



# ADMISSION REQUIREMENTS GUIDELINES

## 1 Purpose

These guidelines provide standard Admission requirements for Unitec Programmes to be included in Programme Regulations. They are designed to ensure that Unitec students are likely to succeed in their chosen qualification.

## 2 Scope

These guidelines set out the requirements for admission which apply to all applications for admission to courses and programmes offered at Unitec.

## 3 Procedures

The Admission requirements for all Programmes must be set out in the Programme regulations and shall be such that the Student can be expected to be able to achieve the standard required for the qualification.

To be admitted to a Unitec Programme, Students must:

- a) Meet admission requirements under one of the following provisions:
  - I. General Admission (see 3.1); OR
  - II. Special Admission (see 3.2); OR
  - III. Discretionary Admission (see 3.3).

*AND*

- b) Programme-specific Admission requirements (see 3.4);

*AND*

- c) Meet Unitec's English language entry requirements (see 3.5)

*AND*

- d) International students must also meet additional English Language Requirements (see 3.6)

For qualifications gained outside New Zealand, Unitec International will assist Students and Programme staff in interpreting whether entry requirements are met.

### 3.1 Whakaurunga Whānui | General Admission

To be admitted to a Unitec Programme, all applicants must be at least 16 years of age (unless specified higher) on the date of the programme's commencement for the semester in which they wish to enrol (or provide a completed Early Release Exemption form), and meet the requirements for the type and level of programme described below.

### 3.1.1 Level 1 & 2 Certificates

For Level 1 and Level 2 certificate programmes there are no academic entry requirements unless specified in *Programme Regulations*.

### 3.1.2 Level 3 Certificate

All applicants must have a minimum of 3 years secondary education;

**Or**

Successful completion of an approved qualification at Level 2 or above <'with a relevant pathway' / 'within a [specified] pathway'>, where appropriate. [any specific approved qualifications will also be included in this statement];

**Or**

Equivalent.

### 3.1.3 Level 4 Certificate

All applicants must have a minimum of 4 years secondary education, and a minimum of 12 NCEA credits at Level 1 in each of at least two subjects <specified if required>;

**Or**

A pass in two subjects in New Zealand School Certificate;

**Or**

Successful completion of an approved qualification at Level 2 or above <'with a relevant pathway' / 'within a [specified] pathway'>, where appropriate. [any specific approved qualifications will also be included in this statement];

**Or**

Equivalent.

### 3.1.4 Level 5 Certificate/Diploma

All applicants must have a total of at least 48 NCEA credits at level 2 in best 4 subjects <specified if required>;

**Or**

A maximum total of 20 in best 4 Sixth Form Certificate subjects <specified if required>;

**Or**

Successful completion of an approved qualification at Level 3 or above <'with a relevant pathway' / 'within a [specified] pathway'>, where appropriate. [any specific approved qualifications will also be included in this statement];

**Or**

Equivalent.

### 3.1.5 Level 6 Certificate/Diploma

All applicants must have a total of at least 60 NCEA credits at level 2 in best 4 subjects <specified if required>;

**Or**

A maximum total of 16 in best 4 Sixth Form Certificate subjects <specified if required>;

**Or**

Successful completion of an approved qualification at Level 3 or above <‘with a relevant pathway’ / ‘within a [specified] pathway’>, where appropriate. [any specific approved qualifications will also be included in this statement];

**Or**

Equivalent.

### 3.1.6 Level 7 Undergraduate Degree programmes

Undergraduate Degree programmes will use either the **Unitec Standard** or **University Entrance** criteria.

