable for payment of the fees for that paper, unless the withdrawal procedures as detailed in the [Change of Enrolment Regulations 2012](#) are followed.
4. Unless the Director of Finance determines otherwise, where a student defaults on a payment and does not pay the outstanding amount within 28 days of the due date that student's enrolment will be cancelled.
5. Cancellation of a student's enrolment does not discharge any outstanding debt.
6. Unless special arrangements are agreed by the Director of Finance, the following penalties apply in addition to the cancellation of the student's enrolment while a debt remains outstanding:
 - (a) the student is not entitled to use the Library, attend lectures, participate in laboratory classes, or otherwise make use of university facilities
 - (b) the student's academic results are withheld
 - (c) the student may not re-enrol at this university
 - (d) the student is not entitled to have his or her academic record transferred to any other

institution

- (e) the award of any qualification is deferred
 - (f) the student's outstanding debt may be referred to a debt recovery agency for collection. The University also reserves the right to recover any additional costs in relation to this debt collection from the student.
7. A student whose enrolment is cancelled for reasons of non-payment of fees may subsequently apply for reinstatement of enrolment, provided
- (a) the application is submitted to the Director of Finance within four weeks of the date of the cancellation
 - (b) all outstanding fees, charges, and surcharges are paid before or at the time that the application is submitted, and
 - (c) the service charge for the reinstatement of enrolment after cancellation, as prescribed in the [Table of Fees and Charges](#), is paid.
8. An enrolment that is reinstated under this section is deemed to have been continuous.
9. The tuition and resource fees for a particular paper fall due on the payment date for the trimester in which teaching for that paper starts, or, where beginning outside of these trimesters, the first day of the teaching period of the particular paper.

Payment by Trimester

10. These provisions for payment of tuition and resource fees by trimester do not apply to students who pay by Student Loan.
11. Unless the tuition and resource fees are being paid by Student Loan, a student who enrolls for more than one trimester may elect to pay tuition and resource fees by trimester.
12. Payment dates are prescribed for each of the trimesters, namely S - Summer School 1, A trimester, B trimester and C trimester.
13. The tuition and resource fees for a particular paper fall due on the payment date for the trimester in which teaching for that paper starts.
14. Students who have made arrangements to pay by trimester and who discontinue any of their papers remain liable for all payments as they fall due, unless they submit an application to delete the relevant paper by the prescribed deadline (see the [Change of Enrolment Regulations 2012](#)).
15. All fees and charges other than tuition and resource fees fall due as part of the students' first payment.
16. A surcharge of 10% or \$100, whichever is lower, will be levied on any fees that are outstanding at the start date of the trimester. This applies to Summer School 1, A, B and C Trimester start dates respectively.

Appeals

17. A student may appeal to the Vice-Chancellor against any decision by the Director of Finance under these regulations.

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In this section

Assessment Regulations

Part 1 General

1. Title

These are the Assessment Regulations 2016.

2. Date of effect

These regulations are effective from 1 January 2016.

3. Definitions

In these regulations

Assessment means the internal assessment (details of which are prescribed in the relevant paper outline) and, if one is offered, the examination that a student must undertake in order to be awarded a grade for the paper concerned

Chief Examiner means the person appointed by the relevant Head of School or Dean as the chief examiner for the paper concerned; (the names of chief examiners are available from the Director of Student Services)

Compulsory Assessment Item means an assessment item that is identified as compulsory in the relevant paper outline, and that a student must submit in order to be eligible to pass the paper

Examination means the portion of the assessment for a paper that a student undertakes under formally supervised conditions, at a time and place notified by the Student Centre

Examiner means the person or persons designated in the relevant paper outline as the lecturer or convenor of the paper concerned

Internal Assessment means the portion of the assessment for a paper that is assigned, supervised and marked internally within the relevant department; it may include assignments,

practical work, work in tutorials, seminars, written or oral tests, recitals, performances or attendance requirements

Paper Outline means the document distributed by the relevant department providing detailed information about the nature and requirements of the paper

Plagiarism means presenting as one's own work the work of another, and includes the copying or paraphrasing of another person's work in an assessment item without acknowledging it as the other person's work through full and accurate referencing; it applies to assessment presented through a written, spoken, electronic, broadcasting, visual, performance or other medium

Special Examination means an examination prepared and scheduled for a student whose application for special consideration under section 17 of these regulations has been accepted as valid by the Special Consideration Committee.

4. **Application**

These regulations apply to papers at 0, 100, 200, 300, 400, 500, and 700 levels.

5. **Fees**

The fees referred to in these regulations are prescribed in the [Table of Fees and Charges](#).

6. **Eligibility to submit assessment**

A student must be enrolled for a paper in order to be eligible to submit assessment in it.

7. **Use of particular languages for assessment**

- (1) Unless specified otherwise in the relevant paper outline, students must submit assessment in either English or Māori.
- (2) The presentation of assessment in Māori is subject to the [Policy on the Use of Māori for Assessment](#).

8. **Plagiarism and cheating**

- (1) Guidelines for sourcing and referencing styles appropriate to particular disciplines are available from the Faculties or School of Studies and the Library.
- (2) Plagiarism is prohibited.
- (3) It is not a defence against a charge of plagiarism for a student to argue that they did not act intentionally in appropriating the writing or work of another person; however, the extent to which the student is judged to have plagiarised intentionally, and the level and standard of scholarship that might reasonably be expected of the student, may be factors in the determination of any disciplinary action to be taken against the student.
- (4) Cheating in any matter connected with assessment is prohibited.

9. **Use of the same material for different assessment items**

Unless approved otherwise by the examiner of the paper concerned, a student must not submit for assessment material that is substantially the same as material submitted for assessment for a

different paper, or for a paper which the student has attempted and/or completed previously in substantially the same form and is repeating.

Part 2 Conduct in Examinations

10. Presence and identification at examinations

- (1) A student may attend an examination only if he or she is enrolled for the paper for which it is prescribed.
- (2) A student may not enter an examination to begin an examination after the first 45 minutes.
- (3) Except with the permission of the examination supervisor, a student may not leave an examination room during the first 45 minutes or during the last 15 minutes.
- (4) Students undertaking an examination must sign their examination script and identify themselves to the Examination Supervisor by producing either
 - (a) their student identity card, or
 - (b) another form of photo identification that can be authenticated by the Examination Supervisor.
- (5) A student may not leave the examination room during an examination with the intention of returning unless supervised during the period of absence by the examination supervisor.