***Unitec Standard for Level 7 Undergraduate Degree:***

A minimum of 42 credits at NCEA Level 3 or higher on the National Qualifications Framework, with:

- a) 14 credits at Level 3 or higher in each of two subjects from an approved subject list (Specific subjects, or range of subjects from the approved list may be specified here), with;
- b) a further 14 credits at Level 3 or higher taken from no more than two additional domains on the National Qualifications Framework, plus;
- c) a minimum of 14 credits at Level 1 or higher in Mathematics or Pangarau on the National Qualifications Framework, plus;
- d) a minimum of 8 credits at Level 2 or higher in English or Te Reo Maori; a minimum of 4 credits must be in Reading and a minimum of 4 credits must be in Writing;

**Or**

At least 3 ‘C’ passes in the New Zealand University Bursaries Examinations (Specific subjects, or range of subjects from the approved list may be specified here);

**Or**

Successful completion of an approved qualification\* at Level 3 or above (with a relevant pathway' / 'within a [specify here] pathway' if required), where appropriate. [\*include any specific approved qualifications in this statement]

**Or**

Equivalent.

***University Entrance for Level 7 Undergraduate Degree:***

NCEA Level 3 including:

- a) Three subjects – at Level 3 or above, made up of 14 credits each, in three [subjects](#) (Specific subjects, or range of subjects from the approved list may be specified here)
- b) Literacy – 10 credits at Level 2 or above, made up of 5 credits in reading and 5 credits in writing
- c) Numeracy – 10 credits at Level 1 or above, made up of Achievement standards – specified achievement standards available through a range of subjects, or Unit standards – package of three numeracy unit standards (26623, 26626, 26627 – **all** three required)

**Or**

At least 3 'C' passes in the New Zealand University Bursaries Examinations (Specific subjects, or range of subjects from the approved list may be specified here);

**Or**

Successful completion of an approved qualification\* at Level 3 or above (with a relevant pathway' / 'within a [specify here] pathway' if required), where appropriate. [\*include any specific approved qualifications in this statement]

**Or**

Equivalent.

Acceptable equivalents for academic entry requirements noted above include (but are not limited to) the following:

- CIE (Cambridge International Examinations): (<http://www.cie.org.uk>)
- International Baccalaureate ([www.ibo.org](http://www.ibo.org))
- International Equivalence

### **3.1.7 Level 7 Conjoint Degree**

The following is added to the general requirements chosen above for conjoint degrees:

Met the admission criteria of each component degree and a total of no less than 275 marks in 5 subjects in NZ University Bursaries examination, or equivalent;

**Or**

A total of no less than 57 NCEA credits at Level 3 in three subjects (specify subjects here if required);

**Or**

Completed and been credited with at least 100 credits in an approved degree programme and in that study achieved a B- grade average over all courses.

### **3.1.8 Level 7 Graduate Certificate or Graduate Diploma Programmes**

A recognised degree;

**Or**

A professional qualification in a relevant discipline;

**Or**

The ability to demonstrate competencies equivalent to a graduate from the above qualifications.

### **3.1.9 Level 8 Postgraduate Certificate or Postgraduate Diploma Programmes**

A recognised bachelor degree in the same or similar discipline, with merit achievement, deemed to be an average grade of B- or higher in all Level 7 courses;

**Or**

A professional qualification in a relevant discipline, recognised as being equivalent to merit achievement in a bachelor degree, or equivalent.

### **3.1.10 Level 9 Master Degree**

A recognised Bachelor's degree in the same or similar discipline, with merit achievement deemed to be an average grade of B- or higher in all Level 7 courses;

**Or**

A professional qualification in a relevant discipline, recognised as being equivalent to merit achievement in a Bachelor's degree.

### **3.1.11 Professional Doctorate**

A master's degree in the same or similar discipline with not less than upper second class honours, or equivalent:

**Or**

An honours degree of four years duration in the same or similar discipline with at least an A- average, and which includes a research project;

**Or**

A postgraduate diploma in the same or similar discipline and the ability to demonstrate, through substantial industry reports or other research publications, analytical and critical thinking skills and data interpretation.

### 3.1.12 PhD

A master's degree with at least a B average or equivalent;

**Or**

An honours degree of 4 years duration with at least a B average, that includes a research project;

**Or**

Completion of a full year's equivalent study at Level 8, including a research project, and achieved at least a B average;

**Or**

Be Enrolled in the research component of a master's degree and have satisfied the PhD Committee that the proposed study has sufficient potential to justify the depth and extent to achieve the PhD outcomes;

**And**

Satisfactory completion of advanced training in research, the execution of a research project and the writing of a report on that research, with a grade of B or better;

**And**

Completion of postgraduate study in an appropriate discipline

## 3.2 Whakaurunga Motuhake | Special Admission

Programmes may consider for special Admission those applicants who do not meet the general Admission criteria and are at least 20 years of age and can provide evidence of the skills, educational or work experience equivalent to that expected within the Programme's general Admission requirements. These provisions must be specified in the respective Programme Regulations.

## 3.3 Whakaurunga Kōwhiringa | Discretionary Admission

Programmes may consider for discretionary Admission those applicants who do not meet the general Admission criteria and are under the age of 20, if they can demonstrate capability for study at the required level. These provisions must be specified in the respective Programme Regulations.

Discretionary Admission is not available for Post-graduate programmes Level 8 and above.

## 3.4 Whakaritenga whakauru atu | Additional Admission Requirements

Programmes may choose to specify entry requirements other than those stated here and these must be specified in the Programme Regulations. These may relate to specific requirements of a professional accreditation body, discipline specific legislation, or health and safety considerations.

### 3.4.1 Alternative Entry Requirements

Any additional, higher or lower entry requirements than those noted above are to be clearly stated and justified and must follow the process for the approval of changes to programmes outlined in the Academic Development and Approval Policy and associated procedures.

### 3.4.2 Selection Criteria

Programmes may stipulate additional selection criteria for entry into specific Programmes. These must be specified in the respective Programme Regulations.

## 3.5 English Language Admission Requirements

Applicants must meet English language requirements in addition to academic regulations. Standard English language requirements for Unitec Programmes for the type and level of programme described below. Programmes may choose to specify entry requirements other than those stated here and these must be specified in the Programme Regulations and be compliant with NZQA's and any relevant regulatory body's standards and regulations.

### 3.5.1 Level 1 & 2 Certificates

Applicants are required to demonstrate a level of functional communication in English that allows them to participate in the programme.

### 3.5.2 Level 3 Certificate

Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 8 credits at NCEA Level 1 in English.

### 3.5.3 Level 4 & 5 Certificate and Diploma

Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.

### 3.5.4 Level 6 and above

Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 8 credits at NCEA Level 2 in English (4 in Reading, 4 in Writing).

## 3.6 English Language Entry Requirements for International Students

1. An institution (other than a university) must:
  - (a) verify, prior to enrolling an international student in a programme (other than an English language programme) at level 3 or above, that the student has the necessary English language proficiency as demonstrated through the use of evidence of one of the kinds described in 2 to 4; and
  - (b) retain a copy of that evidence for at least two years from the date the student is enrolled in that programme.
2. Evidence that the student has:
  - (a) achieved NCEA level 3 and has met New Zealand university entrance requirements; or