11. Conduct in the examination room

- (1) A student undertaking an examination must follow the instructions in the examination paper as well as any instructions given by the Examination Supervisor.
- (2) An electronic device that
 - (a) makes use of an audible alarm, or
 - (b) has facilities for transmission or reception of information, or
 - (c) is capable of storing and displaying informationis prohibited in the examination room, unless it is turned off and stored separately from the student, or is an item authorised by an Examiner under subsection 11(3) of these regulations.
- (3) A student may not bring into the examination room any of the following items unless authorised in writing by the Examiner:
 - (a) paper
 - (b) books
 - (c) calculators
 - (d) electronic devices, including dictionaries
 - (e) computers.
- (4) If items are authorised under subsection 11(3) of these regulations, details of the type and

the functions that may be used will be specified by the Examiner.

- (5) Items brought into an examination room may be subject to scrutiny and their use during the examination may be monitored by the Examination Supervisor.
- (6) A student undertaking an examination must not
 - (a) communicate with another student during the examination
 - (b) share material in the examination room.

12. Communications with others about examinations

- (1) A student must not communicate with the examiner about the content of an examination between the time it is undertaken and the notification of confirmed grades.
- (2) A student who wishes to raise an issue about an examination between the time it is undertaken and the notification of confirmed grades may do so by contacting the Student Centre.

Part 3 Special Arrangements for Examinations

13. Applications and procedures

- (1) Applications under Part 3 are considered and decided upon by the Special Consideration Committee. Which is a committee of the Education Committee.
- (2) The times and places of examinations are notified by the Student Centre.
- (3) A student
 - (a) who has a learning or physical disability that is likely to affect his or her performance in an examination, or
 - (b) who, for any other reason that he or she considers to be compelling, requires a special arrangement to undertake an examination,may apply to undertake the examination at a different time, a different place, or under special conditions.
- (4) The application must be submitted to the Student Centre, on the prescribed form, as soon as practicable after the teaching of the paper has started and the need for the special arrangement has been identified.
- (5) If the need is identified too late to allow for a suitable arrangement to be made by the University, the student will be advised to apply for special consideration under Part 4 of these regulations.
- (6) An application under Part 3 must be supported by evidence as stipulated on the application form.
- (7) A student who makes an application under this Part may be requested by the Special Consideration Committee to undergo an evaluation by an independent professional person.
- (8) The University makes any arrangements and meets any costs for an evaluation under

subsection 13(7) of these regulations.

- (9) If the Special Consideration Committee considers that
- (a) the circumstances documented in the application are valid according to the criteria set down in subsection 13(3) of these regulations, and
 - (b) it is practicable to do so given the nature of the circumstances involved and the availability of resources, it will offer the student a special arrangement.

14. **Conditions attached to special arrangements**

- (1) Unless approved otherwise by the Special Consideration Committee, a student will not be permitted to undertake an examination at a different time that is more than two days before or after the notified time for other candidates.
- (2) A student who accepts an opportunity to undertake an examination at a different time is required to sign a statutory declaration promising not to communicate about the content of the examination with any other person between the time they undertake it and the time it is undertaken by the other candidates.
- (3) The Special Consideration Committee may require, as a condition attached to the offer of a special arrangement, that the student contribute part or all of any associated costs.

Part 4 Special Consideration for Missed Assessment, or Impaired Performance in Assessment

15. **Grounds for applications for special consideration**

If, due to circumstances beyond their control (such as illness, injury, bereavement or trauma)

- (a) a student has been prevented from presenting internal assessment,
- (b) a student's performance in internal assessment has been seriously impaired,
- (c) a student has been prevented from undertaking an examination,
- (d) a student's performance in an examination has been seriously impaired, or
- (e) a student's ability to prepare for an examination in the two weeks immediately preceding the examination has been seriously impaired, the student may apply for special consideration.

16. **Special consideration in respect of internal assessment**

- (1) Applications for special consideration in respect of internal assessment are considered and decided by the Examiner of the paper for which the assessment is prescribed.
- (2) An application for special consideration in respect of an internal assessment must be made in writing to the relevant Examiner not later than three days after the date on which it is due.
- (3) The application must be supported by evidence that is acceptable to the Examiner; the evidence may be in the form of
 - (a) a medical certificate for an illness or injury affecting the period relevant to the particular assessment item, or

- (b) evidence of any other circumstance and its effect on the student over the period relevant to the particular assessment item.
- (4) If the Examiner accepts that the circumstances documented in the application are valid, they may
 - (a) estimate a mark for the assessment item, or
 - (b) if it is practicable to do so, offer the student an opportunity to submit or repeat the original assessment item or to submit an alternative assessment item.
- (5) A student may not be awarded estimated marks under subsection 16(4) of these regulations for more than 33% of the overall internal assessment for a paper.
- (6) If the Examiner does not offer any of the options under subsection 16(4) of these regulations, the student may apply under the [Change of Enrolment Regulations 2012](#) to withdraw from the paper on medical or compassionate grounds.
- (7) A student may appeal to the Chief Examiner against any decision by an examiner under this section.
- (8) An appeal to the Chief Examiner must be made in writing by the student not more than seven days after they have received notification of the relevant decision by the Examiner.
- (9) Where an Examiner is also the Chief Examiner, a student may appeal directly to the Director of Student Services under the provisions of section 24 of these regulations.

17. **Special consideration in respect of examinations**

- (1) Applications for special consideration in respect of examinations are considered and decided by the Special Consideration Committee.
- (2) In order to be eligible for special consideration in respect of an examination, a student must have submitted all compulsory items of internal assessment for the relevant paper.
- (3) An application for special consideration in respect of an examination must be submitted to the Student Centre on the prescribed form not later than three days after the date of the examination.
- (4) The application must be accompanied by evidence of the circumstances relating to the application.
- (5) In the case of injury, illness, bereavement or trauma, the evidence required under subsection 17(4) of these regulations must be in the form of a report that relates to a consultation within 24 hours of the examination between the student and a medical practitioner, midwife, dental surgeon or psychologist, or between the student and a counsellor who is recognised for this purpose by the Special Consideration Committee. (Details of the names of counsellors recognised for this purpose are available from the Student Centre.)
- (6) In the case of any circumstance other than those described in subsection 17(5) of these regulations, the evidence must be in the form of a statement of the nature and time of the

circumstance, written by the student.

- (7) The Director of Student Services may, at their discretion, request the student to submit a statutory declaration affirming details of the circumstances relating to the application.
- (8) Where an application is accepted as valid by the Special Consideration Committee, the Chief Examiner will be requested by the Student Centre to consider the assessment of the student in the relevant paper.
- (9) The Chief Examiner may at their discretion
 - (a) estimate a grade for the paper, or
 - (b) offer the student the opportunity to undertake a special examination.
- (10) If the Chief Examiner does not estimate a grade for the paper under subsection 17(9) of these regulations, and it is not practicable to offer a special examination (either because of the nature of the assessment or the continuing circumstances of the student), the student may apply under the [Change of Enrolment Regulations 2012](#) to withdraw from the paper on medical or compassionate grounds.
- (11) Where a student demonstrates to the Director of Student Services that, because of circumstances beyond their control, they are not able to accept the offer of a special examination, the student may apply under the [Change of Enrolment Regulations 2012](#) to withdraw from the paper on medical or compassionate grounds.

Part 5 Review of Grade and Return of Examination Script

18. Review of grade

- (1) A student who considers that a mistake has been made in the process of calculating or determining a grade for a paper may apply for a review of a grade.
- (2) An application for review of grade must be submitted by the student on the prescribed form, together with the prescribed fee, to the Student Centre not more than 14 days after receiving notification of the grade.
- (3) The application must be accompanied by all items of internal assessment for the relevant paper that have been returned to the student.
- (4) A review of grade involves a re-marking of all items of assessment that contribute to the final grade and a re-calculation of marks, or the student may elect to have their exam script only reviewed.
- (5) A review of grade results in a grade either being left unchanged, raised or lowered.
- (6) The fee for a review of grade is refunded if the review results in a change of grade.

19. Return of examination script

- (1) A student may apply for the return of his or her marked examination script.
- (2) An application for the return of an examination script must be submitted to the Student Centre online, as prescribed in the [Copies of Examination Scripts](#), no later than three months after

the date of the examination concerned. Proof of identity and the prescribed fee must accompany this application.

- (3) Non-publishable exam papers remain the property of the University. Students are only able to view a non-publishable paper exam script for 15 minutes under supervision. Proof of identity is required and no notes can be taken. This does not incur any charges.
- (4) Examination scripts are destroyed by the University after the three-month deadline has elapsed.

Part 6 Grades and Annotations

20. Grades

- (1) Grades are confirmed by Boards of Examiners or delegated authorities.
- (2) The schedule of grades used by the University and the range of marks represented by each grade is as follows:

Pass Grades

A+

90-100%

A

85-89%

A-

80-84%

B+

75-79%

B

70-74%

B-

65-69%

C+

60-64%

C

55-59%

C-

50-54%

RP

Restricted pass

P

Ungraded pass

Fail Grades

D

40-49%

E

0-39%

F

Ungraded fail

- (3) An IC annotation means “Incomplete”, and is awarded if a student
 - (a) does not submit a compulsory assessment item, or
 - (b) if an examination was prescribed, does not undertake the examination.
- (4) An IC annotation is treated as a fail grade.
- (5) A “ ... ” annotation is used on students’ academic records for theses and papers that may be undertaken over more than one year, and indicates that the enrolment is continuing into a subsequent year.
- (6) A restricted pass (“RP”) grade may be awarded at the discretion of a Board of Examiners or delegated authority for a paper in which the student has achieved
 - (a) borderline performance, or
 - (b) a D grade compensated by overall good performance in the relevant subject or the relevant subject and closely related subjects.

Note: A paper for which a Restricted Pass (RP) has been awarded will not be accepted as meeting the prerequisite requirements for any other paper unless the Head of School or the Dean of the Faculty or School in which the other paper is offered approves otherwise.

- (7) The NC annotation means “No Credit” and indicates that credit for the paper has been refused as a direct consequence of a finding of misconduct.

21. Conceded credit

- (1) A Board of Examiners or delegated authority may award a conceded credit to a candidate for a bachelors degree who has
 - (a) undertaken the required number of papers for the degree,
 - (b) passed all compulsory papers, and
 - (c) passed all papers required for the major, specified programme or stream,

but who has narrowly failed one paper in the final year.

- (2) The award of a conceded credit is based on the candidate's performance in the bachelors degree as a whole as well as the paper in question.
- (3) The conceded credit is attached to the degree as a whole (and does not affect the fail grade in the paper in question).
- (4) A student may be awarded one conceded credit only in a bachelors degree.

22. Notification of confirmed grades

- (1) When assessment results are returned to a student those results will include a percentage mark, except where a P (ungraded pass) or F (ungraded fail) mark is given.
- (2) Confirmed final grades are published confidentially in MyWaikato.

Part 7 Breaches and Appeals

23. Breaches

A breach of these regulations is misconduct under the [Student Discipline Regulations 2020](#) .

24. Appeals

- (1) A student may appeal against any decision taken under these regulations.
- (2) An appeal, comprising a written statement of the circumstances of the appeal, together with supporting evidence if available, must be submitted by the student in writing to the Director of Student Services Division not more than seven days after the date on which notification of the relevant decision is received.
- (3) Appeals under this section are considered and decided by the Deputy Vice-Chancellor by delegated authority of the Education Committee.
- (4) A decision by the Deputy Vice-Chancellor is notified in writing, and is final.

Part 8 Grade Reconsideration under COVID-19

25. Scope and application

- (1) Part 8 sets out the process for the reconsideration of a paper grade, in its entirety, due to circumstances related to COVID-19.
- (2) This Part applies to papers where a date between 30 March 2020 and 28 June 2020 inclusive, falls between the paper's start and end dates inclusive. In exceptional circumstances, papers outside of this criteria may be considered.
- (3) Part 8 does not apply to dissertation or thesis papers.
- (4) An application under Part 8 does not affect the ability of a student to make an application under any other part of these regulations.

26. Grounds for grade reconsideration

If, due to circumstances related to COVID-19, and beyond their control,

- (a) a student's performance in a paper has been impaired, and
 - (b) the student believes their final grade has not sufficiently taken account of that impairment,
- the student may apply for grade reconsideration.

27. **Grade reconsideration process**

- (1) An application for grade reconsideration must be made to the Grade Reconsideration Committee within 10 working days of a final grade being notified to the student.
- (2) The application must describe the nature and circumstances of the impairment, with supporting evidence where applicable.
- (3) Where the Grade Reconsideration Committee accepts an application for grade reconsideration, the relevant Board of Examiners or delegated authority, will be required to reconsider the final grade of the student for the relevant paper.
- (4) The Board of Examiners may at their discretion
 - (a) increase the final grade of the paper,
 - (b) offer the student the opportunity to undertake an alternative piece of assessment to replace assessment(s) from the relevant paper, or
 - (c) recommend to the Grade Reconsideration Committee that the student be allowed to withdraw on medical or compassionate grounds under the [Change of Enrolment Regulations 2012](#) .
- (5) Where the Board of Examiners makes a recommendation under subsection 27(4)(c) of these regulations, the Grade Reconsideration Committee may, at their discretion, offer a withdrawal to the student.
- (6) A student may appeal against any decision made by a Board of Examiners under this section.
- (7) An appeal under subsection 27(6) of these regulations must be made by the student in writing to the Grade Reconsideration Committee no more than seven days after notification of the decision by the Board of Examiners is received.