- (b) been awarded an International Baccalaureate Diploma or: Cambridge A- level qualification for which the teaching and assessment was conducted in English; or
  - (c) been awarded the Cambridge Certificate in Teaching English to Speakers of Other Languages (CELTA) or the Trinity College London Certificate in Teaching English to Speakers of Other Languages (CertTESOL); or achieved, within the two years preceding the proposed date of enrolment, one of the internationally recognised proficiency test outcomes specified in Programme Regulations or the NZQA Table - <https://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/nzqf-related-rules/the-table/>
3. Evidence that the student has:
- (a) completed all primary education (*being the equivalent of New Zealand primary school years 1 to 8*) and at least three years of secondary education (*being the equivalent of three years from New Zealand secondary school years 9 to 13*) at schools in one of the countries listed in 5 where the student was taught using English as the language of instruction; or
  - (b) completed at least five years of secondary education (*being the equivalent of New Zealand secondary school years 9 to 13*) at schools in one of the countries listed in 5 where the student was taught using English as the language of instruction; or
  - (c) been awarded a Bachelor's degree, Graduate Certificate, Graduate Diploma, Bachelor Honours Degree, Postgraduate Certificate, Postgraduate Diploma, Master's Degree or Doctoral Degree with English as the language of instruction from a tertiary education provider from one of the countries listed in 5.
4. Evidence that the student has been granted a New Zealand Short Term Training Scholarship by the Ministry of Foreign Affairs and Trade and has:
- (a) completed all primary education (*being the equivalent of New Zealand primary school years 1 to 8*) and at least three years of secondary education (*being the equivalent of three years from New Zealand secondary school years 9 to 13*) at schools where the student was taught using English as the language of instruction; or
  - (b) completed at least five years of secondary education (*being the equivalent of New Zealand secondary school years 9 to 13*) at schools where the student was taught using English as the language of instruction.
5. The countries for the purpose of paragraphs (a) - (c) of 3 are: New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom and the United States.

## 4 Responsibilities

### Role



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 Te Korowai Kahurangi
 

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 Programme Development Team
 

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 Academic Board
 

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 Academic Approvals Committee
 

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 NZQA
 

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## 5 Definitions

Unless otherwise specified, the definitions in the *Policy Framework Glossary* (to be completed) apply. If a definition is not listed in that resource, ask the Policy Framework Manager to consider adding it.

Admission	means the process by which a Student applies and is considered for placement in a Programme at Unitec.
Domestic Student	is defined by the <a href="#">Education Act 1989 (part 1, section 2)</a> as a person who is then— (a) a New Zealand citizen; or (b) the holder of a residence class visa granted under the Immigration Act 2009 who satisfies the criteria (if any) prescribed by regulations made under subsection (4); or (c) a person of a class or description of persons required by the Minister, by notice in the Gazette, to be treated as if they are not international students
International Student	is defined by the Education Act 1989 as a person who is not a Domestic Student.
Programme	means a self-contained block of study or a combination of Courses with which a Student is required to be credited in order to be awarded a specified qualification by Unitec (e.g. a Certificate, a Diploma, or a Degree).
Programme Schedule	means the document that extends that which is in the generic Programme regulations by detailing the programme-specific conditions that apply to each Programme.
Student	means a person enrolled for one or more Courses at Unitec and for purposes of this policy only, also means a person applying to enrol in one or more Courses at Unitec.

## 6 Reference Documents

- *Academic Development and Approval Policy;*

- *Programme Regulations Procedure*

## 7 Document Details

<b>Version Number</b>	2.14				
<b>Version Issue Date</b>	01 October 2019				
<b>Version History</b>	<table> <tr> <th><b>Amendment Date</b></th><th><b>Amendment/s</b></th></tr> <tr> <td>August 2006</td><td>First edition</td></tr> </table>	<b>Amendment Date</b>	<b>Amendment/s</b>	August 2006	First edition
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August 2006	First edition				
<b>Consultation Scope</b>					
<b>Approval Authority</b>	Academic Board				
<b>Original Date of Approval</b>	01 August 2006				
<b>Document Sponsor</b>					
<b>Document Owner</b>					
<b>Contact Person</b>	Manager, Te Korowai Kahurangi				
<b>Date of Next Review</b>	December 2020				

### AMENDMENT HISTORY

Version	Issue Date	Reason for Revision	Approved by
1	01/08/2006	Replaced policies 2a English Language Entry Requirements; and 2c Academic Entry Guidelines	Academic Board
2	23/11/2012	Formal periodic review to maintain currency with external requirements	Academic Board
2.1	16/04/2013	English Language Entry Requirements (Appendix B) updated to bring in line with NZQF Programme Approval and Accreditation Rules 2013	Executive Dean, Academic Dev
2.2	10/01/2014	English Language Entry Requirements (Appendix B) updated to bring in line with NZQF Programme Approval and Accreditation Rules October 2013 (V2)	Exec Dean, AD
2.3	15/05/2014	Minor update - English Language Entry Requirements (Appendix B) wording updated to bring in line with NZQF Programme Approval and Accreditation Rules October 2013 (Version 2)	Executive Dean, AD
2.4	16/06/2014	Further minor update - English Language Entry Requirements (Appendix B) wording updated to bring in line with NZQF Programme Approval and Accreditation Rules October 2013 (V2)	Executive Dean, AD