28. **Breaches and Appeals**

For the avoidance of doubt, Part 7 of these regulations applies to the grade reconsideration process.

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In this section

Enrolment

Applications to Enrol

Any person who wishes to enrol at the University must submit an application to enrol by the relevant deadline. Applications submitted after the deadline may be accepted if space is available. Apply online at www.waikato.ac.nz/study/apply/. Academic advice is available through the individual Division, Faculty or School of Study for returning students and from the Admissions Office for students enrolling in 100 level papers.

Standard Application Deadlines

Wednesday 1 December 2021 for papers that commence during Summer School 1 (H Teaching period) (5 January 2022 to 18 February 2022)

Monday 21 February 2022 for papers that commence during Trimester A (7 March 2022 to 3 July 2022)

Monday 4 July 2022 for papers that commence during Trimester B (18 July 2022 to 13 November 2022)

Monday 7 November 2022 for papers that commence during Summer School 2 (G Teaching period) (16 November 2022 to 20 December 2022)

Monday 7 November 2022 for papers that commence during Trimester C (16 November 2022 to 10 February 2023)

Selected Programme Application Deadlines

The following programmes have application deadlines that differ from the standard deadlines:

1 October of the year prior for the Master of Counselling.

1 October of the year prior for the Postgraduate Diploma in Psychology (Clinical) and the Postgraduate Diploma in the Practice of Psychology.

1 November of the year prior for the Master of Applied Psychology.

Thursday 1 December 2022 for new students for Teacher Education programmes. Applications received after this date will be considered if there are spaces available.

One month prior to the intended start date of the thesis for thesis enrolments.

COVID-19

Pursuant to the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University [COVID-19 vaccination requirement](#), a student may not be permitted to enrol in a paper if:

1. the student has not provided a valid and current Ministry of Health *My Vaccine Pass* as evidence of COVID-19 vaccination or exemption, and
2. the paper requires the student to undertake an activity that would breach the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University [COVID-19 vaccination requirements](#).

Enrolment Dates

Enrolment is not complete until a signed enrolment agreement confirming the intended method of payment of fees option has been received by the University. Students must accept online or sign and return their enrolment agreement by

Monday 6 December 2021 for papers commencing 5 January 2022 to 20 February 2022

Friday 4 March 2022 for papers commencing 7 March 2022 to 3 July 2022 and papers commencing 7 March 2022 to 11 November 2022

Friday 15 July 2022 for papers commencing 18 July 2022 to 13 November 2022

Friday 11 November 2022 for papers commencing 16 November 2022 to 20 December 2022 and papers commencing 14 November 2022 to 19 February 2023

the **Friday prior to the start date** of a thesis enrolment

Programme Advice and Planning

The Future Students Recruitment Office assists students who are unfamiliar with the University or who require assistance to plan their programme of study. Prospective students can obtain information from the Student Centre by phoning 0800 WAIKATO or (07) 838-4007, or emailing info@waikato.ac.nz.  Alternatively this can be done in person by calling in to the Hamilton campus (Level 2 of the Student Centre), the Tauranga campus (Level 1 in the Student Hub) at 101-121 Durham Street, Tauranga.

The Future Student Recruitment Advisers represent the University at regional careers expos,

secondary school career evenings, and other events throughout New Zealand and overseas. They provide comprehensive information, personal advice sessions and campus tours, which are available by appointment. An Open Day and several information sessions are held on campus throughout the year, and details are available on request. Students can explore a range of options - undergraduate study, postgraduate study, bridging courses and pathways programmes including those that target women, mature students and Māori. Prospective students will also receive information on the range of academic and support services that are available.

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In this section

International Students

The following information is a general guide for international students wishing to enrol at the University of Waikato. Further information is available on the website: www.waikato.ac.nz/study/international/.

Email: international@waikato.ac.nz .

Admission

All students are required to meet the entry requirements for admission, as set out in the [Admission Statute 2016](#). Applicants whose first language is not English are also required to provide satisfactory evidence of English language proficiency, as set out in the [English Language Requirements for Admission](#). Scores can vary according to the qualification sought.

International students apply for admission online at www.waikato.ac.nz/study/apply

Permanent residents of Australia and New Zealand, Australian citizens, and students from the Cook Islands, Tokelau or Niue who are New Zealand citizens, are treated as New Zealand students and do not need to apply for admission as international students.

Please note that to be eligible for domestic tuition fees, permanent residents and citizens of Australia must be living in New Zealand for the duration of the study. Domestic tuition fees information is available at www.waikato.ac.nz/study/costs/tuition-costs-domestic.

All international students enrolling in an undergraduate programme must hold as a minimum requirement, an equivalent university entrance qualification; as set out online at www.waikato.ac.nz/study/enrolment/undergraduate-international.

Many of the degrees offered at the University of Waikato have prerequisites on their core papers. Applicants who have not achieved specified prerequisites through their study will be required to take additional papers or foundation courses in order to satisfy these prerequisites. Applicants in this

situation are advised that not all papers may count towards the completion of the degree and that the programme may take an additional period of time.

Code of Practice

The University of Waikato has agreed to observe and be bound by the *Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021*. Copies of the Code are available from the New Zealand Qualifications Authority website <https://www.nzqa.govt.nz/providers-partners/tertiary-and-international-learners-code/>.

Students should refer to the Code of Practice for their specified responsibilities and to the International Student Handbook or this Calendar for University procedures and recommendations.

Tuition Fees and Charges

1. International students are required to pay full cost tuition fees. Students should refer to the [Table of Fees and Charges](#) for other fees and charges that may be applicable.
2. New international PhD students may be eligible for domestic fees for their studies. Conditions apply. For more information, see the [Higher Research Degrees](#) website.

New Zealand Immigration Requirements

1. All international students must hold a valid student visa for the duration of their studies. A visitor visa is only valid for courses lasting less than three months in total. Further information regarding the various requirements of Immigration New Zealand (INZ) can be obtained from the Immigration New Zealand website, or the nearest New Zealand High Commission or Embassy.
2. An offer of place at the University of Waikato does not guarantee that the student will be issued with a student visa.
3. International students are required to obtain a student visa before travelling to New Zealand. Students must provide evidence to show they can have enough money to support themselves while they study in New Zealand. The source of fund is considered stable and there are no unexplained lump sum deposits. For more information please see [here](#).
4. The University is required to report to INZ those students who are not fulfilling the requirements of their student visa, which includes completing compulsory course components and passing papers.
5. Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from INZ, and can be viewed on their website at <https://www.immigration.govt.nz>.

Pre-paid Tuition Fees Policy

1. As indicated above, international students are required to obtain their student visa and pay their tuition fees before enrolment can be completed. These funds are held against the student's name until they complete their enrolment in person. This policy details the process for refunding these

- funds if (i) the student travels to New Zealand and does not complete their enrolment, or (ii) completes the first trimester of study and does not enrol in the second trimester of study and they have a student visa valid for one year, with the exception of students enrolling in B trimester then A trimester.
2. All students must apply in writing for a refund of their pre-paid tuition fees to the Director of Student Services Division.
 3. Students are required to supply a verified copy of their passport and student visa, and a copy of their University of Waikato receipt(s) with their application for a refund.
 4. The University of Waikato will notify INZ that the student has not fulfilled the obligations of their visa by completing their enrolment at the University of Waikato.
 5. Where a student wishes to attend another institution in New Zealand, the University of Waikato will transfer the pre-paid tuition fees to that institution, upon written confirmation from that institution of the student's intention to study. This should be in the form of a formal letter of offer or invoice which confirms the student's acceptance into a qualification. If the student has already paid their tuition fees at the other institution, the University of Waikato will refund the pre-paid tuition fees to the student, upon written confirmation from the other institution that the fees have been paid. It is the student's responsibility to provide the necessary documentation from the other institution.'
 6. Where a student will be returning to their home country, the funds will be refunded in one of two ways:
 - (a) an overseas bank draft sent to the overseas address provided by the student
 - (b) if it is known that the pre-paid tuition fees have been paid by a third party, the refund may be paid back to that third party
 7. Where a student is wishing to remain in New Zealand without enrolling at an educational institution, the University of Waikato will refund these funds either:
 - (a) upon evidence of a valid INZ visa to remain in New Zealand, or
 - (b) confirmation that INZ has discharged the University of Waikato's duty under the original student visa.
 8. If a programme of study is cancelled by the University of Waikato, a full refund of pre-paid tuition fees will be made to the student by bank draft.

International Students Refund Administration Charge

International students who withdraw their application or their enrolment before the start date of their programme will receive a 100 percent refund of pre-paid tuition fees less a \$500 Administration Fee. Students who withdraw their application or their enrolment after the start date of their programme but during the period for deletion of papers (refer to Clause 12 of the [Change of Enrolment Regulations 2012](#), will receive a 100 percent refund of pre-paid tuition fees less a \$2,000 Administration Fee.

Compulsory Medical and Travel Insurance

International students (including group students) must have appropriate and current medical and travel insurance while studying in New Zealand, as stated in the *Code of Practice for the Pastoral Care of International Students*. Under the Immigration New Zealand Policy, this must be at least for the duration of your student visa. Enrolment is dependent on proof of appropriate insurance. To simplify the process of selecting insurance, the University has selected Studentsafe-University (underwritten by Allianz New Zealand) as the preferred insurance policy for all international students. The Studentsafe-University insurance premium will be added to tuition fees at the time of enrolment, resulting in international students being automatically enrolled in the Studentsafe-University insurance scheme. This premium will not be charged if evidence of an alternative compliant insurance policy is provided to the University before the specified deadline (please note there are only a small number of approved alternative compliant policies). For further information please refer to the website <https://www.waikato.ac.nz/study/international>.

Eligibility for Health Services

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on the website <https://www.health.govt.nz>. The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website www.acc.co.nz.

New Zealand Government Scholarships

The New Zealand Aid Programme (NZAP) is the New Zealand Government's International Aid and Development Programme managed by the Ministry of Foreign Affairs and Trade. Education is vital to the New Zealand Aid Programme's mission of supporting sustainable development in order to reduce poverty and contribute to a more secure, equitable and prosperous world. Scholarships are available to citizens from selected developing countries to undertake vocational training or tertiary level study in their home country, in New Zealand, or in the Pacific region. These scholarships enhance the skills, training and knowledge of individuals, and build their capacity to contribute to the sustainable development of key areas in their home country. The eligibility criteria and application process can be found on: <https://www.mfat.govt.nz/en/aid-and-development/new-zealand-government-scholarships/>.

Strategic Alliances, International Partnerships and Agreements

The University is a forward-looking, innovative institution that welcomes strategic alliances, international partnerships, and agreements. Consideration is given to international institutions that match the University of Waikato profile in terms of reputation, academic standing, and research output.

All proposals for University to University linkages should be discussed in the first instance with the

International Office. Proposals for guaranteed credit agreements need submission of full documentation to the International Office which will refer them to the appropriate academic authority for approval. Partnership proposals are welcome and will be explored on a case by case basis.

Memorandums of Understanding should also be submitted as proposals to the International Office, which will refer them to the appropriate authority.

Overseas visitors are welcome. Prospective visitors should contact the International Office with full background information about their proposed visit. The International Office will assist in arranging an itinerary which meets both the visitors' and the University of Waikato's needs.

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Director

Ann Hardy MA DipJourn *Cant* DipFilm&TVProd *Middx* PhD *Waik*

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Te Putahi o te Ture Taiao

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Professor Barry Barton BA LLB(Hons) *Auck* LLM *BrCol*

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Director

Robert Joseph LLB LLM PhD *Waik*

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Alberto Alvarez-Jimenez PhD *Ott*

Juliet Chevalier-Watts LLB LLM PGCEd *Southampton Solent*

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Ahuora Centre for Smart Energy Systems

Director

Michael R.W. Walmsley BE PhD *Auck* MAICHE AMIChemE

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Kim L. Pickering BScEng *LondImp* PhD *Surrey* FEngNZ MIMMM

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Co-Directors

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Associate Professor Te Taka Keegan DipCompEng *CIT* BA MA PhD *Waik*

Professor Bernhard Pfahringer PhD *Vienna Tech*

Professors

Professor Karin R. Bryan BSc(Hons) *Tor* PhD *Dal*

Professor Geoff Holmes BSc(Hons) PhD *S'ton*

Senior Research Fellow

Phil Mourot PhD *Savoie*

Postdoctoral Fellows

Alvin Jia BEng Xiamen MSc *NYU* PhD *Melb*

Guilherme Weigert Cassales BSc MCSC *USanta Maria*

Yaqian Zhang BScEng *SJTU* PhD *NTU*

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Carbon Dating Unit

Director

Fiona Petchey MA *Auck* DPhil *Waik*

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International Centre for Terrestrial Antarctic Research (ICTAR)