2.5	10/07/2015	Set in new template as part of Policy Rework  Included Sections 6.3 to 6.6 from Academic Management Policy (now Academic and Programme Management Policy) (new sections 8 and 9) See also AB agenda 2 December 2014.	Academic Board
2.6	16/11/2015	Update to English Language Entry Requirements for International Students table in Appendix B:  - <b>Previous primary and secondary study in English:</b> wording updated to bring in line with NZQF Programme Approval and Accreditation Rules October 2013 (V2). Table and section titles updated.  - University of <b>Cambridge English Examinations Cambridge scores</b> in table also updated.	Executive Dean, Academic Development
2.7	10/12/2015	Deletion of City & Guilds IESOL proficiency outcomes from the English Language Entry Requirements for International Students for whom English is not their First Language table in Appendix B.	Academic Board
2.8	02/05/2016	Updated to reflect new roles, positions and committee structures	Academic Board
2.9	06/12/2016	Update to English Language Entry Requirements for International Students table in Appendix B:  - Addition of note at the top of Appendix B as per advice received from Unitec international.  - Pearson Test of English (Academic) sub-scores added as per advice received from Unitec International  - Criteria for existing English proficiency: wording updated to bring in line with update to NZQA rules.  - University of Cambridge English Examinations additional score options added as per update to NZQA rules	Academic Board
2.10	17/10/2017	Update to English Language Entry Requirements for International Students table in Appendix B:  - TOEFL (ibt) scores for levels 3 to 7 updated in line with recent NZQA information.	Academic Board
2.11	28/11/2017	Statement updated in Appendix B.  <b><i>Regulations and be compliant with NZQA's and any relevant regulatory body's standards and regulations."</i></b>	Academic Board
2.12	27.03.2018	Addition of definition of Secondary/Tertiary Pathway Student  Addition of definition of Secondary/Tertiary Pathway student eligibility for discretionary enrolment	Academic Board

		Update of International English proficiency outcomes table to align with NZQA most recently published rules.	
2.13	01.08.2019	Update of changes to Rule 18	Academic Board
2.14	13.11.2019	Renamed as Admission Requirements Guidelines and re-formatted to new template  Amended to align with revision of Admissions, Enrolment and Fees Policy and associated procedures	Academic Board

## REFERENCE DOCUMENTS

### Acronyms used in table above:

**CAE** – the examination of the University of Cambridge ESOL Examinations called Cambridge English Advanced, also known as the Certificate in Advanced English, found at <http://www.cambridgeesol.org/exams/cae/index.html>

**CPE** – the examination of the University of Cambridge ESOL Examinations called Certificate of Proficiency in English, found at <http://www.cambridgeesol.org/exams/cpe/index.html>

**FCE** – the examination of the University of Cambridge ESOL Examinations called Cambridge English: First, also known as the First Certificate in English, found at <http://www.cambridgeesol.org/exams/fce/index.html>

**IELTS** – the International English Language Testing System, jointly owned by the British Council, IDP-IELTS Australia, and the University of Cambridge ESOL Examinations, found at <http://www.ielts.org>

**NZCEL** – the New Zealand Certificate in English Language listed on the NZQF (NZQA being the qualification developer)

**PToE** – the Pearson Test of English (Academic), found at <http://www.pearsonpte.com/Pages/Home.aspx>

**TOEFL** – the English Language proficiency test of the Educational Testing Service, whose headquarters are in Princeton, United States, found at <http://www.ets.org/toefl>

**TWE** – in relation to TOEFL is the Test of Written English.