Director

Craig Cary BSc *Florida Tech* MSc *SanDiegoSU* PhD *Calif*

Associate Director

Charles Lee BSc *NTHU* PhD *Waik*

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Tim Manukau DipEnvMgt BSc *Waik*

Associate Professor

Kura Paul-Burke BEd *Waik* DipMarineSt *BOP Poly* BSc(Applied) *AUT* MIndS PhD Awanuiarangi DipT

Postdoctoral Fellow

Kimberley Maxwell BSc *Otago* MSc *Well*

Adjunct Senior Fellow

Moritz Lehmann PhD *Dal*

Research Officers

Ben Stewart BEnvSc *S.Cross*

Grant Tempero BSc PhD *Waik*

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Joint Directors

Craig Cary BSc *Florida Tech* MSc *SanDiegoSU* PhD *Calif*

Ian R. McDonald BSc(Hons) *Ulster* PhD *Liv*

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Change of Enrolment Regulations

1. Title

These are the Change of Enrolment Regulations 2012.

2. Date of effect

These regulations are effective from 1 January 2020.

3. Definitions

In these regulations

change of enrolment means any of the following changes to the programme of study in which a student has originally enrolled for a given teaching period:

the **addition** of a paper, with payment of the prescribed fees

the **deletion** of a paper, with refund of the prescribed fees (the paper is deleted from the student's academic record)

withdrawal from a paper, without refund of any fees (the paper remains on the student's academic record, annotated as 'withdrawn')

change of qualification, major or specified programme.

MyWaikato means the computer system, accessible to enrolled students, which enables them to apply for change of enrolment on the internet.

4. Application

These regulations apply to papers at 0, 100, 200, 300, 400, 500 and 700 levels.

Note: Policies and procedures with respect to change of enrolment for 800 (MPhil) and 900 (doctoral) level programmes are available from the School of Graduate Research.

5. Fees

The fees referred to in these regulations are available online at www.waikato.ac.nz/study/costs.

6. **Teaching periods**

The teaching periods referred to in these regulations are defined in the [Teaching and Assessment Periods 2022](#) section of the University of Waikato Calendar.

7. **COVID-19**

Pursuant to the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University [COVID-19 vaccination requirement](#), the University may delete a paper from a student's enrolments at any time if:

- (1) the student has not provided and maintained a valid Ministry of Health My Vaccine Pass as evidence of COVID-19 vaccination or exemption, and
- (2) the paper requires the student to undertake a future activity that would breach the COVID-19 Public Health Response (Vaccinations) Order 2021 or any University [COVID-19 vaccination requirements](#).

8. **Programme approval**

Any change of enrolment constitutes a change to a programme of study and requires the approval of the relevant Division or the Faculty of Māori and Indigenous Studies.

9. **Procedure for change of enrolment**

- (1) Applications for change of enrolment must be submitted to the relevant Division or the Faculty of Māori and Indigenous Studies that the student is enrolled in for consideration. They need to be submitted through MyWaikato.
- (2) Absence from classes or failure to submit items for assessment does not constitute withdrawal from a paper. A student who does not withdraw from a paper using the procedures outlined in these regulations remains enrolled for the paper and remains liable for any prescribed fees.
- (3) Attendance at classes and submission of items for assessment does not constitute enrolment in that paper.

10. **Timeframe for change of qualification, major or specified programme**

Provided that no changes are made to the selection of papers, a student may apply to change a qualification, major or specified programme at any time.

11. **Deadlines for adding papers (with payment of the prescribed fees)**

- (1) An application to add a (500 level) thesis must be submitted to the relevant Division or the Faculty of Māori and Indigenous Studies at least one month before the intended start date for the thesis.
- (2) An application to add an Executive Education paper must be submitted to the Waikato Management School at least one month before the start of the paper.

12. Deadlines for substituting papers (with transfer of the prescribed fees)

A student may apply to add a paper in place of a paper being deleted up until the relevant deadline listed in section 13 of these regulations provided that the paper to be added is of the same or lesser points value as the paper to be deleted.

Length of paper	Substitution Period	Deadline
Less than 17 weeks (including C trimester, S, G and H periods)	1 week	Within 7 days of, and including the first day of the relevant teaching period
17 weeks or more (including A and B trimesters, D period)	2 weeks	Within 14 days of, and including, the first day of the relevant teaching period

1. Deadlines for deleting papers (with a refund of the prescribed fees)

(1) An application to delete a paper must be submitted to the relevant Division or the Faculty of Māori and Indigenous Studies by the following deadlines:

Length of paper	Deletion Period	Deadline
10 weeks or less (including S, G and H period)	1 week	Within 7 days of, and including the first day of the relevant teaching period
Up to, and including, 20 weeks (including A, B and C trimester)	2 weeks	Within 14 days of, and including, the first day of the relevant teaching period)
Up to, and including, 30 weeks	3 weeks	Within 21 days of, and including, the first day of the relevant teaching period
Up to, and including, 40 weeks	4 weeks	Within 28 days of, and including, the first day of the relevant teaching period
		Within 35 days of, and

More than 40 weeks	5 weeks	including, the first day of the relevant teaching period
--------------------	---------	--

- (2) Where subjects provide for different levels of proficiency on first enrolment (e.g. Mathematics, languages), a student may apply to transfer, with a transfer of fees, from one paper to a closely related paper in the same subject up until the relevant deadline for withdrawal listed in section 14 of these regulations.

1. **Withdrawal from papers (without a refund of the tuition fee)**

- (1) Unless exceptional circumstances apply (as provided for under section 15 of these regulations), a student who withdraws from a paper after the deadline for deletion (see section 13 of these regulations) is not entitled to a refund of the fees for that paper; if the fees have not been paid, the student remains liable for them.
- (2) An application to withdraw from a pre-degree or undergraduate paper (0, 100, 200, 300, 400 levels or 700 level) after the deadline for deletion (see section 13 of these regulations) must be submitted to the relevant Division or the Faculty of Māori and Indigenous Studies by the following dates:

Type of paper	Withdrawal Period	Deadline
Trimester A or B	6 weeks	Within 42 days of, and including the first day of the relevant teaching period
Trimester C	3 weeks	Within 21 days of, and including, the first day of the relevant teaching period
Other, less than 17 weeks (including S, G and H periods)	3 weeks	Within 21 days of, and including, the first day of the relevant teaching period
Other, 17 weeks or more (including D period)	6 weeks	Within 42 days of, and including, the first day of the relevant teaching period

- (3) A student may withdraw from a graduate paper (500 or 700 level, excluding Te Kura Toi Tangata School of Education 700 level) after the deadline for deletion (see section 13 of these regulations) at any time before the start of the examination or, if the paper is internally assessed, at any time before the due date for the final item of assessment.

1. Late deletion or withdrawal under exceptional circumstances

Note: *Part 4 of the [Assessment Regulations 2016](#) sets out the University's provisions for special consideration in assessment. Students considering withdrawal from papers because of exceptional circumstances beyond their control are encouraged to seek advice first from their relevant Division or the Faculty Māori and Indigenous Studies, or from the Student Centre, about whether they might be entitled to special consideration under the [Assessment Regulations 2016](#).*

- (1) If, after the deadline for deletion or withdrawal, a student considers that he or she is unable to complete a paper because of exceptional circumstances beyond his or her control, the student may apply in writing to the Director of Student Services for late deletion or withdrawal.
- (2) Applications for Medical or Compassionate withdrawals will only be considered within 12 months from the end date of the paper.
- (3) The application must be submitted to the Director of Student Services and must include an account, with appropriate evidence if available, of the circumstances that prompted the application.
- (4) Applications under this section are considered and decided by the Director of Student Services or an approved delegate.
- (5) If the application is approved, the Director of Student Services or their approved delegate may also approve, at their discretion, a credit of some or all of the student's fees.

2. Appeals

- (1) A student may appeal against any decision taken under these regulations.
- (2) An appeal, comprising a written statement of the circumstances of the appeal, and supporting evidence if available, must be submitted in writing to the Director of Student Services not more than seven days after the date on which the student receives notification of the relevant decision. Late appeals may be accepted at the discretion of the Director of Student Services.
- (3) Appeals under this section are considered and decided by the Deputy Vice-Chancellor Academic, or his or her nominee, by delegated authority of the Academic Board.
- (4) A decision by the Deputy Vice-Chancellor Academic is notified in writing and is final.

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Policy on the Use of Māori for Assessment

Statement of Principle

1. In recognition of the status of the Māori language as a tāonga protected under the Treaty of Waitangi, and within the spirit of the Māori Language Act 1987, the University of Waikato endorses the right of its students to use the Māori language in written work for assessment within the University.
2. In keeping with the above and in accordance with its Charter commitments the University seeks to have sufficient suitable staff employed or available throughout its Divisions or the Faculty of Māori and Indigenous Studies to ensure that any work submitted in Māori would be assessed in that language by staff competent in the subject under examination and in the Māori language.
3. In the meantime, the use of the Māori language in assessment is subject to conditions set out in this policy statement.

Exceptions

4. There are occasions when, due to the nature of the skills being tested, work submitted for assessment may be required to be in a particular language. In such cases that requirement shall be made explicit in writing, either in the relevant subject entry or prescription in the University of Waikato [Catalogue of Papers](#) or in the paper outline distributed to candidates at the beginning of a paper.

Notice

5. Candidates who intend to present all or part of an examination or piece of internally assessed work in Māori are requested to give at least 14 day's notice of their intention of doing so in writing to the Student Centre. This notice of intention is desirable to allow the University the time and opportunity to make proper arrangements for marking including, when necessary, translation and external assessment. If less than 14 days' notice is given, the material presented in Māori will still

be accepted. The processing of it may, however, be delayed and the opportunity to have the script marked in the original language may be reduced.

6. Where a candidate who intends to present material in Māori has given the requested notice of intention, they will be informed as soon as reasonably possible, as to whether or not the assessment will be based on translation.

Potential for Delays

7. The University will do its best to make the results of an examination or item of internally assessed work presented in Māori available to the candidate within the ordinary time-frame. However the process of assessment in such cases, possibly including translation, may result in delays in the return of coursework or in the publication of results.

Māori-speaking Paper Examiners

8. The examination or internally assessed work will be assessed in Māori by the examiner for the paper if the examiner is considered by the Deputy Vice-Chancellor Māori or their nominee to be linguistically competent to do so.

Co-examiners

9. If the examiner of the relevant paper is not competent to assess in Māori, a co-examiner, competent in both the subject under examination and in Māori, may be appointed to conduct the assessment of work presented in Māori in consultation with the examiner.

Translation

10. If no person is available in the circumstances to assess the work in Māori, a translator will be appointed by the Deputy Vice-Chancellor Māori or their nominee in agreement with the appropriate chief examiner. The translator will be asked not to correct errors in the original nor to make any embellishments; however, ambiguities may be pointed out to the examiner. Where necessary the examiner may seek clarification of the translation of the paper from the translator but contact between the student and the translator is prohibited, as is contact between the student and the examiner. The assessment will then be carried out by the examiner of the paper on the basis of the translation.

The University intends that resort to translation be made only when reasonable efforts to find an examiner capable of assessing the work in its original language have been exhausted.

11. In the process of appointing a translator, the Deputy Vice-Chancellor Māori or their nominee will take all reasonable steps to ensure that the translator is competent in the relevant subject under examination, as well as in the Māori language.

External Assessment

12. If the internal assessment and/or examination script is to be subject to external assessment, the other institution undertaking the external assessment will be requested to indicate whether an external assessor is available to conduct the assessment in Māori. If not, a translation will be obtained for the purpose by the University according to the process explained in sections 10 and 11 of these regulations.

Return of Scripts

13. When any translation is relied upon in the assessment of an examination, a candidate making proper application for the return of a script shall also receive any translation made of the script. When assessed coursework is normally returned to the student, any translation used is likewise to be returned.

Appeals and Reconsiderations

14. An appeal against a decision regarding linguistic or subject competence made under the provisions of sections 8 and 11 of these regulations shall be to the Senior Deputy Vice-Chancellor whose decision shall be final.
15. The regulatory provisions for reconsideration of final grade together with the established appeal provisions will apply, with the addition that the Māori Language Commission is regarded by the Council as the final authority on the accuracy of a translation.

Oral Work

16. The details of this policy apply to written internally assessed work and to examinations. When oral work is assessable, the same principles should apply; however, practicalities may necessitate more restricted policy details, such as a requirement on the candidate to give longer notice or a limitation on the use of Māori where oral work involves interaction with other candidates.

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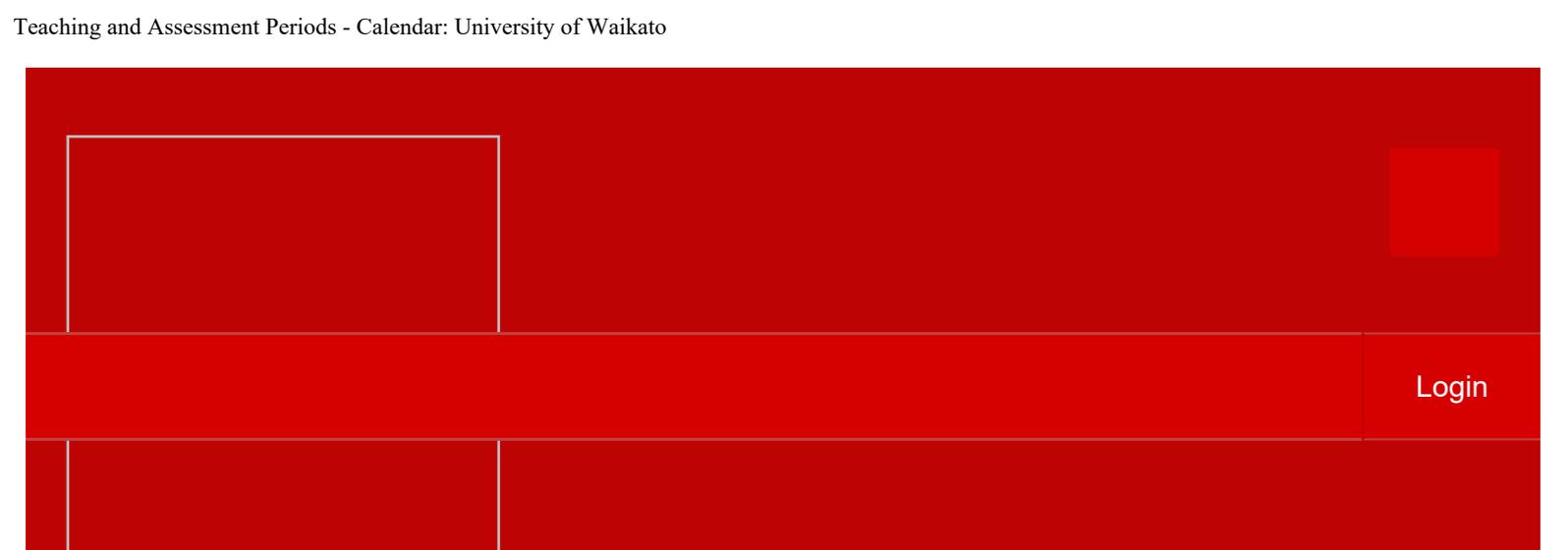
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Teaching and Assessment Periods 2022

Important Dates	Week	Month	Mon	Tue	Wed	Thu	Fri	Holidays & Events
5 Jan University Opens Trimester C resumes and H Teaching Period Starts	1	Jan	3	4	5	6	7	3-4 Jan New Years Holiday
	2	Jan	10	11	12	13	14	
	3	Jan	17	18	19	20	21	
	4	Jan	24	25	26	27	28	
	5	Jan/Feb	31	1	2	3	4	31 Jan Auckland Anniversary
11 Feb Trimester C and H Teaching Period Ends	6	Feb	7	8	9	10	11	7 Feb Waitangi Day observed
16-18 Feb Trimester C & H Teaching Period Exams	7	Feb	14	15	16	17	18	

21 Feb-4 Mar Enrolment/Teaching Recess	8	Feb	21	22	23	24	25	
	9	Feb/Mar	28	1	2	3	4	28 Feb-4 Mar Orientation Week
7 Mar Trimester A Starts	10	Mar	7	8	9	10	11	
	11	Mar	14	15	16	17	18	
	12	Mar	21	22	23	24	25	
	13	Mar/Apr	28	29	30	31	1	
	14	Apr	4	5	6	7	8	
	5	Apr	11	12	13	14	15	15 Apr Good Friday
18 Apr Teaching Recess Starts	16	Apr	18	19	20	21	22	18-19 Apr Easter & Uni Holiday
29 Apr Teaching Recess Ends	17	Apr	25	26	27	28	29	25 Apr ANZAC Day
	18	May	2	3	4	5	6	
	19	May	9	10	11	12	13	
	20	May	16	17	18	19	20	
	21	May	23	24	25	26	27	27 May Open Day - Hamilton Campus TBC
	22	May/June	30	31	1	2	3	
10 Jun Trimester A Ends	23	Jun	6	7	8	9	10	6 Jun Queen's Birthday
13-17 Jun Study Week	24	Jun	13	14	15	16	17	
20 Jun Examinations Start	25	Jun	20	21	22	23	24	24 Jun Matariki

1 Jul Examinations End	26	Jun/Jul	27	28	29	30	1	
4-8 Jul Teaching Recess	27	Jul	4	5	6	7	8	
11-15 Jul Enrolment	28	Jul	11	12	13	14	15	11-15 Jul Orientation Week
18 Jul Trimester B Starts	29	Jul	18	19	20	21	22	
	30	Jul	25	26	27	28	29	
	31	Aug	1	2	3	4	5	
	32	Aug	8	9	10	11	12	
	33	Aug	15	16	17	18	19	
	34	Aug	22	23	24	25	26	
29 Aug Teaching Recess Starts	35	Aug/Sep	29	30	31	1	2	
9 Sep Teaching Recess Ends	36	Sep	5	6	7	8	9	
	37	Sep	12	13	14	15	16	15 Sep Kīngitanga Day
	38	Sep	19	20	21	22	23	
	39	Sep/Oct	26	27	28	29	30	
	40	Oct	3	4	5	6	7	
	41	Oct	10	11	12	13	14	
21 Oct Trimester B Ends	42	Oct	17	18	19	20	21	
25 Oct Study Week	43	Oct	24	25	26	27	28	24 Oct Labour Day
31 Oct	44	Oct/Nov	31	1	2	3	4	

Examinations Start									
11 Nov Examinations End	45	Nov	7	8	9	10	11		
14-15 Nov Teaching Recess 16 Nov Trimester C and G Teaching Period Starts	46	Nov	14	15	16	17	18		
	47	Nov	21	22	23	24	25		
	48	Nov/Dec	28	29	30	1	2		
	49	Dec	5	6	7	8	9		
	50	Dec	12	13	14	15	16		
20 Dec G Teaching Period Ends 21 Dec Trimester C Recess Starts	51	Dec	19	20	21	22	23	21-23 Dec University Holidays	
	52	Dec	26	27	28	29	30	26-27 Dec Christmas Day and Boxing Day observed	

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